

APPENDIX 2-A

BID FORM FOR PUBLISHED MEET SCHEDULE FOR SANCTIONED OPEN INVITATIONAL

MS clubs should use this form to submit bids for a Sanctioned Open Invitational to be placed on either the SCY published meet schedule or the LCM published meet schedule. Bids are first submitted to Program Operations after the skeleton schedule is released. Bids for the upcoming fall SCY season must be submitted by June 1. Bids for the upcoming summer LCM season must be submitted by December 1.

Those wishing to submit bids should review all the rules explaining the process for awarding meets. They are contained in the *MS Rules and Procedures* in the Program Operations Division section. After the bids are received the bids are first referred to the Meet Scheduling Committee for their consideration and then to the MS Board of Directors for a decision by majority vote.

USE A SEPARATE FORM FOR EACH DATE THAT IS BEING BID ON. ALSO FEEL FREE TO INCLUDE A SEPARATE NARRATIVE WHICH CLEARLY INDICATES YOUR CLUB'S PREFERENCE AS TO FIRST CHOICE, SECOND CHOICE, ETC., AND ANY OTHER RELEVANT MATTERS YOUR CLUB WISHES TO BRING TO THE ATTENTION OF THE SCHEDULING COMMITTEE AND THE BOARD OF DIRECTORS REGARDING WHY YOUR BID SHOULD BE GRANTED.

COST:

There are no fees for submitting multiple bids.

If your club's bid is granted and the meet awarded, the MS LSC receives 5% of the total entry fees (10% for the State Meets) and an athlete surcharge fee of \$1.00 for all entered athletes (\$3.00 per athlete for the State Meets) following the conclusion of the meet. See the Meet Financial Summary Report (Appendix 4) contained in the *MS Rules and Procedures*.

OTHER:

Your bid and the MS LSC's acceptance thereof creates a contract between your club and the Michigan LSC that your club will, in fact, provide the meet on the specified date(s) and at the specified facility. See the *MS Rules and Procedures*.

After the bid date is closed the Meet Scheduling Committee makes a recommendation to the Board of Directors. The final vote is made at a Board Meeting after all voices are heard. As a bidder, you should attend this meeting. The Published Meet Schedule is finalized at this meeting.

Date(s): _____

Choice (Circle) First Second Third

Format: _____

Proposed name of meet: _____

Describe the facility you will use for this meet:

(Do not make this bid for the date above if you have not **CONDITIONALLY** [pending LSC decision] secured the facility with the facility's Aquatic Director)

Name of facility: _____ City: _____

Length of pool: _____ yards/meters Number of lanes: _____

Depth: At start end: _____ feet _____ inches At turn end: _____ feet _____ inches

Does the facility have a separate warm-up/down area? _____ Yes _____ No

Describe warm-up/down area:

Seating Capacity _____ Bather Capacity _____ Deck Capacity _____

Contact information to be listed in published meet schedule:

Club: _____ Club Code: _____

Meet Director/Club Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

___ **(Check) EAP** Emergency **A**ction **P**lan for the above facility must be on file with LSC Safety Coordinator

By returning this bid you understand and agree if the bid is accepted:

Our club will host the meet format described above on the specified dates.

Our club will host the meet in the swimming pool facility described above. If, for any reason, this facility becomes unavailable, we understand our obligation to contact Program Operations for approval of alternate facility.

Our club agrees to observe all applicable USA and MS rules.

The Meet Director will a member of USA Swimming.

First time meet hosts must attend a Meet Director's workshop, if one is offered.

Print Name: _____

Phone #: _____

Program Operations Contact Information can be found on the MS Website:

<http://www.miswim.org>