

July 4, 2007

To: PNA Team Representatives
PNA Coaches

From: PNA Meets Liaison and PNA Board

Meet Bid Package:

Attached is the meet bid package for the period of September 1, 2007 to August 31, 2008. Please read the information and follow the instructions in the packet if you wish to bid for a meet.

We have added the United States Masters Swimming Application for Sanction. This form highlights eight criteria that are to be followed. The other information from the previous years package is basically the same. The basic surcharge per swimmer increased in 2006 and enables teams to profitably run a meet. Please remember that the Proposed Meet Budget Form in the packet can be used to obtain approval from the PNA board for an alternate fee structure or additional surcharge.

The following organizations have bid for a "recurring meet date." This means that if they bid in a timely manner for the meet they have priority for that weekend in this new meet year.

Team	Date	Event
North Whidbey Masters	September 23, 2007	Pentathlon, Short Course Meters
Bainbridge Area Masters	October 13, 2007	High School Format, Short Course yards
Thunderbird Aquatic Club	January 19, 2008	Short Course Yards
Bellevue Club	February 17, 2008	Short Course Meters
Briggs YMCA	March 29, 2008	Short Course Yards
Federal Way	April 12-13, 2008	PNA Champs Short Course Yards

Several new meets and some revised dates are anticipated as a result of the bid process. PNS Teams are also welcome to bid for running a masters meet. With the USMS Long Course National Championships coming in August 2008 to Mt Hood Oregon preference will be given after Champs, through August, to long course meters meets.

If you wish to bid on a meet for this period complete the Application for Sanction, Meet Bid Application (page two) proposed meet budget (page three) and signed agreement (page seven). Return these to Lee Carlson, Meets liaison, at 17340 Golden View Avenue, La Conner, WA 98257 or fax the same information to 360-466-0127. Meets will be considered and bids approved beginning with the July 24 board meeting. Should you have questions, call or email leedee17340@msn.com

We are also looking for candidates to take over the meet liaison responsibilities in assisting the teams prepare an entry form, satisfy the meet host responsibilities outlined in this package and perform the PNA responsibilities. A training/transition period is anticipated. Please contact Lee Carlson to discuss the position in more detail at leedee17340@msn.com.

PNA MASTERS SWIMMERS INFORMATION FOR MEET HOSTS 2007-2008

General Information

- The PNA and the Meet Host each have responsibilities that must be fulfilled to ensure a successful meet. The enclosed sample contract lists those responsibilities.
- USMS rules require that all pools must be certified using a steel tape. If the host facility has a moveable bulkhead, the pool must be measured following each session.
- USMS rules stipulate that the meet referee must be certified as a referee, starter, or stroke and turn judge by USA-S, YMCA, or any other USMS approved certifying body.
- PNA policy requires safety marshals to monitor all warm-up periods during Masters meets. The meet director is responsible for designating the safety marshals.
- The meet sanction includes general liability coverage for your team and any USMS registered swimmers or volunteers participating in or assisting with your swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool. Competitors' children may not enter the pool.
- If electronic timing is used, a minimum of one backup watch per lane is required.
- If watches only are used, at least two watches per lane are required. Three watches are required for USMS or World Records.

Financial Information

- The PNA fee policy is as follows:
 - \$10.00 basic surcharge for a one-day meet
 - \$12.00 surcharge for a multi-day meet
 - \$3.00 additional surcharge for a single-day meet when electronic timing is to be used
 - \$5.00 additional surcharge for a multi-day meet when electronic timing is to be used
 - \$1.00 per event entry fee
 - Note that senior swimmers (65 and older) and needs based will have the option to waive the \$1.00-per-event entry fee and pay only the basic and electronic timing surcharges.
- If you believe that the above fee structure will not cover the cost of your meet, or if you wish to use an alternate fee structure, you may request an additional surcharge or an alternate fee structure based on your proposed budget. The request and rationale for the change must be submitted with your bid.
- The PNA fee is \$1.75 per swimmer, regardless of attendance. PNA will also adjust the fee on a case-by-case basis to guarantee the hosting team a \$3.00-per-swimmer profit.

Marketing

- Organizations may bid for a "recurring meet date." This allows a team to plan ahead for a meet in two successive years.
- PNA allows each team a one-time only, free 1/2-page ad in the PNA newsletter, The WetSet. You may use this space to advertise your swim meet. You can also purchase advertising space. The cost is \$20 for a quarter page or \$40 for a half page.
- Consider your meet as a destination. The PNA has swimmers from Centralia to Bellingham and North Bend to the ocean. Additionally, our meets are scheduled to avoid conflicts with neighboring LMSCs. Think about local attractions to increase attendance of out-of-town swimmers. Look into motel and restaurant discounts or lining up host families.
- The order of events can include special orders, such as all distance, all sprints, or the Fred Wiggin Memorial meet (400 IM and distance events).
- Additional events, such as 25- or 50-yard novice-only events, special recognition for first-time Masters swimmers, or 400 or 800 free or 400 medley relays may be added.

PNA MASTERS SWIMMERS MEET BID APPLICATION 2007-2008

Name of Organization _____ would like to bid for a PNA Masters Swimming meet
at _____ (pool name and address).

Date(s) (1st choice) _____ or (2nd choice) _____

Competition Pool Description

Length ____ 25 Yard ____ 25 Meter ____ 50 Meter ____ other (please specify) _____

Number of lanes for competition ____ Width of lanes _____

Pool depth - starting end _____ Pool depth - turning end _____

Warm-up area Description:

Number of lanes available _____ Length of warm-up area _____

Type of meet:

____ Regular Meet (normal PNA rotation)

____ PNA Championship

____ Special order of events (e.g. sprints only, relays only) . Please specify _____

Proposed Fees ____ Standard ____ Other (please specify) _____

Proposed Special Awards (if any) _____

Type of timing:

Electronic (name of system) _____

Number of watches per lane _____

Proposed software for meet management _____

Please indicate one of the following regarding the 2008-2009 season:

____ We are interested in hosting a meet during the September 2008 - August 2009 season on the same weekend.

____ We are interested in hosting a meet during the September 2008- August 2009 season on the weekend of _____.

____ We are not prepared to bid for a meet during the September 2008-August 2009 season at this time. Please indicate reason : _____

Signed _____

Name (please print) _____ Position _____

Address _____

Phone (evening/weekends) _____ (day) _____ e-mail _____

PROPOSED MEET BUDGET

Note the following information when filling out this proposed budget.

1. PNA has authorized the following fee structure for swim meets sanctioned by PNA:

- \$10.00 - basic surcharge for a one-day meet
- \$12.00 – basic surcharge for a multi-day meet
- \$3.00 - additional surcharge for a single-day meet when electronic timing is to be used
- \$5.00 - additional surcharge for a multi-day meet when electronic timing is to be used
- \$1.00 - per event entry fee

Note that needs based and senior swimmers (65 and older) will have the option to waive the \$1.00 per event entry fee and pay only the basic and electronic timing surcharges.

If you believe that the above fee structure will not cover the cost of your meet, or if you wish to use an alternate fee structure, you may request an additional surcharge or an alternate fee structure based on your proposed budget. The request and rationale for the change must be submitted with your bid.

2. Experience has shown the average number of events entered per swimmer is 4, regardless of whether the entered meet is one or two days long.

INCOME

A	Expected receipts per swimmer (surcharge + [average number of events entered per swimmer x \$1])	\$ _____	
B	Number of swimmers expected	_____	
C	Total receipts from entry fees (A x B)	\$ _____	
D	Total receipts from heat sheet sales	\$ _____	
E	Total receipts from concession sales	\$ _____	
F	Other income (please specify): _____	\$ _____	
G	Total Income	\$ _____	

EXPENSES

I	Pool fees	\$ _____	
J	Fees due PNA (\$1.75 per swimmer)	\$ _____	
K	Heat sheet cost	\$ _____	
L	Concession cost	\$ _____	
M	Additional expenses (please specify) _____	\$ _____	
N	Total fees due	\$ _____	

TOTAL PROFIT (G - N) \$ _____

AGREEMENT

MEET HOST RESPONSIBILITIES

I. Essential Items

As hosts of a PNA Masters meet we will provide:

- a. A Completed USMS Pool Length Certification Form. If the host facility has a moveable bulkhead, the two outside lanes and a middle lane must be confirmed at the conclusion of each session.
- b. Lane timer sheets and relay cards.
- c. Meet seeding with complete heat sheet, to include name, club, age, entered time, heat number, and lane number. All heats are to be seeded by time, combining sexes and age groups. (For each event, all times are combined in a single rank order). All events in a meet must be seeded in the same order. PNA policy requires that all events be seeded slowest to fastest.
- d. Announcer
- e. One Referee: The Referee may also serve as a Stroke and Turn judge but shall not serve the duties of Starter. The Meet Referee must be certified as a Referee, Starter, or Stroke and Turn judge by USA-S, YMCA, or any other USMS approved certifying body.
- e. One Starter: The Starter may also serve as a Stroke and Turn judge.
- f. Two Stroke and Turn Judges: At least two people shall perform these duties during competition.
- g. Clerk of Course
- h. Safety Marshals
- i. Accurate results
- j. Awards distribution
- k. Heat sheets
- l. Posted heat sheets and results
- m. Lap counter cards for distance events
- n. Entry form information to be provided to the Meets Liaison and the Newsletter Editor no later than the 10th of the 3rd month prior to the awarded meet date.
- o. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers. Meet host will contact the registrar.
- p. Warm-up lanes or area during competition

II. Timing Arrangements

USMS rules apply. Please refer to the USMS Rulebook for rules regarding the number of timers required for official records. PNA Masters has approved a \$3-per-entry surcharge when electronic (automatic or semi-automatic) timing will be provided for a single-day meet and a \$5.00-per-entry surcharge when electronic timing will be provided for a multi-day meet.

If electronic timing is used, officials must note on the tape when a malfunction occurs and secondary or back-up times are used.

A minimum of two timers per lane is required if manual watches are to be used. The host agrees to the timing arrangements entered on the bid application form.

III. Additional Amenities

___ Concessions stand

___ Other (please specify): _____

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Meet Host Responsibilities

IV. Meet Results

Upon completion of the meet, the host organization will turn over the following to the PNA Top Ten/ Records/ Results Recorder:

- a. LANE TIMER SHEETS AND RELAY CARDS for all events
- b. All ENTRY FORMS
- c. All TIMING TAPES, if the meet is electronically timed
- d. HEAT SHEET and/or corrected heat sheet (showing any re-seeding)
- e. HEAT SHEET for deck-seeded events (i.e., list of heat and lane assignments for deck-seeded events)
- f. HEAT SHEET for deck-entered events (e.g., list of heat and lane assignments for relays)
- g. Copy of MEET RESULTS and/or disk of meet results including:
Individual Events: Event name, age group, swimmer name, swimmer age, swimmer club, time
Relay Events: Event name, age group, club & team name, name, age, and gender (for mixed relays) for each of the four swimmers, time
- h. RECORD DOCUMENTATION for any new national or world records (card and/or timing tape and record application for each record)
- i. Name and certification level of the Meet Referee.

V. Post-Meet Reports

- a. Upon completion of the meet, the host organization will turn over money received from awards sales in the awards box to the PNA Awards Chair.
- b. Upon completion of the meet, the host organization will complete the Safety Inventory Form and submit the form to the Meets Liaison.
- c. Within 21 days of the completion of the meet, the host organization will send the following to the PNA Treasurer:
 1. \$1.75 per swimmer LMSC surcharge
 2. Completed Meet Financial Report

PNA RESPONSIBILITIES

VI. PNA Pre-Meet Responsibilities

- a. The PNA will provide a steel tape for use in certifying pool length.
- b. The PNA will notify Meet Host of the order of events for inclusion in the entry form.
- c. The PNA Meets Liaison will work with the Meet Host to produce the meet entry form.
- d. The PNA will print a 1/2-page ad in the WetSet if the meet host submits ad copy at least 60 days prior to the meet.
- e. The PNA will provide No Diving Signs, appropriate identification for Safety Marshals, watches (if needed by the host), and a copy of current version of USMS Rules.
- f. The PNA will provide first, second and third place awards for the host team to sell.
- g. The PNA Registrar will aid the meet host in verifying that local swimmers are registered with USMS. A current list of registered swimmers is available on the PNA website, www.swimpna.org

VII. PNA Post-Meet Responsibilities

- a. The meet results will be available on the PNA website, www.swimpna.org.

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Guidelines for Warm-Up/Warm-Down

To ensure the safety of all swimmers during the warm-up and warm-down period, we ask that you read and practice the following suggestions:

Competition Pool(s)

1. During the first 30 minutes of the warm-up period all lanes should be used for general swimming. After the first 30 minutes, one or more lanes may be designated as sprint lanes. In sprint lanes, swimmers swim in one direction only down the center of the lane. A dive off the blocks or a backstroke start is permitted only in the sprint lanes. Swimmers should leave the sprint lane when they reach the end of the pool.
2. All other lanes are for continuous swimming in a circle pattern, with swimmers staying as close to the right side of the lane as is practical. Swimmers should be considerate of others, by swimming in a speed-appropriate lane and allowing other swimmers space at the walls to turn. Lanes should be designated slow, medium, and fast. No dives, backstroke starts, or jumping entry is permitted in these lanes at any time during warm-ups. "No Diving" signs must be posted on the blocks for these lanes.
3. At no time during warm-up shall swimmers be permitted to enter any lane by jumping into the water from the sides or ends of the pool. Swimmers must enter the pool feet first in a cautious manner. Diving is permitted only from the blocks in the designated sprint lanes.
4. At the referee's discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles are allowed. Kickboards and pull buoys may be permitted.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up.
7. It is recommended that:
 - A. Marshals at each end of the pool monitor and enforce these safety guidelines.
 - B. An announcer to facilitate the conduct of the warm-up.
 - C. A qualified lifeguard to be on duty throughout the warm-up period.

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Warm-Up/Warm-Down During Competition

1. The same safety regulations as stated above are enforced, except there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.
2. If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane must be set aside for warm-up/warm-down during the conduct of the meet. If there is no other warm-up/warm-down area available in pools of four or fewer lanes, swimmers ,may swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period must be offered at least once during each half-hour of competition (article 102.4.1).
3. Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes (article 102.4.2 of the USMS rule book).

AGREEMENT

PNA Meet Financial Report

(Send to Toby Coenen 20940 NE44th St. Sammamish, WA 98074 or email tcoenen@wilsonengineering.com)

Meet: _____ Sanction # _____

Meet Date: _____ Pool Location: _____

Meet Host: _____

Meet Director _____

Name Address Phone email
 Contact _____

Line Item-- INCOME	Budgeted	Actual	Notes
Entry Fees			
Heat Sheet Sales			
Concessions			
Advertising			
T-Shirt Sales			
Sponsor (Cash)			
Other (list)			
TOTAL INCOME		\$	

Line Item-- EXPENSE			
Pool Fees			
Timing/Starting System			
Supplies			
Printing and Copying			
Postage			
Awards			
Concession Expenses			
Hospitality			
T-Shirt Expense			
Other: (list)			
TOTAL EXPENSE		\$	
Net Meet Income: (Income-Expense)		\$	

RECAP TO PNA	Total Swimmers	Fee Per Swimmer	Total To PNA
Total Swimmers		X \$1.75	\$

Make check payable to PNA and mail to Toby Coenen.

If your net income after approved expenses is less than \$3.00 per swimmer, you may request PNA pay you the difference.

You must fill out budget information as part of your request.

_____ (a)
 Net Meet Income divided by No. of Swimmers Profit/Swimmer

Amount Requested from PNA:

(\$3.00 per swimmer less _____ (a) X _____ [# swimmers] = \$ _____)

Make Check Payable to: _____

This report and fees are to be submitted within 21 days following the meet.

AGREEMENT

SIGNED AGREEMENT

As host, we agree to conduct a PNA Masters meet in conformance with USMS Rules and Regulations.

As Meet Hosts we agree to fulfill all of the Meet Host Responsibilities listed in this contract. We also agree to follow all terms listed in our meet bid application. In the event that we identify problems that could lead to cancellation, we will contact the Meets Liaison. The Meets Liaison will be responsible for contacting any PNA officers regarding other options or cancellation, if necessary. We agree to seek alternate pools, and/or dates if circumstances require. We agree that after confirmation of a change or a cancellation by PNA Meets Liaison, we will notify all entrants immediately as to changes and make arrangements to notify arriving swimmers of the changes by posting notices, etc. We agree that if we are unable to fulfill the meet contract that we will return funds to the entrants and notify entrants, at our expense.

Signed _____

Host organization representative Date _____

Address _____

Phone _____

The PNA agrees to fulfill all of the PNA Responsibilities listed in this contract.

Signed _____

PNA Meets Liaison Date _____

This contract and/or the Meet Bid Application may be revised only by mutual consent of the Host Organization and the PNA. Such changes will be documented in writing and appended to this contract.



United States Masters Swimming APPLICATION FOR SANCTION

The following package must be submitted to apply for a sanction.

1. This completed application
2. Copy of proposed meet announcement/entry form, where applicable. Do not distribute forms until official sanction is received. The sanction number must be shown on the final form.

An event sanctioned by USMS, Inc., through one of its Local Masters Swimming Committees (LMSC), must meet all of the following criteria:

1. Conduct of the event must be in strict compliance with applicable swimming rules and administrative regulations of USMS, Inc. A current USMS rule book must be available at the event.
2. The referee shall be certified as a stroke and turn judge, starter, or referee by USA Swimming, YMCA, or any other USMS-approved certifying body. See article 103 of the USMS rule book for certification requirements.
3. All competitors must hold current USMS registrations or valid travel permits or their equivalents, or have other acceptable proof of current Masters swimming registration, and must be 18 years of age or over. The entry form must contain the following clause, **INCLUDING THE CAPITALIZATION**, and it must be signed by each person entering the meet:

I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of all the risks inherent in Masters swimming (training and competition), including possible permanent disability or death, and agree to assume all of those risks. AS A CONDITION OF MY PARTICIPATION IN THE MASTERS SWIMMING PROGRAM OR ANY ACTIVITIES INCIDENT THERETO, I HEREBY WAIVE ANY AND ALL RIGHTS TO CLAIMS FOR LOSS OR DAMAGES, INCLUDING ALL CLAIMS FOR LOSS OR DAMAGES CAUSED BY THE NEGLIGENCE, ACTIVE OR PASSIVE, OF THE FOLLOWING: UNITED STATES MASTERS SWIMMING, INC., THE LOCAL MASTERS SWIMMING COMMITTEES, THE CLUBS, HOST FACILITIES, MEET SPONSORS, MEET COMMITTEES, OR ANY INDIVIDUALS OFFICIATING AT THE MEETS OR SUPERVISING SUCH ACTIVITIES. In addition, I agree to abide by and be governed by the rules of USMS. (rule book article 203.1)

5. Entry blanks and programs must bear the statement "Sanctioned by (LMSC name) for USMS, Inc." and the sanction number.
6. If this event is a competition and the pool does not meet mandatory facilities standards, then entry blanks and programs must bear the statement "Times achieved at this competition will not be submitted for USMS Top Ten or record consideration." This language must immediately follow the sanction statement described in paragraph 5 above.
7. The word "Olympic" or any derivative thereof may not be used in any manner in connection with the event unless consent is obtained from the United States Olympic Committee (USOC).
8. If this event is a competition, results and required facility certifications must be submitted in proper format within 14 days of the event to the LMSC Top Ten recorder and sanctions chair (article 103.5 of the USMS rule book). See appendix B of the rule book (PREPARATION OF MEET RESULTS and POOL LENGTH CERTIFICATION form) for proper format.

* * * * *

Name of club/organization _____ hereby applies for a sanction to hold a swimming _____ competition _____ clinic _____ exhibition _____ other; to be held at _____

on _____ and agrees that the above will be conducted in accordance with the applicable USMS rules and regulations.

Signature of requestor Name

Title of requestor Address

Date submitted Telephone

Send completed package to: LMSC Sanctions Chair

Address

Telephone