

November, 2009

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, 2009 to August 31, 2010. Some meets have been scheduled but there are some openings. **Please read the information and follow the instructions in the packet if you wish to bid for a meet. Note new dates for several meets.**

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. For new meet hosts we strongly encourage a pre meet visit scheduled two to four weeks before the date of your meet.

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. Please note the meets beginning in January are based on the same weekend as last year; these dates may change. We currently have openings for meets in September, December, February, June and July.

Team	Date	Event
Bainbridge Area Masters	October 10, 2009	High School Format, Short Course yards
North Whidbey Masters	November 22, 2009	Short Course Meters
Thunderbird Aquatic Club	January 10 , 2010	Short Course Yards
Briggs YMCA	February 6 , 2010	Short Course Yards
ORCA Swim Team	March 2010	Short Course Yards
Federal Way	April 10-11, 2010	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. A copy of the meet bid packet is on the PNA website at swimpna.org.

If you wish to bid on a meet for this period complete the Application for Sanction, Meet Bid Application (page three) proposed meet budget (page four) and signed agreement (page ten). Please mail the bid to Meets Liaison at 17340 Golden View Avenue, La Conner, WA 98257. Meets will be considered and bids approved beginning with the July board meeting.

Should you have questions:

Cathy Cooley at 206-300-9524 or email catcooley@comcast.net

Lee Carlson at 206-914-9721 or email lee.carlson211@gmail.com

PNA MASTERS SWIMMERS INFORMATION FOR MEET HOSTS 2009-2010

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. The meet referee should be identified on the meet entry form.
- 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 safety marshal vests, signs and instructions are provided by PNA
- 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. PNA has watches available. If you do not have watches please request the number of watches you need from the meet liaison in three weeks before the meet.
- 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. You may modify this before the meet entry form is submitted for publication in the WetSet and online.**
- 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 over typical meet expenses.

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 2009-2010

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 2010-2011 season:

____ We are interested in hosting a meet during the September 2010 - August 2011 season on the same weekend.

____ We are interested in hosting a meet during the September 2010- August 2011 season on the weekend of _____.

____ We are not prepared to bid for a meet during the September 2010-August 2011 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. It may be modified in writing before the meet entry form is published in the *WetSet* and online at *Swimpna.org*.

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 (concessions are not required)	\$ _____
F	Other income (please specify): _____	\$ _____
	Advertising _____	
	T shirt sales _____	
	Sponsor (cash) _____	
G	Total Income	\$ _____

EXPENSES

H	Pool fees	\$ _____
I	Timing and Starting Equipment	\$ _____
J	Supplies /postage	\$ _____
K	Printing/copying	\$ _____
L	Fees due PNA (\$1.75 per swimmer)	\$ _____
M	Heat sheet cost	\$ _____
N	Concession cost	\$ _____
O	Hospitality	\$ _____
P	Additional expenses (please specify) _____	\$ _____
Q	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.
- f. One Starter: The Starter may also serve as a Stroke and Turn judge.
- g. Two Stroke and Turn Judges: At least two people shall perform these duties during competition.
- h. Clerk of Course
- i. Safety Marshals
- j. Accurate results
- k. Awards distribution
- l. Heat sheets
- m. Posted heat sheets and results
- n. Lap counter cards for distance events
- o. 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.
- p. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers. Meet host will contact the registrar.
- q. 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 Jeanne Ensign 511 E Roy St, Apt314 Seattle WA 98102 or email Jeanne@raincity.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 Jeanne Ensign.

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.