

July, 2010

To: PNA Team Representatives
PNA Coaches

From: PNA Meets Liaison and PNA Board

Meet Bid Package:

Attached is the first mailing of the meet bid package for the period of September 1, 2010 to August 31, 2011. Some meets have been scheduled but there are 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.**

This year we are requiring each meet host to use Club Assistant for on-line meet entry and registration. Quite simply over 80% of all entries will be online and this will greatly simplify your work. To accommodate the use of Club Assistant the meet surcharge is increased by \$3

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.

We currently have openings for meets in 2010 in all months except where it would conflict with the scheduled meets and the two USMS National Championship meets in May and August.

Team	Date	Event
Bainbridge Area Masters	October 9, 2010	High School Format, Short Course yards
North Whidbey Masters	November 21, 2010	Short Course Meters
Thunderbird Aquatic Club	January 8, 2011	Short Course Yards
Briggs YMCA	February 6, 2011	Short Course Yards
Lake Washington Masters	February 19, 2011	Short Course Yards
ORCA Swim Team	March 13, 2011	Short Course Yards
Federal Way	April 9-10, 2011	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 run a Masters meet. A copy of the meet bid packet is also on the PNA website at swimpna.org. Please note we are looking for a long course meet in June or July

If you wish to bid on a meet for this period complete the 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 at PNA board meetings. Should you have questions:

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

PNA MASTERS SWIMMING INFORMATION FOR MEET HOSTS 2010-2011

General Information

- The Pacific Northwest Association of Masters Swimmers herein after referred to as PNA and you as Meet Host each have responsibilities that must be fulfilled to ensure a legal, safe, and successful meet. The enclosed sample contract lists those responsibilities.
- USMS rules require that all pool lengths must be certified using a steel tape or acceptable laser device. If your host facility has a moveable bulkhead, the competition course(s) must be measured following each day's 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 bid and entry forms.
- PNA policy requires safety marshals to monitor all warm-up periods during a Masters meet. 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 assisting with your swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool. Children of competitors, sponsors, or others cannot be allowed to enter the pool.
- If electronic timing is used, a minimum of one backup watch per lane is required. PNA has watches available. If you need watches, please request the number needed from the meet liaison three weeks before the meet.
- If watches only are used, at least two watches per lane are required. Three watches are required for a USMS or World Records. You should be prepared for this possibility as national and world records can be set at local meets.
- Beginning for the 2010-11 season, PNA is requiring that meet hosts offer on line entries to meets and are to use Club Assistant for entries. The value to the meet host, PNA and the swimmer is outstanding with this service. PNA is developing a resource of experts who can help you setting up your meet, and Club Assistant provide excellent customer service to hosts. See attached agreement between PNA and Club Assistant. Fees for the service are now rolled into the approved entry fee for meets.

Financial Information

- The PNA has authorized the following fee policy:
 - \$16.00 basic surcharge for a one-day meet if you are using electronic timing including the surcharge for Club Assistant on-line registration and processing fee.
 - \$20.00 surcharge for a multi-day meet if you are using electronic timing including the surcharge for Club Assistant on-line registration and processing fee.
 - \$1.00 per event entry fee. Senior (65 and older) and needs-based swimmers shall have the option to waive the \$1.00-per-event entry fee, paying just the surcharge.
 - There shall be no charge for relays but *all* participants must have entered the meet and paid the meet surcharge.
- **If you believe that this fee structure will not cover your meet expenses, 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. Your request and rationale for the change must be submitted with your bid for consideration by the PNA board.**

PNA MASTERS SWIMMING INFORMATION FOR MEET HOSTS 2010-2011

- The PNA fee is \$1.75 per entrant, regardless of attendance. PNA will adjust this fee on a case-by-case basis to guarantee your host organization a \$6.00-per-swimmer profit minimum after typical meet expenses.

Marketing

- PNA will advertise your meet on the Calendar page in *The WetSet* newsletter and on the website, www.SwimPNA.org.
- PNA allows you a one-time only, free 1/2-page ad in *The WetSet* to advertise your swim meet. You can also purchase additional advertising space at \$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. Think about local attractions to increase attendance of out-of-town swimmers. Look into motel and restaurant discounts or lining up host families.
- PNA has adopted a four meet rotation for order of events. The order and number of events can be varied, such as all distance, all sprints, a pentathlon, a high school order, or a Fred Wiggin Memorial meet (400 IM and distance events). Consult with PNA's Meets Liaison for details and ideas.
- Additional events, such as 25- or 50-yard or meter novice-only events, special recognition for first-time Masters swimmers, and 400 or 800 free or 400 medley relays may be added. Time and cost will be your limiting factors.
- Your organization may bid for a "recurring meet date." This allows you to plan ahead for a meet in two successive years.

PNA MASTERS SWIMMING INFORMATION FOR MEET HOSTS 2010-2011

Meet Bid Application

Our 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 ___ 25Yard ___ 25Meter ___ 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: _____ or Dimensions 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) _____

Meet Referee: _____

Type of timing:

Primary Timing System (check one)

Automatic (name of system): _____

Semiautomatic (#of buttons): _____

Manual: (# of watches): _____

Backup System (check one)

Semiautomatic (#of buttons): _____

Manual (#of watches): _____

Proposed software for meet management: ___ Hy-Tek *Meet Manager*.

FUTURE SEASON INTEREST: Please indicate one of the following regarding the 2011-2012 season:

___ We are interested in hosting a meet during the September 2011 - August 2012 season this same weekend.

___ We are interested in hosting a meet during the September 2011- August 2012 season, but would prefer the weekend of _____.

___ We are not prepared to bid for a meet during the September 2011-August 2012 season at this time. This is because: _____

Signed _____ Name (please print) _____

PNA MASTERS SWIMMING INFORMATION FOR MEET HOSTS 2010-2011

Proposed Budget

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

- \$16.00 – basic surcharge for a one-day meet when electronic timing is to be used
- \$20.00 – basic 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 just the basic or electronic timing surcharges.

If you believe that the above fee structure will not cover your meet expenses, 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 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 _____	
	Sponsorships _____	
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	Club Assistant Fees (approx \$3/swimmer)	\$ _____
Q	Additional expenses (please specify) _____	\$ _____
R	Total fees due	\$ _____
TOTAL PROFIT (G - N)		\$ _____

MEET HOST RESPONSIBILITIES

I. Pre Meet Essential Items

As hosts of a PNA Masters meet we will provide:

- a. A completed **USMS Pool Length Certification Form** (if not already on file). The certification form should be on file before the meet bid form is approved. If the competition course has a moveable bulkhead, the two outside lanes and a middle lane must be confirmed at the conclusion of each session.
- b. One **Referee**: The Referee may also serve as a Stroke and Turn judge but shall not perform as a 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.
- c. One **Starter**: The Starter may also serve as a Stroke and Turn judge.
- d. Two **Stroke and Turn Judges**: At least two people shall perform these duties during competition.
- e. **Lane timer sheets and relay cards**.
- f. Complete **heat sheets** showing meet seeding, to include name, club, age, entered time, heat number, and lane number. All heats are to be seeded by time only, combining genders 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.
- g. **Warm-up/warm-down lanes** or area during competition.
- h. **Announcer**
- i. **Clerk of Course**
- j. **Safety Marshals**
- k. Lap counter cards for distance events
- l. **Posting** of heat sheets and results during the progress of the competition
- m. Accurate **results**
- n. **Awards** distribution and help with distribution of **new swimmer packets**.
- o. Entry form information to the Meets Liaison and the Newsletter Editor no later than the 10th of the 3rd month prior to the awarded meet date.
- p. Use of Club Assistant for on line registrations. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers-(automatic through Club Assistant for on line entries). PNA's Registrar will provide the supporting information, if necessary.
- q. Names of first time swimmers from meet entry form to New Swimmer Liaison for recognition purposes.

II. Timing Arrangements

Please refer to the USMS Rule Book for the rules that apply regarding timing: Articles 103.11 (Timers), 103.12 (Timing Equipment), 103.13 (Official Time), and 103.13.3 (timing requirements to establish records). A minimum of two timers per lane is required if manual watches are to be used.

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

The host agrees to the timing arrangements entered on the bid application form.

MEET HOST RESPONSIBILITIES

III. Additional Amenities

___ Concessions stand

___ Other (please specify): _____

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 swimmers' 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 (i.e., 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.
- j. Copy of the meet backup database if using Hy-tek Meet Manager.

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 Meet Box/Safety Box 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. PNA will provide a steel tape for use in certifying pool length.
- b. PNA will inform the Meet Host of the order of events for inclusion in the entry form.
- c. PNA Meets Liaison will work with the Meet Host to produce the meet entry form.
- d. PNA will provide back up support for setting up and managing on line entries through Club Assistant.
- e. PNA will, if requested, assist in recruiting officials.
- f. 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.
- g. PNA will provide No Diving signs, appropriate identification for Safety Marshals, watches (if needed by the host), and a copy of current USMS Rule Book.
- h. PNA will supply new swimmer packets/ “goody bags.”
- i. PNA will provide first, second and third place medals for the host team to sell.
- j. PNA Registrar will aid the Meet Host in verifying that local swimmers are registered with USMS. Currently registered swimmers are listed on the PNA website, www.SwimPNA.org.

PNA Post-Meet Responsibilities

- a. The meet results will be posted on the PNA website, www.Swimpna.org.

Guidelines for Warm-Up/Warm-Down

To ensure the safety of all swimmers during warm-up and warm-down periods, 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. (USMS Rule Book Article 102.4.2)
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. PNA recommends:
 - a. Safety Marshals at each end of the pool to monitor and enforce these safety guidelines. (Article 103.15)
 - b. An announcer facilitates the conduct of the warm-up.
 - c. A qualified lifeguard on duty throughout the warm-up period.

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). An adequate number of safety marshals should be available during competition.

PNA Meet Financial Report

(Send to Jeanne Ensign 511 East Roy # 314, Seattle, WA 98102-5952 or email jeanne@raincity.com)

Meet: _____ Sanction # _____

Meet Date: _____ Pool Location: _____

Meet Host: _____

Meet Director _____

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	Budgeted	Actual	Notes
Pool Fees			
Timing/Starting System			
Supplies			
Printing and Copying			
Postage			
Awards			
Concession Expenses			
Hospitality			
T-Shirt Expense			
Club Assistant Fees (inclu. C-Card Fee)			
Other: (list)			
TOTAL EXPENSE		\$	
Net Meet Income: (Income-Expense)		\$	

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

Make check **payable to PNA** and mail to Jeanne Ensign at the address above with an email copy to lee.carlson211@gmail.com.

If your net income after approved expenses is less than \$6.00 per swimmer, you may request a reimbursement from PNA. You must complete the budget information above as part of your request.

$$\frac{\text{Net Meet Income}}{\text{divided by No. of Swimmers}} = \text{Profit/Swimmer (a)}$$

Amount Requested from PNA:

[\$6.00 per swimmer less _____ (a)] X _____ [# swimmers] = \$ _____

Make Check Payable to: _____

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

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 _____

Name (please print) _____ Position _____

Date _____

Address _____

Phone (evening/weekend) _____ (day) _____

email _____

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

Signed _____

Name (please print) _____ Position _____

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.

ONLINE MEET REGISTRATION

Powered by



Online Meet Registration Service Agreement June 18, 2010

Club Assistant agrees to provide Online Meet Registration Service to Pacific Northwest Association of Masters Swimmers (PNA) for the following:

- all pool meets
- all championship meets

Club Assistant agrees to provide the following services with the following service fees for a period of no less than 1 year from the date of this Agreement:

1. Customer service to Meet Directors and Meet Operations Committee.
2. User access to the Club Assistant account with username and password.
3. Set-up of each meet with specific information and parameters (i.e. detailed meet info, date to open and close online registration, per event limits, event fees, etc).
4. Tutoring of Meet Directors on the above set-up (for those who wish to perform setup themselves).
5. Assignment of a unique URL for each meet where the public may view all meet information and where swimmers may register for the meet.
6. USMS ID number validation within the Club Assistant online meet registration, validated against the live USMS database.
7. Online selection of individual races and entry of individual race times.
8. Liability Waiver with e-signature.
9. Online credit card payment of entry fees. Fee collection via the "ClubAssistant.com Event Billing" merchant account.
10. Online receipt and emailed receipt.
11. Reports in Excel, PDF, HTML, CSV, and any other format or version required: meet entries, team rosters, address lists, email lists, merchandise sold (i.e. meet t-shirts), accounting, SD3 / SDIF, exception reports
12. Tutoring of Meet Directors on entry of data from paper registrations (surface-mail registrations) with check or cash payments, or "Comp".
 - a. There is no fee for Meet Director entered data, except in the case of credit card payments, which follow the same fee structure as online registrations.
13. Service fee structure is 5% of total credit card charges, and \$1.50 per online registration (first, 5% is deducted, then, from the sub-total, \$1.50 per registration is deducted). Service fees may be collected in a number of methods, chosen by the Meet Director or PNA Meet Operations Director. See example below:

Example Meet: Swim Meet Surcharge + Per Event Fee

Meet Director / Host sets online meet fees at

\$20.00 Swim Meet Surcharge + \$1.00 per event

Swimmer Enters 5 Events

Swim Meet Surcharge	\$20.00
Per Event Fee \$1.00 x 5 Events	\$5.00
Sub-total 1	\$25.00
Club Assistant deducts 5%	-\$1.25
Sub-total 2	\$23.75
Club Assistant deducts \$1.50	-\$1.50
Final Disbursement to Meet Director	\$22.25

14. Online registration accepting Visa, MasterCard and Discover payments from registrants. American Express may be added for an additional 1%.

15. Disbursement of meet fees (service fees are deducted prior to calculation of the following):

- a. Two (2) days after the last date of the meet, Club Assistant mails a disbursement check for 95% of monies owed to Meet Director.
- b. Thirty (30) days post-meet, Club Assistant mails a disbursement check for 2.5% of monies owed to Meet Director.
- c. Sixty (60) days post-meet, Club Assistant mails a final disbursement check for 2.5% of monies owed to Meet Director.
- d. The 30-day and 60-day disbursements are retained as a charge-back security deposit. If there are no charge-backs, the full 5% is refunded to the Meet Director. If there are charge-backs, Club Assistant will use a portion of this security deposit to pay for the charge-backs, and will then refund the remainder to the Meet Director.
- e. In efforts to avoid charge-backs, it is recommended that all publications regarding the meet include large, clear notes such as: "Your credit card will be charged by 'ClubAssistant.com Event Billing' for this swim meet."
- f. Club Assistant staff will make thorough attempts to recover splash fees from attendees who have processed a charge-back, but the charge-back processing fee, charged by the bank, is non-refundable.

Pacific Northwest Association of Masters Swimmers Agrees to the Following:

1. To publicize within PNA that Club Assistant is the preferred vendor for online registration of all pool meets, for at least a period of one (1) year.
2. To allow placement of a Club Assistant logo in the meet packet/program at all sanctioned meets.
3. To assign a designated Meet Director for each meet who will interact with Club Assistant staff on the setup of online registration.
4. The Meet Director provides Club Assistant staff with detailed meet information necessary for set-up of online registration. Alternatively, the Meet Director performs meet registration set-up him/herself in the Club Assistant account.

5. The Meet Director and/or Meet Operations Committee publishes the online registration URL in newsletters and on websites that will encourage USMS members to register online. Publication of the URL is completed with ample advance notice of the meet registration deadline.
6. The Meet Director, or the PNA Meet Management Service vendor, performs tests exports of the Club Assistant SD3 file and imports into Meet Management software at least once during the week prior to the first meet date. The Meet Director consults with Club Assistant staff on any problems or questions so that all are resolved in time for the meet.
7. Meet Directors and Meet Operations Committee are aware that special requests, such as modification to the Club Assistant Online Meet Registration software, may require additional programming, and thus may incur additional fees

This Online Meet Registration Service Agreement
is respectfully submitted to Pacific Northwest Association of Masters Swimmers
on June 18, 2010 by



Dan Wegner

Julie Austin

Karin Wegner