

**CHAMPIONSHIP MEET BID APPLICATION**

**Microsoft Word Fillable Form**

**DIRECTIONS:**

* Please answer the following questions and/or provide a draft meet announcement with as much of the requested information as possible. You may attach additional pages or files.
* Write “TBD” for to be determined or “N/A” for not applicable and note any meet management or other support you anticipate needing from USMS or the LMSC.
* Email your bid application to the Colonies Zone chair at colonies@usms.org.
* The chair may appoint Colonies Zone Championship Meet liaisons to work with you as warranted.
* Resources:
	+ [2025 Colonies Zone SCY Championship Meet webpage](https://www.meetresults.com/2025/nelmscscy/)
	+ [2024 Colonies Zone SCM Championship Meet webpage](https://www.clubassistant.com/club/meet_information.cfm?c=2654&smid=18800)
	+ [USMS Sanctions Application Resources & Meet Announcement Template](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/sanction-application-process)
	+ [USMS Pool Length Form & Measurement Procedures](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/top-10-and-records-and-tabulation/pool-length-form-and-measurement-procedures)
	+ [USMS Rule Book](https://www.usms.org/volunteer-central/us-masters-swimming-rule-book)

**CLICK THE LIGHT BLUE PROMPTS BELOW TO INPUT ANSWERS:**

**Person submitting this bid application:**

* **Applicant’s Name:** Enter your full name.
* **Email:** Enter your email address.
* **Phone:** Enter your phone number.
* **USMS ID, if applicable:** Enter your most recent USMS membership number.
* **Title/Role:** Enter your relevant title and/or explain your role vis-à-vis this application.

**Meet course:** SCY[ ]  SCM[ ]  LCM[ ]  Open Water (contact colonies@usms.org)

**Proposed meet date(s):** Enter date(s).

**Alternate date(s):** Enter date(s).

[**Sanctioning LMSC**](https://colonieszone.org/about-us)**:** Enter LMSC name.

**Meet host organization:**

* **Host’s Name:** Enter the host’s organizational name.
* **Address:** Enter the host’s physical or mailing address.
* **Website:** Enter URL.
* **Is the host a USMS-registered club or workout group or affiliated with one?** Yes[ ] No[ ]
	+ **If yes, what is the name of the club or workout group?** Enter name.
* **Meet hosting experience:** Describe experience.

**Facility (meet venue), if different than the meet host organization listed above:**

* **Facility’s Name:** Enter name.
* **Address:** Enter the venue’s street address, city, state, and zip code.
* **Website:** Enter URL.
* **Resident USMS club or workout group, if applicable:** Enter name.
* **Meet hosting experience:** Describe experience, including Masters experience or lack thereof.

**Meet beneficiary (entity receiving profit or donation):**

* **Name:** Enter name.
* **Website:** Enter URL.
* **What, if anything, will the beneficiary do to support the meet?** Enter explanation.

**Meet director:**

* **Name:** Enter name.
* **Email:** Enter email address.
* **Phone:** Enter phone number.
* **Meet management experience:** Describe experience, including Masters experience or lack thereof.

**Meet referee:**

* **Name:** Enter name.
* **Email:** Enter email address.

**Facility information:**

* **Facility name:** Enter name.
* **Address:** Enter street, city, state, zip code.
* **Website:** Enter URL.
* **Competition Course #1:**
	+ **Number of lanes:** Enter #.
	+ **Configuration:** Select configuration from drop-down menu.
	+ **Lane width:** Enter feet & inches.
	+ **Lane depth:** Enter feet & inches and the range if variable.
	+ **Are the** [**course lane measurements**](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/top-10-and-records-and-tabulation/pool-length-form-and-measurement-procedures) **certified and on file with USMS?** Yes[ ] No[ ]
* **Competition Course #2, if applicable:**
	+ **Number of lanes:** Enter #.
	+ **Configuration:** Select configuration from drop-down menu.
	+ **Lane width:** Enter feet & inches.
	+ **Lane depth:** Enter feet & inches and the range if variable.
	+ **Are the** [**course lane measurements**](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/top-10-and-records-and-tabulation/pool-length-form-and-measurement-procedures) **certified and on file with USMS?** Yes[ ] No[ ]
* **Continuous warmup lanes:**
	+ **Number of lanes:** Enter #.
	+ **Additional information:** Describe lanes’ location, width, depth, configuration & availability.
* **Starting block ledges?**
	+ Adjustable track start[ ]
	+ Nonadjustable track start[ ]
	+ Backstroke ledges [ ]
	+ None of the above[ ]
* **Pool deck:**
	+ **Deck Capacity:** Enter the max # of people allowed on deck.
	+ **Deck seating:** Describe provided deck seating (e.g., bleachers for up to 200 swimmers).
	+ **Deck chairs allowed?** Yes [ ]  No[ ]
* **Stands capacity:**
	+ **Stands Capacity:** Enter the max # of people allowed in the stands.
	+ **Deck accessible?** Explain how and where swimmers access the stands from the pool deck.
* **Locker rooms:**
	+ **Size and # of lockers:**
	+ **# of showerheads:**
	+ **# of bathroom stalls:**
	+ **Custodial support during meet:**
	+ **Other/Comments:** Enter any other relevant info about the locker rooms, including policies that may affect the meet logistics or attendees.
* **Handicap accessibility.**
	+ **Wheelchair access?** Explain whether and how people in wheelchairs can enter the facility, locker rooms, pool deck, and stands.
	+ **Ramp or hydraulic pool lift available per request?** Yes[ ] No [ ]
	+ **External visual indicators:**
		- **Starting system strobe light?** Yes[ ] No [ ]
		- **EVIs affixed to starting blocks or elsewhere?** Yes[ ] No [ ]
	+ **Other/Comments:** Enter any additional info about the facility’s accessibility.

**Timing system:**

* **Primary:** Describe (e.g., Colorado Timing System with automatic touchpads on one or both ends).
* **Secondary:** Describe (e.g., semiautomatic wired buttons).
* **Tertiary:** Describe (e.g., # of manual watches per lane and # of backup timers per course).
* **Electronic scoreboard:** Describe the scoreboard’s location, size, and displayable information.
* **Comments:** Enter any additional timing system information.

**Meet registration:**

* **Entry procedure:** Describe (e.g., online entry only via Club Assistant).
* **Relay entry procedure:** Describe (online after individual entries close and/or paper deck entries?).
* **Proposed meet entry fee(s):** Describe (e.g., flat fee, per event fee, late entry fee, discounts, relay fee?)
* **Entry caps:** Describe (e.g., based on total # swimmers, # entries per event, session timeline limits).
* **Check-in procedure:** Describe (e.g., scratch only, positive check-in for some or all events, online and/or on deck check-in?).
* **Seeding method:** Describe (e.g., timed finals seeded slow to fast per seed times).
* **Meet Reports:** Describe how, where, and when you will circulate or post entry lists, psych sheets, heat sheets, and results (e.g., email, SwimPhone, Meet Mobile, PDFs on website, paper posted onsite).

**Meet admin staffing plan:** Describe plan for securing key meet staff, such as the meet registrar, Hy-Tek operator(s), clerk of course, timing system operator(s), head timer(s), etc.

**Officials plan:** Describe plan for securing the meet referee, wet deck officials, and dry deck officials (if applicable).

**Volunteers/Timers plan:** Describe how you will secure and schedule lane timers and other deck volunteers, including how many timers per lane and whether you’ll secure human lane counters for distance free events.

**Awards plan:** Describe your plan for awarding and recognizing individuals and teams (e.g., point-based awards, heat winner awards, participation awards, spirit awards, results stickers/certificates, giveaways, etc.).

**Hospitality / Accommodations plan:** Describe food, beverage and, if needed, travel and/or hotel accommodations for officials and other essential meet staff.

**Concessions plan:** Describe food and beverage plans (e.g., snacks, lunch) for swimmers and volunteers not afforded hospitality.

**Merchandise plan:** Describe meet merch (e.g., t-shirts, caps, koozies, stickers) to be sold or handed out.

**Transportation & Parking plan:** Describe parking and travel considerations — e.g. traffic patterns, airport and mass transit options, and the parking lots’ size (# spaces), proximity to the pool, capacity, fees, and hours.

**Event Schedule:** Describe the # of sessions per day, order of events, and projected (ballpark) daily timelines including warmup and breaks.

**Additional information or comments:** Enter any additional info.

**BID SUBMISSION:** Please send this completed form and/or a draft meet announcement to the Colonies Zone chair at colonies@usms.org. You may attach additional pages or files.

Thank you for supporting our Masters Swimming community!