



**PACIFIC SWIMMING AWARDED MEETS
SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025**

**INSTRUCTIONS FOR SUBMITTING LSC MEET BID APPLICATIONS
*Deadline for Bid Submission - 6:00 PM, February 16, 2024***

The Pacific Swimming September 1, 2024 through August 31, 2025 swim meet schedule was approved by the Pacific Swimming Executive Board of Directors. Attached is the approved schedule, the requirements for age group and senior meets, and an application form to be used to bid for any meets your club wishes to host. A separate application is required for each meet you bid. This is **NOT** a request for bids for meets scheduled by your Zone. Those will be dealt with by your Zone as a separate matter.

The Meet Application Form must be filled out completely. Some meets can be bid as either a two-day, a two+ day, or a three day meet. For those meets, be sure to list the days you are proposing to hold the meet. For Senior 2 meets, state on the Application Form whether the meet will be a Timed Finals or Preliminaries and Finals meet and if Time Trials are to be offered. It is possible to submit a bid that covers more or less than the listed meet dates, or alternate dates, however, such a bid might not be considered equal to a competing bid offered on the dates listed in the approved schedule.

Please note: All Age Group Championship and above meets must have certified pool dimensions on file with Pacific Swimming or be included with the Application Form. Also, Pacific Swimming has imposed requirements for Age Group and Senior meets including internet access; timing systems; personnel competency; awards, etc. Review the attached requirements documents carefully.

For meets between April 12, 2025 and July 31, 2025, bids for Long Course meets will be considered superior to bids for Short Course meets. Information about the Contact Person will be listed in the Pacific Swimming Web Site Schedule of Meets. This person needs to be easily contacted by using the address, email address and phone number provided in the application. Be sure to list the area code with all phone numbers.

If you bid on more than one meet, indicate your priority for your choices (i.e. 1, 2, 3, etc.). If you bid on more than one meet, indicate which meet(s) you would accept if you are awarded more than one.

Meet Application Forms should be submitted to Annie Stein astein@pacswim.org. Bids for the first round must be received by 6:00 PM, Friday, February 16, 2024 to be considered at the Meet Award Committee. If you wish to present additional information about your bid you may attach the information to the Meet Application Form. You are welcome to participate in the meeting to be available to answer any questions about your bid. You may obtain instructions on participating in the telephone conference call by sending an email to astein@pacswim.org.

Applications received prior to the deadline given above and shown on the Application Form from Pacific Swimming teams will be considered first. Application Forms received after that date will not be considered until the second round applications are submitted and considered.

Bidders must be club members of Pacific Swimming in good standing (this does not prevent having a co-host who is not a Pacific Swimming club member).

Some of the criteria (but not necessarily all of the criteria) used to award bids are:

The bid conforms with the requirements listed for the meet. (See attached Requirements for Pacific Swimming Awarded Age Group and Senior Meets for the 2024-2025 Swim Meet Year). Note: Once the meet has been awarded by the Pacific Board of Directors or Executive Committee, changes to the dates, format or minimum requirements must be presented in a timely manner to the Scheduling Committee Chair for approval by the Pacific Swimming Board of Directors or Executive Committee.

Physical Facility (appropriateness of pool, warm-up facility, dressing rooms, showers, rest areas, spectator areas, adequate/available parking etc.) including certified measurement on file/available.

Pool Location (will most swimmers be able to attend, is there sufficient hotel space available locally at reasonable prices, etc.)

Publicity Program (plans, organization, etc.)

Prior history of the club with respect to meet operations and compliance with Pacific Swimming's administrative requirements (timely submission of reports, fees, etc.).

Special circumstances which may affect the meet, either positively or negatively (such as sponsorships, city backing, other events, etc.).

The bidding club must not have outstanding obligations to Pacific Swimming at the time of bid consideration. This includes, but is not limited to, registration, membership, meet fees and required reports.

THESE INSTRUCTIONS, APPLICATION FORM, ETC. ARE NOT APPLICABLE FOR ZONE SCHEDULED OR AWARDED MEETS