

~THINGS YOU NEED TO REMEMBER~

Clubs wanting to sanction an **Intra-Squad meet** must present such meet at the 'bidders meeting' and have said meet listed on the SC schedule. There shall be a \$25 per day Sanction fee, and the club shall pay an \$.80 /splash rebate fee to MA. Requests to sanction an Intra-squad meet after the bidders meeting will be granted only if there are no other sanctioned MA meets on the same weekend.

At their discretion, a **Club may impose a \$15 per swimmer processing fee for all manual (i.e., non-electronic) entries to a cub-hosted meet**, regardless of whether said swimmer is from a team or is an 'unattached' swimmer. The processing fee may be increased up to an additional \$25 per swimmer when the entry is from a team submitting five or more individual swimmers by manual entry. The amount of any such processing fee must be stated in the Meet Information. Clubs are encouraged to offer 'TM Lite' (from HyTek) as an alternative entry method for teams or individuals not having other electronic means to enter a meet.

Pay attention. Many meets were cancelled or moved this year and I am not referring to the ones that were affected by the snow that kept coming at us. It causes confusion and wastes a lot of time when you cancel or make radical changes, especially early in the season. We understand that sometimes cancellations are unavoidable, even with meets that have run successfully for several years. But in order to have a successfully meet you need to do your homework. Talk to your facility people. Find meet officials. Get your meet information right the first time. Reposting takes a huge amount of time for Mike & me. And no, your meet probably won't be successful if your meet information is late and is not on the Middle Atlantic website. I have time to sanction meets in August. I do not have the same amount of time in September or October.

NOW

~FOR THE BID~

**SEND ME THE STUFF I NEED when I need it – on or before
April 1st.**

**DO NOT SEND ME STUFF I DON'T NEED YET, but get it ready.
I will need it soon.**

LATER

~FOR THE MEET INFORMATION~

**EVERYTHING IS DUE TO TECH PLANNING AND THE OFFICE ON
OR BEFORE
AUGUST 1, 2010.**

**I WILL NOT ASK YOU FOR ANY MISSING PIECES.
The Administrative Vice-Chair will receive a list of delinquents on
August 2nd. You will be fined \$25 per day thereafter.**

Cherita

Bidding on Meets for the 2010 short course season

Middle Atlantic is soliciting bids from any team interested in hosting a meet for the upcoming short course season. The attached schedule from Technical Planning details which types of meets and how many are requested for each month. Bid on a meet you would like to host and choose your dates. The weekends for Middle Atlantic Age Group and Senior meets are not generally available to clubs. National and regional meets are listed on the schedule for your information only. You must include any bids for intrasquad meets, distance meets, closed invites, dual competitions, O meets or any other "special" meets with your submission so that other bidders will be aware of these meets. Plan accordingly. Site Selection and Technical Planning will review the bids, help rearrange any high-demand weekends, fill in the gaps and present this to the BOD in May and the HOD in June for approval. The process is detailed below.

Fill out the meet bid form from the website. This is one of three documents you will need for bidding unless you request a type of meet that is not scheduled. (see below) You can copy the meet bid form as many times as necessary to accommodate the meets on which you wish to bid. There is no limit, but please remember that over 20 clubs hosted meets during the past year. Keep in mind the limitations of your facility, your club, and any and all safety issues.

Fill out the facility usage request form. We realize that many of you are not able to secure a facility with a signed contract this early in the year. This requirement has been altered from a signed facility agreement to a signed request for one.

Fill out the state code compliance agreement. This basically states that you will follow the laws of the state in which you are holding the meet. Pay particular attention to each state requirement in regard to lifeguards on duty at a meet.

For any meet that does not conform to the guidelines suggested on the schedule, a meet format that has been approved by technical planning must be submitted with the bid.

Submit your bid(s) to the Middle Atlantic office by April 1, 2010.

Shortly after April 1, a **summary of the bids will be posted on the website** for your review. The summary will include the following information:

- 1) Meet host and facility
- 2) Meet date and type
- 3) Contact e-mail

If you see potential conflicts, contact the other host teams via e-mail and **try to resolve any problems before the bidders' meeting.** For example, if 8 teams want to hold a meet on the first weekend in November, those 8 teams should get together and exchange ideas until we have a workable number of meets on that weekend.

All meet formats must be submitted to the Technical Planning chair by August 1st and complete electronic meet information, TM events files, sanction request forms and all fees must be received by the MA office on or before August 1st. If you late with anything, you will be find \$25 per day late. Believe it. You must have a registered and certified meet director, safety director and a meet referee. (If you do not have a meet referee, you must confer with the officials chair to assure that you have a plan for meet officials.)

Al Berardocco, Site Selection Chair, will conduct the **bidders' meeting** tentatively scheduled for Wednesday 28, 2010, at 7:00 pm in the Parent's room at GAAC. Each host club must **send a representative** that has the authority to negotiate on the club's behalf. We will emerge from this meeting with a meet schedule for the 2010-11 short course season to present to the Board and the House of Delegates.