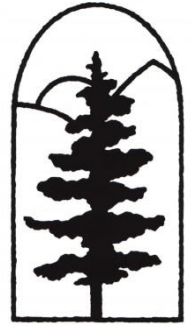




OREGON MASTERS SWIMMING, Inc

Swim Meet Bid and Contract



INTRODUCTION

The purpose of this contract is to ensure that Oregon Masters Swimming, Inc. (OMS) swim meets are conducted properly. A well-run meet should move quickly, ensure official times and be enjoyable to all participants. To this end, OMS has set forth in this contract the terms necessary for the proper conduct of a meet.

Please read this contract carefully. Note your obligation to furnish timers and USA certified officials. Timers must be "recruited" before the meet, not from the audience at the meet. We are asking that you attempt to furnish a trained Hy-Tek results computer operator and receive additional monies for filling this position. OMS will help if you are unable to find a Hy-Tek operator.

Your signature on this contract is evidence of your understanding of and agreement to these contract terms.

AGREEMENT OF THE PARTIES

When this bid is accepted, undersigned Host Organization/Team (Host) agrees to conduct an OMS meet according to the terms of this contract. In exchange for Host completing the agreed upon terms, OMS shall pay to Host, fees as set forth in the schedule herein.

FACILITY: Name _____

Address _____

MEET WILL BE HELD IN: ___ 25 yard pool ___ 25 meter pool ___ 50 meter pool

NUMBER OF LANES: ___ 6 ___ 8 ___ 10 ___ Other (specify #)

For seeding purposes, which lane is closest to the starter? _____

TYPE OF TIMING SYSTEM _____

ORGANIZATION/TEAM: _____

HOST CONTACT PERSON: Name _____

Phone (W) _____ (H) _____ E-Mail _____

PREFERRED DATE(S): _____ SECOND CHOICE _____

PLEASE SEND US A CERTIFICATE OF USMS INSURANCE: ___ Yes ___ No

OMS TO MAKE CHECK PAYABLE TO: _____

Address _____

MEET FORMAT: Please Check One (If you have a second choice, so indicate)

- One-Day (no distance freestyle events). Order of non-distance events is assigned by OMS
 Include 400 IM
- One-Day (with distance freestyle events) Check one or both events.
 SCY: 1650 1000 SCM/LCM: 1500 800
- Two-Day (distance events in PM / remainder on the next day)
 SCY: 1650 1000 SCM/LCM: 1500 800
- Two-Day, (two full days, required for Zone meets)
 SCY: 1650 1000 SCM/LCM: 1500 800
- Three-Day (Required for Association; optional for other meets)
 All events are swum at Association and Zone meets.
- Special (e.g., Pentathlon, Animal, Relay, Distance only, etc.)

Comments: _____

We know that pool availability is sometimes very limited. Please select a weekend that fits your needs and the desires of your team members. Summer meets need to be coordinated with open water swims. The open water calendar is usually finalized in October so bidding early will insure that your date is saved for you. **Please check the USA-S calendar for conflicting USA meets if officials are in short supply in your area.** We are using six orders of events as approved by the OMS Board. A copy is enclosed. The specific order will be assigned by the OMS Vice Chair. The order of events in your meet will change every year to insure fairness for all types of swimmers. Zone meet orders are different and also change every year in accordance with Zone policy.

Association/Zone Championships: If your team bids for these meets, it is expected that your facility's water can be cooled to 78-82 degrees and that electronic timing is available. See enclosed sheet of additional requirements for the Association meet.

Sanction/Recognition: OMS grants both sanction and recognition for meets. A sanctioned meet requires all participants to be USMS members. A recognized meet allows non-USMS members to participate; however, the event must be conducted in accordance with USMS rules and swims will be considered for records only by USMS-registered swimmers. In addition, FINA will not consider swims at recognized events for FINA World Records, and no liability insurance is in force. OMS only provides one-event registration for open water events.

Sanction/Recognition Fees: There is no sanction fee for pool meets in which entry fees are paid to OMS. Special sports groups and hosts of dual-sanctioned meets and open water swims processing their own entries will be assessed a sanction/recognition fee of \$25.

Meet Entry Information Form

This information is used to create your entry form for the Aqua Master and website. Please send this form with your Meet Bid.

MEET DIRECTOR: Name _____

Phone (H) _____ (W) _____ E-Mail _____

FACILITY: Name _____

Address _____

No. of Lanes in Pool: ___6 lanes ___8 lanes ___10 lanes ___other (specify)

NOTE: One lane will be used for continuous warm-up/warm-down unless there is a separate area available.

Pool is: ___Indoor ___Outdoor

___Has separate warm-up/warm-down area

___No separate area. Lane (number) _____ is furthest from the starter (and used for the warm-up/warm-down area)

Directions (from both north & south):

THE MEET: List warm-up and start times for each day of meet:

	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>
Warm-up	_____	_____	_____
Start	_____	_____	_____

DISTANCE EVENTS: Specify where in the meet you would like these events. Also note whether you wish to have both long distance freestyle events and whether you wish swimmers to be able to enter both or only one of these events. Specify where you would like the IM's. Breaks will be scheduled before the relays.

SPECIAL EVENTS: Contests, fun creative relays, raffles, drawings, etc. with prizes are encouraged as they reduce the stress of a meet and swimmers enjoy them. Please list any special events and cost per meet entrant: (use back of form if needed)

HOUSING: If you are hosting a two or three day meet, please list any housing information you may have, or enclose brochures describing same.

MEET FORMAT: Please Check One (If you have a second choice, so indicate)

___ One-Day (no distance freestyle events). Order of non-distance events is assigned by OMS

___ Include 400 IM

___ One-Day (with distance freestyle events) Check one or both events.

SCY: ___1650 ___1000 SCM/LCM: ___1500 ___800

___ Two-Day (distance events in PM / remainder on the next day)

SCY: ___1650 ___1000 SCM/LCM: ___1500 ___800

___ Two-Day, (two full days, required for Zone meets)

SCY: ___1650 ___1000 SCM/LCM: ___1500 ___800

___ Three-Day (Required for Association; optional for other meets)

All events are swum at Association and Zone meets.

___ Special (e.g., Pentathlon, Animal, Relay, Distance only, etc.)

Association Championships

Additional Requirements for Host

As OMS has grown, this meet has developed into the premier meet of the Short Course season. Profits made are quite lucrative, but there are extra responsibilities to consider when bidding to host this meet.

Banquet

- Site: Select a site for the Association banquet by December. The site must be able to seat up to 100-125 people and has to have a speaker's podium with PA system. Decoration for tables and the room are encouraged.
- Dinner Menu: Plan the dinner menu. Catering is usually what teams have done in the past. Submit a price to the Wes Edwards by mid December. The price, which should be kept moderate at \$15-\$20, should include the cost of the meal, gratuity, rental fees and other miscellaneous expenses.
- Program/Speaker: Be willing to work with the OMS Vice Chair regarding the program, speaker (OMS pays a stipend for the speaker), and general logistics of the evening. The OMS Board will provide a Master of Ceremonies unless a local individual would prefer to be the evening's MC. Overnight lodging for the speaker can either be at a home of an OMS member or OMS will pay for local hotel.
- Transportation: You may be asked to provide transportation for the speaker to and from the nearest airport.
- Financial: OMS will work with you to make sure that you at least 'break even' on the banquet and maybe even make a small profit.

Meet

- Entry Deadline: This will be two weeks prior to the meet (instead of the usual ten days).
- Hy-Tek Operator: Have the operator identified and the name provided to the OMS Data Manager (Gary Whitman) by the entry deadline.
- Hotels: Contact local hotels by mid December to get rates to publish in the Aqua Master.
- Awards: Plan on having a designated Awards person for this meet.
- T-Shirt: Consider doing an Association Champs T-shirt or some other memorabilia as a fundraiser.
- Heat Sheets: These will be posted on the OMS web site the week of the meet. Be prepared to make any corrections in data entry prior to printing heat sheets. Swimmers are not allowed to change or add events after the heat sheets are posted.
- Entry Process: Swimmers must list a time or NT (no time) for any event he/she plans to enter. They will not be entered if the time area is left blank.