

	POLICY & PROCEDURE	POLICY NUMBER: 201N
	Subject: BID PROCEDURE	EFFECTIVE DATE: 04/24/10

1. Bid Procedure

- a. BID MEETINGS: AZSI shall hold two Bid Meetings per year to establish the Meet Calendar. Any team may bid a meet to be placed on the tentative Meet Calendar prior to the Bid meeting as long as it does not interfere with an AZSI sponsored meet/event (see b. Protected Status below). Meetings shall be called by Technical Committee so as:
 - 1) The summer bid meeting is to establish the meet calendar for long course season of the following year.
 - 2) The mid-winter bid meeting is to establish the meet calendar for short course season, typically August of current year through May of next year
 - 3) Technical shall notify the clubs of the scheduled Bid Meeting along with the time and location which will also be posted to the web.

- b. PROTECTED STATUS
 - 1) AZSI sponsored meets/events (Regionals, Age Group and Senior State Championship, 8 & Under Championships, Fall League Championship and the Annual Swimposium) receive first priority on the calendar as protected meets/events.

- c. BID MEETING PROCESS
 - 1) The purpose of the Bid Meeting is to confirm the intent of host clubs to sanction meets.
 - a. The Technical Committee shall have posted to the web such forms as necessary, including but not limited to, Applications to Host AZSI sponsored meets/events, and Intent to Sanction a meet/event form. These forms are considered “BIDS” to host meets/events. Such forms shall be posted to the web at least 30 days prior to the scheduled Bid Meeting and will be available in the Document Library.

- 2) Bids should be received by the Technical Committee 14 days prior to the scheduled Bid meeting so a preliminary calendar may be posted.
 - 3) Intent to Bid/Sanction shall include, but not be limited to the following:
 - a. Host
 - b. Meet Name
 - c. Date/Dates
 - d. Age Group
 - e. Number of Sessions
 - f. Meet Type (Prelim/Final-Timed Final)
 - g. Time Standards
 - h. Size Limitations
 - i. Open/Closed
 - j. Location
 - k. other pertinent information required on Intent to Bid form
- d. AZSI SPONSORED MEETS/EVENTS APPLICATIONS:
AZSI sponsored meets/events hosts will be selected by the technical committee with advice from the General Chair from the submitted Bids based upon the following criteria:
- 1) Ability of venue to accommodate size of meet/event, multiple tanks, amount of deck space, parking, and volunteer capacity.
 - 2) Location of venue central to participating athletes.
 - 3) Other appropriate criteria, as from time to time, suggested by the Technical Committee and approved by the Board of Directors.
- e. NON-TIMELY BIDS
- 1) Bids received after the bid submission deadline shall not be considered at the Bid Meeting.
 - 2) Such late bids will be considered for open dates on the Meet Calendar on a first come first serve basis, but not later than 30 days prior to the meet start date.
- f. MEET CALENDAR
- 1) Tentative meet calendar
 - a. Technical Committee shall cause to be posted to the web calendar all meets for which bids have been received. Such calendar entries shall be clearly marked “tentative”.
 - b. Such calendar entries shall be posted at least ten days prior to the Bid Meeting.
 - 2) Meet Calendar
 - a. Within seven days of the conclusion of the Bid Meeting, Technical Committee shall cause the approved meet calendar to be posted to the web.

- b. The approved meet calendar will be presented to the next Board of Directors meeting. The Technical Committee shall consult with the General Chair to determine what information should be presented to the Board.
- c. The final decision regarding the calendar in all respects shall be that of the Board of Directors.

2. Refer to Policy 201C for Sanction Requirements
