

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 201N
	<b>Subject:</b> <b>BID PROCEDURE</b>	<b>EFFECTIVE DATE:</b> <b>04/24/10</b>

## 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. 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, Fall League Championship and 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.
  - 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. Any other pertinent information
  
- 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, established by the Technical Committee.
  
- 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.

**2. Refer to Policy 201C for Sanction Requirements**