

	POLICY & PROCEDURE	POLICY NUMBER: 201N
	Subject: BID PROCEDURE	REVISED 4-21-2018 EFFECTIVE DATE: 4-21-2018

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 June bid meeting is to establish the meet calendar for September through April.
 - 2) The November bid meeting is to establish the meet calendar for May through August. 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 (Junior Olympic Championships, Age Group State Championships and Senior Open Championships, 8 & Under Championships 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 send out notice that the web portal is open for the posting of bids..
 - b. All meet bids must be entered through the Bid Portal on AZSI.
 - 2) Bids must be received by the Technical Committee 14 days prior to the scheduled Bid meeting.
 - 3) Intent to Sanction shall include, but not be limited to the following:
 - a. Host
 - b. Meet Name

- c. Referee
- d. Date/Dates
- e. Age Group
- f. Number of Sessions
- g. Meet Type (Prelim/Final-Timed Final)
- h. Time Standards
- i. Size Limitations
- j. Open/Invitational/Closed
- k. Location
- l. Any other pertinent information

d. AZSI SPONSORED MEETS/EVENTS APPLICATIONS:

AZSI sponsored meets/events hosts will be selected from 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.
- 4) Selection shall be made by a vote of 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.
 - a. Hosts on the current bid calendar may be consulted as to any objection to hosting the new meet being bid/requested.
- 3) Other teams within the LSC are prohibited from hosting meets of the Same Class in the same vicinity on the same weekend.
 - a. Meets of Same Class are meets which target as participants athletes of the same age group and time standard.
- 4) Bids received after the calendar has been approved will be considered on an individual basis with the requirement that the requested meet bid fulfills a need in the calendar.

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.
 - c. Meet Calendar

d. Within seven days of the approval by the Board of Directors Technical Committee shall cause the approved meet calendar to be posted to the web.

2. Refer to Policy 201C for Sanction Requirements

Updates:

<u>Date</u>	<u>by Whom</u>	<u>Basic Abstract</u>	<u>Sections</u>	<u>Control #</u>
6-21-2017	BOD	Current Practice	All	16-038
5-8-2018	HOD	Tech Chair Motion	1e	16-066