

From Indiana Swimming Site Selection:

Thank you for your interest in the Indiana Swimming Championship meets. Our process and bid forms have changed. This new process was created to bring about a more transparent and constructive bid process for both the bidder and Indiana Swimming. The online form was developed to assist in streamlining questions, and distribution of materials to appropriate parties.

Under our new process, the bidder will be required to submit the proper information in a timely manner to be considered for our championship meets. This packet encompasses all aspects of the championship meet administration, the facility and the expectations of a club host and notes the priorities and preference of Indiana Swimming.

No factors are meant to exclude potential clubs, chartered by USA Swimming and members of the LSC, or facilities from hosting Indiana Swimming events, but should be used as a guide to needs and expectations of the Indiana Swimming championship meets.

If you have questions during your research and bid preparation, please contact the [Indiana Swimming office](#), 317-237-5780.

We are glad that you have chosen to take the next step in hosting championship level events. Once again thanks for your interest and good luck!

Indiana Swimming Site Selection Committee

Bid Information

DUE May 1st of the preceding year bids for all Indiana Swimming spring championship meets:

- Senior State (SCY)*
- Age Group State (SCY)
- Divisional Championships (SCY -8 Sites)

DUE September 1st of the preceding year bids for all Indiana Swimming summer championship meets:

- Senior State (LCM) *
- Age Group State (LCM)
- Swimfest (combined Senior State and Age Group State in Olympic years)*
- Divisional Championships (SCY-3 Sites)
- Open Water

*Interested Senior State Hosts **must** contact the [Indiana Swimming Senior Chair](#) for further information **prior to** completing the bid.

Process for bidding is as follows:

1. Complete the necessary on-line bid form.
 - a. Club will receive receipt of all information submitted via the online system.
 - b. All information will be automatically sent to the Indiana Swimming office and Administrative Vice-Chair, and stored online.
2. If sites are contested, hosts will be asked to meet with the site selection committee to present the bid information. This may take place in person or via conference call.
 - a. October meeting for spring championships
 - b. June meeting for summer championships
3. Selection of hosts for championship events will occur within 24 hours of the bid presentation.
4. If selected, attend mandatory championship coordination meetings for hosts
 - a. November meeting for spring hosts; January conference for entry chairs
 - b. May meeting for summer hosts; June meeting for entry chairs

How are the Championship Meets awarded?

The Indiana Swimming Site Selection Committee strives to conduct a fair and balanced selection process, and provide bidding parties with clear and constructive feedback. All championship meets are awarded under the Indiana Swimming Site Selection Policies and Procedures. The Site Selection Committee composition is outlined in the Indiana Swimming Bylaws, and include coach, official, and athlete representatives from elected members of the board. Opinions and preferences are subject to change. The base process however shall be guided by the principles of fairness, transparency, clarity and timeliness.

What technical factors are considered in choosing a suitable site?

Technical factors are covered in detail in USA Swimming Rules and Regulations Articles 103. The list below includes mandatory items, as well as those the LSC deems pertinent to selection.

- Indoor or outdoor facility
- Number of lanes, along with their width and length.
- Availability of two pools for running events (SCY SRS & AGS).
- Spectator seating capacity (especially noted for Age Group State & Divisionals).
- Depth of pool at start, middle and end.
- Diameter of Lane Lines.
- Lane Lines must be marked at 15M from both ends. (USA-S rule 103.16.2)
- Automatic timing system and readout boards
- Warm-Up area and cool-down area.
- Deck space on ends and sides of competition area.
- Starting blocks, length and width of platform, degree of slant, height above water, numbered correctly (rt. to left as swimmers face course), non-skid surface, backstroke handgrips description and height above water, and number of supports.
- Wedges
- Backstroke Ledges
- Facility has a water heater or water cooling system
- Guaranteed correct temperature range
 - Pool - 77 to 82.4 degrees Fahrenheit (USA-S rule 103.7)
 - Air - within 8 feet above deck level in indoor facilities shall be not lower than 76 degrees Fahrenheit, with relative humidity maintained at about 60% and air velocity at about 25 feet per minute (USA-S rule 103.7)
- Live results/Meet Mobile
- Available space and Ethernet capability for Web casting (Senior and Age Group State)

What other site factors outside of the competition course are considered?

- Restrictions, limitations and/or fees imposed by facility management
- Public Address System (in all event accessible areas)

- Swimmer's Rest Area
- On-site rooms for Coaches and Officials Hospitality and meetings and Ready Room for finals.
- Awards platforms and staging area
- Wireless Internet
- Parking space and availability of parking locations and cost
- Restaurants (availability and locations)
- Hotel availability and surrounding area events

What non-technical factors are, which are not requirements, are taken into consideration for selecting a meet host?

- Participation in USA Swimming Club Recognition process
- Parental involvement of club members who are Indiana Swimming Certified Officials or Non-Athlete members.
- Past experience in running Championship meets.
- Experience in running Indiana Swimming scheduled invitationals, including Prelim/Final meets.
- Past experience/history of timely reporting/paperwork received/payment to Indiana Swimming on any meets held by host
- Number of parental volunteers available to successfully manage the championship meets.

Indiana Swimming Statement on Meet Rotation

Indiana Swimming does not have a formal policy on creating a rotation system for sites or hosts for our events. Due to the nature of our meets and the use of High School facilities, schedules do not always allow the formal rotation of events among hosts or sites. When two hosts bid for the same meet at the same facility or for the same meet in successive years, the Site Selection Committee may consider as one of the factors the host or location of the previous year's or years' meet(s). This does not guarantee clubs the "right" to host an event in certain years, but informs potential bidders who hosted the meet the previous year, that a competing host bid may be awarded extra consideration.

Clubs may elect to come to an agreement with another host to alternate bid years and potential for hosting. This may be an effective tool in areas where only two hosts have the facilities or desire to host a championship meet. However, it does not preclude a third club from bidding or being considered for hosting.

Priorities and Preferences for SENIOR STATE

Per the Indiana Swimming Senior Committee

- Deep Water
 - the deeper the pool the better
 - if there are multiple pools the ability to have both pools the same depth is preferred, but the finals pool depth is the priority
- Facility lighting
 - the brighter the better
 - should not be too dependent on natural lighting
- Warm-up/Cool down facilities
 - Must have at least 2 lanes available at all times- the more space the better
 - Should be at least 25 yards long (50 meters would be preferred for the long course meet)
- Temperature
 - it is preferred that this pool be the same temperature as the competition pool- but must be within the USA Swimming temperature range for competition (USA-S rule 103.7)
- Starting Blocks
 - The bigger the actual platform the better
 - The higher above the water the better
 - It is best if they are not obstructed by other pool structures (diving boards)
- Number of competition lanes
 - The ability to run 2 pools for SCY prelims is preferred- provided requirement bullet #3 above (warm-up/cool down) is adequately met
 - The ability to run 10 lanes over 8 or 8 over 6 is preferred in both SYC and LCM- provided requirement bullet #3 (warm-up/Cool down) above is adequately met
- Deck Space
 - The more the better, especially surrounding the finals competition pool
 - Pool fire code must be a minimum of 400 occupants
 - It is preferred that the deck space be equally available on both sides of the finals competition pool
- Race Display
 - It is preferred that the score board be able to display splits for all competing lanes during prelims and finals
 - The ability to display records and competitor names is a plus
- Web-casting
 - Location for web-cast to see entirety of pool
 - Ethernet hardwire
- Spectator Seating
 - Minimum requirement of 500 seats

- Suggested seating capacity is between 800-1,200
- Announcer
 - Experienced and informed race announcer is a big bonus to meet atmosphere and swimmer, coach and spectator involvement in the championship races (see ISI Policy and Procedures manual)

Priorities and Preference for AGE GROUP STATE & DIVISIONALS

Per the Indiana Swimming Age Group Committee

- PRIORITIES
 - separate warm-up/cool down
 - spectator seating
 - Age Group State – 700 - 1000 seats
 - Divisionals – 500 seats min.
 - deck space for all coaches and competitors
 - a host willing to listen to coaches and follows Indiana Swimming guidelines
 - reasonable admission cost
- PREFERENCES
 - IU Natatorium (for Age Group State Meet only)
 - adequate seating area for spectators with a reasonable price to watch the meet
 - hospitality with a variety of food options
 - Exciting announcer (see ISI Policy and Procedures manual)
 - PA system that is audible throughout facility
 - read out scoreboards with swimmers names
 - deck space

Site Selection Bid Evaluation Form

The following form will be used as a tool/resource for committee members to evaluate the bid presentation and information. Scores and comments from their evaluation forms will be provided to the bidding host (hosts will only receive their comments). The Indiana Swimming Site Selection Committee strives to create a fair and balanced selection process, and provide bidding parties with clear and constructive feedback.

In reviewing the bid, please rate the following areas on a Poor(1) to Excellent(5) scale.

Hosting Club Information

1. 2. Previous Championship Host	1	2	3	4	5
2. 3. USA Swimming Club Recog.	1	2	3	4	5

Indiana & USA -S Participation

1. Number of Official Participation	1	2	3	4	5
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Meet Director Information

1. Previous meet experience	1	2	3	4	5
2. Size of meet director for	1	2	3	4	5

Entry Chair Information

1. Previous meet experience	1	2	3	4	5
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Meet Specifics

1. Costs	1	2	3	4	5
2. Timing system	1	2	3	4	5
3. PA system	1	2	3	4	5
4. Swimmers' rest area	1	2	3	4	5
5. Distance events	1	2	3	4	5
6. Technology	1	2	3	4	5
7. Ethernet for Web-casting	1	2	3	4	5

8. Hospitality and meeting areas

1	2	3	4	5
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Pool Specifications

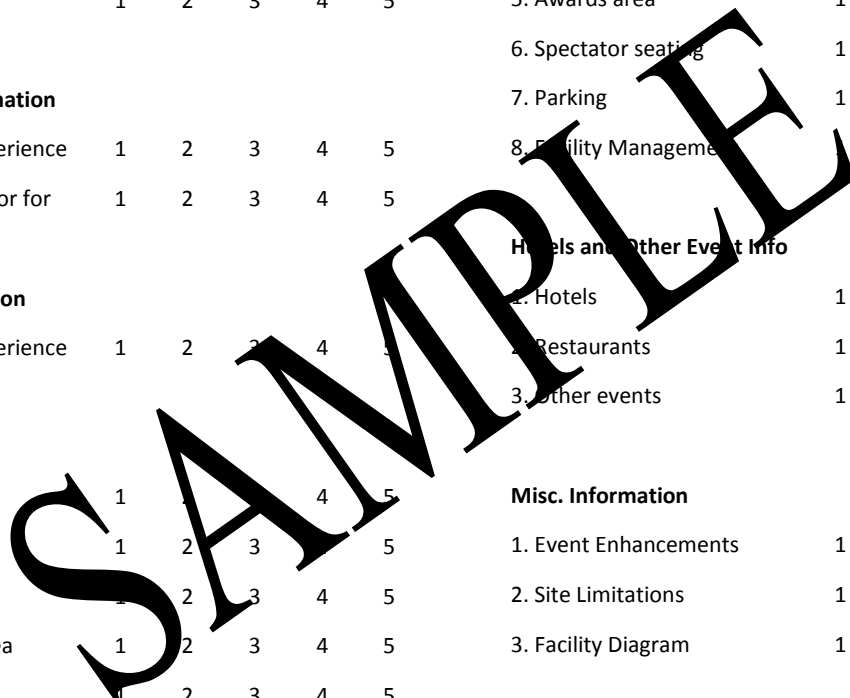
1. Lanes	1	2	3	4	5
2. Deck Space	1	2	3	4	5
3. Starting Blocks	1	2	3	4	5
4. Pool	1	2	3	4	5
5. Awards area	1	2	3	4	5
6. Spectator seating	1	2	3	4	5
7. Parking	1	2	3	4	5
8. Facility Management	1	2	3	4	5

Hotels and Other Event Info

1. Hotels	1	2	3	4	5
2. Restaurants	1	2	3	4	5
3. Other events	1	2	3	4	5

Misc. Information

1. Event Enhancements	1	2	3	4	5
2. Site Limitations	1	2	3	4	5
3. Facility Diagram	1	2	3	4	5



Championship Meet Evaluation

Evaluators: The Indiana Swimming Site Selection Committee will appoint evaluators for each of the championship meets. The evaluator's responsibility will be to observe the event and report to the site selection committee. The criteria for evaluation will be set by the site selection committee and approved by the Indiana Swimming Board of Directors.

Membership Evaluations: Evaluation forms will be made available to the participants, clubs, coaches, officials and spectators at the championship meet. These forms will be created by and returned to the site selection committee through the evaluator. Evaluations may be made in one of two forms. 1. Through the online meet evaluation form or 2. through the paper form at the event. It will be the responsibility of the evaluator to collect and compile these forms for the site selection committee.

Use of Evaluations: The evaluation of championship meets has two purposes. 1. to improve the event and 2. to rate the effectiveness of the host. Only those areas the host directly controls will be used for future site selection bids. However, the site selection committee may use information to rate the effectiveness of a host in dealing with situations that were beyond their control.

Evaluation Criteria:					
Pre-planning	1	2	3	4	5
1. Pre-meet information Packets	1	2	3	4	5
2. Hotels and Proximity	1	2	3	4	5
3. Maps	1	2	3	4	5
4. Planning for climatic changes (outdoor pools only)	1	2	3	4	5
Facilities/General	1	2	3	4	5
1. Parking	1	2	3	4	5
2. Registration	1	2	3	4	5
3. Restrooms and dressing	1	2	3	4	5
4. Swimmers' rest areas	1	2	3	4	5
5. Public Address System	1	2	3	4	5
6. Spectator Seating	1	2	3	4	5
7. Warm up/down facilities	1	2	3	4	5
8. Facilities/Competition Pool	1	2	3	4	5
9. Pace Clocks	1	2	3	4	5
10. Scoreboard/timing equipment/computer	1	2	3	4	5
11. Lighting	1	2	3	4	5
12. Ventilation (indoor pools)	1	2	3	4	5
13. Water conditions	1	2	3	4	5
14. Starting system	1	2	3	4	5
15. Pool set-up (deck space, etc.)	1	2	3	4	5
Officials	1	2	3	4	5
1. Meet referee	1	2	3	4	5
2. Assistant referee(s)	1	2	3	4	5
3. Administrative Coordinator	1	2	3	4	5
4. Starter (s)	1	2	3	4	5
5. Announcer(s)	1	2	3	4	5
6. Chief judge(s)	1	2	3	4	5
7. Stroke/Turn Judging	1	2	3	4	5
8. Take Off Judging	1	2	3	4	5
9. Clerk of Course	1	2	3	4	5
General Appraisal	1	2	3	4	5
1. Meet administration	1	2	3	4	5
2. Hospitality	1	2	3	4	5
3. Awards	1	2	3	4	5
4. Safety Procedures	1	2	3	4	5
Rate the overall success of the meet	1	2	3	4	5
Rate the overall smoothness of the meet	1	2	3	4	5