**Minnesota Swimming Championship Request for Information (RFI)**  
**Potential Meet Host: To ensure the highest quality meet experience for all participants and volunteers Minnesota Swimming (MSI) would like the following RFI to be completed and presented to the members of MSI to ensure an educated bidding process. Please fill out the following to the best of your ability.**

**Club name: Championship bid: MAC MRC State**

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| **Please circle your response or fill in where indicated!** | | |
| Are you a first time meet host? | Yes | No |
| What is the highest level meet your club has hosted? | Age Group – MAC MRC State | National Level – Zones Speedo Junior National or Above |
| **TIMERS** | | |
| Do you plan on recruiting all timers from within your club? | Yes | No |
| Do you plan to ask for timers outside your swim club in your community – (e.g. youth or church group or some other group outside the club)? | Yes | No |
| If YES – who do you plan on partnering with? |  | |
| Do you plan on asking for timers from the spectator stands? | Yes | No |
| If YES – how many do you estimate per session? |  | |
| What tool do you plan on using to sign up volunteers? Example – Team Unify? Signup Genius? |  | |
| **FACILITY** | | |
| Dedicated warm-up/cool-down pool for use during the meet? | Yes | No |
| If YES – how many lanes? |  | |
| Is wi-fi available for public use? | Yes | No |
| Will you have an independent network running a minimum of two meet computers? | Yes | No |
| If you are not running Meet Manager what meet management software are you planning on running? |  | |
| What are your contingency plans if you need backup equipment? Do you have backup equipment available (example – Timing Console, pads, buttons) |  | |
| Is there a high-speed printer/copier on site available for your use? | Yes | No |
| What is the number of seats on deck for athletes/coaches? |  | |
| What is the number of seats in the venue for spectators? |  | |
| Is there a scoreboard available for athletes/spectators? | Yes | No |
| Is the scoreboard temporary or permanent? | Temporary | Permanent |
| How many lanes can be displayed at the same time on the scoreboard? |  | |
| Are there any scheduling restrictions – i.e. other user groups during the meet? Facility closing time? |  | |
| Are there separate changing locations/bathrooms away for athletes and separate from officials/coaches? | Yes | No |
| What is the number of parking spaces available for use at the facility? |  | |
| What is your plan if the available parking at the facility is completely occupied? |  | |
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| **GENERAL** | | |
| Meals provided by the host? | Yes | No |
| For who (officials/coaches/other?) |  | |
| Do you plan on having posted serving times for meals? | Yes | No |
| Do you have a refrigerator/microwave available for medical/special diet needs? | Yes | No |
| Water available for athletes/coaches/officials? | Yes | No |
| **COMMUNICATIONS** | | |
| Where will heat sheets and awards information be posted around competitive areas for athletes to view? |  | |
| Where will information about meet changes, timelines, coaches/officials meetings and other “in meet” items be posted? |  | |
| **OFFICIALS** | | |
| Will meal timelines be considered by the meet host for officials (different serve times for officials – generally the last people off the deck due to time trials.) | Yes | No |
| What is the number of officials you have available to work from your club? |  | |
| Where will the designated official's area be in relation to the pool deck? |  | |

Send your completed form by email to the Sport Development Director, John Bradley at [jbradley@mnswim.org](mailto:jbradley@mnswim.org)