

AMS Instructions for Meet Bidding

PART I: BID SUBMISSION

- A. Confirm dates with the venue (prior to submitting bid),
- B. Complete the Meet Bid Application (Form 7),
- C. **Submit the following documents (Meet Bid Packet) via e-mail to bids-invites@amswim.org:**
 - 1. Meet Bid Application and the
 - 2. Hazard Identification and Risk Analysis Checklist for the meet venue. *Note: If the meet venue is other than your club's regular practice venue(s), a copy of Form 8 must also be sent to the AMS Safety Chair.*

PART II: AWARDED MEETS

- A. Within seven forty-eight (48) hours of acceptance of the awarded bid(s), the host club must confirm acceptance to the Age Group Chair via email.
- B. Clubs awarded meets must attend the Meet Directors Meeting held by the Technical Planning Committee Chair and the Sanctions Chair.
- C. Within fourteen (14) days after the Meet Directors meeting, the following must be submitted as noted:
 - 1. Meet Sponsor Agreement to the Sanctions Chair,
 - 2. Application for Sanction to the Sanctions Chair,
 - 3. Meet Announcement to the Sanctions Chair,
 - 4. Meet Manager File* to the Sanctions Chair and the Technical Planning Chair,
 - 5. Meet Event File* to the Technical Planning Chair and
 - 6. Mail Sanction Fee to AMS Office, if applicable.

* Note: The files will be reviewed by the Technical Planning Committee and any errors will be sent back to the host club for correction. Once any corrections are made, both the Sanctioned Meet Announcement and the Event File will be posted. The host club will then receive the final Sanctioned Meet Announcement and Meet Manager File back from Sanctions Chair and Technical Planning to accept entries

PART III: AMS GUIDELINES FOR AWARDING MEETS

- A. **Clubs bidding for meets must provide a representative at the Bid Award Meeting to be awarded any bid.**
- B. Was the Meet Bid Application received by the Age Group Committee Chair prior to submission deadline? Bids will be time and date stamped upon receipt of meet bid packet/when e-mail is received.
- C. Is the Meet Bid Packet complete? Required and completed paperwork includes:
 - 1. Meet Bid Application,
 - 2. Hazard Identification and Risk Analysis Checklist for meet venue.
- D. Is Bidding club currently compliant with AMS Bylaws and Operating Procedures?
- E. LSC Activity
 - 1. Number of HOD Meeting attended in the last 12 months?
 - 2. Does the club's coach (or coaches) attend coaches' meetings?
 - 3. Does the club support/attend other AMS Meets? (# athletes/meets/splashes)
 - 4. Does the club currently have the required number of Officials?
- F. Facility Information
 - 1. Is the Size of facility of host club adequate for the meet?
 - 2. Safety concerns of facility (number of injury occurrence reports)?
 - 3. Location of the facility (in relationship to north, south, east and west of Pittsburgh)?
 - 4. Proximity of pool to available rest areas, cafeteria, etc.?
 - 5. Is the size of spectator seating adequate for the meet?
- G. Meet Experience
 - 1. Efficiency of previous meets,
 - 2. Previous meet experience,
 - 3. Timely submission of complete AMS Meet Summary form and Payment to AMS.

PART IV: REQUIREMENTS OF THE MEET HOST

- A. When two or more of the same meets are hosted on the same weekend, the following rules are to be followed:
1. Entry Open & Close Dates and Times:
 - a. Shall be the same, dates will be discussed in the Meet Director's meeting
 - b. Changes to the Entry Open and/or Entry Close dates and/or times shall be coordinated with all host clubs as well as the Technical Planning Committee,
 - c. First Splash – all four sites to coordinate the same Entry Open and Entry Close dates and times.
 2. Meet Announcements for the same meet shall be posted at the same time.
 3. Changes to the Meet Structure shall be approved by the Age Group Committee and coordinated with the other host club(s) and the Technical Planning Committee,
 4. Any errors and/or omissions found in the Meet Announcement shall be corrected in coordination with the other host club(s) and the Technical Planning Committee and the Sanctions Chair,
 5. Any errors and/or omissions found in the Meet Structure shall be corrected in coordination with the other host club(s), the Age Group Committee and the Technical Planning Committee,
 6. Entries shall be received by hosts until a maximum of 2,000 splashes (no more) are entered. The host shall not accept entries in excess of 2,000 splashes without approval of the Technical Planning Committee. *Prompt communication with the Technical Planning Chair and/or the other host club is required once club's entries reach the 2,000 splashes.*
 7. Compliance with the LSC Bylaws and Operating Procedures of any requirements not noted herewith.
- B. Abbreviations:
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| 1. #&O — “age” & over (similar to ‘7’ above) | 11. NT — “No Time” refers to entry requirements in AMS meets. All entries require entry times – NT’s are not permitted. |
| 2. #&U — “age” & under (example: 10&U is 10 & under) | 12. Open events — events in an age group meet that are open to all ages and may, or may not, have qualifying times. There are no Open Events in Senior Meets. |
| 3. AG — Age Group — programs designed for swimmers 18 years and younger to develop a rich base of swimming talent. | 13. P/F — Prelims/Finals |
| 4. BK — backstroke | 14. Senior meets — open competition for swimmers striving to qualify to participation in national championships. These meets have no age groups (all ages) but maintain minimum qualifying times (ie; Sectionals, Futures, etc.). There are no Senior Events outside of Senior Meets. |
| 5. BR — breaststroke | 15. ST — stroke (FL, BK or BR) |
| 6. Dist — distance — distance events in AMS are defined as events equal to or longer than 800 meters or 1000 yards. | 16. TF — Timed Finals |
| 7. FL — butterfly | |
| 8. FR — freestyle | |
| 9. IM — individual medley | |
| 10. NQT — No Qualifying Time — no minimum time standard achievement is required for event entry. | |
- C. Time Standard notations (‘B’, BB, A or the like) reference the 2017-2020 National Age Group Motivational Times provided by USA Swimming.

PART IV: MEETS OUTSIDE OF THE PUBLISHED SCHEDULE

- A. Coordinate requests for meets not on the LSC schedule with the Age Group Committee.
1. Sanctioned: no less than (3) three weeks before the first day of the meet the following documents must be completed and submitted:
 - a. Meet Bid Application
 - b. Hazard Identification & Risk Analysis Checklist
 - c. Meet Sponsor Agreement
 - d. Meet Invitation
 - e. Entry File
 2. Review the LSC Operating Procedures for any requirements not noted herewith.