

April 1, 2020

From: Suzanne Rychlik, Scheduling chair
To: PNS Team Presidents, Meet Managers, and Head coaches
Subject: PNS Meet Bid package for the 2020-21 swim season

Included is the PNS meet Bid Package for your review and consideration. The parts of this package include:

- 1) Generic meet bid application form
- 2) Instructions for completing bid forms for this season
- 3) Team priority form
- 4) Calendar

Bid Packages are due by **E-MAIL** to office@pns.org by a **date to be determined soon, but no earlier than May 1st**. We recognize that you may not have the ability to confirm facility availability now. Please pay attention to emails with the subject 2020-21 PNS Meet Bid Information #_ for additional information.

You can find important information including order of events, part B forms, etc. on the **PNS website/ Meets/Results tab Meet OPS**.

Once all bids are received and reviewed for accuracy, the scheduling committee will meet to award Challenge meets, Divisional championships, Championship meets, Age Group invitationals, and any potential conflicts with facilities (two teams trying to host a meet at the same facility). The scheduling chair along with the scheduling committee will work to resolve any remaining conflicts.

Questions about the content of the Bid Package or meet parameters should be directed to Suzanne Rychlik @ swimvast@hotmail.com or text **253-241-4827**.

Thank you,

Suzanne Rychlik
Scheduling Chair

Instructions for filling out the Bid Forms

1. Secure the facility. Make sure you have something in writing about the date and hours.
2. Secure a Meet Referee. It is the host teams responsibility to find a meet ref. Please make sure you have written verification of their intent to serve.
3. List the dates that the meet is to be held. If it is a two day (or more), please list all days of the meet.
4. Check off the type of meet that it is. Make sure that that type of meet is being offered that weekend. If it states "Open" for the weekend, you may host any type of meet that you would like (unless otherwise specified)
5. List the sponsoring club(s). Make sure to list the clubs full name.
6. If the meet has a specific name (May Flowers), please list it.
7. List the meet director, meet referee, and other contact. Make sure to include both an email address and phone number.
8. Attach the appropriate Meet Specs (part B) for special meets. If you are hosting a meet with parameters set by PNS (Challenge, Champs, AGI, divisionals, etc), please note that those may change as TPC analyzes data from the previous season.
9. Attach order of events if a special meet
10. Initial that all items have been secured
11. Initial that you understand the meet implementation procedures
12. Sign the bottom of the form that states you understand the penalties.
13. **Please do not attach a check. Colleen will invoice you once bids are finalized for the \$30 fee.**
14. Fill out the form for your team prioritizing the meets that you would like to host, how many, and any other conditions you have for hosting those meets.
15. Make sure your application is received **by E-MAIL** to the PNS office.

If you will be cohosting a meet with another team, please put both Teams on the bid form so it can be noted appropriately.

The scheduling committee will be looking to spread out Age group invitationals, divisionals, & challenge meets geographically. We highly suggest you discuss with other local teams your desired meets so that all geographic areas are represented each cycle.

Team Priority for the 2020-21 Meet Bid Process

Team Name: _____

Contact Person: _____

Email address: _____

Please prioritize the meets that your team would like to host for the 2020-21 swim season.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

How many meets would your team like to host for the 2020-21 swim season?

Are there any conditions to your hosting meets? (if we are awarded this particular meet, that we don't want to host that one, etc)

Is there anything else you would like to share with the scheduling committee?

Meet Bid Application

Sanction/Approval Fee: \$30 (you will be invoiced once bid is approved)

Meet Date: _____

We are bidding on the following meet type: (One Meet per Page) meet type: _____

- Challenge Meet Championship @KCAC Divisional Champs Q Meet
- AG Invite Special Meet LC: KCAC non-KCAC
- Meet type: _____
(senior, Gold, Silver, other: _____)

Sponsoring clubs: _____

Meet Name: _____

Pool Name: _____ Fire Code Limit: _____

Meet Director: _____ E-Mail: _____ phone #: _____

Meet Referee: _____ E-Mail: _____ phone #: _____

Other contact: _____ E-Mail: _____ phone #: _____

Parameters: (Please attach the appropriate Meet Bid Form Part B (meet spec sheet). All Special meets should have order of events attached as well.)

All items below have been secured: _____ (initial)

Hy-Tek meet manager	Safety plan	Officials (meet referee)	Min. pool depth of 4'	Marshalls
Warm-up/down facility	parking	PA System	seating for a min. of 200	Parking
Electronic timing	scoreboard	hospitality	Deck space of 6'	concessions
Adequate restrooms/changing facility		starting blocks that meet USA swimming criteria		

I also understand the following procedures that must be followed: _____ (initial)

1. Meet information should be sent to sanctioning chair 9 week in advance of meet.
2. Team manager file emailed to PNS office for use by teams
3. Meet back up, timeline, and psych sheet is sent to office no later than 3 days before the meet for posting/verification
4. Meet back up sent to PNS office within 48 hours of the conclusion of the meet
5. Meet financial statement sent to PNS office within 45 days of the conclusion of the meet.

With submission of this bid application, the applicant club attests they will host this meet according to all parameters specified above and in the attached meet spec. sheet, relevant PNS policies, and published meet information; and that applicant club understands and agrees any variance to the forgoing will result in a (1) fine of \$800 for the first meet day schedule, and \$600 for each subsequent meet day schedule, and (2) forfeiture of meet bid eligibility for one calendar year. For further information, refer to PNS AD 97-03.

Signature of club official: _____

Printed Name of club official and title: _____

2020-2021 Meet Calendar

2020-21	Meet Type	Time Standards	Comments
Sep 5-6			
Sep 7			Labor Day
Sep 12-13	Special		NO WKACAC - Maintenance
Sep 19-20	Special		NO WKACAC - Maintenance
Sep 22-27	United States Aquatic Sports Convention	USAS	Atlanta, GA
Sep 26-27	Special		NO WKACAC - Maintenance
Oct 3-4	PNS October AG Challenge	14&U Only	7 Sites
Oct 10-11	Special		NO WKACAC - Maintenance
Oct 17-18	PNS October Sr Challenge	14&U need a 15&O Silver Time	2 Sites - 1 North 1 South
Oct 24-25	Special		NO WKACAC
Oct 31-Nov 1			Daylights Savings (11/1)
Nov 7-8	Special		NO WKACAC
Nov 14-15	Special		Girls' State (11/13-14) WKACAC 11/15 Available
Nov 21-22	PNS November Age Group Invitational	Gold by event (1 bonus each day)	
Nov 26			Thanksgiving
Nov 28-29	Special		NO WKACAC - Holiday
Dec 2-5	USA Swimming US Open		Greensboro, NC
Dec 3-6	Husky Invite		WKACAC
Dec 5-6	PNS Fall Divisional	Champ Dequal	5 sites
Dec 9-12	Speedo Winter Junior Championships - West	USA Swimming	Austin, TX
Dec 11-12-13	PNS 14&U SC Championships	10U, 11-12, 13-14 – 1 BONUS	WKACAC
Dec 17-18-19-20	Washington State Senior Championships	Open – 1 BONUS	WKACAC
Dec 27-28	Closed Weekend		
Jan 2-3			
Jan 9-10			NO WKACAC - Kentridge Invite
Jan 14-15-16-17	Special		WKACAC; MLK (1/18)
Jan 23-24			NO WKACAC
Jan 30-31	Winter Challenge		8 sites
Feb 6-7	Special		NO WKACAC; 2/7 Super Bowl
Feb 13-14	Special		NO WKACAC -NW Conference
Feb 20-21	Special		Boys' State (2/19-20); WKACAC 2/21 Available
Feb 26-27-28	PNS February Age Group Invitational	Gold by event (1 bonus each day)	4 Sites
Mar 6-7	Special		NO WKACAC -PAC-12
Mar 11-12-13-14	Speedo Champs (Senior Sectionals)	Sr Sectional	WKACAC Daylight Savings (3/14)
Mar 20-21	PNS Spring Showdown	Dequal AGR by Event /Qual Times	2 Site North/South
Mar 25-26-27-28	NW Age Group Regional Champs	Age Group Regional	WKACAC
Apr 3-4	Special		NO WKACAC - Polo Easter (4/3)
Apr 10-11	Special		NO WKACAC - PNA Masters
Apr 17-18	Special		NO WKACAC - Special Olympics
Apr 23-24-25	A-1 /Special	Silver by event (2 bonus per day)	WKACAC
Apr 30- May 1-2	A-2 /Special	Silver by event (2 bonus per day)	WKACAC
May 8	PNS House of Delegates		WKACAC Conference Center
May 9	Special		WKACAC Available (Mother's Day 5/9)
May 14-15-16	A-3 /Special	Silver by event (2 bonus per day)	WKACAC
May 22-23	Special		WKACAC Available
May 29-30			NO KCAC Memorial Day (5/31)
Jun 5	Special		NO WKACAC - Special Olympics
Jun 6	Special		WKACAC Available
Jun 12-13	B-1/Special	Silver by event (2 bonus per day)	WKACAC
Jun 19-20	Special		NO WKACAC - IROV; Father's Day (6/20)
Jun 20-27	US Olympic Trials (Tentative)	USA Swimming	Omaha, NE
Jun 26-27	B-2/Special	Silver by event (2 bonus per day)	WKACAC
Jul 3-4	Special		NO WKACAC - Water Polo
Jul 10-11	Special		WKACAC Available
Jul 15-16-17-18	Speedo Champs (Senior Sectional)Tentative	Sr Sectional	Mt Hood, OR
Jul 16-17-18	Special		WKACAC Available
Jul 22-23-24	PNS Sr Champs	Open – 1 BONUS	WKACAC
Jul 30 - Aug 1	PNS 14&U Champs	10U, 11-12, 13-14 – 1 BONUS	WKACAC
Jul 31- Aug 4	USA Swimming – Nationals	USA Swimming	Palo Alto, CA
Aug 2-3-4			
Aug 1-4	Western Zone Senior Championships	Sr Zone	Clovis, CA
Aug 8-11	Western Zone Age Group Championships	Zone	TBD
Aug 10-11			
Aug 17-18			