

## USMS National Championship Bidding Process Frequently Asked Questions (FAQ)

*Last Updated: November 16, 2016*

**1. How do I obtain a bid packet and bid application?**

Please contact the Championship Committee Chair to receive a bid packet and bid application: Jeff Roddin, [championship@usms.org](mailto:championship@usms.org), 240-464-3982.

**2. May I contact previous hosts?**

Yes. Please contact the Championship Committee Chair for details (contact info above). You may also find the information on past Nationals' meet information pages posted on the USMS website.

**3. How many swimmers have attended recent USMS Nationals?**

<b>Year</b>	<b>Spring - Short Course</b>	<b>Summer - Long Course</b>
2010	Atlanta (1975)	Puerto Rico (632)
2011	Mesa (1817)	Auburn (688)
2012	Greensboro (1864)	Omaha (1257)
2013	Indy (1633)	Mission Viejo (1393)
2014	Santa Clara (2249)	Maryland (1024)
2015	San Antonio (1888)	Cleveland (963)
2016	Greensboro (1790)	Oregon (1287)
<i>Historical Average</i>	<i>~ 1700 swimmers</i>	<i>~ 1000 swimmers</i>

**4. Do you have any travel statistics for your participants?**

Here are results from a post meet survey given to 2010 Spring participants (Atlanta; 1975 swimmers):

- 73% stayed in a hotel, 5% stayed in the Georgia Tech dorm and 21% rented a car
- 3.5 was the average overnight stays (2 to a room was most common)
- 42% said they spent \$50 per day on food, merchandise & entertainment
- 19% said they spent \$51-\$60 per day on food, merchandise & entertainment
- 10% said they spent \$61-70 per day on food, merchandise & entertainment

**5. Where will Nationals be held in 2017 and 2018?**

2017 Spring Nationals will be in Riverside, CA (April 27-30) and 2017 Summer Nationals will be held in Minneapolis, MN (August 2-6). 2018 Spring Nationals will be in Indianapolis, IN (May 10-13) and there will be no 2018 Summer Nationals as a result of the 2018 UANA Pan American Masters Championship being held in Orlando, FL (July 28-August 3).



6. Is there a bid fee required to host the Championships?

There is no fee or deposit required to bid. Here is a link to more information about bidding: [http://www.usms.org/comp/nationals\\_bidinfo.php](http://www.usms.org/comp/nationals_bidinfo.php) . Please note bids are due June 1 for the meets to be held two-three years in the future (for instance, June 1, 2017 is the bid deadline for 2019 Spring and 2019 Summer Nationals; and possibly 2020 meets if awarded during this cycle).

7. What are the most important factors the Championship Committee will consider?

The Championship Committee first determines whether the facility can accommodate the meet. There are no hard requirements for number of lanes because every facility is unique. But certainly the facility must be able to accommodate two simultaneous competition courses plus adequate warm up space for Spring Nationals (two courses not required for Summer Nationals). The bare minimum requirement is 16 competition plus 10 warm-up lanes for Spring Nationals, and 8 competition plus 6 warm-up lanes for Summer Nationals (warm-up lanes for both Championships are typically short course yards). A common complaint about USMS Nationals is inadequate warm-up space, so the more lanes the better! The committee also looks to move the meet around from year to year as much as is practical (for instance, we try not to have the same region of the country host Nationals several years in a row but sometimes we have to work with the bids at hand). The committee also looks strongly at the host's organizing committee structure and how much USMS Nationals can benefit local Masters swimming in that area.

8. Who supplies the officials and how many are needed?

The following is from our meet contract and rule book and gives a good overview of required officials. USMS works closely with you in selecting your four key officials from ones with whom you are familiar if possible, but we also have Masters Nationals experienced officials willing to travel to help with your meet.

*OFFICIALS: There shall be a sufficient number of qualified officials to run a national championship meet. The minimum number of officials on deck at all times include: 1 meet referee, 1 administrative referee, 1 deck referee for each course, 1 starter for each course, 1 chief judge for each course and sufficient stroke and turn judges to cover the size of each course. The Meet Referee has authority to specify the minimum number of stroke and turn officials required to achieve adequate coverage of jurisdictions on each course and ensure adequate rotation of officials during the meet for breaks of no less than 20 minutes every 90 minutes, but in no case shall there be less than four stroke and turn officials on each 25-yard courses and six for 50-meter courses. **COMPETITION MAY NOT BE ALLOWED TO PROCEED IF THIS REQUIREMENT IS NOT FULFILLED.***



*The meet host shall appoint the four key positions on the Officials Leadership Team, including (1) Meet Referee, (2) Administrative official, (3) Head Starter, and (4) Chief Judge. The meet host is expected to consult with the USMS Officials Committee and Championship Liaison to determine appropriate candidates for these positions. The meet host shall provide transportation (i.e. airfare and ground transportation) for both the Meet Referee and administrative official and shall provide lodging for all four of these key officials. Rooms for additional officials traveling to the meet to work from outside the LMSC is recommended, but left to the discretion of the meet host and Meet Referee.*

*The Meet Referee shall be an N3-level certified Referee by USA-Swimming, and have experience officiating USMS meets at the Zone or National Championship level. The administrative official shall be an N3-level or N2-level certified Referee by USA-Swimming. The Head Starter and Chief Judge shall be N3-level certified officials by USA-Swimming. The administrative official, Head Starter, and Chief Judge shall have experience officiating USMS meets at the LMSC, Zone, or National Championship level. The administrative official, Head Starter and Chief Judge shall be N3-level or N2-level certified officials by USA-Swimming and shall have experience officiating USMS meets at the LMSC, Zone, or National Championship level. The Championship Liaison, in consultation with the USMS Officials Committee, may waive one or more of these requirements. Host is responsible for notifying the championship liaison of their intent to request such a waiver no less than nine months prior to the start of the meet. Host/Meet Referee shall also assure the attendance of a sufficient number of USA N2/N3 Evaluators to satisfy the Officials Qualifying Meet (OQM) requirements to make this meet an OQM for officials' evaluations and advancement.*

*The Meet Referee shall ensure that Applications to Officiate are distributed no less than 4 months prior to the start of the meet. The Meet Referee shall also ensure that all officials are briefed on USMS rules and significant differences between USMS and USA-Swimming rules prior to the start of competition.*

#### 9. Who runs the event?

The host organization that presents the bid runs the event. USMS provides at least one person from the Championship Committee to serve as liaison(s) to your meet. You are also provided with a Meet Directors Guide and the final reports from the four prior national championships. These reports generally include detailed "lessons learned" items (what worked well, what they would do differently, financial reports, etc.). The Championship Committee liaison is also a main source for ideas and plans and he/she contacts you shortly after convention for ongoing communication and will make a site visit about 2-3 months prior to your event. USMS also helps with selecting key officials as noted above and appoints a liaison from the USMS Officials Committee to also assist with questions. USMS appoints national office staff representatives to help with items such as organizing and overseeing activities



related to processing all entries and creating the meet program, developing the meet information and entry forms, calculating National Qualifying Times, producing event related eNewsletters and coordinating national booth sponsors. The host provides the personnel to run the actual meet, e.g. timers, runners, registration area personnel, EMT coverage, hospitality, etc.

10. How many volunteers are needed?

The following is from our Meet Director's Guide for a typical 4 day meet:

Summary of Volunteer Needs (per shift – will vary depending on the number of lanes/courses):

<u>Activity</u>	<u>Day Before</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
Registration	4-6	3-4	3	2	1
Solutions	2	2	2	2	1
Distance/Relay	2	2	2	2	1
Event Check-in	1	1	1	1	1
Souvenirs	2-3	2-3	2	2	1
Hospitality	2-4	8-10	8-10	8-10	8-10
Safety	2-4	4-8	4-8	4-8	4-8
Timing Operater	None	2	2	2	2
Hy-Tek (staffed by USMS)	None	1-2	1-2	1-2	1-2
Results	None	2	2	2	2
Awards	None	1-2	2-3	2-4	3-4
Timers per Course	None	20	20	20	20
Officials	None	10-12	10-12	10-12	10-12
Announcing	1	1-2	1-2	1-2	1-2

11. Do you do 2-pool racing?

For a short course meet two courses are required due to the large number of participants. A separate warm-up area is also required. For long course championships, we do not require two courses, but still require a separate warm-up area. We have done long course meets with chase starts from both ends, but this always magnifies officiating and timer requirements.



12. Please clarify the bid process. How and when is the winning bid selected? What requirements are there for bidders presenting at the annual USAS convention?

The bids are due no later than June 1 to the Championship Committee Chair ([championship@usms.org](mailto:championship@usms.org)). If you are submitting your bid electronically please produce a single PDF and email or post it on a file sharing site. If you will be sending the bid by snail mail to all Championship Committee members, this bid packet includes a committee roster.

The committee members will review the bids. Any questions or areas that need clarification will be sent to you for a response. Then a conference call will be set up with a subcommittee of the Championship Committee and any personnel from your host organization that you desire to be on the call. After interviewing the bidders and getting all questions answered about the facility, organization, etc, the subcommittee typically makes a recommendation to the entire Championship Committee as to which site(s) is favored and the entire committee will ultimately make their final selection (usually early August). The winning organization is expected to attend convention in the fall to begin the planning process with USMS.

Winning bidders may receive up to \$10,000 from USMS within six months prior to the start of the event to pay for costs associated with hosting the national championship. This advance will be subtracted from entry fees payable to the host per the contract.