

# USMS CHECK-OFF CHALLENGE BID/HOST INFORMATION PACKET

Thank you for your interest in hosting the USMS Check-off Challenge sponsored by the United States Masters Swimming (USMS) Fitness Education Committee. The items below are designed to assist your club in submitting your host bid as well as to assist your club in conducting the event if your club is chosen as the event host.

The Check-off Challenge is a wonderful way to encourage participation from Masters swimmers across the country. It also represents an opportunity for the host club to receive nationwide recognition and to achieve a financial profit from conducting the event.

## This packet includes:

- **Expectations of the Host Club**
- **Process for Submitting an Event Bid**
- **Sample Timeline of Event Preparation Items**
- **Check-off Challenge Past Themes**

## **EXPECTATIONS OF THE HOST CLUB:**

In submitting a bid to conduct the USMS Check-off Challenge, the club awarded the bid will be expected to:

- Create a Check-off Challenge theme that will be appropriate for all USMS constituents (i.e., "rated PG" -- no offensive language or graphics)
- Adhere to all USMS rules or codes of conduct in the event
- Provide event support for the entire duration of the event, including an event report due in mid July along with a post-event final report

It is recommended that any club considering submitting a Host Bid thoroughly read this entire packet to more fully understand the scope of responsibilities which this event entails.

## **PROCESS FOR SUBMITTING AN EVENT BID:**

Complete the BID FORM (see next page). The completed bid form (and supporting documents such as T-shirt artwork) must be emailed to Mary Jurey, USMS Fitness Education Chair, (fitness AT usms DOT org), no later than August 15.

The USMS Fitness Education Committee will review all bids via email prior to the annual USMS Convention (typically held in September). Therefore, mailed or faxed bids cannot be considered. Bids received after August 15 will be considered only if an acceptable timely bid is not received for the same event.

For questions, please call or e-mail Mary Jurey at (310) 663-6782/maryjurey@gmail.com any time.

## U.S. Masters Swimming Fitness Education Committee National Fitness Event Bid Form – Check-Off Challenge

On behalf of \_\_\_\_\_ (club/organization), we herewith submit a bid to host the U.S. Masters Swimming National Fitness event known as the Check-Off Challenge.

If our bid to host the Check-Off Challenge is accepted, we agree to comply with all applicable U.S. Masters Swimming rules and regulations, with the understanding that the acceptance of this bid is contingent upon the completion of the Compliance Agreement to be issued by U. S. Masters Swimming and payment of a refundable deposit. (For a copy of the Compliance Agreement, please contact Mary Jurey at fitness AT usms DOT org).

\_\_\_\_\_  
(Signature of Intended Event Director & Date)

### Specific Event Information (please print):

Sanctioning LMSC: \_\_\_\_\_

Name of USMS Club seeking sanction: \_\_\_\_\_

Event Director Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Proposed fee structure: Individual Fee \$\_\_\_\_\_ (includes Check-off Challenge T-shirt, or other type item)

Please list additional items that will be sold in addition to the entry fee benefits; include prices:

\_\_\_\_\_ swim cap

\_\_\_\_\_ other (specify) \_\_\_\_\_

**General Information:** Please provide details of your previous experience hosting events, if any.

**Specific Information:** Please include artwork for the T-shirt, or check-off piece, to be used for this event. Include any other specific information that you feel will help clarify this bid.

Will you or a club representative be present at the 20\_\_ Convention to formally present your bid to the Fitness Committee? \_\_\_\_ yes \_\_\_\_no

**To Submit Your Bid:** The completed bid form must be sent as an attachment via email to Mary Jurey, USMS Fitness Education Chair, (fitness -AT- usms -DOT- org) no later than August 15. **DO NOT** mail or fax your bid, as the U. S. Masters Swimming Fitness Education Committee must exchange and review all bids via email prior to the USMS Convention. Untimely bids will be considered only if an acceptable timely bid is not received for the same event.

Thank you!

## **SAMPLE TIMELINE OF EVENT PREPARATION ITEMS:**

The following timeline is a guideline of suggested activities in producing the Check-off Challenge: (Bold items are firm dates.)

- August 15 -- Check-off Challenge Bid Entry due to Fitness Education Chair – must include T-shirt design concept or other item for checking-off.**
- September
  - Present/accept BID at USMS Convention
  - Complete the Compliance Agreement, pay the refundable deposit
  - Contact your LMSC Sanctions Chair to secure event sanction and sanction #
  - Get final T-design artwork approved by USMS Fitness Education Committee
  - Preliminary talks with Club Assistant about setting up the online entry for Jan 1
  - Preliminary talks with National Office on getting appropriate publicity into publications
- October
  - Create a smaller ad others can use in newsletters, web sites, etc.
  - Create “thank you” card to include in T-shirt mailers
- December – complete work with Club Assistant
- December 1 – finalize T-shirt order with printer so shirts are ready to mail in January
- December 1 – purchase mailing envelopes
- Jan going forward - Plan periodic reprints of the shirts. Plan to be able to mail shirts in a timely manner.
- July 1 – preliminary detailed report due to committee for reference and use by potential bidders
- Report should include:
  - Number of registrations to date
  - Number of shirts purchased by size
  - Expenses to date
  - Sales to date
- Jan of following year, final report due to committee, upon acceptance, deposit will be refunded. Final report should contain the final information on all items in the preliminary report.

**CHECK-OFF CHALLENGE PAST THEMES:**

<b>Year</b>	<b>Theme</b>	<b>Host</b>	<b># Participants</b>
2013	I-dita-swim	Alaska Masters	
2012	Target	Hammerhead Aquatics	
2011	Chesapeake Bay	Maryland Masters	
2010	(bingo card graphic)	(Jean Blackburn)	
2009	(underwater scene)	Hammerhead Aquatics / Florida Gold Coast Masters (Larry Caudwell)	350+
2008	From Block to Wall, Swim Them All! (swimming pool graphic)	Noblesville Adult Swim Team, Inc (NASTI) (Raena Latina)	500+
2007	Le Tour de Pool	Federal Way Kings Masters (Hugh Moore)	
2006	Veni, Vidi, Swimi (I came, I saw, I swam it all)	Federal Way Kings Masters (Hugh Moore)	
2005	Mission I.M. Possible	Federal Way Kings Masters (Hugh Moore)	80
2004	I am not afraid to swim the 200 fly (eye chart graphic)	Oregon Masters (OMS) (Jody Welborn)	300
2003		New England Masters (NEM) (Bill Volckening)	177
2002		(Bill Volckening)	
2001		New England Masters (David & Tracy Grilli)	
2000		New England Masters (David & Tracy Grilli)	107
1999		(Mo Chambers, Fitness Committee Chair)	205
1998			