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 recommend 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.
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
- **January 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
- **January 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.

Number of registrations to date
Number of shirts purchased by size
Expenses to date
Sales to date
## CHECK-OFF CHALLENGE PAST THEMES:

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