

2025-26 Pacific Northwest Swimming Meet Bid process

In this packet, you will find:

- 1) Directions & things to consider when filling out your bids for next years schedule.
- 2) Meet Bid Form. Please fill out one of these for each meet you would like to host.
- 3) Part B: please fill these out for each special meet. PNS Technical planning & Program Operations is responsible for the design of those meets. (Blue on calendar)
- 4) Meet Calendar: Some notes:
 - a. PNS designed meets are listed in Blue. Technical planning designs the order of events, time standards, etc.
 - b. On PNS designed weekends, no other meets may run unless it states that the weekend is also a special weekend.
 - c. Weekends where WKCAC is available is notes. Except in the cases of champs meets where the goal is to move around the hosts if possible to give more teams championship hosting experience, previous hosts are given priority.
 - d. WKCAC is unsure of some weekend availability in June due to special Olympics. If you are interested in hosting a meet in June at WKCAC, please submit a bid and once the weekends are decided, we will sort it out.

Once all bids are received and reviewed for accuracy, the scheduling committee will meet to award all PNS designated meets 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.

For PNS designated meets that require multiple hosts, if enough hosts are not received by the date on the calendar, the weekends will be converted to special meet weekends and hosts can create their own meets.

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. The calendar will be approved at the May HOD meeting.

BIDS are DUE: Tuesday, April 22nd. Please email to office@pns.org and put your team name in the subject line. Please include all bids in one email.

Once you have turned in your bids, please complete this form to share priorities and any other important information with the scheduling committee. <https://forms.office.com/r/Pdm8HSv4QV>

Please Read before filling out the bid form:

Thank you so much for your willingness to host a meet to support the growth of our sport and give our athletes opportunities to continue to improve.

While the primary goal of hosting a meet should not be the financial benefit, we also recognize that teams use these meets for fundraising. To that degree, we want to make sure that teams understand the volunteerism necessary to run a successful meet.

As a host, you are responsible for providing the following volunteers:

- 1) Finding a Meet Referee and working on arranging the supporting officials. While you should have officials to meet the 15:1 PNS goal for 2025/26, teams attending your meet should also be helping to supply officials. See below for PNS recommendations for officials during a session.
- 2) Providing Clerk of Course, staging helpers (if necessary), head timers, an announcer, & Meet Marshalls.
- 3) Providing hospitality for officials and coaches as necessary.
- 4) Non-KCAC meets: Providing timers for all timed final and final sessions in a 6 lane pool. (When using more than 6 lanes, teams can be assigned lanes but the host should still provide some of the timers). At WKCAC,. During prelim sessions or timed final sessions, the host should provide timers equal to their percentage of athletes in the meet. For finals, the host team should provide timers for all 8 lanes.

Should your meet be prelims/finals, it is customary for the visiting teams to help support timing needs during prelims and the host team providing timers for finals.

Should the above volunteer expectations be a challenge for your team, we HIGHLY encourage you to reach out to neighboring clubs and work together to co-host the meet. Co-hosting is a great opportunity for teams to work together. If you are unsure of possible arrangements, for co-hosting a meet, please reach out to Program Operations or the Scheduling chair for possible Solutions and ways teams can work together.

Pacific Northwest Swimming Officials Recommendations.

In order to keep the professionalism at our meets and to not burn out our officials, PNS is STRONGLY encouraging **ALL TEAMS**, regardless of whether or not they host meets, **to have an Officials ratio of 15:1.** (for every 15 athletes on a team, 1 certified official).

During the course of a meet, PNS Recommends the following minimum recommendation for the number of Officials working during a session :

2 deck refs, 2 starters, 6 stroke & turn, 1 AO & 1 meet Ref.

1)

Bid Packages are **due by E-MAIL to office@pns.org by Tuesday, April 22nd**

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PACIFIC
NORTHWEST
SWIMMING

2025-2026 PNS Meet Bid Application

Sanction/Approval Fee: \$30.00 (which will be billed to your when you pay the tap)

Meet Date(s): _____

We are bidding on the following meet:

Meet Course: _____
(SCY/SCM/LCM)

_____ Intrasquad _____ PNS Championship

_____ Invitational _____ PNS Format ()

_____ Other Explain: _____)

Meet Name: _____

Pool Name: _____ Fire Code Limit: _____

Meet Director _____ Email _____ Phone # _____

Meet Referee _____ E-Mail _____ Phone # _____

Admin Official _____ E-Mail _____ Phone # _____

Other contact _____ E-Mail _____ Phone # _____

With the submission of this bid application, the applicant club attests that they will host this meet in compliance with all parameters specified in this application, all applicable PNS policies and USA Swimming Rules and Regulations, and the sanctioned/approved Meet Announcement.

The applicant club understands and agrees that any variance will result in the penalties described in PNS AD 97-03 and/or USA Swimming's Rules and Regulations.

Signature of Club Official

Date

Printed Name of Club Official and Title

Location of the meet: _____

We hereby agree to the following:

- The following will be available at the meet:** _____ (Initial)

- If any exceptions, such as the use of manual timing or an alternate means for parents/guardians to observe their minor child/children, explain below:**

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Location of the meet: _____

MEET PARAMETERS: If the meet is not one for which PNS Technical Planning sets these parameters, complete the following and attach the order of events, including each event's event number, type (individual or relay), distance/stroke, age range, and gender.

Non-conforming times allowed? _____ no _____ yes - If yes, seeding order? _____

Qualifying time standard: _____ Dequalifying time standard: _____

Bonus events? no yes - If yes, bonus event calculation?

Meet total? _____ individual events _____ relay events

Daily total? _____ individual events _____ relay events

Deck entries allowed? _____ no _____ yes

Individual events: _____

Relay events: _____

High point: _____

Additional award information: Who orders? Who pays?

Individual events: _____ Relay events: _____

Default seeding: ☐ slow-to-fast ☒ fast-to-slow

Exceptions to the above: _____

Deck-seeded events? _____

No-show penalty?

Additional information:

September

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Sept. 5-7	open/special	host choice
Sept. 12-14th	open/special	host choice
Sept. 19-21	open/special	host choice
Sept. 26-28th	open/special	host choice

October

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Oct. 3-5	open/special	host choice
Oct. 10-12	open/special	host choice
Oct. 17-19	open/special	host choice
***WKCAC is available 18/19. Historically, VAST Fall classic		
Oct. 24-26	open/special	host choice

November

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Oct. 31-Nov 2nd	open/special	host choice
Nov 7-9	open/special	host choice
Nov. 14-16	open/special	host choice
***WKCAC IS AVAILABLE SUNDAY, NOVEMBER 16TH. Historically, PAC "Q" meet.		
Nov. 22nd/23d	PNS Age Group Invite-standards between Gold/Silver.	host choice-need 4 hosts . Hosts needed by June 1st
Nov. 28-30th	open/special	host choice

Girls state:
11/14 & 11/15

December

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Dec. 6th/7th	Fall Divisionals-Dequal standardof champs, timed finals	host choice/WKCAC is available for one location. Looking for 2-3 hosts. Hosted needed by June 1st
Dec. 12-14th	14 & under PNS Champs	CSC awarded the bid previously
December 18-21st	Washington State Senior Champs	host needed WKCAC confirmed
December 26th-28th	open/special	host choice

2025-26 Pacific Northwest Swimming Calendar

January

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Jan. 2-4	open/special	host choice
Jan. 9-11	open/special	host choice
Jan. 16-18	open/special	host choice
***WKCAC Jan. 15-18th: Washington Open		
Jan. 23-25	open/special	host choice
Jan. 30-Feb. 1	open/special	host choice

February

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
Feb. 6-8	open/special	host choice
***WKCAC is available February 7th/8th		
Feb. 13-15	open/special	host choice
Feb. 20-22nd	open/special	host choice
Feb. 27-March 1	February Age Group Invitational- standards between Silver/Gold/Prelim & Finals	host choice-3-4 hosts needed, if we do not receive 3-4 hosts by June 1st, becomes a special weekend

Boys State:

2/20-2/21

March

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
March 6-8	open/special	host choice
March 13-15	open/special	host choice
March 12-15th	NW Senior Sectionals	WKCAC confirmed-Host needed
March 19-22nd	NW Age Group Regionals	WKCAC confirmed-Host Needed
March 27-29th	Spring Showdown-meet specific time standards Prelims/Finals	host choice-4-5 hosts needed, if we do not receive 4-5 hosts by June 15th, becomes a special weekend

April

<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
April 3-5th	open/special	host choice
April 10th/12th	open/special	host choice
April 17-19th	open/special	host choice
April 24-26th	open/special	host choice
April 24th-26th	Long Course A-meet specific time standards, historically KING derby	WKCAC confirmed

2025-26 Pacific Northwest Swimming Calendar

<u>May</u>		
<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
May 1st-3rd	open/special	host choice
May 1st-3rd	Long Course A-meet specific time standards, historically BC May Flowers	WKCAC confirmed
May 8th-10th	open/special	host choice
May 15th-17th	open/special	host choice
May 15-17th	Long Course A-meet specific time standards, historically IST Springtime Madness	WKCAC confirmed
May 22-24th	open/special	host choice
May 29-31st	open/special	host choice
***WKCAC may be available May 30th/31st TBD		
<u>June</u>		
<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
June 5th-7th	open/special	host choice
June 12th-14th	open/special	host choice
June 19th-21st	open/special	host choice
***June 12th-14th or 19th-21st is available for WKCAC, weekend TBD based on other events		
June 26th-28th	open/special	host choice
***June 26th-28th, WKCAC is available, historical meet SMAC Summer		
<u>July</u>		
<u>Date</u>	<u>Designation</u>	<u>Pool/Host</u>
July 3-5th	open/special	host choice
July 10th-12th	open/special	host choice
***WKCAC available, historical OCA Special		
July 17-19th	open/special-dequal of 13 and over champs	
July 16th-19th	13 & over PNS Champs	WKCAC Confirmed-host needed
July 24th-26th	12 & under PNS Champs	WKCAC Confirmed-host needed
July 31st-August 2nd	open/special	host choice