

APPLICATION FOR SPONSORSHIP OF AN SAAA INVITATIONAL MEET

TEAM NAME _____

INVITATIONAL DESIRED

1ST. CHOICE _____

2ND. CHOICE _____

MEET
DIRECTOR _____

PHONE
NUMBER _____

I hereby submit this application for sponsorship of an SAAA Invitational Meet. I have read the "Guidelines for Co-Sponsored Meets" and agree to the regulations and conditions contained therein. I understand that the awarding of meet sponsorships will be made after screening of applications by the SAAA Board of Directors. All invitational dates will be confirmed by the SAAA Board of Directors and will be held at Amphi Pool.

Please provide any other information which may be helpful in reviewing this application, such as strength and experience of parent group, ability to provide officials, and ideas for improving our invitational program.

Signed _____

Date _____

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GUIDELINES FOR CO-SPONSORED MEETS

1. SPONSORSHIP. Basic sponsorship of the meet is by the team (s) awarded the meet by the SAAA Board of Directors. All promotion, releases, programs, etc. should indicate that it is "co-sponsored by the Southern Arizona Aquatic Association."
2. ELIGIBILITY. All meets co-sponsored by the SAAA may receive entries only from a swimmer holding a current SAAA registration form; i.e., his/her name is on the official roster of a SAAA team and his/her signed SAAA Release/Registration has been filed with the Administrative Secretary.
3. INSURANCE. SAAA recommends sponsoring teams to obtain product liability insurance.
4. RULES. The rules of the meet will be those rules established by the Legislative Assembly of the SAAA and distributed as the "SAAA Swim Rules." Specific events, procedures, A-B times, etc., will be established by the SAAA Board of Directors.
5. AWARDS. Awards go to the top sixteen (16) places in individual events. Medals go to first through third place and ribbons fourth through sixteenth place; Relays ribbons for all places are acceptable.
6. SAAA ROLE. The SAAA will provide the following (no charge):
 - Shading for officials
 - Public Address System
 - Colorado Timing System (and operator)
 - Timer Cards
 - Administrative Supplies
 - Equipment in SAAA inventory, including the National Anthem
7. SPONSOR'S ROLE. The sponsoring team is responsible for the following:
 - Sponsoring Meet
 - Officials - Marshals, Announcer, Referee, Stroke and Turn Judges.
 - Awards
 - Cost of one life guard and \$.25 per entry fee payable to the SAAA, due at the conclusion of the meet
 - Program/Heat Sheets
 - Sponsoring Snack Bar
 - Food Supplies and any Licenses/Permits
 - Hospitality to Officials

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8. CONCESSIONS. Host team is responsible for the snack bar. Any changes regarding the operation of the snack bar must be made in writing and submitted to the SAAA Board of Directors for approval no later than May 1. Any promotional items and logo must be approved by the Board of Directors.
9. FINANCES. The sponsoring team (s) should establish an account from which to pay immediate expenses. The sponsor will receive all entry fees and deposit same in the account, and will pay all expenses.
- Following the meet, the sponsor will submit a financial statement to the SAAA Treasurer, containing a detailed statement of income and expense. (Attached)
- In disbursing the net profit, 25 cents per event entered should be remitted to the SAAA Treasurer at the conclusion of the meet. The remainder is the net profit to the sponsoring team (s).
- A statement of income and expense for the meet and all concessions shall be submitted to the SAAA ten (10) days following the meet. No percentage of concessions is due the SAAA.
10. PERFORMANCE STANDARDS. High-performance standards are expected of sponsoring teams relative to planning, promotion, enlistment of officials, meet procedures, concessions, and meet conduct, cleanup, and final reporting. Close communication should be maintained between the SAAA and the sponsoring teams.

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INVITATIONAL AGREEMENT

WE THE UNDERSIGNED AGREE TO THE FOLLOWING CONDITIONS FOR HOSTING AN SAAA INVITATIONAL SWIM MEET

- 1) The design of T-Shirts needs to be approved by the SAAA Board of Directors.
- 2) Medals and Ribbons – Medals for places 1-3 for individual events only, Ribbons for places 4-16 and all Relay places if applicable.
- 3) People from sponsoring team must be available for set up prior to the meet and clean up after the meet.
- 4) Timers and Runners: two (2) timers per lane will be required as well as two (2) runners. Runners may be parents or older swimmers. Teams may be assigned a lane to time throughout the meet and assigned to be runners.
- 5) The team sponsoring the snack bar will bear and assume all expenses in the procurement, preparation and disbursement of all food and beverage items.
- 6) The team sponsoring the snack bar will provide continuous beverages to all judges, timers, officials, and coaches. The beverages offered must consist of soda, non-carbonated beverages, and water beginning at the start of the first event and ending at the conclusion of the final event.
- 7) The Sponsoring team will provide runners for serving such complimentary beverages.
- 8) The teams that sponsor the snack bar must have a county health permit and comply with all state and local health codes.
- 9) Financial statement must be submitted within 10 days from the conclusion of the meet.

SAAA PRESIDENT

DATE

SPONSORING TEAM REPRESENTATIVE

DATE

**APPLICATION FOR SPONSORSHIP OF AN SAAA
INVITATIONAL MEET**
INVITATIONAL FINACIAL STATEMENT

Name of Invitational: _____

Held on: _____

Number of swimmers participating: _____

INCOME

Gross income from Entries _____
 Advertising _____
 Snack bar Gross receipts _____
 Program Sales _____
 T-Shirts, Other Promotional items _____
 Donations _____

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TOTAL INCOME _____

EXPENSES

SAAA Fees for entries (25¢ each) _____
 Lifeguard Fee _____
 Awards _____
 Program Printing _____
 Licenses/Permits _____
 Snack Bar Supplies-purchased _____
 Snack Bar supplies-donated _____
 Hospitality supplies _____
 T-shirts, Other promotional items _____
 Other Expenses _____
 Award Expenses _____

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TOTAL EXPENSES _____

NET INCOME _____

COMMENTS

Your assistance in completing this form is greatly appreciated and will help other teams to host future Invationals.