

1.1 HOD Bidding

1.1.1 Group Members of North Carolina Swimming are invited to bid for hosting House of Delegate (HOD) Meetings. North Carolina Swimming will pay for the rooms and any other services requested.

1.1.2 Bids must meet the following requirements:

1. For the day prior to HOD two (2) rooms, each with seating for up to 35 people in a classroom or conference style (U shaped) setting from 8:30 AM to 5:00 PM.
2. For the day of HOD,
 - a. Two (2) rooms for seating up to 35 people in a classroom or conference style (U shaped) setting from 9:00 AM – 12:00 PM.
 - b. One room for seating up to 100 people in a classroom setting from 12:30 PM to 5:00 PM
3. The rooms indicated in one and two above shall be in the same location.
4. A block of 10 hotel rooms shall be arranged. The hotel shall be within 10 miles of the location of the rooms. The block shall be available until at least 10 days prior to HOD
5. Fall HOD – For the Fall HOD the following two additional items are required
 - a. Saturday Afternoon (4 hours) – 6 lane pool for All Star Clinic
 - b. Saturday Evening - A/V equipped banquet facility with a capacity of at least 300 people

1.1.3 Bids for HODs shall be submitted two (2) weeks prior to the House of Delegates one year prior to the planned HOD or at a time designated by the General Chair.

The bids shall include the following:

1. Facility
 - a. Address of facility
 - b. Name of facility (and building if more than one building at location)
 - c. Name/numbers of rooms (identifying information)
2. Hotels
 - a. Name
 - b. Address
 - c. Rate
 - d. Name block will be held under
3. Banquet Facility (Fall HOD)
 - a. Name of Facility
 - b. Contact for Banquet Arrangements
 - c. Cost
4. Pool ()
 - a. Name of Pool
 - b. Contact for arranging Select Camp
 - c. Cost

- 1.1.4 The House of Delegates shall choose from among the bids received that meet the criteria.
- 1.1.5 If no acceptable bids are received, the General Chair shall choose the location and arrange the rooms.
- 1.1.6 If circumstances require action prior to the HOD, the Board of Directors may choose the location for HOD.