



2019 U.S. Collegiate Figure Skating Championships

Bid Information & Guidelines

Proposed Competition Dates:

Within the first two weeks of August, 2019

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2019 U.S. COLLEGIATE FIGURE SKATING CHAMPIONSHIPS - BID INFORMATION

OVERVIEW

The longest running of all the collegiate programs, this competition started in 1986. It is held each August. Intermediate, Novice, Junior, and Senior skaters from all over the country look forward to this event. This is the only individual competition open exclusively to full-time college students! Scholarships totaling \$13,500 are awarded to the top three finishers in the Senior Ladies event and to the top finisher in the Senior Men event.

The competitors find a congenial atmosphere where friendships are formed with others who share their love for figure skating. In addition, skaters have an opportunity to learn how to form collegiate clubs on their campuses, and even try their hand at trial judging!

ENTRY INFORMATION

U.S. Collegiate Figure Skating Championships Competitor Data at Close of Entries, June 15

NEW - Intermediate & Novice events will now be included at the U.S. Collegiate Championships

Event	2013	2014	2015	2016	2017
Intermediate Ladies	N/A	N/A	N/A	N/A	7
Intermediate Men	N/A	N/A	N/A	N/A	0
Novice Ladies*	N/A	N/A	N/A	N/A	16
Novice Men*	N/A	N/A	N/A	N/A	2
Junior Ladies	12	9	10	13	13
Junior Men	0	3	4	2	2
Senior Ladies	30	40	46	20	26
Senior Men	6	7	6	1	2
TOTAL # COMPETITORS	48	59	66	36	74

*In 2017, Intermediate and Novice were offered as test events.

COMPETITION DATES:

The collegiate figure skating championships will be conducted over three days in the first two weekends of August. Contingent upon entry numbers, official practice will begin Thursday evening, with competition beginning Friday. U.S. Figure Skating will finalize the dates with the local organizing committee (LOC) after the host is selected.

A nonqualifying competition may be conducted in conjunction with the collegiate championships (and is recommended) but is subject to the approval of U.S. Figure Skating. All administrative aspects of these events must be handled by the host club and cannot interfere with the qualifying competition. U.S. Figure Skating has final discretion as to whether the nonqualifying events can be held during the scheduled dates of the collegiate championships.

SAMPLE SCHEDULE

Day 1	Day 2	Day 3
Official Practice – Intermediate & Novice Free Skates	Official Practice – Junior & Senior Short Programs Competition – Intermediate & Novice Free Skates, Junior & Senior Short Programs	Official Practice – Junior & Senior Free Skates Competition – Junior & Senior Free Skates

BIDDING ON THIS EVENT

TIMELINE FOR SUBMISSION

March 26, 2018	Bid information made available to clubs and cities
June 1, 2018	Deadline to submit completed bid packages
June 2 – 24, 2018	U.S. Figure Skating reviews finalist bid clubs and cities
Week of June 25, 2018	U.S. Figure Skating announces host clubs and cities.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE

The bid process and site selection for the 2019 U.S. Collegiate Figure Skating Championships will be managed by the U.S. Figure Skating Competitions Committee, U.S. Figure Skating Events Department and Athlete Development Managers.

BID REQUIREMENTS

U.S. Figure Skating's Competition Committee, in conjunction with the U.S. Figure Skating Events Department and Athlete Development Managers, will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The U.S. Collegiate Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the championships and will, by contract, delegate certain aspects of the management of the competition to the LOC.

The LOC is defined as a U.S. Figure Skating member club, convention and visitor's bureau, sports commission or any combination of these organizations. The LOC will serve as the local hosts of the championships under the direction of U.S. Figure Skating.

Following selection of a host site, a team constituting the U.S. Figure Skating Events Department, Athlete Development Managers, the LOC chair and any designated co-chairs/committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the Collegiate Figure Skating Championships Agreement to Host. Any interpretation of the contract by the management team shall be considered final.

After being awarded a U.S. Figure Skating championship event in accordance with U.S. Figure Skating regulations and the original bid information, the LOC agrees to abide by the latest U.S. Figure Skating Rulebook, including all costs and any changes/updates (in particular but not limited to the Agreement to Host) resulting from the most current Governing Council.

Incorporating the Requirements to Host – as outlined below - U.S. Figure Skating is interested in receiving creative bids with a focus on the successful local marketing and volunteer support of the competition for the mutual benefit of the LOC and U.S. Figure Skating.

All bid presentations should consider the following points in your bid presentation:

REQUIREMENTS TO HOST

1. Accessibility of city by air and car
2. Ability to generate an adequate volunteer contingent to staff all competition committees.
3. Successful event management experience may include but not be limited to the following:
 - U.S. Figure Skating nonqualifying competitions (required)
 - U.S. Figure Skating qualifying competitions (preferred)

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4. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
5. The organizer/LOC must comply with all U.S. Figure Skating sponsorship, media and videographer requirements as instructed.
6. The LOC must utilize the official title and logo in all marketing efforts. U.S. Figure Skating has the resources to assist in the creation of the event logo (eliminates a cost normally incurred by the LOC).
7. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
8. After the provisional sanction to host the event is awarded, the following contingencies must be met by the LOC within 90 days from that date for the official bid to be awarded.
 - Executed Agreement to Host between the LOC and U.S. Figure Skating
 - Executed contract between the LOC and the competition arena, specifying any and all contractual obligations and expenses, subject to the advance approval of U.S. Figure Skating
 - Executed contract between the LOC and the official hotel(s), subject to the advance approval of U.S. Figure Skating
 - Executed contracts with secondary/practice arenas, subject to advance approval of U.S. Figure Skating

VENUE SPECIFICATIONS AND REQUIREMENTS

1. Ice Surfaces: One surface is required, two surfaces are preferred.
2. Dedicated high-speed Internet line (cable, T1 or DSL) to judges' stand solely for the use of the live scoring results system
3. Size: 85' x 200' (NHL-preferred) or 100' x 200' (Olympic-acceptable)
4. Seating: 250+ main competition arena
5. Function Areas: Working rooms (areas on event/concourse level) for accounting, officials, LOC staff and other event logistical needs
6. Access to high-speed Internet (line or wireless) to be used by the assigned accountants.
7. A high-performance copier and computer equipment for accounting may need to be rented or donated. The chief accountant will provide the LOC with specific accounting room requirements.
8. Complimentary vendor booth space must be available for U.S. Figure Skating merchandise sales.
9. If an arena video display board, a lobby TV or display screen are available within the main competition venue, it must be available to U.S. Figure Skating at no cost.
10. Wireless high-speed Internet is highly recommended throughout the competition venue.

OFFICIAL HOTELS

1. Sleeping Rooms: Estimated 60-90 rooms for three nights. This includes competitors and officials. Negotiate a rate at the selected official hotels that includes a rebate on each room night to the LOC or discounted rates for the officials.
2. Meeting Rooms: Complimentary access to one meeting room at the designated host hotel for the event to be used for officials meeting and, if the LOC chooses, a reception for officials.

BUDGET PARAMETERS

1. Within the overall competition grant structure of all U.S. Figure Skating qualifying competitions, U.S. Figure Skating will entertain requests for a competition grant not to exceed \$15,000 for the collegiate championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the collegiate championships and at the same time reduce the overall competition grant requested by the LOC. As part

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of your final submission, please outline the amount of grant requested within the budget template and specify how much of the grant will support the competition. This request will be reviewed along with other pertinent criteria within the bid to award the competition.

2. The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the collegiate championships.
3. Entry fees for all skaters entering qualifying competitions have been standardized. The local organizing committee will receive entry fees based on those competitors entered at the close of entries. Entry fee for singles skaters is currently \$140.
4. The budget should account for 15-18 U.S. Figure Skating-assigned officials (including but not limited to judges, referees, technical panel, accountants and music techs). *PLEASE NOTE; this number may vary dependent upon entries.
5. Expenses are to include but not limited to travel, meals and lodging for the officials (gifts and dinner are optional) and the overall cost of both the competition and practice venues.
6. Competitor's party, if held, is at the expense of the LOC. Ideally, this function should be fully sponsored as to not become an expense of the LOC. However, with the current competition schedule, the hosting of such an event may not be in the club's best interest.
7. All competitors, one chaperone per competitor and one designated coach (a member of U.S. Figure Skating and the PSA, holds current Coaches Registration and meets the CER requirements) are entitled to receive free credentials. Only parents/legal guardians can be credentialed as a chaperone. Additional coach and chaperone credentials may be purchased for an amount determined by the LOC and approved by U.S. Figure Skating.
8. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
9. The LOC will retain all revenue generated from community/government grants.
10. The LOC will keep any monies received from any approved local cash sponsor.
11. The LOC will also keep any leftover items procured from approved local "value-in-kind" sponsors. For the purposes of this bid process, VIK is defined as a product or service and does not have a cash value attached to it.

Submitting A Bid Online Through The Event Management System

1. Log onto U.S. Figure Skating's Members Only website at www.usfsaonline.org.
2. Under the "Club Mgmt" menu, select "Qualifying Bid Application". This will bring you to the event management system.
3. On the right hand side, click the "Qualifying Bid" button.
4. You will now see the Bid template.
 - a. Competition Information
 - i. Select the competition for which you would like to bid.
 - ii. Apply a preference to the competition dates listed.
 - iii. Provide additional organizations who will support the event (skating councils, sports commissions, CVBs)
 - iv. Provide Bid Contact Information (Name, Phone, & Email)
 - b. Arena Information
 - i. Click "Add a New Arena" for each venue you plan to use for the competition (inclusive of practice ice).
 - ii. Provide arena contact information, rental costs, seating capacity, surface sizes, number of ice resurfacers, number of locker rooms/function rooms, internet access, existing rink board advertising, food options, etc.
 - iii. You will also need to provide a preliminary ice contract. For tips on arena contracts, [CLICK HERE](#).
 - c. LOC Structure
 - i. Use the search function to input U.S. Figure Skating members into known roles. For non-members, use the text fields to provide contact information.
 1. Any Competition Chairs are required to provide a detailed resume. Use the upload function in this section to provide appropriate documents.
 - d. Budget
 - i. Create a budget based on 2017/18 Competition Season Information
 1. Entry Fees: \$140 per Skater
 - a. $\$140 \times 43 \text{ skaters} = \$6,020$
 - ii. Account for 30 – 50 U.S. Figure Skating assigned officials
 1. Refer to sample Agreement to Host for projections
 2. Account for travel, meals, and lodging (gifts and welcome dinner are optional).
 - iii. AS YOU EDIT make sure you save early and often while editing the template. There is a "Save Financials" button that will appear **RED** until you save any changes you have made.
 - iv. TO COMPLETE THIS SECTION you must click the **GREEN** "Complete Budget" button. After your bid has been submitted, you will be able to edit your budget until the bid submission deadline.
 - e. Hotel Information
 - i. Click "Add a new hotel" for each hotel you intend to use for the competition.
 1. U.S. Figure Skating encourages prospective LOCs to provide information on at least two (2) hotel properties – their official's hotel (primary) and a competitor hotel (secondary).
 - ii. For each hotel, you will need:
 1. Hotel Contacts – name, email, and phone

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2. Rooms – number of rooms available, number of complimentary rooms available, and room types
 3. Proposed Room Rates
 4. Food Options – onsite dining (menu options, pricing), room service
- iii. For your Primary Hotel, you will need to upload a preliminary contract. For a preliminary hotel contact tip sheet, [CLICK HERE](#).
- f. Transportation Information
 - i. Provide nearest airport and major airlines serving the area
 - ii. Distances: airport to hotel, airport to arena, arena to hotel
 - iii. Outline your transportation plan for assigned officials
 - g. Save and SUBMIT!