



2020/2021 High School National Final Competition

Bid Information & Guidelines

Competition Dates:

Mid-March – Mid-April, 2020/21

CONTACT:

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National Vice Chair for High School Programs

Program Development Committee

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Karissa Woienski

U.S. Figure Skating

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*Dorothy Tank, Vice Chair for High School Programs
Program Development Committee
E-mail: datank7@gmail.com*

2020/21 U.S. Figure Skating High School National Final Competition Bid Package

Thank you for requesting a bid package for the 2020/21 High School National Final Competition to be held Mid-March - Mid-April, 2020/21.

This is an event through the Program Development Committee. The purpose of this event is to encourage more participation of student-athletes through high school.

The attached Bid Packet and Application is to be used in the bidding process for the 2020/21 U.S. Figure Skating High School Final.

It is imperative that each club or Interclub Council / Association submitting a bid familiarize itself with the current rules and guidelines for high school competitions which can be found on the High School Programs page of the U.S. Figure Skating website. We anticipate approximately 20 teams/150-200 skaters. There will be both team and individual events.

The deadline for submission of bids is April 30, 2019 – e-mail delivery is preferred.

Submit bids to both:

Karissa Woienski
U.S. Figure Skating Programs Manger
kwoienski@usfigureskating.org

Dorothy Tank
NVC for High School Programs
datank7@gmail.com

Sincerely,

A handwritten signature in blue ink that reads "Dorothy Tank".

Dorothy Tank
National Vice Chair, High School Programs

OVERVIEW:

High School skating encourages student-athletes to continue to compete in figure skating through their high school years. Further, it provides them an opportunity to compete in their sport on a recognized team for their school.

U.S. FIGURE SKATING PROGRAM DEVELOPMENT COMMITTEE:

The bid process and site selection for the 2020/21 High School Final will be managed by the U.S. Figure Skating Program Development Committee, Chair of the Program Development Committee, National Vice Chair for High School Programs and the U.S. Figure Skating Programs Manager.

Competition Dates:

The 2020/21 High School Final will ideally be conducted during Mid-March through Mid-April, 2020/21.

BID INSTRUCTIONS

The Chair of the Program Development Committee, in conjunction with the National Vice Chair for High School Programs and the U.S. Figure Skating Programs Manager, will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The LOC is defined as a U.S. Figure Skating member club or Interclub Council or Association, convention and visitor's bureau, sports commission or any combination of these organizations. The LOC will serve as the local hosts of the 2020/21 High School Final under the direction of U.S. Figure Skating.

The deadline for submission of bids is April 30, 2019.

Email delivery preferred.

Submit bids to both:

Karissa Woienski

U.S. Figure Skating Programs Manager

kwoienski@usfigureskating.org

AND

Dorothy Tank

National Vice Chair for High School Programs

datank7@gmail.com

There is no grant for hosting the competition. All interested clubs should be prepared to make this competition a success without assistance. The Program Development Committee will make every effort to give clubs ideas on how to maximize profit.

POINTS TO CONSIDER IN YOUR BID PRESENTATION

- 1) Has your club hosted non-qualifying competitions before?
- 2) Do you have active high school programs in your area?
- 3) All competition registration entries will be taken by and processed through the LOC. The LOC will work directly with U.S. Figure Skating's Manager of Figure Skating Programs and the Athlete Development Department Coordinator on the entry process.
- 4) Entry fees do not include practice ice. Practice ice will be the responsibility of the host club and it will retain all monies collected from the practice ice.
- 5) All competitors, one chaperone and one designated U.S. Figure Skating member registered coach or other ISU National Governing Board member registered coach shall receive free credentials. All others should buy tickets (including any additional coaches in attendance).
- 6) Budget for a minimum of **18 Officials and 2 Accountants**. Expenses include rooms, meals and transportation. Officials' dinners and gifts are optional, and should only be given if they are donated. **Also, budget for site inspection by Chief Referee or designee (air, hotel, food - 1 night)**. There may be a budget adjustment based on actual entry numbers.
- 7) Officials will be selected by the LOC with input from the Program Development Committee and Chief Referee.
- 8) Please budget for some out of area judges. The LOC will be responsible for Music and Announcers.
- 9) Two rink surfaces, with ample seating for officials and spectators must be available for the two full days of the competition.
- 10) An emergency medical plan is required. That includes having an EMT, nurse, etc., who can manage an emergency medical situation until 911 can arrive at the scene. This doesn't need to be a physician and often rinks have staff that are qualified to handle such situations.
- 11) Award medals will be produced by U.S. Figure Skating so that they have a standard look. The LOC will purchase the medals & trophies from U.S. Figure Skating for the event, at an estimated cost of \$3.50/each medal and approximately \$150 total for trophies plus the cost of shipping.
- 12) U.S. Figure Skating requires complimentary ad space in event program.
- 13) **Photos/Video:** As the LOC, you will be responsible for providing action, group and awards photos of the skaters for purchase.
 - a) In addition, action photos, group photos and awards photos must be supplied to U.S. Figure Skating at no charge for archival purposes and use on icenetwork.com. The images must be digital and high resolution and be delivered immediately following the day's events and conclusion of the competition. Images will be delivered electronically or on a jump drive to

the U.S. Figure Skating Programs Manager.

- b) As the LOC, you will also be responsible for hiring an event videographer. U.S. Figure Skating can work directly with you to provide these services or you may hire a vendor of your choice. If you hire a videographer directly, in addition to selling videos to competitors, the videographer must also provide, at no cost, a full set of competition videos to U.S. Figure Skating, preferably on a hard drive that will be provided, within seven days of the conclusion of the competition.

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR BID PROPOSAL:

- 1) Completed application and proposed budget, including the following worksheets:
 - a) Arena Information
 - b) Hotel Information
 - c) Transportation Information
 - d) Budget Worksheet.
- 2) Letter/email from your Regional Vice Chair for Competitions guaranteeing the competition dates will be reserved for the competition
- 3) Letters of intent from the arena(s) and hotel(s)
- 4) Any additional information that you feel would be supportive of your proposal.

The deadline for submission of bids is April 30, 2019.

Email delivery preferred.

Submit bids to both:

Karissa Woienski

U.S. Figure Skating Programs Manager

kwoienski@usfigureskating.org

AND

Dorothy Tank

National Vice Chair for High School Programs

datank7@gmail.com