



2020 Synchronized Skating Sectional Championships

Bid Information & Guidelines

2020 Date Options:

Preferred Dates – January 15 – 19, 2020

Secondary Dates – January 22 – 26, 2020

**These dates are subject to change as other 2020 events are awarded
and the season's schedule is finalized.*

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Overview

The synchronized skating sectional championships attract over 6,000 athletes, coaches, team managers and fans per competition. The sectional championships, sanctioned by U.S. Figure Skating, are the qualifying events leading to the U.S. Synchronized Skating Championships.

ABOUT SYNCHRONIZED SKATING

There are approximately 600 synchronized skating teams registered with U.S. Figure Skating. Teams consist of 8-20 skaters performing a program together, executing various formations including lines, circles, wheels, and intersections. It uses the same judging system as singles, pairs, and dance and is characterized by teamwork, speed, intricate formations, and challenging step sequences.

There are fourteen (14) levels for synchronized skating within the U.S. Figure Skating structure, with eight of the levels advancing to the U.S. Synchronized Skating Championships, and six levels competing only at the sectional championships:

Sectional Event Only

Preliminary
Pre-Juvenile
Open Juvenile
Open Collegiate
Open Adult
Open Masters

Advance to U.S. Synchronized Championships

Juvenile
Intermediate
Novice
Junior
Senior
Collegiate
Adult
Masters

**All levels, including those that do not advance further, are run under the auspices of U.S. Figure Skating rules.*

ABOUT THE SECTIONAL EVENTS

The United States is divided into three sections: Pacific Coast, Midwestern, and Eastern. Teams from these sections compete at two events – the Midwestern Sectional is held in conjunction with the Pacific Coast Sectional, and the Eastern Sectional is held as its own event.

Eastern Sectional

- Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, New Jersey, New York, Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Virginia, West Virginia, and Chattanooga, Tenn.

Midwestern & Pacific Coast Sectional

- *Midwestern Teams:* Alabama, Indiana, Kentucky, Lower Peninsula of Michigan, Mississippi, Ohio, Tennessee (excluding Chattanooga), Arkansas, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, Texas and Casper Wyoming, Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin.
- *Pacific Coast Teams:* Alaska, Idaho, Montana, Oregon, Washington, Wyoming, California, Hawaii, Nevada, Utah, Arizona, Colorado

Historical Information

ENTRY INFORMATION

Eastern Synchro Sectional Championships – 5 year entry comparison

Year	2014	2015	2016	2017	2018
Location	Hershey, PA	Lake Placid, NY	Richmond, VA	Hershey, PA	Fort Myers, FL
Teams	153	148	149	166	135

Midwestern/Pacific Coast Synchro Sectional Championships – 5 year entry comparison

Year	2014	2015	2016	2017	2018
Location	Hoffman Estates, IL	Edina, MN	Portland, OR	Grand Forks, ND	Wichita, KS
Teams	176	170	158	175	163

**For more detailed entry information from past synchronized sectional championships please visit www.usfigureskating.org/events.asp and click the "Hosting an Event" link on the left side.*

FINANCIAL INFORMATION

For detailed financial information from past synchronized skating sectional championships please consult the U.S. Figure Skating website at www.usfigureskating.org/events.asp and click the "Hosting an Event" link on the left side of the page. U.S. Figure Skating does not provide any competition grants for synchronized sectional championships however the LOC does retain all entry fees.

HOTEL INFORMATION

Approximately 2,000 rooms per night on peak are requested from the official hotel(s). Teams and officials will begin to arrive at least one day prior to the start of events. Dependent upon the schedule, other teams will arrive accordingly with the bulk of rooms being required Thursday – Saturday. At least one "official" hotel should be within close proximity to the competition arena for housing officials. Hotel pickup reports can be made available upon request.

VOLUNTEER INFORMATION

Volunteers are a key aspect to making any U.S. Figure Skating event successful. At a synchronized skating event, it is typical to have over 300 volunteer shifts (4-6 hours/shift) over the course of the event. All volunteers are required to have a background check on file with U.S. Figure Skating and be Safesport compliant at time of volunteer scheduling. For more information on Safesport, please visit <http://www.usfsa.org/clubs?id=84197>.

SCHEDULE INFORMATION

For a sample event schedule for both single sheet and two sheet facilities, please see Appendix A of this document. Previous years schedules can be made available by request.

General Information on Hosting a U.S. Figure Skating Event

ABOUT U.S. FIGURE SKATING

U.S. Figure Skating is the national governing body for the sport of figure skating in the United States as recognized by the United States Olympic Committee and the International Skating Union. U.S. Figure Skating is comprised of more than 680 member clubs representing 180,000 members. U.S. Figure Skating is charged with the development of the sport on all levels within the United States, including athletes, officials, sanctioning of events and exhibitions, and establishing the rules and guidelines by which the sport is governed.

GENERAL BID INFORMATION

The 2020 Synchronized Skating Sectional 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 via the Event Management System (EMS). The LOC is defined as a U.S. Figure Skating member club, U.S. Figure Skating Synchronized Team (with support from the member club), convention and visitor's bureau, sports commission, arena management group or any combination of these organizations. The LOC will serve as the local hosts of the sectional championships under the direction of U.S. Figure Skating.

Following selection of a host site, a team consisting of the U.S. Figure Skating Events Department, the LOC chair and any designated co-chairs/committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the Agreement to Host.

The U.S. Figure Skating Agreement to Host will serve as the final hosting document and supersedes any previous communications including the bid information documents in hosting the competition. A sample Agreement to Host can be found in the Resources section of this document. Any interpretation of the contract by the management team shall be considered final.

After being awarded a U.S. Figure Skating event in accordance with U.S. Figure Skating regulations, the LOC agrees to abide by the Agreement to Host, 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 "Hosting Requirement Guidelines", 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.

EVENT MANAGEMENT SYSTEM (EMS)

Local Organizing Committees (LOCs) must utilize U.S. Figure Skating's Event Management System to conduct all aspects of awarded sectional championships. EMS includes, but is not limited to the following:

- Event Registration, including payment
- Practice Ice Sales
- Volunteer Management
- Event Budget Management

RESOURCES

[Agreement to Host Sample](#)
[Past Event History](#)

[Arena Contract Tip Sheet](#)
[Hotel Contract Tip Sheet](#)

HOSTING REQUIREMENTS (see Appendix B for full requirements)

1. An area with seating for 3,500 – 6,000 and an ice sheet measuring at least 85' x 185'
2. At least 8 locker room spaces with room for maximum of 24 skaters
3. Large, indoor floor space for off-ice team warm ups – vaulted ceilings preferred
4. Room spaces for officials hospitality, volunteer hospitality, trial judges, and medical
5. Either a secondary arena for competition use with seating for 2,000 OR other ice rinks that can be used for practice ice.
6. An area on the concourse to hold awards ceremonies if only using one competition venue
7. Access to multiple hotels in the area with meeting rooms available for team use
8. A core group of persons to make up the LOC to carry out various duties associated with the event as well as a large group of supporting volunteers to be used during the event
9. High speed internet access; wireless and hard line
10. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.

Bid Process and Timeline

COMPETITION DATES

The preferred dates for the synchronized skating sectional championships are listed below. You can anticipate a maximum of four days of competition. The preference is to hold all competition in one venue, with two practice surfaces in close proximity, if possible. U.S. Figure Skating will finalize the dates with each local organizing committee (LOC) after the hosts are selected. The goal is to have all sectional championships take place simultaneously.

2020 Date Options

Preferred Dates – January 15 – 19, 2020

Secondary Dates – January 22 – 26, 2020

**These dates are subject to change as other 2020 events are awarded and the season's schedule is finalized.*

TIMELINE

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.

BID SUBMISSION REQUIREMENTS

Bid applications are available via www.usfsaonline.org by the following members of U.S. Figure Skating Clubs and/or Interclub Councils: President, Vice President, Secretary, Treasurer, or Sanction Chair. For directions on how to submit a bid for the 2020 U.S. Synchronized Skating Sectional Championships, see **Appendix C**. Questions regarding access to the bid application, or the application process should be directed to Megan Romeo: mromeo@usfigureskating.org.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE

The bid process and site selection for the 2020 synchronized skating sectional championships will be managed by the U.S. Figure Skating Synchronized Skating Competitions Sub-committee, U.S. Figure Skating Events Department and the Manager, Synchronized Skating.

Appendix A: Sample Schedules

Two Sheet Schedule

Your chief referee will be responsible for determining the official practice ice & competition schedule. This schedule is to be used **only as a sample** to help you understand the overall ice and facility usage. The actual order of events will be determined by the chief referee.

DAY 1: WEDNESDAY		
Offer unofficial practice to all teams, on as many surfaces as are available.		

DAY 2: THURSDAY		
Time Block	COMPETITION RINK 1	COMPETITION RINK 2
Morning	Offer unofficial practice	Offer unofficial practice
Afternoon	Offer unofficial practice	Pre-Juvenile official practice
Late Afternoon	Juvenile official practice	Pre-Juvenile official practice
Evening	Intermediate official practice	Open Juvenile official practice
Late Evening	Intermediate official practice	Open Juvenile official practice

DAY 3: FRIDAY		
Time Block	COMPETITION RINK 1	COMPETITION RINK 2
Morning	Junior SP official practice	Pre-Juvenile QR A competition
	Senior SP official practice	Pre-Juvenile QR B competition
	Masters official practice	Open Juvenile QR A competition
	Adult official practice	Open Juvenile QR B competition*
Afternoon	Juvenile FS competition*	Preliminary official practice
	Intermediate FS competition	Open Adult official practice
Evening	Junior SP competition	Open Collegiate official practice
	Senior SP competition	Offer unofficial practice ice

DAY 4: SATURDAY		
Time Block	COMPETITION RINK 1	COMPETITION RINK 2
Morning	Novice official practice	Preliminary competition
	Collegiate official practice	Pre-Juvenile CR competition
	Junior FS official practice	Open Juvenile CR
	Senior FS official practice	Open Adult competition
Afternoon	Masters FS competition*	Open Collegiate competition*
	Adult FS competition	
Late afternoon	Novice FS competition	
	Collegiate FS competition	
Evening	Junior FS competition	
	Senior FS competition	

* Competition schedule in Rink 1 will begin when all competitive events in Rink 2 have concluded for the morning. Official practice schedule & times will be adjusted as necessary based on entries.

Using two competition rinks eliminates 2 days of competition, allows all teams to practice on the surface they will be competing on, and allows the LOC to sell additional unofficial practice ice. Please hold arena for Sunday in case of any overflow due to increase in entries.

One Sheet Schedule

This sample schedule is based on the 2016 Midwestern and Pacific Coast Synchronized Skating Sectional Championships held in Portland, Oregon on one surface at the Veterans Memorial Coliseum. As a reminder, this schedule is to be used **only as a sample** to help you understand the overall ice and facility usage. The actual order of events will be determined by the chief referee.

DAY 1: TUESDAY	
UNOFFICIAL PRACTICE ICE	

DAY 2: WEDNESDAY	
Time Block	Competition Rink
Morning	Open Juvenile official practice
Afternoon	Pre-Juvenile official practice
Evening	Open Juvenile QUALIFYING ROUND

DAY 3: THURSDAY	
Time Block	Competition Rink
Morning	Preliminary official practice
	Juvenile official practice
Afternoon	Intermediate official practice
Evening	Pre-Juvenile QUALIFYING ROUND
	Junior SP official practice
	Senior SP official practice

DAY 4: FRIDAY	
Time Block	Competition Rink
Morning	Novice official practice
	Preliminary competition
Afternoon	Intermediate competition
	Pre-Juvenile FINAL ROUND competition
	Open Juvenile FINAL ROUND competition
	Juvenile competition
	Intermediate competition
Evening	Junior SP competition
	Senior SP competition
	Adult official practice

DAY 5: SATURDAY	
Time Block	Competition Rink
Morning	Collegiate official practice
	Junior FS official practice
	Senior FS official practice
	Novice competition
Afternoon	Adult competition
	Collegiate competition
	Junior FS competition
	Senior FS competition
Evening	Open Collegiate official practice
	Open Masters official practice
	Masters official practice

DAY 6: SUNDAY	
Time Block	Competition Rink
Morning	Open Adult official practice
	Open Collegiate competition
	Open Masters competition
Afternoon	Open Adult competition
	Masters competition

Appendix B: Hosting Requirement Guidelines

REQUIREMENTS TO HOST:

1. Accessibility of city by air and ground transportation
2. Ability to generate an adequate volunteer base to assist with running practice ice and events.
3. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
4. Utilize the official title and logo in all marketing efforts. U.S. Figure Skating shall provide the parameters for developing an event logo.
5. The organizer/LOC must comply with all U.S. Figure Skating merchandise, sponsorship, media and videographer requirements.
6. The LOC agrees to work with U.S. Figure Skating for sale of practice ice, merchandise and website creation as outlined in the Agreement to Host.
7. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details. A sample Agreement can be found under the resources section.
8. A core group of key members of the LOC, including chair positions, to carry out various duties associated with the event.
9. Within 90 days of being provisionally awarded an event, the LOC must provide the following to make the award final:
 - Executed Agreement to Host between the LOC and the 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 the U.S. Figure Skating
 - Executed contracts with secondary/practice arenas, subject to advance approval of U.S. Figure Skating
 - LOC is required to provide onsite medical for all official practices and competition. See U.S. Figure Skating Guidelines

VENUE SPECIFICATIONS AND REQUIREMENTS

1. Ice Surfaces: LOC shall provide at time of bid an executed arena agreement, pending award of the event to guarantee dates and 24/7 hold of at least two ice sheets. Ideally, these two surfaces are in one venue, but it is acceptable if there is a short drive between them. If bidding with one competition surface, a second and third surface must be secured solely for additional practice ice.
2. Size: 85' x 200' preferred, 85' x 185' minimum
3. Seating: 3,500-6,000 for the main competitive venue; at least 2,000 in the second competitive venue.
4. A minimum of 8 locker rooms must be available at competition venue(s)
5. Additional floor space for a minimum of five (5) 20' x 20' sections or equivalent; vaulted ceilings in warm-up area preferred.
6. Adequate parking for busses.
7. Main event venue should be available Wednesday evening through Sunday Afternoon. Official practice should begin Wednesday evening or Thursday morning.
8. Dedicated high-speed Internet line (Cable, T1 or DSL) to judges' stand solely for the use of the live scoring results system is REQUIRED.

9. Space for an officials room (with tables and food service), accounting room – with access to high speed internet, a trial judges' room, a medical services room and a LOC/volunteer hospitality room.
10. Complimentary vendor booth space must be available for official event and U.S. Figure Skating merchandise sales, information booth and national sponsors (if applicable)
11. 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.
12. Wireless high speed internet is highly recommended throughout the competition venue.

OFFICIAL HOTELS

1. Sleeping Rooms: Approximately 2,000 room nights per night. Hotel pickup reports from previous events are available upon request from USFSA. Some teams will arrive Wednesday and depart Sunday. Many teams will arrive later in the week dependent upon the schedule. The bulk of rooms will be utilized Friday and Saturday nights. Negotiate a rate at the selected official hotels that includes a rebate on each room night to the LOC. Use of a professional housing bureau with U.S. Figure Skating approval of a negotiated contract, is an option.
2. There should be at least one "official" hotel in close proximity to the competition arena for housing officials.
3. It will likely be necessary to utilize multiple hotels. Use as few as possible to ensure the maximum rebates and best rates for the participating teams. A typical rebate is \$5-15 per room/night.
4. The LOC is responsible for creating a housing plan for the teams. It is at the discretion of the LOC whether a sub-committee handles this or it is outsourced to a housing company. If outsourced, U.S. Figure Skating must review proposed agreement prior to execution by the LOC.
5. Meeting Rooms: Teams will require access to multiple meeting rooms for practice. The LOC should arrange for this in advance, however rental fees should be charged to the teams.

BUDGET PARAMETERS

1. The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the sectional championships.
2. The current entry fees are set as follows: Qualifying entries are \$600/team with \$300 of each entry being retained by the sectional LOC and \$300 of each entry being retained by the U.S. Championships LOC. Non-qualifying entries are \$300 team and are fully retained by the sectional LOC. Entry fees for the 2020 qualifying competition season have not yet been finalized. When creating the initial event budget, please use the below entry fee amounts:
 - a. Eastern Synchro - \$40,500
 - b. Midwestern & Pacific Coast Synchro – \$48,900
3. U.S. Figure Skating retains a \$10 administrative fee on all qualifying and nonqualifying entries
4. Budget for 30 - 40 U.S. Figure Skating assigned officials and USFS staff.
5. Expenses are to include but not limited to travel, meals, lodging and expense reimbursement for the assigned officials and staff (gifts and dinner are optional) and the overall cost of both the competition and practice venues.
6. The cost of shipping the IJS Judging System is an expense of the LOC. U.S. Figure Skating does not charge a fee for using the system, however shipping costs may range from \$1,000-\$1,500 dependent upon the event location.
7. Trophies and medals for both the qualifying and open events are provided by U.S. Figure Skating. The LOC is responsible for the shipping costs.

8. All competitors, two chaperones and all coaches listed for that team (members of U.S. Figure Skating and the PSA, holds current Coaches Registration and meets the CER requirements) are entitled to receive free credentials.
9. Skaters' families will likely be interested in purchasing all-event tickets in advance. A standard all-event ticket sells for \$20 for adults and \$10 for children. The LOC may set the final price based on the budget of the event.
10. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
11. The LOC will retain all revenue generated from community/government grants, any monies received from any approved local cash sponsor, and 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.
12. A practice ice plan must be documented in this bid. This plan should include how many ice surfaces you plan on dedicating to practice ice, their distance(s) from the main arena, as well as available hours for use. We recommend that at least one dedicated practice ice sheet has a 24 hour rental for Wednesday-Friday of the bid event dates.

Appendix C: 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: \$300 per team
 - a. 18 Eastern Synchro Entries: $135 \times \$300 = \$40,500$
 - b. 18 Mid/Pac Synchro Entries: $163 \times \$300 = \$48,900$
 - 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
 - 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!