



2020 U.S. Synchronized Skating Championships

Bid Information & Guidelines

2020 Date Options:

Preferred Dates: February 19 – 23, 2020

Secondary Dates: February 26 – March 1, 2020

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

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WHY YOU SHOULD BID ON THE 2020 U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS

- The highest level of synchronized skating competition in the U.S.
- Over 1,500 athletes, coaches, and team managers from across the country
- Includes teams that have represented the U.S. internationally throughout the season
- Announcement of teams who will attend the World Synchronized Skating Championships
- Over \$2-million in economic impact with 3,000 room nights generated on average
- Attracts local television and news coverage

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, intersections and, at the highest levels, vaults and lifts. 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. Athletes range in age from 10 – 70, with majority of athletes ages 13 – 25.

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 750 member clubs and more than 1,000 registered Learn to Skate USA programs representing over 184,000 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.

MINIMUM HOSTING REQUIREMENTS

The following are the minimum requirements for hosting the U.S. Synchronized Skating Championships. A full list of hosting requirements can be found in Appendix B.

1. One arena with seating for 4,000 – 6,000 and an ice sheet measuring at least 85' x 185". Most arenas are 85" x 100" (NHL) or 100" x 200" (Olympic).
2. Minimum of eight locker rooms or ability to create eight spaces with room for maximum of 24 skaters in each locker room/space.
3. Large, indoor floor space to accommodate five 20'x20' spaces for off-ice team warm ups with high/vaulted ceilings...concourse areas can be closed off to accommodate.
4. Arena event level rooms/spaces for official's hospitality, volunteer hospitality, trial judges, medical, and world team meetings/receptions.
5. Minimum of one (two preferred) additional sheets of ice for practice ice with a 24-hour rental..
6. Access to multiple hotels in the area with meeting rooms available for team use.
7. LOC to include a core group of persons with previous figure skating/synchronized skating experience to lead the various duties associated with the event as well as to manage a large group of supporting volunteers to be used during the event
8. One dedicated internet hard line for scoring at competition arena rink-side for live scoring
9. Wireless access for all other event related areas
10. Bid should include reference to any additional financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.

Historical Information

PREVIOUS EVENT LOCATIONS

The 2020 U.S. Synchronized Skating Championships are open for bids from all areas of the United States. For more detailed entry information from past synchronized championships please visit www.usfigureskating.org/events.asp and click the "Hosting an Event" link on the left side.

Year	Host City	Arena
2019	Plymouth, MI	USA Hockey Arena
2018	Portland, OR	Veterans Memorial Coliseum
2017	Rockford, IL	BMO Harris Center
2016	Kalamazoo, MI	Wings Event Center
2015	Providence, RI	Dunkin' Donuts Center
2014	Colorado Springs, CO	Colorado Springs World Arena

FINANCIAL INFORMATION

For detailed financial information from past synchronized skating 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.

PLEASE NOTE: U.S. Figure Skating does not provide a competition grant for the U.S. Synchronized Championships.

HOTEL INFORMATION

Approximately 2,000 rooms per night 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

GENERAL BID INFORMATION

The 2020 U.S. Synchronized Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will lead the overall planning and management 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 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.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE

The bid process and site selection for the 2020 U.S. Synchronized Skating Championships will be managed by the U.S. Figure Skating Synchronized Skating Competitions Sub-committee, U.S. Figure Skating Events Department and the Director of Synchronized 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 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](#)

Bid Process and Timeline

COMPETITION DATES

The preferred dates for the U.S. Synchronized Skating 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.

2020 U.S. Championships Date Options

Preferred Dates: February 19 – 23, 2020

Secondary Dates: February 26 – March 1, 2020

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TIMELINE

March 26, 2018	Bid information made available to clubs and cities
June 1, 2018	Deadline to submit completed bid packages
June 4 – 29, 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 Championships, **see Appendix C**. Questions regarding access to the bid application, or the application process should be directed to Megan Romeo: mromeo@usfigureskating.org.

**Appendix A:
Tentative Schedule**

Main Competition Arena (minimum seating for 4,000)	Practice Ice Facility (ideally two-sheet facility)
Monday	Monday
All day: Event Load In, ice painting, removal of rink glass	
Tuesday	Tuesday
All day: Judges stand build out, equipment installation, arena set up	Afternoon: Begin unofficial practice ice.
Wednesday	Wednesday
Morning: Complete Set-Up Afternoon: Official Practice Ice	All day: Unofficial Practice Ice
Thursday	Thursday
Morning: Official Practice Ice Afternoon: Opening Ceremony & Competition Evening: Official Practice Ice	All day: Unofficial Practice Ice
Friday	Friday
Morning: Official Practice Ice Afternoon: Competition Evening: Official Practice Ice	All day: Unofficial Practice Ice
Saturday	Saturday
Morning: Official Practice Afternoon: Competition Evening: Competition	Morning: Unofficial Practice Ice

Appendix B: Hosting Requirement Guidelines

REQUIREMENTS TO HOST:

- Accessibility of city by air and ground transportation
- Ability to generate an adequate volunteer contingent to staff all competition committees.
- Successful event management experience may include but not limited to the following:
 - U.S. Figure Skating synchronized skating nonqualifying competitions (required)
 - U.S. Figure Skating qualifying competitions (preferred)
- Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
- The organizer/LOC must comply with all U.S. Figure Skating merchandise, sponsorship, media and videographer requirements.
- The LOC must utilize the official title and logo in all marketing efforts. U.S. Figure Skating shall provide the parameters for developing an event logo.
- The LOC agrees to work with U.S. Figure Skating for the sale of practice ice and merchandise – in addition to website creation as outlined in the Agreement to Host.
- The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
- After the provisional sanction to host the event is awarded, the following contingencies must be met by the LOC within ninety (90) days from that date for the official bid to be awarded.
 - 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

VENUE SPECIFICATIONS AND REQUIREMENTS:

- Ice Surfaces: Exclusive use one surface used for competition is required. A secondary surface, preferably at the same venue or in the vicinity, is required for practice.
- Main event venue must be exclusively available Monday through Sunday. Plan to use most of Monday and Tuesday to prepare the arena for the competition. Official practice should begin Wednesday morning. The practice surface(s) should be available Wednesday-Saturday morning.
- Size: 85' x 200' preferred, 85' x 185' minimum
- Seating: 4,000-6,000 for the main competitive venue
- Adequate parking for busses
- Minimum 8 dressing rooms
- Ample floor space for teams to warm up off-ice minimum of 5 20'x20' spaces
- Ample meeting spaces for officials room (with tables and food service), accounting room, trial judges' room, medical services room, LOC/volunteer hospitality room, media office: high speed internet access and space for five people, and two meeting rooms able to accommodate 75-100 people.
- U.S. Figure Skating requires the ice to be painted and the event logo to be placed in-ice at the center.
- Two dedicated high-speed Internet lines (Cable, T1 or DSL) to judges' stand solely for the use of the live scoring results system and a separate line for live stream of the Championships on Icenetwork.

- Existing rink boards at arena must be removed or allowed to be covered at no cost to U.S. Figure Skating.
- All arena rink-board glass must be removed.
- Complimentary vendor booth space must be available for U.S. Figure Skating and event specific merchandise sales, information booth and national sponsors (if applicable).
- 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.
- Access to high speed internet (line or wireless) to be used by the assigned accountants (may be incorporated into live results internet listed above).
- Wireless high speed internet is highly recommended throughout the competition venue.

OFFICIAL HOTEL(S)

- Sleeping Rooms: Approximately 1,500 room nights per night. Most teams will arrive Wednesday and depart Sunday. The bulk of rooms will be utilized Thursday, Friday and Saturday nights. The LOC must provide a housing action plan that lists available properties within a reasonable distance to the competition venue.
- There should be at least one "official" hotel in close proximity to the competition arena for housing officials; 65-70 rooms will be needed
- 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 \$5-10 per room/night.
- 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.
- 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

- The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the championships.
- U.S. Figure Skating **does not provide a competition grant** for the U.S. Synchronized Skating Championships.
- **Entry Fees:**
 - LOC will be provided \$300/qualifying entry
 - The LOC should budget for 30-40 U.S. Figure Skating assigned officials (including, but not limited to judges, referees, technical panel, accountants, music techs, announcers and ice techs).
- **Practice Ice:**
 - Practice ice fees must be documented in this bid package and approved by the national vice chair and U.S. Figure Skating prior to awarding the bid.
 - LOCs may sell unofficial practice ice. The cost will vary dependent upon ice fees, but is typically \$100 per 15 minute segment.
 - Budget for each team to purchase two segments
- LOC will cover the following expenses 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.
- LOC will cover the cost of shipping the IJS Judging System from U.S. Figure Skating to the LOC/venue.
- U.S. Figure Skating does not charge a fee for use of the IJS system, however roundtrip shipping costs may range from \$1,000-\$ 5,000, dependent upon the event location.
- A competitor 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.

- All competitors, one team manager and all designated coaches (a member of U.S. Figure Skating and the PSA, holds current Coaches Registration and is Category A CER compliant) are entitled to receive free credentials.
- Skaters' families will likely be interested in purchasing all-event tickets in advance. A standard all-event ticket sells for approximately \$45-50.
- The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
- The LOC will retain all revenue generated from community/government grants.
- The LOC will keep any monies received from any approved local cash sponsor.
- 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.

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 qualifying entry
 - a. 2018 Entry Fees: \$44,700
 - 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!