2016 Central Pacific Regional Figure Skating Championships

Bid Information & Guidelines

Proposed Competition Dates:

Please indicate on application which week(s) you prefer and or are able to host from the options below

Week 1: Oct. 3-6, 2015  
Week 2: Oct. 10-13, 2015  
Week 3: Oct. 17-20, 2015

CONTACT:
Bob Dunlop  
U.S. Figure Skating  
20 First Street  
Colorado Springs, CO 80906  
T: (719) 635-5200 - F: (719) 635-9548  
E-mail: bdunlop@usfigureskating.org
OVERVIEW:
The regional figure skating championships, sanctioned by U.S. Figure Skating, are the first stop in U.S. Figure Skating’s qualifying competition structure. The top four place winners in each event will advance to the respective 2016 U.S. Figure Skating Sectional Championships.

Singles skaters in the juvenile/intermediate/novice/junior/senior levels compete in nine (9) regional championships across the United States during the month of October.

A host club may conduct a nonqualifying competition in conjunction with the regional qualifying events, subject to the approval of the sectional vice chair and the assigned chief referee. All administrative aspects of these events must be handled by the host club and cannot interfere with the qualifying competition schedule itself. U.S. Figure Skating has final approval on nonqualifying events being held during the scheduled dates of the regional championships.

COMPETITION DATES:
The regional figure skating championships will be conducted over three weeks in October 2015 (Oct. 3-6, 2015; Oct. 10-13, 2015; Oct. 17-20, 2015). Flexibility to host your regional championships over any of the three recommended weeks would greatly improve your chances of receiving the bid.

Anticipate a maximum of four to five days depending on the number of entries, number of available ice surfaces (one official practice day and three to four competition days) and the size (if elected) of the nonqualifying competition hosted in conjunction with the regional championships. If a secondary ice surface is needed for competition, then platforms for the judges, technical panel, music and announcers will have to be constructed/present within both competition surfaces. U.S. Figure Skating recommends the use, if possible, of only one competitive surface to defray additional costs. U.S. Figure Skating will finalize the dates with each local organizing committee (LOC) after the hosts are selected. The goal is to have no more than three (3) regional championships taking place during one week – one regional championship from each section over each week.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE:
The bid process and site selection for the 2016 regional figure skating championships will be managed by the U.S. Figure Skating Competitions Committee and the U.S. Figure Skating Events Department.

GENERAL INFORMATION AND HISTORICAL FACTS:
The 2016 Central Pacific Regional Figure Skating Championships are open for bid from the following areas: California (North of Visalia), Hawaii, Nevada (excluding Las Vegas), Utah
## PREVIOUS EVENT LOCATIONS

<table>
<thead>
<tr>
<th>Season</th>
<th>Host City</th>
<th>Host Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Vacaville, CA</td>
<td>Vaca Valley FSC</td>
</tr>
<tr>
<td>2013</td>
<td>Murray, UT</td>
<td>Murray Silver Blades FSC</td>
</tr>
<tr>
<td>2012</td>
<td>Santa Rosa, Calif.</td>
<td>Santa Rosa FSC</td>
</tr>
<tr>
<td>2011</td>
<td>Roseville, Calif.</td>
<td>Capital City FSC</td>
</tr>
<tr>
<td>2010</td>
<td>Salt Lake City, Utah</td>
<td>Salt Lake Figure Skating</td>
</tr>
<tr>
<td>2009</td>
<td>San Jose, Calif.</td>
<td>Peninsula SC</td>
</tr>
<tr>
<td>2008</td>
<td>Bountiful, Utah</td>
<td>Utah FSC</td>
</tr>
<tr>
<td>2007</td>
<td>Oakland, Calif.</td>
<td>St. Moritz ISC</td>
</tr>
<tr>
<td>2006</td>
<td>Salt Lake City, Utah</td>
<td>Salt Lake FSC</td>
</tr>
<tr>
<td>2005</td>
<td>San Jose, Calif.</td>
<td>Peninsula SC</td>
</tr>
<tr>
<td>2004</td>
<td>Vacaville, Calif.</td>
<td>Vaca Valley FSC</td>
</tr>
<tr>
<td>2003</td>
<td>Salt Lake City, Utah</td>
<td>Cottonwood</td>
</tr>
<tr>
<td>2002</td>
<td>Berkle, Calif.</td>
<td>St. Moritz ISC</td>
</tr>
<tr>
<td>2001</td>
<td>Roseville, Calif.</td>
<td>Capital City FSC</td>
</tr>
</tbody>
</table>

## ENTRY INFORMATION

Central Pacific Regional Figure Skating Championships Competitor Data
Number of Entries at the Registration Deadline of Sept. 1:

<table>
<thead>
<tr>
<th>Event</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>Intermediate Ladies FS</td>
<td>33</td>
<td>38</td>
<td>20</td>
<td>30</td>
<td>29</td>
<td>22</td>
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<tr>
<td>Intermediate Men FS</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td>5</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Junior Ladies FS</td>
<td>13</td>
<td>16</td>
<td>30</td>
<td>16</td>
<td>15</td>
<td>12</td>
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<tr>
<td>Junior Men FS</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Juvenile Boys FS</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>24</td>
</tr>
<tr>
<td>Juvenile Girls FS</td>
<td>27</td>
<td>18</td>
<td>17</td>
<td>27</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Novice Ladies FS</td>
<td>26</td>
<td>29</td>
<td>21</td>
<td>20</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>Novice Men FS</td>
<td>6</td>
<td>3</td>
<td>7</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Senior Ladies FS</td>
<td>13</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>13</td>
</tr>
<tr>
<td>Senior Men</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL # COMPETITORS</strong></td>
<td>132</td>
<td>131</td>
<td>112</td>
<td>117</td>
<td>108</td>
<td>98</td>
</tr>
</tbody>
</table>
2016 REGIONAL FIGURE SKATING CHAMPIONSHIPS
BID INFORMATION

FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>San Jose, Calif.</td>
<td>Salt Lake City, Utah</td>
<td>Berkeley, Calif.</td>
<td>Bountiful, Utah</td>
<td>San Jose, Calif.</td>
<td>Salt Lake City, Utah</td>
<td>Roseville, Calif.</td>
<td>Santa Rosa, Calif.</td>
<td>Murray, Utah</td>
</tr>
<tr>
<td>Revenue</td>
<td>$66,756</td>
<td>$65,891</td>
<td>$61,265</td>
<td>$54,092</td>
<td>$57,790</td>
<td>$58,035</td>
<td>$58,986</td>
<td>$62,811</td>
<td>$49,727</td>
</tr>
<tr>
<td>Expense</td>
<td>$58,233</td>
<td>$53,203</td>
<td>$60,357</td>
<td>$37,645</td>
<td>$43,283</td>
<td>$38,357</td>
<td>$46,099</td>
<td>$46,064</td>
<td>$38,282</td>
</tr>
<tr>
<td>Actual Profit</td>
<td>$8,523</td>
<td>$12,688</td>
<td>$908</td>
<td>$16,447</td>
<td>$14,507</td>
<td>$19,678</td>
<td>$12,887</td>
<td>$16,747</td>
<td>$11,445</td>
</tr>
</tbody>
</table>

*For more detailed financial information from past Central Pacific Regional Figure Skating Championships, please visit the U.S. Figure Skating web site at [www.usfigureskating.org/events.asp](http://www.usfigureskating.org/events.asp) and click the “Hosting an Event” link on the left side of the page.

BID INSTRUCTIONS

The 2016 Central Pacific Regional Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the regional 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 regional 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, the LOC chair and any designated co-chairs/committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the Regional 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 attached Requirements to Host, 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.

In addition to the Requirements to Host, all bid presentations should consider the following points in your bid presentation:
The bid presentation should outline a business plan, which will serve as a primary guide for the organization and the financing of the event.

The business plan should include the following information:
- Preliminary budget and financial forecast reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event (see budget parameters);
- Proposed organizational chart of the LOC with detailed role and responsibilities;
- Media and public relations plan focusing on local and regional promotion of the event through press releases, community awareness and involvement, etc.
- Local sponsorship plan outline including a proposed local sponsor package that will be offered to local businesses and potential supporters.
- The LOC must acknowledge that potential local sponsors will not be contacted without prior U.S. Figure Skating consent and approval. (See U.S. Figure Skating/LOC Agreement to Host for further information on LOC compliance with sponsorship agreements)
- LOC must acknowledge that no local sponsors of the regional championships will conflict with U.S. Figure Skating national sponsors or their respective product categories.
- The LOC must acknowledge and agree that they will cooperate and comply with all U.S. Figure Skating branding/merchandising directives as they might occur, whether prior to or after any award or authorization from U.S. Figure Skating or other entity, without cost to U.S. Figure Skating.

The bid presentation should contain an overview of the host community and region, as well as any other unique characteristics, which may enhance the bid:
- Support of the bid by the potential host community and region;
- Overview of the characteristics of the community and surrounding region;
- Map of the host community indicating locations of the key facilities (i.e. arenas, hotels and ancillary facilities) with distances;
- Host club and community should have a strong volunteer base from which to draw on for leadership.

1. Proposed location must be easily accessible by air and or car.
2. Ability to generate an adequate volunteer contingent to staff competition.
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)
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.
6. The LOC must utilize the official title and logo in all marketing efforts. Ex. “2016 Central Pacific Regional Figure Skating Championships.”
7. 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
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VENUE SPECIFICATIONS AND REQUIREMENTS:
1. Ice Surfaces:

Central Pacific, Southwest Pacific, Northwest Pacific, New England Regional Championships
One (1) ice surface 85’ x 200’ or 100’ x 200’ is required for competition and practice

Southwestern, North Atlantic, South Atlantic, Upper Great Lakes, Eastern Great Lakes Regional Championships
Either one (1) or two (2) competition ice surfaces 85’ x 200’ or 100’ x 200’ based on the number of entries. Will most likely need two (2) surfaces overall for competition and practice.

2. A dedicated high-speed Internet line (cable, TI or DSL) to judges’ stand solely for the use of the live scoring results system. This must be a WIRED connection.
3. Seating: 600+ in the main competition arena
4. Function Areas: Working rooms (areas on event/concourse level) for accounting, officials, LOC staff and other event logistical needs
5. Access to high-speed Internet (line or wireless) to be used by the assigned accountants
6. Complimentary vendor booth space must be available for U.S. Figure Skating merchandise sales.
7. 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.
8. Wireless high-speed Internet is highly recommended throughout the competition venue.

OFFICIAL HOTEL(S):
1. Sleeping Rooms: Varies depending on regional championships. Base this number on the projected length of your competition and the projected number of skaters using historical entry data.
2. Negotiated event rate ($69-99/room) at the selected official hotels that must include a rebate ($5-10) or a commission (10%) based on total room charges associated with event to LOC.
3. Must include a reduced room rate for officials assigned to the competition.
4. Must include 1 complimentary room for every 35-50 paid rooms back to LOC.
5. Complimentary or reduced airport travel pickup if required for officials.
6. Meeting Rooms: Complimentary access to two meeting rooms at the designated host hotel for the event in order to schedule all functions surrounding the competition.
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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 regional championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the regional championships and at the same time reduce the overall competition grant requested by the LOC. As part 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 regional 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 (excludes all pairs/dance teams, byes, elect not to compete under "4 or fewer rule" – refer to Agreement to Host for full description of exceptions). Fees are paid per entry, not per skater. For 2015, entry fees for singles skaters is set at $130. Entry fees for the 2016 qualifying competition season have not yet been finalized. When creating the initial event budget, please use the 2015 entry fee amounts.

4. The budget should account for 30-50 (based on number of rinks to be used) U.S. Figure Skating-assigned officials (including but not limited to judges, referees, technical panel, accountants and music techs).

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. Official Competitors 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.

12. Practice ice fees must be documented in this bid package and approved by the Sectional vice chair and U.S. Figure Skating prior to awarding the bid.
BID APPLICATION TIMELINE AND PROCESS:

**Week of August 5, 2013** – Bid information made available to interested clubs and cities

**January 17, 2014** – Completed bid packages and applications with required documentation due

Completed packets should include the following materials:

- a. Completed application forms
- b. Main and secondary venue information
- c. Preliminary budget
- d. LOC organizational chart with resumes of proposed chairs
- e. Diagrams of facilities
- f. Arena contract/rider main venue
- g. Hotel contracts
- h. Area maps showing venue locations as they relate to hotels and airport

**January 20 - February 14, 2014** – U.S. Figure Skating reviews finalist bid clubs/cities.

**February 17, 2014** – Announcement of clubs/cities selected to host the 2016 regional championships

SUBMITTING YOUR PROPOSAL

It is preferred and recommended to submit your proposal via e-mail. Please PDF all files and supporting materials. Do NOT use any delivery method that requires a signature upon delivery.

Please submit your proposal to Bob Dunlop, U.S. Figure Skating AND the appropriate Competitions Committee Sectional vice chair.

*Email method is preferred.*

**U.S. Figure Skating**
Bob Dunlop, Sr. Director of Events
20 First Street
Colorado Springs, CO 80906
E-mail: bdunlop@usfigureskating.org

AND

**Pacific Coast Sectional Vice Chair**
Kim Buchanan
E-mail: kimlb@mac.com

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 U.S., including athletes, officials, sanctioning of events and exhibitions, and establishing the rules and guidelines by which the sport is governed.