



**Synchronized Skating
Sectional Championships
Bid Information & Guidelines**

Events Available to Host

2023 Eastern Synchronized Skating Sectional Championships

***2023 Midwestern Synchronized Skating Sectional Championships**

***2023 Pacific Coast Synchronized Skating Sectional Championships**

* Midwestern and Pacific Coast sectionals may be bid as a combined event or separate event opportunity.

January 16-22, 2023

or

January 23-29, 2023

2024 Eastern Synchronized Skating Sectional Championships

***2024 Midwestern Synchronized Skating Sectional Championships**

***2024 Pacific Coast Synchronized Skating Sectional Championships**

* Midwestern and Pacific Coast sectionals may be bid as a combined event or separate event opportunity.

January 15-21, 2024

or

January 22-28, 2024

BID CONTACT:

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OVERVIEW

The Synchronized Skating Sectional Championships attract over 6,000 athletes, team personnel, and fans each year combined. The Synchronized Skating Sectional Championships, sanctioned by U.S. Figure Skating, are the qualifying events leading up 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 but is characterized by teamwork, speed, intricate formations, and challenging step sequences.

The sport of synchronized skating is widely recognized as originating in Ann Arbor, Michigan. The discipline was originally known as “precision” skating. Synchronized skating has taken many of its milestone steps in the U.S. including the first synchronized skating competition in 1973, first national championships in 1984, and first ISU World Synchronized Skating Championships in 2000.

There are thirteen (13) levels for synchronized skating within the U.S. Figure Skating structure that can participate at the Sectional Championships, with eight (8) levels advancing to the U.S. Synchronized Skating Championships. All levels of competition are run under the auspices of U.S. Figure Skating rules.

Sectional Event Only	Advance to the U.S. Synchronized Skating Championships
Preliminary	Juvenile
Pre-Juvenile	Intermediate
Open Juvenile	Novice
Open Collegiate	Junior
Open Adult	Senior
Open Masters	Collegiate
	Adult
	Masters

About the Synchronized Skating Sectional Championships

The United States is divided into three sections: Eastern, Midwestern, and Pacific Coast. Teams from these sections compete at two events – the Eastern Sectional is held as its own event. The Pacific Coast Sectional is typically held in conjunction with the Midwestern Sectional, however it may be bid on as a separately held event.

Eastern Section: 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 Section: 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 Section: Alaska, Idaho, Montana, Oregon, Washington, Wyoming, California, Hawaii, Nevada, Utah, Arizona, Colorado

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 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.

General Bid Information

The 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. (Click for [Agreement to Host Sample](#))

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

HISTORICAL INFORMATION

Host Cities

The Synchronized Skating Sectional Championships are available for bid anywhere in the United States. Only cities within a designated section may host their respective Sectional Championship. Due to the scale of this event, two competition sheets may be used to shorten the length of the competition (see Sample Schedules – Appendix A). Note: historically the Pacific Coast Sectionals have been held in conjunction with the Midwestern Sectional, but the events are available for bid separately.

Eastern Synchro Sectional Championships

Year	2017	2018	2019	2020	2022
Location	Hershey, PA	Fort Myers, FL	Worcester, MA	Albany, NY	Norwood, MA
Sheets	2	1	1	1	1
Teams	166	135	146	145	122

Midwestern & Pacific Coast Synchro Sectional Championships

Year	2017	2018	2019	2020	2022
Location	Grand Forks, ND	Wichita, KS	Kalamazoo, MI	Wichita, KS	Kalamazoo, MI
Sheets	2	1	2	2	2*
MW Teams	139	125	136	126	140
PC Teams	36	40	40	36	38
Total Teams	175	163	164	164	178

Event Schedule

See Appendix A for sample schedules for Synchro Sectionals. There are options for running one sheet of competition ice as well as two sheets. Event setup typically begins on Monday/Tuesday of competition week with official practice and/or competition beginning on Wednesday/Thursday. Competition may run through Sunday if necessary, but typically events are complete by Saturday evening.

Financial Information

For detailed financial information from past Synchronized Skating Sectional Championships, email events@usfigureskating.org. U.S. Figure Skating does not retain any profit for Synchro Sectionals, the LOC retains all event income.

Housing

Anywhere from 3 – 5,000 room nights have been reported for the Synchronized Skating Sectional Championships. An average of 17 hotels in and around host cities are utilized for each event. Peak nights are typically the last 2-3 days of competition. Housing reports can be made available upon request.

Volunteers

Over 300 volunteer shifts/positions may be required throughout the event. A strong volunteer base is essential for running these events. Sample volunteer schedules can be made available upon request.

HOSTING REQUIREMENTS

A full list of hosting requirements can be found in Appendix B. Below are the minimum requirements for hosting the Synchronized Skating Sectional Championships.

- An arena with seating for at least 2,500 with an ice sheet measuring at least 85' x 185'
 - Optional: additional secondary competition sheet with seating for 2,000 measuring at least 85' x 185'
- At least 8 locker room spaces with room for a maximum of 24 skaters
- Large indoor floor space for off-ice team warm ups; vaulted ceilings preferred
- Meeting room spaces for officials hospitality, accounting, music/announcing, and an LOC office
- At least two practice ice sheets with 24-hour rental during peak days of competition
- A core group of persons to make up the LOC that will carry out duties associated with the event
- A large volunteer base to support all functions of the event
- High speed internet access: wireless and hard line

BID PROCESS & TIMELINE

The following outlines the competition dates available for bid as well as the timeline for submitting and awarding competition bids. U.S. Figure Skating will finalize dates with each LOC after hosts are selected. All questions regarding access to the bid application or the application process should be directed to Megan Romeo – mromeo@usfigureskating.org.

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 U.S. Synchronized Skating Championships, see Appendix C.

NOTE: If you would like to host a combined Midwestern & Pacific Coast Synchro Sectionals, please complete a bid application for both sections.

2023 Bid Timeline

Jan. 2021	Bid information and RFP made available
Mar. 1, 2022	Deadline to submit completed bid packages
Mar. 11, 2022	U.S. Figure Skating completes final review of submitted bids
Week of Mar. 14, 2022	Bid applicants informed of hosting decisions
Week of Mar. 21, 2022	Public announcement of host cites

2024 Bid Timeline

Jan. 2021	Bid information and RFP made available
Apr. 1, 2022	Deadline to submit completed bid packages
Apr. 8, 2022	U.S. Figure Skating completes final review of submitted bids
Week of Apr. 11, 2022	Bid applicants informed of hosting decisions
Week of Apr. 18, 2022	Public announcement of host cites

Available Dates for Bid

The available 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.

2023 DATE OPTIONS

January 16-22, 2023

or

January 23-29, 2023

2024 DATE OPTIONS

January 15-21, 2024

or

January 22-28, 2024

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

Key Dates to Know

The following are annual relevant deadlines as stated in the U.S. Figure Skating Rulebook.

July 1	Teams begin to register with U.S. Figure Skating for the season
August 15	Registration opens for the qualifying season (synchronized skating)
October 1	Deadline for qualifying synchro competition registration
November	Finalized number of teams advancing, including byes (tentative date)
January	Synchronized Skating Sectional Championships

Appendix A: Sample Schedules

Two Surface 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 Surface 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 REQUIREMENTS

Competition & Practice Venue(s)

- One (1) ice sheet – minimum 85' x 185' (85' x 200' (NHL) preferred) – with seating for at least 3,500.
 - Note: for an event hosting Pacific Coast Sectionals ONLY, the seating requirements is at least 1,500.
- Optional: secondary competition sheet measuring minimum 85' x 185' and seating for 2,000
- Eight (8) dressing rooms for competition and two (2) locker rooms for practice sheets
- One (1) smaller dressing room to accommodate male athletes
- Access to arena music equipment and/or audio connections at no cost to the event
- Ample floor space to accommodate a minimum of four (4) 10' x 10' warm-up space; vaulted ceilings preferred
- Adequate space for bus drop off and parking
- Ability to remove rink glass as necessary on competition sheets
- Ability to remove or cover any existing rink board advertisements at no cost to the event
- Concourse space with concessions stands and room for event vendors. Vendors should be treated as “exhibitors” and not incur fees to the LOC or vendor from the arena
- One (1) large meeting room with tables and food service for official’s hospitality
- Four (4) additional meeting rooms with wireless internet access to accommodate:
 - LOC Office, Accounting (may require hard line internet), Music & Announcing, Medical Services
 - Two hard-line internet connections to the official’s stand
- Ability to build out an official’s platform next to competition surface(s)
- Complimentary access to any video display boards, concourse TVs or other display screens
- Rubber matting or carpeting to cover all areas on event level where skaters will walk to access competition surface
- Two (2) ice sheets within close proximity to the competition arena for unofficial practice ice

Housing & Transportation

- Accessibility of the host city by air and ground transportation
- Ability to provide transportation for officials and staff from airport to hotel and from the hotel to the arena for the duration of the event
- Sleeping Rooms: approximately 1,500 rooms per night Thursday – Saturday. This may be among multiple hotel properties within driving distance of the competition arena
- One “official” hotel within close proximity to the competition arena for housing officials (appx. 50 rooms will be needed per night)
- One organized “official’s dinner” to be scheduled with Chief Referee
- Teams will require access to meeting rooms for practice and event preparation at hotels. The LOC should arrange for this to be available in advance however rental fees may be charged to teams for use

General Requirements

- Ability to generate adequate volunteer contingent to execute daily event roles
- Financial support to help offset competition expenses through V.I.K. or cash contributions
- Compliance with all U.S. Figure Skating merchandise, sponsorship, and media requirements
- Utilize the official title and event logo in all marketing and communication efforts
- Sign and execute an Agreement to Host between the LOC and U.S. Figure Skating as well as contracts with all involved hotels and arenas

Appendix C:

Submitting A Bid Online Through The Event Management System (EMS)

Bid applications are available online through EMS to the following members of U.S. Figure Skating Clubs and/or Interclub Councils: President, Vice President, Secretary, Treasurer, and Sanction Chair.

Access the Online Form

1. Go to www.usfsaonline.org and log in using your member number and password.
2. Click the blue EMS button.
3. Select “Clubs: Sanctions, Applications, and Bids”
4. Go to the Bids tab.
5. Click “+ New Bid”.

Input Bid Information

Competition Information

- Open the Competition Information section.
- Select the competition for which you would like to bid, as well as your date preferences.
 - a. If you are interested in hosting the Midwestern & Pacific Coast synchro sectional events together, please note this in the additional comments.
- Provide additional organizations who will support the event (CVBs, sports commissions, etc.)
- Provide Bid Contact Information (Name, Phone, E-mail).
- Click “Save Changes” to initiate the bid application – this will allow you to return to the bid at a later date to complete.

Arena Information

- Primary Arena information is required in full, in addition to a preliminary contract.
- For each additional venue (inclusive of practice ice), if known at the time of bid, please use the “Add a new arena” button located at the bottom of the section.
- Required information for this section:
 - Arena Contact (name, phone, e-mail)
 - Arena Rental Cost (per hour or all-in)
 - Seating capacity, surface sizes, no. Zambonis, no. function/locker rooms
 - Event specifics (access to internet, existing rink board ads, food options, etc.)
 - Preliminary Contract Upload

LOC Structure

- Use the search function to input U.S. Figure Skating members into known roles. For non-members, use the text fields to input information.
- Use the upload to provide a detailed resume for your Competition Chair(s).

Budget

- Create a DRAFT budget based on historical information
 - 18 Eastern Entries: 154 x \$300 = \$46,200
 - 18 Mid/Pac Combined Entries: 176 x \$300 = \$52,800
 - 18 Midwestern Only: 125 x \$300 = \$37,500
 - 18 PC Only Entries: 40 x \$300 = \$12,000

- Account for 40 U.S. Figure Skating assigned officials
 - Account for travel, meals and lodging
 - Gifts and a welcome dinner are optional
- Account for the cost of event medals (\$2.35/medal)
 - Eastern: 1,000 medals (\$2,350)
 - Midwestern: 1,000 (\$2,350)
 - Pacific: 410 (\$964)
- There is NO grant for the Synchronized Skating Sectional Championships

Hotel Information

- At least one officials hotel (primary) and two team hotels (secondary) must be provided
- Required Information for this section:
 - Hotel Contact (name, phone, email)
 - Rooms (no. available, type, no. complimentary)
 - Proposed rates and rebate/commission
 - Food options (onsite)
 - Preliminary Contract Upload – include a proposed housing timeline for teams

Transportation Information

- Provide nearest major airlines serving area
- Distances: airport to hotel, airport to arena, hotel to arena
- Outline transportation plan for officials

Save & Submit

Note: all bid information can be updated through the application deadline. After the deadline, no changes will be accepted through the EMS portal. To edit your bid application, follow the steps previously outlined.

If there are any items you wish to provide in addition to the bid application, please either include them as a part of the LOC Resumes or email them to Megan Romeo at mromeo@usfigureskating.org.