



2024 & 2025 U.S. Collegiate Figure Skating Championships & Invitational

Bid Information & Guidelines

2024 PROPOSED DATES

July 19-21, 2024

July 25-27, 2024

August 2-4, 2024

2025 PROPOSED DATES

July 18-20, 2025

July 25-27, 2025

August 1-3, 2025

If you would like to propose event dates in July or August that fall outside of those listed above, please email events@usfigureskating.org.

CONTACT:

Chloe Roberts, Manager of School & Alumni Programs

U.S. Figure Skating

20 First St. Colorado Springs, CO

80906

T: (719) 228-3432

E-mail: croberts@usfigureskating.org

AVAILABLE DATES & BID SUBMISSION TIMELINE

The U.S. Collegiate Figure Skating Championships should be conducted over 2-3 days. U.S. Figure Skating will finalize the dates with the local organizing committee (LOC) after the host is selected.

The Collegiate Championships may be conducted in conjunction with a nonqualifying competition (and is recommended) but is subject to the approval of U.S. Figure Skating. All administrative aspects of these events must be handled by the host club. The Collegiate Championships will be required to have their own, assigned panel of officials. Assigned officials may be asked to officiate the nonqualifying competition, but are not required to cover both events.

TIMELINE FOR SUBMISSION

2024 Bid Dates	2025 Bid Dates	Date Details
February 2024	February 2024	Bid information made available to clubs and cities
March 15, 2024	June 1, 2024	Deadline to submit completed bid packages
April 2 – 20, 2024	June 2 – 30, 2024	U.S. Figure Skating reviews finalist bid clubs and cities
Week of Apr. 23, 2024	July/August 2024	U.S. Figure Skating announces host club and city.
May 15, 2024	May 15, 2025	Registration Opens

OVERVIEW

Hosting a U.S. Figure Skating Event

U.S. Figure Skating is pleased to provide the opportunity to submit a proposal to host a U.S. Figure Skating owned event. The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting this event, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal.

The event outlined in this RFP is the property of U.S. Figure Skating. U.S. Figure Skating is the national governing body (NGB) for the sport of figure Skating, as recognized by the U.S. Olympic and Paralympic Committee (USOPC). To maintain our certification as an NGB, U.S. Figure Skating is required to comply with the USOPC certification program. This means that U.S. Figure Skating must assure that all sanctioned events must follow the appropriate NGB standards.

As such, U.S. Figure Skating will oversee all aspects of the event and will, by contract, delegate certain aspects of the management of the competition to the local organizing committee (LOC).

The LOC is defined as a U.S. Figure Skating member club, convention and visitor's bureau (CVB), sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the competition under the guidance of U.S. Figure Skating.

Prospective LOCs may submit a bid to host this competition which displays their ability to meet the hosting requirements as outlined in this document. The bid review process will proceed as follows:

- **Request for Proposal (RFP) Release:** U.S. Figure Skating will release a RFP outlining all hosting requirements for the event.
- **Bid Development:** Prospective LOCs compile a bid displaying how they plan to carry out the hosting requirements of the event.
- **Bid Review:** A review committee comprised of members of the U.S. Figure Skating Competitions Committee and Events Department will review all submitted bids and evaluate bids to determine the best suited host.

- **Provisional Award:** A provisional award will be granted to the preferred LOC as selected by the review committee. Upon receipt of this provisional award, the preferred LOC will be required to:
 - Complete a provisional Agreement to Host.
 - Provide confirmed contracts of dates held at host facilities and key hotel properties.
 - For Championship events only: a final sanction must be granted by U.S. Figure Skating Board of Directors (Rule 1121 of the U.S. Figure Skating Rulebook).
- **Final Award:** Upon completion of the provisional agreement and required contracts, a final award will be granted and will serve as the final sanctioning of the event after all information requested upon provisional award is received by U.S. Figure Skating. A public announcement about the host site will be made after the final award is issued.
 - Any LOC not chosen by the committee will be notified of the decision prior to a public announcement. This communication will include any applicable feedback and LOCs not selected may be approached about hosting in future seasons.

About U.S. Collegiate Championships & Invitational

The longest running of all the collegiate programs, this competition started in 1986 and is held in late summer each year. Collegiate athletes from all over the country look forward to this event. This is the only individual competition open exclusively to college students! This competition takes place in two parts as outlined below and may be held in conjunction with an existing nonqualifying competition.

U.S. Collegiate Championships:

Open to full-time college students (including rising Freshmen), recent college graduates, or full-time graduate students at the junior and senior levels for men’s and ladies’ events. Scholarships totaling \$17,000 are awarded to the top finishers in the men and ladies events.

2024 Scholarship Allocations:

Senior Ladies Scholarships <ul style="list-style-type: none"> • 1st Place: \$4,000 • 2nd Place: \$2,000 • 3rd Place: \$1000 	Senior Men’s Scholarships <ul style="list-style-type: none"> • 1st Place: \$4,000 • 2nd Place: \$2,000 • 3rd Place: \$1000
Junior Ladies Scholarships <ul style="list-style-type: none"> • 1st Place: \$1,000 • 2nd Place: \$500 	Junior Men’s Scholarships <ul style="list-style-type: none"> • 1st Place: \$1,000 • 2nd Place: \$500

U.S. Collegiate Invitational:

Open to any student actively enrolled in an accredited higher education program and includes the following events:

- Short Program – juvenile, intermediate, novice
- Excel Free Skate – high beginner, pre-preliminary, preliminary plus, pre-juvenile, juvenile, intermediate, novice, junior, senior
- Solo Pattern Dance – preliminary, pre-bronze, bronze, pre-silver, silver, pre-gold, gold, international
- Solo Free Dance – juvenile, intermediate, novice, junior, senior

Previous Hosts:

- 2023 – Peninsula SC (San Jose, CA)
- 2022 – St. Paul FSC (St. Paul, MN)
- 2021 – Ice Works FSC (Aston, PA)
- 2019 – Ice Works FSC (Aston, PA)
- 2018 – Adrian College (Adrian, MI)

- 2017 – Adrian College (Adrian, MI)
- 2016 – Denver FSC & Rocky Mountain FSC (Westminster, CO)
- 2015 – Pittsburgh FSC (Pittsburgh, PA)
- 2014 – Onyx-Suburban Skating Academy (Rochester Hills, MI)
- 2013 – Greater Green Bay FSC (De Pere, WI)

Entry Information

U.S. Collegiate Figure Skating Championships Competitor Data at close of entries (June 15):

Event	2013	2014	2015	2016	2017	2018	2019	2021	2022	2023
Intermediate Ladies *	N/A	N/A	N/A	N/A	7	3	0	2	-	-
Intermediate Men *	N/A	N/A	N/A	N/A	0	0	0		-	-
Novice Ladies*	N/A	N/A	N/A	N/A	16	8	4	12	-	-
Novice Men*	N/A	N/A	N/A	N/A	2	0	2	3	-	-
Junior Ladies	12	9	10	13	13	6	12	14	16	14
Junior Men	0	3	4	2	2	2	3	2	7	7
Senior Ladies	30	40	46	20	26	22	23	39	26	28
Senior Men	6	7	6	1	2	1	5	7	5	7
TOTAL # COMPETITORS	48	59	66	36	74	42	49	79	69	

*2017 was the first time Intermediate and Novice events were offered.

**No event was held in 2020 due to the COVID-19 Pandemic.

In 2022 & 2023, the Intermediate & Novice events were moved to the invitational.

Invitational Competitor Data at close of entries (June 15):

Event	2022	2023
Singles Excel Free Skate – Introductory (High Beg – Prelim)	3	9
Singles Excel Free Skate (Pre-Juv – Senior)	26	39
Singles Short Program (Juvenile – Novice)	10	21
Solo Pattern Dance (Preliminary – International)	13	13
Solo Free Dance (Juvenile – Senior)	15	22
TOTAL # OF STARTS*	67	104

*Skaters often participate in multiple invitational events

Sample Schedule:

- 2022 U.S. Collegiate Championships & Invitational, hosted by St. Paul FSC ([CLICK HERE](#))
- 2023 U.S. Collegiate Championships & Invitational, hosted by Peninsula SC ([CLICK HERE](#))

Commercial Rights & Sponsorship

U.S. Figure Skating owns all commercial rights to the competition and all rights relating to television, radio, internet, broadcasting, video recording, webcasting/streaming, internet hosting, and photographing of the competition, and such rights are the sole property of U.S. Figure Skating, except as assigned to the LOC within the

Agreement to Host. No recorded media in any format now known or unknown may be broadcast, copied, streamed, or distributed (including, without limitation, any and all social media) without prior written approval and subject to the terms and conditions set forth by U.S. Figure Skating.

U.S. Figure Skating retains the exclusive right to obtain competition or national sponsors in any and all categories and require execution of sponsorship term fulfillment as a part of the hosting requirements. This may include but is not limited to vendor space, signage, etc. The LOC has the right to solicit local sponsors for the competition in order to offset its expenses subject to U.S. Figure Skating approval and additional conditions.

REQUIREMENTS TO HOST

The local organizing committee (LOC is define as a U.S. Figure Skating member club, convention, and visitor's bureau (CVB), sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the qualifying competition under the direction of U.S. Figure Skating.

Following the 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 Competition Committee will implement the terms of the Agreement to Host. The Agreement to Host will serve as the final hosting document and supersedes any previous communications including the bid information documents in hosting the competition. Any interpretation of the contract by the management team shall be considered final.

After being awarded as hosts of a competition 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 (including but not limited to the Agreement to Host) resulting from the most current Governing Council.

U.S. Figure Skating and the U.S. Center for SafeSport™ reserve the right to audit any competition within the National Qualifying Season for their compliance with these standards. LOCs that fail to implement one or more of these standards may lose their privilege of hosting a sanctioned event.

Host Community Requirements

- U.S. Figure Skating is committed to the principles of diversity, equity, and inclusion. It is our expectation that the selected host will actively champion these values throughout all facets of their involvement in organizing and executing the event.
- Potential host city/venue should be accessible by air and ground transportation.
- Proven support of bid by the host community.
- Preferred but not required, successful event management experience of U.S. Figure Skating nonqualifying or qualifying competitions or other multi-day events in local area/prospective host facility.

Facility Requirements

- The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
- The facility should have a comprehensive security/emergency-situation plan.
- Ice Surface(s)
 - Ice surfaces must be 85' x 200' or 100' x 200'.
 - At least one dedicated ice sheet for competition throughout the event required, more than one sheet may be utilized.
 - Additional surfaces, ideally 2, should be utilized for unofficial practice ice (UPI) throughout the competition. Additional UPI surfaces may be located at off-site facilities.
 - All in-arena commercial signage shall be covered or removed on each competition surface.
 - At least one (1) ice resurfacing machine must be available per competition surface.

- Internet
 - TWO dedicated hardlines rink side per competition ice sheet to support live video stream and results posting (5MB up minimum).
 - Strong, ideally dedicated, Wi-Fi available to the designated accounting, music, and announcing room(s).
 - Reliable, ideally dedicated, Wi-Fi throughout the facility for general event operations and officials use. May be the same dedicated Wi-Fi as the accounting, music, and announcing room(s).
- Officials Platform
 - Ability to build a platform directly next to the ice surface (and ability to remove rink glass as necessary).
 - Access to power and required internet connections.
 - Access to house audio for connectivity of music systems
 - Sample Layouts
 - Hockey box ([CLICK HERE](#))
 - No hockey box ([CLICK HERE](#))
- Skater Ready Areas
 - Off-Ice Warm Up
 - Open space should be available in the facility to allow skaters to warm up and stretch prior to practicing or competing.
 - Ready Rooms/Locker Rooms
 - Space must be available for athletes to put on skates prior to competing/practicing.
 - If locker rooms or ready rooms are being provided, they must abide by the most recent edition of the U.S. Figure Skating SkateSafe® guidelines.
- Additional Required Spaces
 - On-Site Check-In/Information Desk
 - Officials Hospitality Room
- Accounting/Music Room
 - Must include one (1) high-speed photocopy machine for preparation of official papers, scripts, etc.
- Awards Podium
 - Must have 4 positions (1st, 2nd, 3rd, and 4th place).
 - A backdrop that makes the space appear clean for the purposes of official photos.
 - The competition logo must be displayed somewhere in the awards area within the framing of the official photos. The logo may appear either on podium or on backdrop.
 - Photographs must be taken of all awards ceremonies for official records.

Housing Needs

- Housing must be provided through the LOC for all assigned officials. Transportation between this hotel and the competition facility must be provided. Projected room nights can be made available upon request.
- Courtesy blocks of rooms at properties near the host facility should be made available for event participants.

Event Staffing

- A local organizing committee (LOC) should be formed to oversee all aspects of planning the event. As a part of the bid application, names of people to fill the following roles are required. Additional roles will be requested within the application as well as a resume for key LOC members.
 - LOC Chair
 - Treasurer
 - SkateSafe Compliance Chair
- The LOC should be supplemented with a population of local volunteers/staff to play in event supporting roles throughout the competition week.

- Medical
 - A medical chair should be designated as a part of The LOC and is responsible for assuring the competition meets the staffing standards as outlined in the [U.S. Figure Skating Medical Standard of Care](#).
- Event Officials
 - Event officials will be assigned to the competition by the LOC for both the qualifying and nonqualifying events.
 - The LOC is responsible for all travel and housing costs for officials as outlined in the most recent edition of the [U.S. Figure Skating Travel and Expense Policy](#).
- U.S. Figure Skating Event Liaison
 - U.S. Figure Skating will designate an Event Liaison to work with the LOC on assuring all hosting requirements are met and will act as the LOC's main HQ contact during the pre-planning stage until post event review/settlement. The primary event liaison should be considered a part of the planning committee and informed of all local decisions as it relates to the event.
 - U.S. Figure Skating reserves the right to send one event liaison to the event and the LOC will be responsible for the cost of all travel, housing, and per diem.
 - Should the event liaison be on-site during the event, they are there to oversee the execution of hosting requirements and provide guidance as needed.
- IJS Replay Camera and Live Streaming Staff
 - U.S. Figure Skating will assign a team to manage the IJS replay camera and affiliated live streaming of the event.

Other

- Licensing of the Event Logo
 - U.S. Figure Skating will design and create the official event logo and officially owns all rights, title, and interest in and to the official event logo.
 - The LOC has the right to contract with a merchandiser with prior review/approval from U.S. Figure Skating for the production and sale of event related merchandise/apparel, however a licensing fee – amount to be outlined in the Agreement to Host – must be paid to U.S. Figure Skating.
- Photographer
 - The LOC has the right to contract with an event photographer for the competition. Should the LOC desire to contract with a local event photographer, the LOC photographer agreement is subject to prior approval by U.S. Figure Skating, which approval shall not be unreasonably withheld.

Financial Responsibility

Entry Fees

- U.S. Figure Skating reserves the right to set entry fees and registration timelines for the competitions.
- As of 2024 (subject to change), entry fees for the U.S. Collegiate Championships & Invitational are as follows and are subject to change:
 - Championship Events (Junior and Senior combined events): \$250.00
 - Invitational Events (first event): \$175.00
 - Invitational Events (additional events): \$75
- Entry fees are retained by the LOC.
- A \$15 admin fee per entry will be charged to skaters at the time of registration but will be retained by U.S. Figure Skating and is non-refundable.

Awards

- Medals: the cost of production and shipment of medals used at their competition is the responsibility of the LOC.
 - Championship medals (1st through 4th places): \$5 each + cost of shipping
 - Invitational medals (1st through 4th places): \$5 each + cost of shipping

- Trophies will not be provided for this event.

A schedule of expenses and who is responsible for those expenses is listed below. The party with the marked field will be responsible for the associated costs. The list is subject to change at U.S. Figure Skating’s (USFS) sole discretion.

Detail of Expenses	LOC	USFS
Licensing Fees <ul style="list-style-type: none"> • For merchandise/apparel sales, amount to be defined in the Agreement to Host 	X	
Officials <ul style="list-style-type: none"> • All officials expenses including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the U.S. Figure Skating Travel & Expense Policy. 	X	
U.S. Figure Skating Staff <ul style="list-style-type: none"> • The cost of one U.S. Figure Skating staff member to attend the competition including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the U.S. Figure Skating Travel & Expense Policy. 	X	
IJS Replay Camera/Live Stream Video Staff <ul style="list-style-type: none"> • Transportation, housing, and expense reimbursement as outlined in the U.S. Figure Skating Travel & Expense Policy. • Meals on-site if a hospitality room is being provided to officials. 	X	
Awards <ul style="list-style-type: none"> • Production of medals • Shipment of medals 	X	X
Signage <ul style="list-style-type: none"> • Production of event title board • Shipping of event title board 	X	X
IJS Judging System <ul style="list-style-type: none"> • Rental and/or shipping costs 	X	
Facility Rental <ul style="list-style-type: none"> • For competition facility/surfaces and any applicable room rentals. • For any supplemental practice facilities 	X	
Medical <ul style="list-style-type: none"> • Any cost affiliated with medical staffing for the event and any applicable compliance 	X	

STEPS FOR EMS BID SUBMISSION

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. If you are not someone who serves in one of these roles, contact memberservices@usfigureskating.org.

To access, log onto U.S. Figure Skating’s [Members Only](#) website:

- Click the blue EMS button à Club: Sanctions, Applications, & Bids

The bid application will require you to provide the following:

- Selection of preferred dates
- Arena information
- Hotel information
- LOC roster

- Budget
- Travel information

For any additional bid materials that do not fit in any fields provided in the application, please combine these with the LOC Resumes and upload as one PDF in the LOC Resume upload.

After completing each bid section, click Save Changes and ensure you see “Complete” with a green check mark before exiting.

If you have any technical questions with the EMS Bid Application, please email memberservices@usfigureskating.org.