



2024, 2025, 2026 Adult Sectional Figure Skating Championships

Bid Information & Guidelines

Available Competition Dates:

2024: March 8-10, 2024 or March 15-17, 2024

2025: March 7-9, 2025 or March 14-16, 2025

2026: March 6-8, 2026 or March 13-15, 2026

CONTACT:

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National Vice Chair for Adult Skating – Competitions, Committee

2024, 2025, 2026 ADULT SECTIONAL FIGURE SKATING CHAMPIONSHIPS BID INFORMATION

OVERVIEW:

The Adult Sectional Figure Skating Championships is the qualifying event preceding the annual U.S. Adult Figure Skating Championships. There are three sectional events conducted annually: Eastern, Midwestern and Pacific Coast.

The Adult Sectional Figure Skating Championships are comprised of ten championship (qualifying) events:

- Championship Masters Junior-Senior Ladies
- Championship Masters Junior-Senior Men
- Championship Masters Intermediate-Novice Ladies
- Championship Masters Intermediate-Novice Men
- Championship Adult Gold Ladies
- Championship Adult Gold Men
- Championship Adult Silver Ladies
- Championship Adult Silver Men
- Championship Adult Dance
- Championship Masters Pairs

These events are held in conjunction with a nonqualifying/open adult competition that includes, at a minimum, the final events in the Adult Competition Series and can include other non-qualifying events at the discretion of the LOC.

JUDGING SYSTEM

The International Judging System (IJS) must be used for the Masters Junior-Senior, Masters Intermediate-Novice, Adult Gold and Adult Silver singles events at the Adult Sectional Championships. Please note that this includes both open events and championship sectional events. The 6.0 Judging System must be used for the Championship Adult Dance and Championship Masters Pairs events at the Adult Sectional Championships.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE:

The bid process and site selection for the 2024, 2025 and 2026 Adult Sectional 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 FACTS:

The Adult Sectional Figure Skating Championships are open to bidding for the following sections:

Eastern Sectional Championships

- New England region - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- North Atlantic region - New Jersey, New York, and Erie, Pa.
- South Atlantic region - Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, Pennsylvania (excluding Erie), South Carolina, Virginia, West Virginia, and Chattanooga, Tenn.

Midwestern Sectional Championships

- Great Lakes region - Alabama, Indiana, Kentucky, Lower Peninsula of Michigan, Mississippi, Ohio, Tennessee (excluding Chattanooga)
- Southwestern region - Arkansas, Colorado, Kansas (including Greater Kansas City area and St. Joseph, Mo.), Louisiana, Nebraska, New Mexico, Oklahoma, Texas and Casper Wyoming
- Upper Great Lakes region - Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri (excluding Greater Kansas City area and St. Joseph, Mo.), North Dakota, South Dakota, Wisconsin.

Pacific Coast Sectional Championships

- Northwest Pacific region – Alaska, Idaho, Montana, Oregon, Washington, Wyoming
- Central Pacific region – California (North of Visalia), Hawaii, Nevada, Utah
- Southwest Pacific region – Arizona, California (South of Visalia)

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COMPETITION DATES:

Interested hosts must be flexible and willing to host one of the following sectional events:

2024 Adult Sectional Figure Skating Championships from March 8-10, 2024 or March 15-17, 2024 or 2025 Adult Sectional Figure Skating Championships from March 7-9, 2025 or March 14-16, 2025 or 2026 Adult Sectional Figure Skating Championships from March 6-8, 2026 or March 13-15, 2026.

U.S. Figure Skating will select the final dates of the competition following the bid review process.

BID INSTRUCTIONS

U.S. Figure Skating Competitions Committee in conjunction with the U.S. Figure Skating Events Department will oversee the bid process and upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The U.S. Adult Sectional Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the U.S. Adult Sectional Figure Skating Championships 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, sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the U.S. Adult Sectional Figure Skating Championships under the guidance of U.S. Figure Skating.

Following selection of a host site, a team constituting the U.S. Figure Skating Competitions Coordinator, the LOC chair and designated LOC committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the U.S. Adult Sectional Figure Skating Championships 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 a U.S. Figure Skating event in accordance with U.S. Figure Skating Regulations and the original bid information, the LOC agrees to abide by the Agreement to Host and the latest U.S. Figure Skating Rulebook including any changes/updates (in particular but not limited to the Agreement to Host) resulting from the most current Governing Council.

Incorporating the "Requirements to Host", U.S. Figure Skating is interested in receiving creative bids with a focus on an adult-friendly local market and volunteer support of the competition for the mutual benefit of the Local Organizing Committee (LOC), the competitors and U.S. Figure Skating.

Business Plan

The bid presentation should outline a business plan, which will serve as a guide for the organization and financing of the event and include the following:

- 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 Organizing Committee with detailed role and responsibilities;
- Media and public relations plan focusing on local promotion of the event through press releases, community awareness and involvement, etc.
- Outline of a local sponsorship plan 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 U.S. Adult Sectional 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 outlined in the Agreement to Host.

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Community Overview

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;
- 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.

REQUIREMENTS TO HOST:

1. Accessibility of city by air and car
2. Ability to generate an adequate volunteer contingent to staff all competition committees.
3. Successful event management experience to include but not limited to the following:
 - Non-qualifying competitions
 - U.S. Figure Skating Adult sanctioned competitions
4. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
5. The 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. U.S. Figure Skating will provide guidelines and requirements in developing the logo.
7. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
8. It is important that the LOC help promote this event within the host community and region through locally focused press releases, local sponsorship packages, etc.
9. 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 contract between the LOC and the main event 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 Agreement to Host between the LOC and the U.S. Figure Skating

VENUE SPECIFICATIONS:

1. One ice surface is required, two are preferred.
2. Size: 85' x 200' (NHL) or 100' x 200' (Olympic) are acceptable
3. Arena Appearance
 - A. Rink Boards: U.S. Figure Skating may require clean rink boards within the competition surface.
 - B. Signage: Placement of all signage within the competition surface is determined by U.S. Figure Skating.
6. Access to high-speed internet (line or wireless) to be used by the assigned accountant(s).
7. Wireless high-speed internet is recommended throughout the competition venue.

OFFICIAL HOTEL(S):

1. Sleeping Rooms: Minimum of 50 rooms for two nights, preferably at one hotel.

ENTRY FEE(S):

All competitors entering the Adult qualifying season must submit payment of the appropriate entry fee (amounts listed below) to U.S. Figure Skating. All competitors are required to pay both the entry fee into the qualifying competition season (for each event entered) and the administrative fee. All fees are nonrefundable.

2024/2025/2026 Adult Qualifying Competition Season Entry Fees

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\$195 - Championship Events at Adult Sectional Championships **Subject to Change as set by Board of Directors Yearly**

\$10 - Administrative fee/transaction (All transactions subject to payment of administrative fee)

BUDGET PARAMETERS:

1. The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the championships.
2. U.S. Figure Skating will pay 100% of entry and practice ice fees to the LOC based on the number of competitors entered, which is determined as of the close of entries (February 1 of the stated calendar year). U.S. Figure Skating will retain an administrative fee for each entry.
3. All officials' expenses are the responsibility of the LOC. The LOC must incorporate an event travel policy in compliance with U.S. Figure Skating's overall travel policy.
4. The 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.
5. All social functions and parties (ex. Officials dinner, Competitors Party) are optional. If held, they are at the expense of the LOC. Ideally; these functions should be fully sponsored as to not become an expense of the LOC.
6. All competitors and one designated coach (must be fully compliant) are entitled to receive free credentials. Additional coach credentials may be purchased for an amount determined by the LOC and approved by U.S. Figure Skating.
7. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
8. The LOC will retain all revenue generated from community/government grants.

SUBMITTING YOUR PROPOSAL

ALL bid packages must be submitted online via [EMS](https://www.usfigureskating.org/ems). For assistance, please contact product support at productsupport@usfigureskating.org

November 8, 2022 – Dec 15, 2022 – U.S. Figure Skating reviews 2024 finalist bid clubs/cities.

Week of December 19, 2022 – Announcement of clubs/cities selected to host the 2024 U.S. Adult Sectionals

November 8, 2022 – Dec 15, 2022 – U.S. Figure Skating reviews 2025 finalist bid clubs/cities.

Week of December 19, 2022 – Announcement of clubs/cities selected to host the 2025 U.S. Adult Sectionals

November 8, 2022 – Dec 15, 2022 – U.S. Figure Skating reviews 2026 finalist bid clubs/cities.

Week of December 19, 2022 – Announcement of clubs/cities selected to host the 2026 U.S. Adult Sectionals

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 181,700 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.