

U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS

REQUEST FOR PROPOSAL TO HOST



**Accepting bids for
2025 and 2026**

BID CONTACT:

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U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS BID INFORMATION

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.

OVERVIEW OF THE U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS

The U.S. Synchronized Skating Championships is a display of the highest level of synchronized skating competition in the U.S. Over 2,000 athletes, coaches, and team personnel from across the country attend, as well as the hundreds of friends, family, and team alumni who come to cheer them on. The event includes teams that have represented Team USA internationally throughout the season. During the event, two teams will be announced to represent the United States at the ISU World Synchronized Skating Championships. Over \$2-million in economic impact has been reported for host cities with over 3,000 room nights generated on average. This event is loud, energetic, and an upbeat spectacle unlike any other discipline of skating.

LIVE STREAMING OF THE U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS

U.S. Figure Skating has partnered with NBC thru the 2026 season. Within that partnership, NBC Sports Gold will be live streaming the Junior, Senior, and Collegiate events at the U.S. Synchronized Skating Championships for its Figure Skating Pass members. Members will also be able to view these events on-demand after competition has concluded.

All other events - Juvenile, Intermediate, Novice, Adult, and Masters - will be live streamed to the U.S. Figure Skating Fan Zone. Access to the Fan Zone is completely free to all viewers. Video for these events will also be available on demand after competition has concluded.



HISTORY OF SYNCHRONIZED SKATING IN THE U.S.

1956 - First “chorus group” formed in Ann Arbor, Michigan under direction of Dr. Richard Porter. Group earns the name the Hockettes from their performances during University of Michigan hockey games.

1973 - First “precision” skating competition held in conjunction with Tri-State High Level competition. Only 3 teams participated.

1984 - First National Precision Team Championships held in Bowling Green, Ohio with 38 teams.

1994 - Precision skating officially recognized by ISU as Figure Skating’s fifth discipline

1996 - First World Precision Team Challenge Cup held in Boston, Massachusetts

1998 - Name changed to “synchronized skating” to take on a more global appeal as the word “precision” does not exist in all languages.

2000 - First ISU World Synchronized Skating Championships held in Minneapolis, Minnesota

2001 - First ISU World Challenge Cup for juniors is held in Neuchâtel, Switzerland. Won by Finland’s Team Fintastic.

2007 - Miami University won a historic silver medal at the ISU World Synchronized Skating Championships in London, Ontario.

2015 - ISU petitions the International Olympic Committee to include synchronized skating at the 2018 Olympic Winter Games. Although declined, the process marks the first step in defining requirements needed for full inclusion at future Games. Later that year, a synchronized free skate competition is included at the ISU Grand Prix Final in Barcelona, Spain.

2017 - An ISU working group was selected to put together a proposal for the 2022 Olympic Winter Games. The proposal was ultimately not accepted.

2018 - Skyliners junior won a historic silver medal at the 2018 ISU World Junior Synchronized Skating Championships in Zagreb, Croatia.



Dr. Richard Porter (left) was a professor at the University of Michigan and member of the Ann Arbor Figure Skating Club. It is universally acknowledged that his group, the Hockettes (above) were the first synchronized skating team in the world.



U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS BID INFORMATION

AVAILABLE FOR BID

2025 U.S. Synchronized Skating Championships

February 17 - 22, 2025 or
February 24 - March 1, 2025

2026 U.S. Synchronized Skating Championships

February 23 - 28, 2026 or
March 2 - 7, 2026

PREVIOUS HOSTS

2024	Las Vegas, NV	The Orleans Arena
2023	Peoria, IL	Peoria Civic Center
2022	Colorado Springs, CO	Broadmoor World Arena
2021	Canceled	
2020	Providence, RI	Dunkin Donuts Center
2019	Plymouth, MI	USA Hockey Arena
2018	Portland, OR	Veterans Memorial Coliseum
2017	Rockford, IL	BMO Harris Bank Center
2016	Kalamazoo, MI	Wings Event Center
2015	Providence, RI	Dunkin Donuts Center
2014	Colorado Springs, CO	Broadmoor World Arena

EVENT OVERVIEW

SEASON TIMELINE

Aug 15	Registration for qualifying season opens
Oct 1	Registration deadline, determine number of advancing teams
Jan	Sectional Championships
Late Jan/ Early Feb	Teams advanced to the U.S. Synchronized Skating Championships

EVENT WEEK OVERVIEW

	COMPETITION ARENA	PRACTICE RINK(S)
MON	Event Load In: Ice painting, glass removal, crate inventory	
TUE	Load In (continued): judges stand build out & arena setup	Afternoon: unofficial practice ice, 2 sheets est noon - 7 p.m.
WED	Morning: official practice Afternoon: competition	All Day: unofficial practice on 3 sheets, 6 a.m.- 10 p.m.
THU	Morning: official practice Afternoon: competition	All Day: unofficial practice on 3 sheets, 6 a.m.- 10 p.m.
FRI	Morning: official practice Afternoon: competition Evening: World Jr. Team reception	All Day: unofficial practice on 3 sheets, 6 a.m.- 10 p.m.
SAT	Morning: official practice Afternoon: competition Evening: World Team Reception & load out	Morning: unofficial practice on one sheet, 6 a.m. - noon

HOSTING REQUIREMENTS

COMPETITION VENUE

- One (1) ice sheet - minimum 85' x 185' with 85' x 200' (NHL) preferred
- Seating for 5,000 minimum
- Minimum eight (8) dressing rooms that can accommodate up to 24 athletes
- One (1) smaller dressing room minimum to accommodate alternative changing areas
- Ample floor space to accommodate a minimum of four (4) 10'x10' spaces - vaulted ceilings preferred - for off-ice warm up
- Adequate space for bus drop off and parking
- Ability to remove all rink glass and allow any existing rinkboard advertisements to be completely covered or removed at no cost to the event
- Required to paint full ice surface and event logo to be placed in-ice at center
- Exclusive use of facility and ice surface required for Monday - Saturday
- Concourse space with concessions and room for event vendors. Vendors should be treated as event exhibitors and not incur fees to the arena.
- One (1) large meeting room with tables and food service for daily official's hospitality Wed - Sat. This may also be used for World Team Receptions.
- Seven (7) additional meeting rooms with wireless internet access to accommodate:
 - LOC Office
 - U.S. Figure Skating Office
 - Media Work Area
 - Accounting (requires hard line or high speed WiFi internet access)
 - Music & Announcing
 - Trial Judges
 - Medical Services
- Space with view into arena bowl to accommodate video production, DJ, and in-arena host.
- Three (3) internet hardlines: One (1) to official's stand and two (2) to video production area.
- Complimentary access to any video display boards, lobby TVs, or other display screens.
- Access to Clear Comms units throughout facility
- Rubber matting or carpeting to completely cover any areas that skaters may need to walk in order to access ice surface.

UNOFFICIAL PRACTICE ICE VENUE(S)

- At least three (3) ice sheets with three (3) locker rooms each located within close proximity to the competition arena (may be accommodated at multiple facilities)
- Access to music equipment on each surface at no cost to the event

HOTELS

- A detailed list of all hotel needs for this event can be found in the attached Hotel Information attachment. Below is an overview of the needs of this event.
- **Officials and Staff Hotel:** One hotel must be identified as the primary hotel for officials and event staff for 75 room nights on peak Wednesday - Saturday. This property should be within close proximity to the arena and have a rating of 3 stars or higher.
- **Team Hotels:** The LOC must submit a housing action plan that lists available properties, distance from the arena, rates, number of rooms available by room type, included concessions and any on-site food options or conference spaces available (cost may be pushed to teams staying on property). The housing action plan should show the host city is able to accommodate 1,100 team rooms per night on peak Wednesday - Saturday of the event week with an emphasis on rooms with two beds.

MISCELLANEOUS

- Accessibility of host city by air and ground transportation. If located outside of the greater Michigan area or northeastern U.S., recommend assuring the ability to accommodate up to 100 teams of 20 - 30 persons each arriving and departing throughout the event week.
- Ability to provide ground transportation for officials and staff between the airport, hotel, and arena through the duration of the event.
- Ability to host a local officials dinner for est. 40 persons on Wednesday evening at a local restaurant or event center outside the arena or host hotel.

HOST LOC REQUIREMENTS

- Sign and execute an Agreement to Host between the LOC and U.S. Figure Skating and carry out additional responsibilities designated by U.S. Figure Skating through the Event Management System (EMS).
- Ability to generate an adequate volunteer contingent to execute daily event roles.
- Financial support to help offset competition expenses, either through value-in-kind (ex. hospitality, office supplies, medical providers) or cash contributions. See "Event Budget".

FINANCIALS AND BUSINESS PLAN

The LOC must include a letter of guarantee to provide U.S. Figure Skating with an event bid fee guarantee of \$25,000 and a comprehensive business plan which will serve as a primary guide for the organization and the financing of the event. This must present a realistic and financial forecast which demonstrates to what level net proceeds can be achieved and a proposed revenue share that emphasizes the return of proceeds to the synchronized skating and figure skating community.

The business plan should include:

- Plans to extend the excitement of hosting this major sporting event as broadly as possible throughout the host community and surrounding areas such as government support, community involvement, together with any special events or social activities which would add to a festival-like atmosphere to the hosting arrangements.
- A detailed local marketing plan outlining the local advertising and promotional strategy, ticket sales and distribution, sponsorship sales plan, detailing sponsors package that will be proposed to local corporations.
- Acknowledge that potential local sponsors will not be contacted without prior U.S. Figure Skating consent. The LOC will provide a list to U.S. Figure Skating which will be reviewed and agreed upon. The LOC must acknowledge that any national level companies based in the local area are to be considered potential U.S. Figure Skating national sponsors.
- 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.
- A detailed local media plan and community/public relations plan. The plan should describe anticipated contributions from local/regional media leading up to the event, as well as the overall budget for promotional and advertising activities.
- Acknowledge that U.S. Figure Skating receives all national sponsorship and television rights fees associated with the event.
- Organizing Committee mandate, objectives and measurable success indicators
- An event budget covering all expenses involved with organizing and conducting the championships as well as financial forecasting reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event. Areas of income/expenses include but are not limited to the following:
 - Entry fees as set annually by U.S. Figure Skating
 - Ticket sales
 - Unofficial practice ice sales revenue after facility rental fees
 - Hotel rebates
 - Event program advertising and sales of event program
 - Event merchandise
 - Government or community based grants and local sponsorships
 - Assigned officials and event staff airfare, housing, ground transportation, meals, and expense reimbursements
 - Other sources as outlined in the bid presentation



U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS BID INFORMATION

GENERAL BID INFORMATION

The 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 Local Organizing Committee (LOC). The LOC is defined as a U.S. Figure Skating member club, convention and visitor's bureau, sports commission, arena management group, or any combination of these organizations.

Following selection of a host site, a team consisting of the U.S. Figure Skating Events Department, members of the LOC, the 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. 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.

BID APPLICATION TIMELINE

BID TIMELINE

JAN 2024	Bid information and RFP made available
MAR 15, 2024	Deadline to submit completed bid packages
APR 15, 2024	Bid applicants informed of hosting decisions

BID APPLICATION PROCESS - Submitting Your Bid

Bid applications for the U.S. Synchronized Skating Championships are available via www.usfsaonline.org to board members of U.S. Figure Skating member clubs. If you are a CVB, Sports Commission, or other applicable entity, please contact Megan Romeo (mromeo@usfigureskating.org) for instructions to submit your bid.

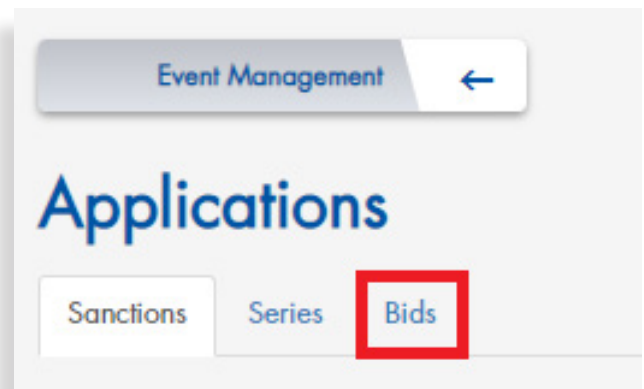
1. ACCESS THE ONLINE FORM

Go to www.usfsaonline.org and log in using your member number and password.

From the “Club Mgmt” tab, select **Qualifying Bid Application**.

Select the **Bids** tab option (right).

Click 



2. COMPETITION INFORMATION

Open the Competition Information section.

Select the competition for which you would like to bid as well as your date preferences.

Provide additional organizations who will support the event (skating councils, sports commissions, CVBs).

Provide Bid Contact Information (Name, Phone, E-mail).

Click “Save Changes” to initiate your bid application. This will allow you to return to the bid at a later date and complete.

3. ARENA INFORMATION

Primary arena information is required in full, in addition to a preliminary rider and contract. See Appendixes.

For each additional venue (inclusive of practice ice), if known at 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, email)
- Arena Rental Cost (per hour or all-in)
- Seating capacity, surface sizes, no. zambonis, no. function/locker rooms
- Event specifics (access to internet, existing rinkboard ads, food options, etc.)
- Preliminary Contract Upload

4. 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).

5. BUDGET

Create a DRAFT budget based on historical information.

Net profit to be shared between U.S. Figure Skating and the LOC.

Official Practice Ice (OPI) is of no cost to competing teams.

6. HOTEL INFORMATION

U.S. Figure Skating encourages prospective LOCs to provide as much information about a hotel plan. At least one officials hotel (primary) and one team hotel (secondary) must be listed within the template. A full team housing action plan should be submitted to outline all other hotels.

Required information in this section:

- Hotel Contact (name, phone, email)
- Rooms (no. available, type, complimentary)
- Proposed rates and rebate/commission
- Food options (onsite)
- Preliminary Rider & Contract Upload



U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS BID INFORMATION

7. TRANSPORTATION INFORMATION

Provide nearest major airlines serving area

Distances: airport to hotel, airport to arena,
arena to hotel

Outline transportation plan for officials

8. SAVE AND 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

QUESTIONS?

Megan Romeo - Senior Manager, Events
719-228-3428
mromeo@usfigureskating.org

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U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS ATTACHMENT: HOTEL INFORMATION

OFFICIALS AND STAFF HOTEL

One hotel must be designated as the primarily hotel for assigned officials and U.S. Figure Skating staff. The following outlines the requirements and preferences that this host hotel should meet:

- As close to the arena as possible with walking distance preferred.
- Star Rating of 3 stars or higher.
- Room rate of \$150 (inclusive of taxes) is strongly recommended.
- Room block to consist of mostly king rooms distributed as listed below.
- One (1) complimentary room night for every 40 revenue-generating room nights occupied on a cumulative basis.
- Five (5) U.S. Figure Skating staff rooms during the entire reservation period at 50% of group rate per night strongly recommended.
- At minimum ten (10) complimentary parking passes per night during the reservation period.
- One (1) complimentary function room (suitable for up to 50 persons) for Thursday - Saturday nights to be used for officials' hospitality.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	26	68	75	75	75	75	0

TEAM HOUSING ACTION PLAN

The LOC must submit a Team Housing Action Plan that shows the host city is able to meet the housing needs for attending teams which includes, but is not limited to, the projected room nights included in this document.

The Team Housing Action Plan must include:

- A list of properties that meet the minimum needs of the event outlined in this document
- Distance of each property from the competition arena
- Nightly room rates during the dates of the event
- Number of rooms available by room type (ex. single king bed, double queen bed)
- On-site food options such as included continental breakfast or attached restaurants
- Function spaces available such as conference rooms
- Parking costs or notation of complimentary parking (to include coach buses)

Where possible, negotiated group rates and concessions submitted at the time of bid for some or all included properties are preferred, but not required at the time of bid submission.

Preferences for team hotels is included on the next page.

PREFERENCES FOR TEAM HOTELS

- Team hotels should be as close to the arena as possible, ideally no less than a 30-minute drive
- Must be clean and safe with a star rating of 3 or higher preferred
- Room rates ideally \$135 or lower (inclusive of taxes) and inclusive of complimentary breakfast and parking. Rates should include up to quad occupancy.
- Ability to accommodate parking for coach buses.
- Complimentary and/or on-site breakfast preferred.
- Hotels with conference centers or function spaces preferred to support team functionalities. Teams may be charged a reasonable rate for the use of these spaces.
- Rebate to U.S. Figure Skating of \$22 per utilized room night.
- Room blocks that combined meet the estimated room nights, as outlined below, with 80% of all rooms being double beds/quad occupancy. Rooms with a single bed and pull out couch are not desirable to meet the two bed room type.
- Multiple properties may be used but each team books an average of 15 rooms for 2-3 nights with 80% of rooms being double beds.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
22	62	470	843	990	890	640	0

TERMS THAT APPLY TO ALL HOTELS

- A cut-off date of two weeks out from the start of the event. After the cut-off date the hotel will continue to accept reservations at the Group room rate based on standard guest room availability.
- No attrition or cancellation clauses/policies.
- Hotel will walk other hotel guests before walking any Group guest.
- Hotel agrees not to accept any direct group/team reservation from any group/team associated with the event during the event dates.
- Group will be guaranteed the lowest in-house rate available to the general public, including through the Hotel Reservations Department, 800 Reservation Service, or any airline reservation system or website.
- Group room rates will be honored three (3) days prior and three (3) days after the room block dates and for additional rooms confirmed by the Hotel during the reservation period over and above the number of rooms included in the Group room block, both based on standard guest room availability.
- Request that no construction is conducted during the event dates or immediately proceeding that could disrupt the ability to accommodate guests within the event room block.
- Hotels agree to allow any guests/teams use any function space, if available, when requested. Hotels may charge a reasonable rental fee for function space use.