



 **US FIGURE SKATING**

**SYNCHRONIZED SKATING**  
**SECTIONAL CHAMPIONSHIP**

Request For Proposal to Host

2025 & 2026

CONTACT:

Events Department

[events@usfigureskating.org](mailto:events@usfigureskating.org)

## AVAILABLE DATES & BID SUBMISSION TIMELINE

Note: full weeks are listed as for bid, but may be shortened pending events offered and set-up requirements.

### 2025 DATES AVAILABLE FOR BID

Jan. 13 – 19, 2025

Jan. 20 – 26, 2025

### 2026 DATES AVAILABLE FOR BID

Jan. 12 – 18, 2026

Jan. 19 – 25, 2026

### BID SUBMISSION TIMELINE

Mar. 15, 2024 - Deadline for bid submission

Apr. 15, 2024 – 2025 LOCs notified of bid decisions, provisional agreement provided

May 1, 2024 – Tentative date for public announcement of 2025 hosts (pending provisional agreements)

May 15, 2024 – 2026 LOCs notified of bid decisions, provisional agreement provided

TBD – Public announcement of 2026 events upon completion of provisional agreement

## OVERVIEW

### About 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 Submission: LOCs will submit their bids via EMS by the provided deadline as outlined in this document.
- 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 the 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 Synchro Sectionals

The synchronized skating sectional championships (“Synchro Sectionals”) are comprised of three events: Eastern, Midwestern, and Pacific Coast (locations defined below). 15 levels of competition will be offered at each with 9 levels eligible to earn advancement to the U.S. Synchronized Skating Championships. The synchro sectionals are an open entry competition to any team that meets the criteria for their level.

#### Eastern Section

- 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 Section

- 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 Section

- 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)



## 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.

## Events Included & Projected Entries

The entries below are based on a 10 year average by section.

Eastern Synchro Sectional (est. 2,600 athletes)

<b>Level</b>	<b>Avg.</b>
Open Adult Teams	8
Open Collegiate Teams	7
Preliminary Teams	14
Open Juvenile Teams	23
Pre-Juvenile Teams	24
Open Masters Teams	5
Adult Teams	8
Collegiate Teams	6
Masters Teams	5
Juvenile Teams	8
Intermediate Teams	14

Novice Teams	8
Junior Teams	5
Senior Teams	2
Senior Elite 12	0
Total	135

Midwestern Synchro Sectional (est. 2,500 athletes)

Level	Avg.
Open Adult Teams	5
Open Collegiate Teams	8
Preliminary Teams	13
Open Juvenile Teams	20
Pre-Juvenile Teams	18
Open Masters Teams	6
Adult Teams	7
Collegiate Teams	7
Masters Teams	5
Juvenile Teams	9
Intermediate Teams	14
Novice Teams	9
Junior Teams	7
Senior Teams	3
Senior Elite 12	0
Total	130

Pacific Coast Synchro Sectional (est. 700 athletes)

Level	Avg.
Open Adult Teams	2
Open Collegiate Teams	0
Preliminary Teams	4
Open Juvenile Teams	9
Pre-Juvenile Teams	8
Open Masters Teams	2
Adult Teams	4
Collegiate Teams	0
Masters Teams	4
Juvenile Teams	1
Intermediate Teams	6

Novice Teams	2
Junior Teams	0
Senior Teams	0
Senior Elite 12	0
Total	41

### Sample Schedule

- 2024 Eastern Synchro Sectional ([CLICK HERE](#))
- 2024 Pacific Coast Synchro Sectional ([CLICK HERE](#))

## **REQUIREMENTS TO HOST**

The local organizing committee (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 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 Competitions 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 potential 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)
  - Due to the nature of synchronized skating, the height of the lowest platform of the officials stand should be at least halfway up the rink boards, but ideally at the height of the top of the rink boards.
  - Access to power and required internet connections
  - Access to house audio for connectivity of music systems
  - Sample Layouts
    - Hockey Box – [HERE](#)
    - No hockey box - [HERE](#)
- Locker Rooms
  - 8 Team Locker Rooms
  - Smaller room(s) available for individual occupancy changing rooms and/or rooms for boys under 18 and men 18+
- 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
    - May be conducted on- or off-ice
    - Must have 4 positions (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> place)
    - The competition logo must be displayed somewhere in the awards area within the framing of official photos. The logo may appear either on podium or on backdrop.
    - Photographs must be taken of all awards ceremonies for official records.
  - Kiss & Cry
    - Located inside arena near skater exit within line of sight of the IJS replay/live stream camera on/near the officials stand.
    - Must have a backdrop and be sectioned off to prevent anyone from walking in front of this space.

### 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.
- Due to the large number of participant rooms needed for this event, a housing process and policy for the booking of team room blocks should be developed using properties within driving distance of the host arena. Sample housing processes and policies as well as sample room nights can be made available upon request.

### 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 local organizing committee 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 U.S. Figure Skating Domestic Selections Committee.
  - 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 competition.
- As of 2024 (subject to change), entry fees for Synchro Sectionals are as follows and are subject to change:
  - \$300/team Entry Fee retained by the LOC, regardless of byes.
- All teams are assessed a \$20/skater roster fee retained by U.S. Figure Skating.
- Teams at the qualifying levels (juvenile, intermediate, novice, junior, senior, senior elite 12, collegiate, adult, and masters) will be assessed a \$300 qualifying team fee retained by U.S. Figure Skating.
- A \$25 admin fee per team will be charged at the time of registration but will be retained by U.S. Figure Skating and is non-refundable.

#### Awards

- Awards will be designed and ordered by U.S. Figure Skating.

- Medals: the cost of production and shipment of medals used at their competition is the responsibility of the LOC. A medal is to be awarded to each skater on the competition roster.
  - Medals: \$4/medal
    - Est. \$10,400 for Easterns and Midwesterns
    - Est. \$2,800 for Pacific Coast
- Trophies: the cost of production of trophies is the responsibility of U.S. Figure Skating. The cost of shipping trophies is the responsibility of the LOC.

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. This list is subject to change at USFS's sole discretion.

DETAIL OF EXPENSES	LOC	USFS
<b>Licensing Fees</b> <ul style="list-style-type: none"> <li>• For merchandise/apparel sales, amount to be defined in the Agreement to Host.</li> </ul>	X	
<b>Officials</b> <ul style="list-style-type: none"> <li>• All officials expenses including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> </ul>	X	
<b>U.S. Figure Skating Staff</b> <ul style="list-style-type: none"> <li>• 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 <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> </ul>	X	
<b>IJS Replay Camera/Live Stream Video Staff</b> <ul style="list-style-type: none"> <li>• Transportation, housing, and expense reimbursement as outlined in the <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> <li>• Meals on-site if a hospitality room is being provided to officials.</li> </ul>	X	X
<b>Awards</b> <ul style="list-style-type: none"> <li>• Production of medals</li> <li>• Production of trophies</li> <li>• Shipment of medals and trophies</li> </ul>	X X	X
<b>Signage</b> <ul style="list-style-type: none"> <li>• Production of event title board</li> <li>• Production of advertisement boards</li> <li>• Shipping of event title board &amp; advertisement boards</li> </ul>	X X	X
<b>Byes</b> <ul style="list-style-type: none"> <li>• Entry fees from athletes who receive byes through the Finals directly to U.S. Championships to be paid to U.S. Figure Skating post-event.</li> </ul>	X	
<b>IJS Judging System</b> <ul style="list-style-type: none"> <li>• Rental and/or shipping costs</li> </ul>	X	
<b>Facility Rental</b> <ul style="list-style-type: none"> <li>• For competition facility/surfaces and any applicable room rentals.</li> <li>• For any supplemental practice facilities.</li> </ul>	X X	
<b>Medical</b> <ul style="list-style-type: none"> <li>• Any cost affiliated with medical staffing for the event and any applicable compliance.</li> </ul>	X	

## STEPS FOR EMS BID SUBMISSION

Bid applications are available via [www.usfsaonline.org](http://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](mailto:memberservices@usfigureskating.org).

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

- Click EMS → Club: Sanctions, Applications & Bids
  - The application will only be for the sectional singles final of your home club's region. If you are interested in hosting the pairs or ice dance final in conjunction with your sectional final, please indicate this in the "notes" section after providing your preferred date(s).

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 the green check mark before exiting.

If you have any technical questions with the EMS Bid Application, email [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).