

# **U.S. FIGURE SKATING CHAMPIONSHIPS REQUEST FOR PROPOSAL**

## **EVENT DATES:**

*(SUBJECT TO CHANGE)*

**JANUARY 14-24, 2027**

**JANUARY 13-23, 2028**

**JANUARY 12-21, 2029**

**DEC. 31-JAN. 6, 2030**

*Includes all levels of competition*



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## **TABLE OF CONTENTS**

- 1** Overview
- 2** General Event Information
- 3** Bid Timeline
- 4** Requirements to Host

# U.S. FIGURE SKATING CHAMPIONSHIPS

## REQUEST FOR PROPOSAL



### ABOUT U.S. FIGURE SKATING

U.S. Figure Skating is the national governing body for the sport of figure skating in the United States. U.S. Figure Skating is a member of the International Skating Union (ISU), the international federation for figure skating, and is a member of the U.S. Olympic & Paralympic Committee (USOPC). U.S. Figure Skating is composed of member clubs, collegiate clubs, school-affiliated clubs, individual members and Friends of Figure Skating. It is one of the strongest and largest governing bodies within the winter Olympic movement, with more than 220,000 members in member clubs, collegiate clubs and school-affiliated clubs.

The charter member clubs numbered seven in 1921 when the association was formed and first became a member of the ISU. To date, U.S. Figure Skating has more than 700 member clubs.

### U.S. FIGURE SKATING CHAMPIONSHIPS OVERVIEW

U.S. Figure Skating is now accepting proposals to host the 2026 U.S. Figure Skating Championships. The U.S. Figure Skating Championships feature competition in the Junior and Senior (Championship) levels and will serve as the final qualifying event prior to the selection of the U.S. Figure Skating Teams that will compete at the 2026 Olympic Winter Games in Milan, Italy.

### TELEVISION COVERAGE

U.S. Figure Skating has partnered with NBC Sports to cover the annual U.S. Figure Skating Championships thru the 2026 season. Within that partnership, the NBC Sports Group will present an unprecedented 80+ hours of coverage, including 30+ hours of figure skating coverage on NBC, with an additional 50+ hours airing on Peacock. In addition, original programming plus encores of NBC and Peacock figure skating coverage will be presented on the Olympic Channel: Home of Team USA.



In addition to the U.S. Championships, coverage will showcase the ISU Grand Prix of Figure Skating Series, including Skate America, ISU World Championships, ISU Four Continents Championships, the European Championships and the World Team Trophy.

### THE U.S. FIGURE SKATING CHAMPIONSHIPS HAVE RECENTLY BEEN HOSTED BY AND OR AWARDED TO THE FOLLOWING MARKETS:

<b>2024</b>	Columbus, Ohio (Nationwide Arena)
<b>2023</b>	San Jose, Calif. (SAP Center)
<b>2022</b>	Nashville, Tenn. (Bridgestone Arena)
<b>2021</b>	Las Vegas, Nev. (Orleans Arena)
<b>2020</b>	Greensboro, N.C. (Greensboro Coliseum)
<b>2019</b>	Detroit, Mich. (Little Caesars Arena)
<b>2018</b>	San Jose, Calif. (SAP Center)
<b>2017</b>	Kansas City, Mo. (Sprint Center)
<b>2016</b>	St. Paul, Minn. (Xcel Energy Center)
<b>2015</b>	Greensboro, N.C. (Greensboro Coliseum)
<b>2014</b>	Boston, Mass. (TD Garden)
<b>2013</b>	Omaha, Neb. (Century Link Center)
<b>2012</b>	San Jose, Calif. (HP Pavilion)
<b>2011</b>	Greensboro, N.C. (Greensboro Coliseum)

### U.S. FIGURE SKATING CHAMPIONSHIPS RECOGNITION

The **2007 U.S. Figure Skating Championships** in Spokane, Wash., and the **2015 U.S. Figure Skating Championships** in Greensboro, N.C., were honored as the "SPORTS EVENT OF THE YEAR" and "AMATEUR SPORTING EVENT OF THE YEAR," by *Sports Travel Magazine*.



## GENERAL EVENT INFORMATION

The 2026 U.S. Figure Skating Championships are now open for bidding from all areas of the United States. The U.S. Figure Skating Championships will include junior and senior levels only and require the following sample schedule be accommodated. The competition requires one main competition arena (10,000 minimum seating) and one additional ice surface for practice sessions (300 minimum seating to accommodate coaches and

chaperones). The event will feature approximately 180 athletes, 200 coaches and 75 officials attending the competition. Over the course of the championships a total of four (4) national champions are determined at each of the Championship (senior) and Junior levels, one in each of the four figure skating disciplines – women singles, men’s singles, pairs and ice dance.

### 2026 U.S. CHAMPIONSHIP PARTICIPANTS

LEVEL	LADIES ENTRIES	MEN ENTRIES	PAIRS ENTRIES	ICE DANCE ENTRIES
Junior	Max. 18 qualifiers	Max. 18 qualifiers	Max. 12 teams	Max. 12 teams
Senior (Championship)	Max. 18 qualifiers	Max. 18 qualifiers	Max. 12 teams	Max. 15 teams

### TENTATIVE EVENT SCHEDULE 2026 U.S. FIGURE SKATING CHAMPIONSHIPS

#### MAIN COMPETITION ARENA (MINIMUM SEATING OF 10,000)

The main arena shall be a 24-hour hold and be subject to a full buildout as required in U.S. Figure Skating operations manual. Typical days will be 7 a.m.–11 p.m. each day.

#### SUNDAY, JAN. 4

*Hold for ice maintenance and conversion of facility to be ready for official practices starting on Monday.*

#### MONDAY, JAN. 5

Event load-in at main arena continues  
Practice sessions start in afternoon/early evening

#### TUESDAY, JAN. 6

Junior and Senior practice sessions  
Junior Women Short Program Junior Men’s Short Program

**WEDNESDAY, JAN. 7** Junior Pairs Short Program Junior Short Dance  
Junior Women Free Skate  
Junior Men Free Skate

#### THURSDAY, JAN. 8

Senior Pairs Short Program  
Opening Ceremonies (on-ice)  
Senior Women Short Program  
Senior Short Dance

#### FRIDAY, JAN. 9

Junior Rhythm Dance  
Senior Rhythm Dance (formerly known as Short Dance)  
Senior Women Short Program

#### SATURDAY, JAN. 10

Senior Pairs Free Skate  
Senior Men Short Program  
Senior Free Dance

#### SUNDAY, JAN. 11

Senior Men’s Free Skate  
Skating Spectacular

### PRACTICE ARENA (MINIMUM SEATING OF 300)

The practice arena will be required as a 24-hour hold from Monday, Jan. 5 thru Saturday, Jan. 10 of the Championships.

#### PRACTICE ARENA ROOMS REQUIRED:

- Ladies’ locker room
- Men’s locker room
- Medical room
- LOC/event staff room/space to operate event from
- Volunteer room/space
- Access to posting signage in facility
- Existing glass can stay in place.
- Ability to cover competing sponsors and/or title board for event between blue lines.
- NO requirement to paint ice or cover the existing rinkboards

# NATIONAL HIGH-PERFORMANCE DEVELOPMENT TEAM CAMP

## REQUIREMENTS

(SUBJECT TO CHANGE)

### OVERVIEW

The High-Performance Department and Athlete Development will conduct a National Team Training Camp following the championships. There will be approximately 250 participants including athletes, coaches, parents, faculty, and staff. The camp will be a three-day event and will feature a competitive training model to identify, develop, and promote athletes and coaches. In addition to training, the camp will be a platform to launch an athlete's competitive season and participants in the camp will be selected for various events based on their performances. This will include selections to Challenge Skate, North American Series, ISU seminars and camps, and various Team USA events. Prior to the start of the camp, participants will arrive in time to observe Championship level events. The cost of the tickets to the U.S. Championships and camp will be covered by U.S. Figure Skating.

Working with U.S. Figure Skating's Athlete Development and High-Performance departments, the LOC bidding on the U.S. Championships shall also support and be responsible for certain costs to host the camp as outlined below. The location of the camp should be within a one-hour drive of the U.S. Championships main venue and is not required to be one of the venues used for the Championships although the practice facility may be considered/preferred. As the camp starts after the end of the championships the intent is to take advantage of the championships but not interfere with the conduct of the championships in any way.

### FACULTY/MANAGEMENT OF CAMP

Staff from U.S. Figure Skating's Athlete Development and High-Performance departments along with additional faculty will organize and manage the camp. A small support group of volunteers from the local skating clubs will be requested to support registration and daily needs once determined.

### CAMP PARTICIPANTS

Athletes will include juvenile, intermediate and novice athletes identified by criteria confirmed by the Athlete Development and High-Performance departments.

LEVEL OF ATHLETE	LADIES	MEN	PAIRS	ICE DANCE
Juvenile	12	12	9 teams	9 teams
Intermediate	12	12	9 teams	9 teams
Novice	12	12	9 teams	9 teams

### TENTATIVE CAMP SCHEDULE

(SUBJECT TO CHANGE)

#### SUNDAY (FINAL DAY OF CHAMPIONSHIPS)

- Arrival of athletes participating in camp – on own
- Athlete to attend Senior competition at arena in afternoon
- Athletes to participate in "Welcome" evening event at arena or hotel – TBD

#### MONDAY

- 8 a.m.–8 p.m. – Camp on ice sessions
  - o Two sheets of ice
  - o Eight (8) locker rooms at arena
  - o Five (5) activity areas/meeting room spaces at arena or hotel or adjacent location
- Evening activities – TBD at arena or hotel

#### TUESDAY

- 8 a.m.–8 p.m. – Camp on ice sessions (same requirements as above)

#### WEDNESDAY

- 8 a.m.–Noon – Camp on ice sessions (same requirements as above)
- Departures – on own

### CAMP EXPENSE CHART

DESCRIPTION	LOC EXPENSE	USFSA EXPENSE	ATHLETE/PARENT EXPENSE	COACH EXPENSE
Ice Rental	3 days x 2 sheets	-	-	-
Off-Ice Meeting	If not in arena	-	-	-
Hotel	3 nights/20 faculty	-	On own	On own
Air Travel	NA	X	On own	On own
Faculty Per Diem	3 days x 20 faculty	-	On own	On own
Athlete Lunch	2 days x 300 persons	-	-	-
Ground Transport	3 event cars	-	On own	On own
Camp Materials	-	X	-	-
Volunteers	X	-	-	-

# BID TIMELINE

## APRIL 2024 - RFP DISTRIBUTED

**June 17, 2024** – Deadline to submit responses to RFP including any supporting materials.

**Initial bid response should include the following materials:**

- Letters of community support for bid including financial letter of guarantee for bid fee
- LOC organizational chart
- Preliminary budget including proposed ticketing plan
- Local marketing plan overview
- Signed Arena Rider – Competition Venue
- Signed Arena Rider – Secondary Venue
- Diagrams of Venues (seating and events level)
- Hotel information for all proposed hotels
- Signed hotel rider for all proposed hotels
- Proposal or draft contract for any/all hotels showing 2018 rate and available room block

## JUNE 17-JULY 5, 2024

U.S. Figure Skating reviews bids and determines cities for site review.

## JULY, 2024

Events Advisory Board makes site visits to finalist cities and finalizes recommendation to Board of Directors.

## AUGUST, 2024

Board of Directors approves recommendation.

## SEPTEMBER, 2024

Selected host completes agreement to host with U.S. Figure Skating.

## JANUARY, 2025

Selected host attends the 2025 U.S. Figure Skating Championships.

# REQUIREMENTS TO HOST

## GENERAL INFORMATION

The U.S. 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 online Event Management System (EMS).

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 regional 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 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 recent Governing Council.

## FINANCIAL

- Local Organizing Committee must include a Letter of guarantee to provide U.S. Figure Skating with a minimum bid fee guarantee of \$1,500,000 plus a 50/50 split of net income in addition to the bid fee.
- The final bid must present a realistic financial forecast which demonstrates to what level net proceeds can be achieved.
- With the support of U.S. Figure Skating and event history, the LOC will develop the final expense and revenue budget for the championships.
- The net proceeds from the operation of the event after event guarantee and or revenue share with U.S. Figure Skating will remain with the Local Organizing Committee.
- Event Revenue Opportunities:
  - Competition ticket sales
  - Practice session ticket sales
  - Government or community-based grants
  - Event Program advertising and sales of event program
  - Local Sponsorship (must be pre-approved by U.S. Figure Skating).
  - Special events/fundraising
  - Hotel rebates
  - Arena concessions (food and beverage) and parking (if applicable)
  - Other sources as outlined in bid presentation
- The event budget shall pay all expenses involved with organizing and conducting the Championships, including but not limited to the expenses (airfare, housing, ground

transport, per diem and reimbursements per the U.S. Figure Skating Travel Policy) of all assigned officials and U.S. Figure Skating event staff (approximately 75 persons)

## BUSINESS PLAN

The bid submission should include a comprehensive business plan, which will serve as a primary guide for the organization and the financing of the event.

The business plan should include the following information:

- Demonstrate plans to extend the excitement of hosting this major sporting event as broadly as possible throughout the host community and surrounding areas. The bid should include plans for government support (City and State financial support and services), community involvement, together with any special events or social activities, which would add 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.
- The LOC must 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.
- The plan must 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.
- Financial forecasting reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event.
- Proposed organizational chart of the Organizing Committee with detailed role and responsibilities.
- The LOC must 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.

## LOCAL ORGANIZING COMMITTEE

The proposed Local Organizing Committee (LOC) must meet/exceed the following minimum requirements:

1. After the provisional sanction to host the event is awarded, the following contingencies must be met within 90 days from that date for the official bid to be awarded.
  - Executed "Host Agreement" between LOC and U.S. Figure Skating.
  - Executed arena agreements with confirmed dates and prior review and approval by U.S. Figure Skating.
  - Executed contract between U.S. Figure Skating and the official hotel(s).
  - Executed contracts between U.S. Figure Skating with competition venue and practice venue.
  - Executed contract between U.S. Figure Skating and the LOC.
2. The LOC is required to sign an official "Host Agreement" within 90 days of a provisional award with U.S. Figure Skating outlining all responsibilities and details.
3. The LOC must confirm event dates and sign all arena and hotel agreements within 90 days of a provisional award with U.S. Figure Skating given the ability to review and approve prior to execution.
4. The LOC must represent a host city that can demonstrate the ability to stage major national and or international sporting events in a highly successful manner with a proven record in the areas of ticket sales, marketing, community support and event operations
5. The host city must have a sufficient population base from which to draw from and to locally market the event.
6. The host city must be easily accessible by a major airport.
7. The LOC must acknowledge that U.S. Figure Skating receives all national sponsorship and television rights fees associated with the event.
8. The LOC must acknowledge that potential local sponsors will not be contacted without prior approval by U.S. Figure Skating. The LOC must provide a list of proposed local sponsors to U.S. Figure Skating which will be reviewed and agreed upon.
9. The LOC must acknowledge and agree that they will cooperate and comply with all U.S. Figure Skating branding and 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.
10. The LOC must comply with all U.S. Figure Skating sponsorship onsite activation requirements.
11. The LOC must utilize the official title and approved logo in all local marketing efforts.

12. The LOC is responsible for providing a ground transportation shuttle system for all accredited participants and officials between the official hotels and official venues (practice and competition).
13. The LOC is responsible to support the National Development Camp as outlined in this RFP.
14. The LOC is responsible for the creation and management of a Volunteer Program to support all aspects of the competition (registration, transportation, venue, security, field of play, hospitality).
15. The LOC is required to submit a detailed local marketing plan outlining local marketing expertise to promote this event within the host community and region. U.S. Figure Skating is seeking a dynamic LOC to partner with that presents a team with the ability to professionally market and logistically conduct the U.S. Figure Skating Championships.

## MAIN ARENA SPECIFICATIONS

1. Ice surface: 85' x 200' (NHL) or 100' x 200' (Olympic)
2. Seating: 8,000 minimum.
3. Main events arena must be available prior to the first day of practice for load-in, ice preparation and lighting installation.
4. Function Areas: Space for a min. of 25 working rooms/ areas on event level.
5. Two (2) complimentary arena suites, for U.S. Figure Skating for the duration of the Championships.
6. Arena TV hook-up (broadcast origination fee) and power (TV truck power) must be waived.
7. All arena signage and advertising (including rinkboards) must be able to be covered without cost to U.S. Figure Skating or the LOC.
8. Minimum of 50 parking spaces available for U.S. Figure Skating use.
9. Use of arena video display board, LED ribbon boards and arena staffing to support at no cost to U.S. Figure Skating at no cost.
10. Ice surface must meet the minimum lighting requirements of 150-foot candles over entire ice surface.
11. U.S. Figure Skating and LOC must have access to suite and club seating inventory for sale of championships. Exceptions to this rule may be granted depending on other financial considerations extended to the LOC by the main events arena.
2. Seating: 300 minimum for credentialed persons
3. Function Areas: Space for a minimum of 10 working rooms/areas.
4. Access to the practice arena must be available prior to the first day of practice for event load-in and ice preparation.
5. All arena signage and advertising (including rinkboards) must be able to be covered without cost to U.S. Figure Skating or the LOC.
6. Complimentary parking spaces for event needs to include U.S. Figure Skating and associated event vendors.
7. Public parking access on site.

## HOTEL SPECIFICATIONS

1. Sleeping Rooms: Estimated at a maximum of 5,000 total room nights over the duration of the Championships (850-1,000 on peak nights) preferably at one hotel cluster to accommodate transportation needs.
2. Meeting Rooms: Complimentary access to all meeting rooms at the designated host hotel for the event in order to schedule all functions surrounding the competition.
3. Two (2) complimentary suites, one of presidential size for the U.S. Figure Skating President and one for U.S. Figure Skating Hospitality.
4. Minimum of 20 complimentary parking spaces with in/out privileges for U.S. Figure Skating officials.

## COMMUNITY OVERVIEW

The bid submission should contain an overview of the host community and region, as well as any other unique characteristics, which may enhance the bid:

- Previous event management experience of Organizing Committee with an emphasis on multi-day national level events.
- Rationale supporting the bid by the potential host community and region.
- Overview of the characteristics of the community and surrounding region.
- Map of the host community indicating locations of the key facilities (i.e., arenas, hotels and ancillary facilities) with distances.
- Introduction to the key personnel, which will potentially serve on the Organizing Committee.
- Host site should have a strong volunteer base within the business and figure skating community from which to draw on for leadership. The bid should include a plan for recruitment and training of volunteers.
- Demonstrate the degree to which the staging of this event will impact economically on the region, both on a short- and long-term basis.

## PRACTICE ARENA SPECIFICATIONS

1. One (1) ice surface: 85' x 200' (NHL) or 100' x 200' (Olympic)