



2023/24 National Theatre On Ice Competition

Bid Information & Guidelines

Proposed Competition Dates:

Last full week of June, 2023/24

Please indicate on the application if you are available to host on the above dates; if not, please indicate alternate June dates that would work.

CONTACT:

Karissa Woienski, U.S. Figure Skating Programs Manager

T: (719) 635-5200

E-mail: kwoienski@usfigureskating.org

2023 & 2024 National Theatre On Ice Competition

BID INFORMATION

OVERVIEW:

Theatre On Ice (TOI) is a form of competitive figure skating that combines the grace of figure skating with the excitement of theater and dance. Teams consist of between eight and 24 skaters. Anticipated entries of up to 2000 skaters within 65-95 teams can be expected within eight divisions of TOI. 2023 and 2024 will mark the 14th and 15th annual National Theatre On Ice competitions; approximately 90 teams are expected to participate.

NATIONAL THEATRE ON ICE COMPETITION DATES

The preferred date for the National Theatre On Ice Competition is the last week of June, 2023/24. If you are unable to host that weekend, alternate weekends in June will be considered.

For 2023/24, locations outside of the Midwest section are particularly desired as we seek to share the Theatre On Ice discipline with skating communities across the country.

2023/24 NATIONAL THEATRE ON ICE SCHEDULE*

The National Theatre On Ice competition will occur over four to five days depending on the final number of entries. U.S. Figure Skating will confirm the dates with the local organizing committee (LOC) after the host has been selected.

MONDAY

Evening arena set-up, arrivals of accountants and referees, necessary officials.

TUESDAY

Official Practice sessions, additional official arrivals.
Coaches meeting.

WEDNESDAY

Competition

THURSDAY

Competition

FRIDAY

Competition

SATURDAY

Competition (*evening end time*)

SUNDAY

Departures

**Actual schedule will be determined with input based on history of event, Chief Referee, LOC and U.S. Figure Skating National Vice Chair, Theatrical Skating Committee.*

2023 & 2024 National Theatre On Ice Competition

BID INFORMATION

BID INSTRUCTIONS

The 2023/24 National Theatre On Ice competition is the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the 2023/24 National Theatre On Ice Competition and will, by contract, delegate certain aspects of the management of the competition to the 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 National Theatre On Ice competition under the direction of U.S. Figure Skating.

Following selection of a host site, a team constituting the U.S. Figure Skating Events Department, the LOC chair and any designated co-chairs/committee Chairs, chief referee and Chair of the Theatrical Skating Committee will implement the terms of the National Theatre On Ice competition Agreement to Host.

The Agreement to Host will serve as the final hosting document and supersedes any previous communications including the bid information documents. 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, and the Theatre On Ice Competition Guidelines posted on the US Figure Skating website including all costs and 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 the successful local marketing and volunteer support of the competition for the mutual benefit of the LOC and U.S. Figure Skating.

BID APPLICATION TIMELINE AND PROCESS:

DEADLINE TO SUBMIT: May 1, 2022 – Completed bid packages and applications with required documentation due

Please take the time to gather the below requirements as all applications must be submitted in full.

- a. Main and secondary venue information
- b. Preliminary budget
- c. Diagrams of facilities
- d. Arena Information/letter of support
- e. Hotel information/letter of support
- f. Transportation Information and area maps showing venue locations as they relate to hotels and airport

ANNOUNCEMENT DATE: June 1, 2022 – Announcement of clubs/city selected to host the 2023/24 National Theatre On Ice Competition

U.S. FIGURE SKATING PROGRAMS & NEW PROGRAM DEVELOPMENT COMMITTEE:

The bid process and site selection for the 2023/24 National Theatre On Ice competition will be managed by the Chair of the Programs & New Program Development Committee, in conjunction with the National Vice Chair for Theatre On Ice and the U.S. Figure Skating Programs Manager.

2023 & 2024 National Theatre On Ice Competition

BID INFORMATION

REQUIREMENTS TO HOST

The proposed host location must be easily accessible by air and or car.

1. The proposed LOC must demonstrate the ability to generate an adequate volunteer contingent to staff competition.
2. The proposed LOC must demonstrate successful event management experience, including but not be limited to the following:
 - U.S. Figure Skating nonqualifying competitions (required)
 - U.S. Figure Skating qualifying competitions (preferred)
3. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
4. The proposed LOC must agree to comply with all U.S. Figure Skating sponsorship, media and videographer requirements.
5. The proposed LOC must agree to utilize the official title and logo in all marketing effort, that is, "2023/24 National Theatre On Ice Competition."
6. After the provisional offer to host the event is awarded, the Agreement to Host must be approved and signed by the LOC within 90 days from that date for the official bid to be awarded.

ARENA SPECIFICATIONS AND REQUIREMENTS:

1. Ice Surfaces:

Two rink surfaces, one with seating of 1500 or more must be available for the four full days of the competition. The secondary surface does not need to be adjacent. Additional information on additional area rinks that may be utilized for additional unofficial practices may also be included.
2. Internet:
 - Free access to high-speed Internet (line or wireless) to be used by the assigned accountants in accounting room
 - Complimentary wireless high-speed Internet throughout the competition venue.
3. Event Function Rooms/Areas:
 - Accounting/Technical Accounting
 - Officials meeting room
 - Hospitality/meal room
 - Meeting space for 50 to hold a Coaches/Team Manager's meeting
4. Seating
 - Required Seating: 1500+ in the main competition arena
5. Prop Storage:
 - Ample room must be available to accommodate the prop storage area. The LOC may charge each team in need of prop storage, a storage fee (i.e. \$50 for 5'x5' or \$100 for 10'x10') and retain such fees charged. Generally, tents are connected to each other and adjacent to the rink entrance, usually the Zamboni door, or if equipped a second overhead door, for direct access to the ice surface for each team.
6. If an arena video display board, a lobby TV or display screen are available within the main competition venue, it must be available to U.S. Figure Skating at no cost.

2023 & 2024 National Theatre On Ice Competition

BID INFORMATION

BUSINESS PLAN

The bid presentation should outline a 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:

- 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 LOC 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.

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 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;
- Host club and community should have a strong volunteer base from which to draw on for leadership.

OFFICIAL HOTEL(S):

1. Sleeping Rooms: Varies, base this number on the projected length of your competition and the projected number of skaters using historical entry data.
2. Meeting Room: Complimentary access to one meeting room at the designated host hotel for the event in order to schedule all functions surrounding the competition.

BUDGET PARAMETERS:

1. There is no grant available for hosting this competition. All interested clubs should be prepared to make this competition a success without assistance. The Theatrical Skating Committee will make every effort to give clubs ideas on how to maximize profit.
2. The LOC, will develop the final expense and revenue budget for the event.
3. The entry fees will be set by the LOC, with approval by the National Vice Chair of Theatre On Ice. Previous years entry fees for the National TOI competition are available upon request.
4. The LOC will utilize U.S. Figure Skating's Event Management System (EMS) to conduct all aspects of the awarded competition. EMS includes but is not limited to the following:
 - Event Registration, including payment
 - Practice Ice (package/advance sales and open/onsite sales)
 - Volunteer and Officials' Management (recruitment, scheduling, and compliance)
 - Event budget management
5. Entry fees include one official 10 minute practice ice session for CE and one 10 minute practice ice session for FS. All unofficial practice ice will be the responsibility of the host club/LOC and it will retain all monies collected from the unofficial practice ice.
6. Budget for 28 officials. Additionally, budget for site inspection by Chief Referee and the National Vice Chair of Theatre On Ice (air, hotel, food – (2 nights–depending on location of site inspection)). The inspection from the competition officials would be previously authorized by the National Vice Chair of Theatre On Ice.
7. Budget for the use of an IJS scoring system; a mini-system may be used.
8. Official Competitors party is optional, and if held, is at the expense of the LOC.
9. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
10. The LOC will retain all revenue generated from community/government grants.

2023 & 2024 National Theatre On Ice Competition

BID INFORMATION

11. The LOC will keep any monies received from any approved local cash sponsor.
12. The LOC will also keep any leftover items procured from approved local "value-in-kind" sponsors. For the purposes of this bid process, VIK is defined as a product or service and does not have a cash value attached to it.
13. **Language should be added which allows US Figure Skating the right to sell U.S. Figure Skating merchandise at the competition. This includes, but is not limited to, Theatre On Ice and Theatrical Skating branded merchandise.

SUBMITTING YOUR PROPOSAL

Submit your proposal online [here](#). As part of the submission process, you will be required to upload the following documents:

- [Arena Information Worksheet](#)
- Preliminary arena contracts for review
- Arena diagrams showing ice entrances, Zamboni entrances, officials seating, etc.
 - [Hotel Information Worksheet](#)
 - [Transportation Information Worksheet](#)
- List of bus/transportation companies in the area.
 - [Budget Worksheet](#)
 - Main hotel letter of support
 - Secondary hotel letter of support
 - LOC Organizational Structure Outline
 - Any additional letters of support/documents'

If you have any questions, please contact the following:

John Cole, Chair

Programs & New Program Development Committee

jhabcole@aol.com

Lauren Whittaker, National Vice Chair for Theatre On Ice

Programs & New Program Development Committee

skatejudge@gmail.com

Karissa Woienski, Program Manager

U.S. Figure Skating

Kwoienski@usfigureskating.org

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 over 181,700 active 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.