



Sectional High School Finals

Request For Proposal to Host

2025 & 2026

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U.S. Figure Skating Sectional High School Final Request For Proposal

Thank you for requesting a bid package for a 2025 & 2026 Sectional High School Final to be held in March or April.

These events are facilitated through the Programs and New Programs Development Committee. The purpose of the sectional competitions is to encourage more participation of student-athletes through high school. The intention is to provide a competition in each section (Eastern, Midwest, and Pacific Coast), although, U.S. Figure Skating Programs and New Programs Development Committee reserves the right to combine sectional as needed due to factors such as limited available host sites or low numbers of participating team in a section. These are pilot events with the intention of growing in the high school skating qualifying series in future years.

It is imperative that each club or Interclub Council / Association submitting a bid familiarize itself with the current rules and guidelines for high school competitions which can be found on the High School Programs page of the U.S. Figure Skating website. We anticipate approximately 15-20 teams/100-150 skaters per competition. There will be both team and individual events.

The deadline for submission of bids is **Friday, August 16** – via the [online application](#).

Thank you for your interest and continued support of our High School Skating Programs!

Sincerely,

Chloe Roberts

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AVAILABLE DATES & BID SUBMISSION TIMELINE

Note: Dates may be adjusted based on other domestic U.S. Figure Skating events, such as ISU World Figure Skating Championships, ISU World Synchronized Skating Championships (if held domestically), U.S. Adult Figure Skating Championships, and National Intercollegiate Finals.

Bids may be submitted for dates that are not listed below. Please list alternative dates on your bid application.

2025 SECTIONAL FINAL DATES AVAILABLE FOR BID:

March 14-16, 2025

March 21-23, 2025

April 4-6, 2025

2026 SECTIONAL FINAL DATES AVAILABLE FOR BID:

March 20-22, 2026

March 27-29, 2026

April 10-12, 2026

BID SUBMISSION TIMELINE:

July 1, 2024 – Bid application opens for 2025 & 2026 bids.

August 16, 2024 – Deadline for bid submission for 2025 dates.

September 1, 2024 – LOCs notified of 2025 bid decisions, provisional agreement provided.

October 1, 2024 – Public announcement of event locations and dates, upon signing of provisional agreement.

June 1, 2025 – Deadline for bid submission for 2026 dates.

July 1, 2025 – LOCs notified for 2026 bid decisions, provision agreement provided.

Fall 2025 – Public announcement of event locations and dates, upon signing 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 supported 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 the Sectional High School Finals Bid Application by the provided deadline as outlined in this document.
- Bid Review: A review committee comprised of members of the U.S. Figure Skating High School Programs Subcommittee, Competitions Committee, and HQ staff 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 with host arena.
- 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 may include any applicable feedback and LOCs not selected may be approached about hosting in future seasons.

About the Sectional High School Finals

High School skating encourages student-athletes to continue to compete in figure skating through their high school years. Further, it provides them with an opportunity to compete in their sport on a recognized team for their school or region.

The Sectional High School Finals will be open to all registered U.S. Figure Skating High School Skating Teams. Teams align with the traditional U.S. Figure Skating sectional structure. The intention is to provide a competition in each section (Eastern, Midwest, and Pacific Coast) or a combined sectional event (Midwest/Pacific Coast) in the event that the number of teams in the Pacific Coast does not warrant its own event.

Teams will not need to participate in a qualifying structure in order to attend this event.

In 2024, the inaugural Sectional High School Finals were held in Evanston, Illinois (Midwest/Pacific Coast combined Sectional) and Burlington, Vermont (Eastern Sectional).

The Sectional High School Finals shall be comprised of Excel Free Skate, Short Program, Junior & Senior Championship (well-balanced) Free Skate, Solo Pattern Dance, Solo Free Dance, Showcase Emotional



Performance, Character Performance, and Duets & Trios, and Team Maneuvers. Events offered should include all levels available in addition to separate men's and women's groups as applicable for singles events. Adaptive levels may be offered if warranted.

Individual athletes are permitted to enter up to 6 events.

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.

Judging System

Team Maneuvers will be judged using the 6.0 Judging System. Showcase events will be judged using Components Judging System (CJS), which can be done on paper. All other events may use either 6.0 or the International Judging System (IJS).

The bid application will ask for the LOC's preference on the judging system, to allow for the bidding LOC to ensure cost effective means for hosting this event. Upon selection, signing of the provisional agreement, and a meeting with the other selected LOCs and the High School Skating Subcommittee, the judging system decided upon will be listed in the published competition announcement.

Events Included & Projected Entries

Due to this event being a new endeavor, we cannot predict with certainty what event numbers will be for these events. In 2024, the combined Mid/Pac sectional had 36 teams represented and 248 total starts, and the Eastern sectional had 11 teams represented and 156 total starts.

The High School Programs Subcommittee and the U.S. Figure Skating HQ Liaison will coordinate event offerings for our LOCs that would provide the most participation possible. The below events were offered in 2024, but offerings may be adjusted in future iterations of this event.

Event offerings:

- Excel Free Skate* (Aspire 1-3, Pre-Preliminary – Senior)
- Short Program (Juvenile – Senior)
- Solo Pattern Dance (Preliminary – International)
- Solo Free Dance (Juvenile – Senior)
- Showcase Emotional Performance (No Test – Senior)
- Showcase Character Performance (No Test – Senior)



- Showcase Duets/Trios (No Test – Senior)
- Team Maneuvers (Beginner – High)

*Note that Excel Pre-Juvenile Open is no longer being offered as of January 1, 2024.

Sample Schedules

[2024 Mid/Pac Sectional Schedule](#)

[2024 Eastern Sectional Schedule](#)

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 competition under the direction of U.S. Figure Skating.

Upon awarding of the bid, the HQ Liaison will provide a Provisional Agreement, which the club president and secretary must review and sign within 10 business days of receiving the document. The Provisional Agreement is not an Agreement to Host, but rather a document confirming the LOC's desire to host the awarded event for the given dates and location.

Following the selection of a host site, a team consisting of the U.S. Figure Skating Collegiate Skating Subcommittee the HQ Liaison, the LOC chair, and any designated co-chairs/committee chairs, chief referee 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 Sectional High School Finals 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 may be utilized for practice ice throughout the competition. However, all priority should be given to the competition surface(s).
 - At least one (1) ice resurfacing machine must be available per competition surface.
- Internet
 - 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
 - Officials' seating rink side, with minimal obstructions. Glass may be removed to provide better visibility. Access to house audio for connectivity of music systems
- Skater Ready Areas
 - Off-Ice Warm Up
 - Open space should be available in the facility to allow skaters to warm up and stretch prior to practicing or competing.
 - Ready Rooms/Locker Rooms
 - Space must be available for athletes to put on skates prior to competing/practicing.
 - If locker rooms or ready rooms are being provided, they must abide by the most recent edition of the U.S. Figure Skating SkateSafe® guidelines.
- 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
 - Must have at least 3 positions (1st, 2nd, 3rd) with optional position for 4th.
 - A backdrop that makes the space appear clean for the purposes of official photos.
 - 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 may be taken of all awards ceremonies for official records.

Housing Needs

- Housing must be provided through the LOC for all officials. Transportation between this hotel and the competition facility must be provided. Projected room nights can be made available upon request.

- Courtesy blocks of rooms at properties near the host facility should be made available for event participants.

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 by the LOC.
 - 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.

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 and the LOCs will work in collaboration to determine the entry fees for events. The 2024 events utilized the following price structure:
 - Singles, Showcase, & Solo Dance: First event \$100, second event \$35
 - Team Maneuvers: \$140
- Entry fees are retained by the LOC.
- A \$10 admin fee per entry will be charged to athletes 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 the LOC, with approval from U.S. Figure Skating prior to purchase.
- Medals: the cost of production and shipment of medals used at their competition is the responsibility of the LOC.
 - 1st through 3rd medals are required, with the option of providing a 4th place, at the discretion of the LOC.
- Trophies: the cost of production and shipping of trophies is the responsibility of the LOC.
 - Trophies for Team Maneuvers (in lieu of medals) and overall winners may be offered at the discretion 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
Licensing Fees <ul style="list-style-type: none"> • For merchandise/apparel sales, amount to be defined in the Agreement to Host. 	X	
Officials <ul style="list-style-type: none"> • All officials expenses including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the U.S. Figure Skating Travel & Expense Policy. 	X	
U.S. Figure Skating Staff <ul style="list-style-type: none"> • 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 U.S. Figure Skating Travel & Expense Policy. 	X	
Awards <ul style="list-style-type: none"> • Production of medals • Production of trophies • Shipment of medals and trophies 	X X X	
Signage <ul style="list-style-type: none"> • Production of event title board (ordered by USFS, reimbursed by LOC) • Production of advertisement boards • Shipping of event title board & advertisement boards (shipped by USFS, reimbursed by LOC) 	X X X	X X
Facility Rental <ul style="list-style-type: none"> • For competition facility/surfaces and any applicable room rentals. • For any supplemental practice facilities. 	X X	

Medical <ul style="list-style-type: none">Any cost affiliated with medical staffing for the event and any applicable compliance.	X	
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STEPS FOR BID SUBMISSION

Bid applications are available via the Sectional High School Finals Bid Application. Bids are NOT submitted via EMS. The primary LOC chair or club president should submit the bid.

The bid application will require you to provide the following:

- Selection of preferred dates
- Arena Information
- Hotel Information
- LOC Roster
- Budget (template here)
- Travel Information

For any additional bid materials that do not fit in any fields provided in the application, please email directly to Manager of School & Alumni Programs at croberts@usfigureskating.org.