



2011 U.S. Adult Figure Skating Championships

April 5 – 9, 2011

or

April 12 – 16, 2011

Bid Information & Guidelines

CONTACT:

Pamela Crowley

U.S. Figure Skating

20 First Street

Colorado Springs, CO 80906

T: (719) 228-3435 - F: (719) 635-9548

E-mail: pcrowley@usfigureskating.org

2011 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS BID INFORMATION

OVERVIEW:

The U.S. Adult Figure Skating Championships attract approximately 600 athletes as well as family members, coaches and officials. The event crowns a total of ten national champions in the Championship Events (Championship Masters Free Skates, Championship Adult Gold Free Skates, Championship Adult Dance, and Championship Adult Pairs) as well as numerous other national champions in the open events as offered.

The U.S. Adult Figure Skating Championships have recently been hosted by and or awarded to the following markets:

Year	Host City	Host Club
2010	Bloomington, Minn.	Bloomington FSC
2009	Grand Rapids, Mich.	Greater Grand Rapids FSC
2008	Lake Placid, N.Y.	SC of Lake Placid
2007	Bensenville, Ill.	Skating Council of Illinois
2006	Grapevine, Texas	Dallas FSC
2005	Overland Park, Kan.	Silver Blades FSC

U.S. FIGURE SKATING COMPETITONS COMMITTEE:

The bid process and site selection for the 2011 U.S. Adult Figure Skating Championships will be managed by the U.S. Figure Skating Competitions Committee and the U.S. Figure Skating Events Department.

GENERAL INFORMATION AND FACTS:

The 2011 U.S. Adult Figure Skating Championships are open to bidding to all sections within the United States.

COMPETITION DATES:

The preferred dates for the 2011 U.S. Adult Figure Skating Championships are April 5 – 9, 2011 or April 12 – 16, 2011.

BID INSTRUCTIONS

The U.S. Figure Skating Competitions Committee in conjunction with the U.S. Figure Skating Events Department will oversee the bid process and upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The 2011 U.S. Adult Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the U.S. Adult 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 visitors bureau, sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the U.S. Adult Championships under the guidance and auspices of U.S. Figure Skating.

Following selection of a LOC and host city, a team led by the U.S. Figure Skating Events Department, the LOC Chair and designated committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the U.S. Adult Figure Skating Championships Agreement to Host.

2011 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS

BID INFORMATION

After being awarded a U.S. Figure Skating championship event in accordance with U.S. Figure Skating regulations and the original bid information, the LOC agrees to abide by, including all costs, the latest U.S. Figure Skating Rulebook including any changes/updates (in particular but not limited to the Agreement to Host) resulting from the most current Governing Council.

Incorporating the attached Requirements to Host, U.S. Figure Skating is interested in receiving creative bids with a focus on an adult-friendly local market and volunteer support of the competition for the mutual benefit of the LOC, the competitors and U.S. Figure Skating.

In addition to the Requirements to Host, all bid presentations should consider the following points in your bid presentation:

Business Plan

The bid presentation should outline a business plan, which will serve as a guide for the organization and 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 Organizing Committee with detailed role and responsibilities;
- Media and public relations plan focusing on local promotion of the event through press releases, community awareness and involvement, etc.
- Outline of a local sponsorship plan including a proposed local sponsor package that will be offered to local businesses and potential supporters.
- The LOC must acknowledge that potential local sponsors will not be contacted without prior U.S. Figure Skating consent and approval. (See U.S. Figure Skating/LOC Agreement to Host for further information on LOC compliance with sponsorship agreements).
- LOC must acknowledge that no local sponsors of the U.S. Adult Championships will conflict with U.S. Figure Skating national sponsors or their respective product categories.
- The LOC must acknowledge and agree that they will cooperate and comply with all U.S. Figure Skating branding/merchandising directives as outlined in the Agreement to Host.

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;
- 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.

2011 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS BID INFORMATION

REQUIREMENTS TO HOST:

1. Accessibility of city by air and car
2. Ability to generate an adequate volunteer contingent to staff all competition committees.
3. Successful event management experience to include but not limited to the following:
 - U.S. Figure Skating qualifying competitions
 - U.S. Figure Skating adult sanctioned competitions
 - U.S. Figure Skating non-qualifying competitions
4. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
5. The LOC must comply with all U.S. Figure Skating sponsorship, media and videographer requirements.
6. The LOC must utilize the official title and logo in all marketing efforts. U.S. Figure Skating will provide guidelines and requirements for developing an event logo which utilized the U.S. Figure Skating logo as an integral part of the design.
7. The LOC is required to sign an official "Agreement to Host" with U.S. Figure Skating outlining all responsibilities and details.
8. It is important that the LOC help promote this event within the host community and region through locally focused press releases, local sponsorship packages, etc.
9. After the provisional sanction to host the event is awarded, the following contingencies must be met by the LOC within 90 days from that date for the official bid to be awarded.
 - Executed contract between the LOC and the main event arena, specifying any and all contractual obligations and expenses, subject to the advance approval of U.S. Figure Skating
 - Executed contract between the LOC and the official hotel(s), subject to the advance approval of U.S. Figure Skating
 - Executed contracts with secondary arena and/or practice arenas, subject to advance approval of U.S. Figure Skating
 - Executed Agreement to Host between the LOC and U.S. Figure Skating

VENUE SPECIFICATIONS:

1. Exclusive use of two ice surfaces, in one facility, is required. A third surface available solely for additional practice (either within the same venue or at another facility) is also necessary.
2. Size: 85' x 200' (NHL) or 100' x 200' (Olympic)
3. Seating: 1,000 person capacity Main Competition Arena
500 person capacity Secondary Competition Arena
4. Judges stand high speed internet line solely for the use of the live scoring results system.
5. Arena Appearance
 - a. Glass Removal/Raising: Removal of glass in areas dictated by U.S. Figure Skating, including but not limited to the area around the judges' stand and on the corners of the ice and additional assigned locations for videographer and webcasting. U.S. Figure Skating may ask for full removal of the glass within the competition surface if deemed necessary.
 - b. Rink Boards: U.S. Figure Skating may require clean rink boards within the competition surface.
 - c. Signage: Placement of all signage within the competition surface is determined by U.S. Figure Skating.

2011 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS

BID INFORMATION

6. Function Rooms/Areas: Space for a minimum of six (6) working rooms/areas on event/concourse level.
7. Hook-up fee, if applicable, for TV and/or webcast as well as truck power costs must be waived.
8. U.S. Figure Skating merchandiser must have complimentary vendor booth space and requirements, as outlined in the Agreement to Host, must be met.
9. Access to high speed internet (line or wireless) to be used by the assigned accountants.
10. Wireless high speed internet is highly recommended throughout the competition venue.

OFFICIAL HOTEL (S):

1. Sleeping Rooms: Minimum 500 rooms per night for five consecutive nights preferably at hotels within close proximity of one another and the competition venues.
2. Meeting Rooms: Complimentary access to three (3) meeting rooms at the designated host hotel for the event in order to schedule all functions surrounding the competition.

BUDGET PARAMETERS:

1. Within the overall competition grant structure of all U.S. Figure Skating qualifying competitions, U.S. Figure Skating will entertain requests for a competition grant not to exceed \$25,000 for the U.S. Adult Championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the championships and at the same time reduce the overall competition grant requested by the LOC. As part of your final submission, please outline the amount of grant requested within the budget template and specify how much of the grant will support the competition. This request will be reviewed along with other pertinent criteria within the bid to award the competition.
2. The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the championships.
3. U.S. Figure Skating will pay entry fees to the LOC based on the number of Competitors' entered, which is determined as of the close of entries (February 1 of the stated calendar year). U.S. Figure Skating will retain \$10.00 of every first event entry fee collected and the fee will be placed in the Adult Championships Trophy Fund.
4. The LOC should budget for 57 U.S. Figure Skating assigned officials (included but not limited to judges, referees, technical panel, accountants, announcing and music techs).
5. Expenses should be projected at no more than \$100,000. The expenses are to include but not limited to travel, meals and lodging for the officials (gifts and an officials' dinner are optional) and the overall cost of both the competition and practice venues.
6. All social functions and parties are optional. If held, they are at the expense of the LOC. Ideally these functions should be fully sponsored as to not become an expense of the LOC.
7. All competitors and one designated coach (must be current member of U.S. Figure Skating and PSA as well as have met mandated educational requirements) are entitled to receive free credentials. Additional coach credentials may be purchased for an amount determined by the LOC and approved by U.S. Figure Skating.
8. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
9. The LOC will retain all revenue generated from community/government grants.

2011 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS BID INFORMATION

APPLICATION PROCESS & TIMELINE:

Week of May 17, 2010 – Bid Information made available to interested clubs/cities.

July 23, 2010 - Completed bid packages and applications with required documentation due to Pam Crowley, U.S. Figure Skating competitions coordinator at pcrowley@usfigureskating.org and Dr. Antonio Conte, national vice-chair, Adult Competitions at sedated@bellsouth.net

Completed packets should include the following materials:

- a. Completed application forms
- b. Main and secondary venue information
- c. Preliminary budget
- d. LOC organizational chart with resumes of proposed chairs
- e. Diagrams of facilities
- f. Arena contract/rider main venue
- g. Hotel Contracts
- h. Area maps showing venue locations as they relate to hotels and airport

July 23-Aug. 2, 2010 - U.S. Figure Skating reviews finalist bid clubs/cities.

Aug. 2, 2010 – Announcement of club and city selected to host the 2011 U.S. Adult Figure Skating Championships.

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 700 member clubs representing 170,000 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.