2017 Synchronized Skating Sectional Championships

Bid Information & Guidelines

Available Competition Dates:

January 19-22, 2017
-or-
January 26-29, 2017

CONTACT:
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OVERVIEW:
The synchronized skating sectional championships attract over 4,000 athletes, coaches, team managers and fans per competition. The sectional championships, sanctioned by U.S. Figure Skating, are the qualifying events leading to the U.S. Synchronized Skating Championships.

There are fourteen (14) levels for synchronized skating within the U.S. Figure Skating structure, with eight of the advancing to the U.S. Synchronized Skating Championships, and six levels competing only at the sectional championships:

Levels advancing to the U.S. Synchronized Skating Championships:
- Senior
- Intermediate
- Adult
- Junior
- Juvenile
- Masters
- Novice
- Collegiate

Levels that compete only at the sectional championships:
- Preliminary
- Open collegiate
- Pre-juvenile
- Open adult
- Open juvenile
- Open masters

All levels, including those that do not advance further, are run under the auspices of U.S. Figure Skating rules.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE:
The bid process and site selection for the 2017 synchronized skating sectional championships will be managed by the U.S. Figure Skating Synchronized Skating Competitions Sub-committee, U.S. Figure Skating Events Department and the Manager, Synchronized Skating.

GENERAL INFORMATION AND HISTORICAL FACTS:
The 2017 synchronized skating sectional championships are open for bid to the following sections:

Eastern
- Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- New Jersey, New York, and Erie, Pa.
- Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, Pennsylvania (excluding Erie), South Carolina, Virginia, West Virginia, and Chattanooga, Tenn.

Midwestern & Pacific Coast (held as two events at one location)
- Alabama, Indiana, Kentucky, Lower Peninsula of Michigan, Mississippi, Ohio, Tennessee (excluding Chattanooga)
- Arkansas, Kansas (including Greater Kansas City area and St. Joseph, Mo.), Louisiana, Nebraska, New Mexico, Oklahoma, Texas and Casper, Wyoming
- Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri (excluding Greater Kansas City area and St. Joseph, Mo.), North Dakota, South Dakota, Wisconsin.
- California (North of Visalia), Hawaii, Nevada, Utah
- Arizona, California (South of Visalia), Colorado
## 2017 SYNCHRONIZED SKATING SECTIONAL CHAMPIONSHIPS BID INFORMATION

### EASTERN SYNCHRONIZED SKATING SECTIONAL CHAMPIONSHIPS

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
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<th>2013</th>
<th>2014</th>
<th>2015</th>
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<tr>
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<td>Lowell, Mass.</td>
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<td>Central Pa. FSC</td>
<td>Greater Kalamazoo Skating Assoc.</td>
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<td>Open Masters</td>
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### MIDWEST. & PAC. COAST SYNCHRONIZED SKATING SECTIONAL CHAMPIONSHIPS

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<td>Dearborn FSC</td>
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<tr>
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<td>161</td>
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*For more detailed entry information from past synchronized skating sectional championships please visit the U.S. Figure Skating website at www.usfigureskating.org/events.asp and click the “Hosting an Event” link on the left side of the page.

FINANCIAL INFORMATION
For detailed financial information from past synchronized skating sectional championships please consult the U.S. Figure Skating website at www.usfigureskating.org/events.asp and click the “Hosting an Event” link on the left side of the page. U.S. Figure Skating provides no grant funding, but the LOC does retain all entry fees.

COMPETITION DATES:
The preferred dates for the 2017 synchronized skating sectional championships are Jan. 19-22 or Jan 26-29, 2017. You can anticipate a maximum of three to four days. The preference is to hold all competition in one venue, with two competition surfaces in close proximity, if possible. U.S. Figure Skating will finalize the dates with each local organizing committee (LOC) after the hosts are selected. The goal is to have all three (3) sectional championships taking place simultaneously.

BID INSTRUCTIONS
U.S. Figure Skating’s Synchronized Skating Competitions Sub-committee, in conjunction with the U.S. Figure Skating Events Department and the Manager, Synchronized Skating will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The 2017 synchronized skating sectional championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the sectional championships 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, inter-club, convention and visitor’s bureau, sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the sectional championships 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 designated committee chairs, chief referee and chair of the Synchronized Skating Competitions Sub-committee will implement the terms of the synchronized skating sectional championships Agreement to Host. Any interpretation of the contract by the management team shall be considered final.

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 and the original bid information, the LOC agrees to abide by the Agreement to Host, 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 “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 Local Organizing Committee (LOC), the competitors and U.S. Figure Skating.
Business Plan
The bid presentation should outline a business plan, which will serve as a 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. U.S. Figure Skating can provide examples and guidance if requested.
- Local sponsorship plan outline 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 sectional championships will conflict with U.S. Figure Skating national sponsors or their respective product categories.
- Media and public relations plan focusing on local and regional promotion of the event through press releases, community awareness and involvement, etc.
- 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.

REQUIREMENTS TO HOST:
1. Accessibility of city by air and ground transportation
2. Ability to generate an adequate volunteer contingent to staff all competition committees.
3. Successful event management experience may include but not limited to the following:
   - U.S. Figure Skating synchronized skating nonqualifying competitions (required)
   - U.S. Figure Skating qualifying competitions (preferred)
4. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
5. The organizer/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 shall provide the parameters for developing an event logo.
7. The LOC is responsible for creating a web page specific to the championships. The web page must be submitted to, and approved by, U.S. Figure Skating prior to posting.
8. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
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 Agreement to Host between the LOC and the U.S. Figure Skating
- Executed contract between the LOC and the competition 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 the U.S. Figure Skating
- Executed contracts with secondary/practice arenas, subject to advance approval of U.S. Figure Skating

VENUE SPECIFICATIONS AND REQUIREMENTS:
1. Ice Surfaces: Exclusive use of two ice surfaces that can each be used as a competition venue is required. It is preferred that these two surfaces are in one venue, but acceptable if there is a short drive between them. At least a third surface available solely for additional practice (either within the same venue or at another facility) is also required.
2. Size: 85' x 200' preferred, 85' x 185' minimum
3. Seating: 3,500-6,000 for the main competitive venue; at least 2,000 in the second competitive venue.
4. Adequate parking for busses.
5. Main event venue should be available Wednesday evening through Sunday Afternoon. Official practice should begin Wednesday evening or Thursday morning.
6. Dedicated high-speed Internet line (Cable, T1 or DSL) to judges’ stand solely for the use of the live scoring results system is REQUIRED.
7. Ample meeting and locker room space, including: minimum 8 locker rooms, space for team floor practice, officials room (with tables and food service), accounting room, trial judges' room, medical services room and LOC/volunteer hospitality room.
8. Complimentary vendor booth space must be available for U.S. Figure Skating merchandise sales, information booth and national sponsors (if applicable)
9. 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.
10. Access to high speed internet (line or wireless) to be used by the assigned accountants.
11. Wireless high speed internet is highly recommended throughout the competition venue.

OFFICIAL HOTEL (S):
1. Sleeping Rooms: Approximately 1,500-2,000 room nights per night. Some teams will arrive Wednesday and depart Sunday. Many teams will arrive later in the week dependent upon the schedule. The bulk of rooms will be utilized Friday and Saturday nights. Negotiate a rate at the selected official hotels that includes a rebate on each room night to the LOC. Use of a professional housing bureau with U.S. Figure Skating approval of a negotiated contract, is an option.
2. There should be at least one “official” hotel in close proximity to the competition arena for housing officials.
3. It will likely be necessary to utilize multiple hotels. Use as few as possible to ensure the maximum rebates and best rates for the participating teams. A typical rebate is $5-15 per room/night.
4. The LOC is responsible for creating a housing plan for the teams. It is at the discretion of the LOC whether a sub-committee handles this or it is outsourced.
5. Meeting Rooms: Teams will require access to multiple meeting rooms for practice. The LOC should arrange for this in advance, however rental fees should be charged to the teams.
BUDGET PARAMETERS:
1. The LOC, with the approval of U.S. Figure Skating, will develop the final expense and revenue budget for the sectional championships.
2. For 2016, entry fees are set as follows: Qualifying entries are $600/team with $300 of each entry being retained by the sectional LOC and $300 of each entry being retained by the U.S. Championships LOC. Non qualifying entries are $300 team and are fully retained by the sectional LOC. **Entry fees for the 2017 qualifying competition season have not yet been finalized. When creating the initial event budget, please use the 2016 entry fee amounts.**
3. U.S. Figure Skating retains a $10 administrative fee on all qualifying and nonqualifying entries.
4. Budget for 30 - 40 U.S. Figure Skating assigned officials (including, but not limited to judges, referees, technical panel, accountants and music techs).
5. Expenses are to include but not limited to travel, meals, lodging and expense reimbursement for the assigned officials (gifts and dinner are optional) and the overall cost of both the competition and practice venues.
6. The cost of shipping the IJS Judging System is an expense of the LOC. U.S. Figure Skating does not charge a fee for using the system, however shipping costs may range from $1,000-$1,500 dependent upon the event location.
7. Trophies and medals for both the qualifying and open events are provided by U.S. Figure Skating. The LOC is responsible for the shipping costs.
8. A competitor party, if held, is at the expense of the LOC. Ideally, this function should be fully sponsored as to not become an expense of the LOC.
9. All competitors, one team manager and one designated coach (a member of U.S. Figure Skating and the PSA, holds current Coaches Registration and meets the CER requirements) are entitled to receive free credentials.
10. Skaters’ families will likely be interested in purchasing all-event tickets in advance. A standard all-event ticket sells for $20 for adults and $10 for children.
11. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
12. The LOC will retain all revenue generated from community/government grants.
13. The LOC will keep any monies received from any approved local cash sponsor.
14. 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.
15. Practice ice fees must be documented in this bid package and approved by the sectional vice chair of the synchronized competitions sub-committee and U.S. Figure Skating prior to awarding the bid.
   - LOCs may sell both unofficial and official practice ice. The cost will vary dependent upon ice fees, but is typically $100 per 15 minute segment.
   - Budget for each team to purchase two segments
BID APPLICATION TIMELINE AND PROCESS:

Week of March 16, 2015 – Bid information made available to interested clubs and cities
May 1, 2015 – 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. LOC organizational chart with resumes of proposed chairs
d. Volunteer/Staffing plan
e. Diagrams of facilities
f. Arena contract/rider main venue
g. Hotel contracts
h. Event Housing Plan
i. Transportation Information and area maps showing venue locations as they relate to hotels and airport

May 4-18, 2015 – U.S. Figure Skating reviews finalist bid clubs/cities.
Week of May 25, 2015 – Announcement of clubs/cities selected to host the 2017 Synchronized Skating Sectional Championships.

SUBMITTING YOUR PROPOSAL
ALL bid packages must be submitted online via formsite at:

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 180,000 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.
APPENDIX – SAMPLE SCHEDULE FOR A SYNCHRONIZED SKATING SECTIONAL CHAMPIONSHIPS

Your chief referee will be responsible for determining the official practice ice & competition schedule. This schedule is to be used only as a sample to help you understand the overall ice and facility usage. The actual order of events will be determined by the chief referee.

**DAY 1: WEDNESDAY**
Offer unofficial practice to all teams, on as many surfaces as are available.

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<thead>
<tr>
<th>Approx. Time block</th>
<th>COMPETITION RINK 1</th>
<th>COMPETITION RINK 2</th>
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</thead>
<tbody>
<tr>
<td>Morning</td>
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<td>Offer unofficial practice</td>
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<tr>
<td>Afternoon</td>
<td>Offer unofficial practice</td>
<td>Pre-Juvenile official practice</td>
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<tr>
<td>Late Afternoon</td>
<td>Juvenile official practice</td>
<td>Pre-Juvenile official practice</td>
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<tr>
<td>Evening</td>
<td>Intermediate official practice</td>
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<tr>
<td>Late Evening</td>
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**DAY 2: THURSDAY**

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<tr>
<td>Morning</td>
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<td>Pre-Juvenile QR A competition</td>
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<tr>
<td>Afternoon</td>
<td>Senior SP official practice</td>
<td>Pre-Juvenile QR B competition</td>
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<td>Masters official practice</td>
<td>Open Juvenile QR A competition</td>
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<tr>
<td></td>
<td>Adult official practice</td>
<td>Open Juvenile QR B competition*</td>
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<tr>
<td>Afternoon</td>
<td>Juvenile FS competition*</td>
<td>Preliminary official practice</td>
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<tr>
<td></td>
<td>Intermediate FS competition</td>
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<tr>
<td>Evening</td>
<td>Junior SP competition</td>
<td>Open Collegiate official practice</td>
</tr>
<tr>
<td></td>
<td>Senior SP competition</td>
<td>Offer unofficial practice ice</td>
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**DAY 3: FRIDAY**

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<td>Preliminary competition</td>
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<tr>
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<td>Collegiate official practice</td>
<td>Pre-Juvenile CR competition</td>
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<td>Junior FS official practice</td>
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<td></td>
<td>Senior FS official practice</td>
<td>Open Adult competition</td>
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<tr>
<td>Afternoon</td>
<td>Masters FS competition*</td>
<td>Open Collegiate competition*</td>
</tr>
<tr>
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<td>Adult FS competition</td>
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<td>Late afternoon</td>
<td>Novice FS competition</td>
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<tr>
<td>Evening</td>
<td>Junior FS competition</td>
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<tr>
<td></td>
<td>Senior FS competition</td>
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</tr>
</tbody>
</table>

* Competition schedule in Rink 1 will begin when all competitive events in Rink 2 have concluded for the morning. Official practice schedule & times will be adjusted as necessary based on entries.

Using two competition rinks eliminates 1-2 days of competition, allows all teams to practice on the surface they will be competing on, and allows the LOC to sell additional unofficial practice ice. Please hold arena for Sunday in case of any overflow due to increase in entries.