REQUEST FOR PROPOSALS TO HOST

2018, 2019 & 2020
U.S. Synchronized Skating Championships

RFP CONTACT:
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U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS

EVENT OVERVIEW:
The U.S. Synchronized Skating Championships attract over 2,000 athletes, coaches, team managers and fans representing approximately 4,000 room nights. Nearly 100 teams (20 athletes/team) qualify to compete in the U.S. Synchronized Skating Championships annually.

GENERAL INFORMATION AND HISTORICAL FACTS:
The 2018-2020 U.S. Synchronized Skating Championships are open for bid from all areas of the United States.

PREVIOUS EVENT LOCATIONS

<table>
<thead>
<tr>
<th>Year</th>
<th>Host City</th>
<th>Arena</th>
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</thead>
<tbody>
<tr>
<td>2017</td>
<td>Rockford, Illinois</td>
<td>BMO Harris Center</td>
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<td>2016</td>
<td>Kalamazoo, Mich.</td>
<td>Wings Event Center</td>
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<tr>
<td>2015</td>
<td>Providence, R.I.</td>
<td>Dunkin’ Donuts Center</td>
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<tr>
<td>2012</td>
<td>Worcester, Mass.</td>
<td>DCU Center</td>
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FINANCIAL INFORMATION
For detailed financial information from past U.S. Synchronized Skating Championships please consult the U.S. Figure Skating website at [www.usfigureskating.org/events.asp](http://www.usfigureskating.org/events.asp) and click the “Hosting an Event” link on the left side of the page.

COMPETITION DATES:
The preferred dates for the 2018, 2019 & 2020 U.S. Synchronized Skating Championships are listed below. The competition arena will need to be rented for a minimum of five days to accommodate event load-in, official practices and competition. The event is four days of competition, with the first day designated for official practice. U.S. Figure Skating will finalize the dates with the local organizing committee (LOC) after the host is selected. A sample schedule is listed in this document as Appendix A.

2018
1) February 22-24, 2018
2) March 1 – 3, 2018

2019
1) February 21-23, 2019
2) February 28 - March 2, 2019

2020
1) February 20-22, 2020
2) February 27-29, 2020

BID INFORMATION
The U.S. Synchronized Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will lead the overall planning and management of the championships and will, by contract, delegate certain aspects of the management of the competition to the LOC.
U.S. Figure Skating’s Synchronized Skating Competitions Sub-committee, in conjunction with the U.S. Figure Skating Events Department and Director, Synchronized Skating & Athlete Development, will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The LOC may be defined as a U.S. Figure Skating member club, inter-club, convention and visitor’s bureau, sports commission, arena or any combination of these organizations. The LOC will serve as the local partner of the championships under the management 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 Championships “Agreement to Host”. Any interpretation of the contract by the management team shall be considered final.

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 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 current Governing Council.

Incorporating the attached 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.

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 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 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;
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- 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 merchandise, 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 agrees to work with U.S. Figure Skating for the sale of practice ice and merchandise – in addition to website creation as outlined in the Agreement to Host.
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 ninety (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 one surface used for competition is required. A secondary surface, preferably at the same venue or in the vicinity, is required for practice.
2. Main event venue must be exclusively available Monday through Sunday. Plan to use most of Monday and Tuesday to prepare the arena for the competition. Official practice should begin Wednesday morning. The practice surface(s) should be available Wednesday-Saturday morning.
3. Size: 85’ x 200’ preferred, 85’ x 185’ minimum
4. Seating: 4,000-6,000 for the main competitive venue
5. Adequate parking for busses
6. Two dedicated high-speed Internet lines (Cable, TI or DSL) to judges’ stand solely for the use of the live scoring results system and a separate line for live stream of the Championships on icenetwork.
7. U.S. Figure Skating requires the ice to be painted and the event logo to be placed in-ice at the center.
8. Existing rink boards at arena must be removed or allowed to be covered at no cost to U.S. Figure Skating.
9. All arena rinkboard glass must be removed.
10. Ample meeting and locker room space, including: minimum 8 dressing rooms, space for team’ floor practice, officials room (with tables and food service), accounting room, trial judges’ room, medical services room, LOC/volunteer hospitality room, media office: high speed internet access and space for five people, and two meeting rooms able to accommodate 75-100 people.
11. Complimentary vendor booth space must be available for U.S. Figure Skating and event specific merchandise sales, information booth and national sponsors (if applicable).
12. 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.
13. Access to high speed internet (line or wireless) to be used by the assigned accountants (may be incorporated into live results internet listed above).

14. Wireless high speed internet is highly recommended throughout the competition venue.
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OFFICIAL HOTEL (S):
1. Sleeping Rooms: Approximately 1,500 room nights per night. Most teams will arrive Wednesday and depart Sunday. The bulk of rooms will be utilized Thursday, Friday and Saturday nights. The LOC must provide a housing action plan that lists available properties within a reasonable distance to the competition venue.
2. There should be at least one “official” hotel in close proximity to the competition arena for housing officials; 65-70 rooms will be needed.
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 $5-10 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 championships.
2. Budget for 30-40 U.S. Figure Skating assigned officials (including, but not limited to judges, referees, technical panel, accountants, music techs, announcers and ice techs).
3. Expenses are to include but not limited to travel, meals and lodging for the officials (gifts and dinner are optional) and the overall cost of both the competition and practice venues.
4. The cost of shipping the IJS Judging System is an expense of the LOC. U.S. Figure Skating does not charge a fee for use of the system, however shipping costs may range from $1,000-$5,000, dependent upon the event location.
5. 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.
6. All competitors, one team manager and all designated coaches (a member of U.S. Figure Skating and the PSA, holds current Coaches Registration and is Category A CER compliant) are entitled to receive free credentials.
7. Skaters’ families will likely be interested in purchasing all-event tickets in advance. A standard all-event ticket sells for approximately $45-50.
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.
10. The LOC will keep any monies received from any approved local cash sponsor.
11. 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.
12. Practice ice fees must be documented in this bid package and approved by the national vice chair and U.S. Figure Skating prior to awarding the bid.
   - LOCs may sell unofficial 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.
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APPLICATION PROCESS:


January 30, 2017 - Completed bid packages and applications with required documentation due.

Completed packets should include the following materials:

a. Completed application forms
b. Main and secondary venue information including a letter from facility confirming dates are available if selected.
c. Preliminary budget
d. LOC organizational chart with resumes of proposed chairs
e. Diagrams of facilities
f. Arena contract/ride main venue
g. Hotel plan including letters from each hotel confirming room rate and room block for event specific dates if selected.
h. Area maps showing venue locations as they relate to hotels and airport

Jan. 30 – Feb. 18, 2017 - U.S. Figure Skating reviews finalist bid clubs/cities.

Week of 2017 U.S. Synchronized Skating Championships – Host site(s) will be announced

Electronic submission of all RFP materials is required. Please submit your proposal to Mia Corsini, U.S. Figure Skating, who will distribute to the appropriate Synchronized Skating Competitions Sub-committee representatives.

U.S. Figure Skating
Mia Corsini, Manager, Events
Email: mcorsini@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 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 A
SAMPLE SCHEDULE

Monday:  All day:  Set up arena, ice painting, installation of rink boards, etc.

Tuesday:  All day:  Set up arena, ice painting, installation of rink boards, etc.

Wednesday  All day:  Unofficial practice ice: alternate/ practice arena
    AM:      Official practice
    PM:      Official practice

Thursday:  All day:  Unofficial practice ice: alternate/ practice arena
    AM:      Official practice
    PM:      Opening Ceremony
             Junior SP Competition
    Evening: Senior SP Competition

Friday:    All day:  Unofficial practice ice: alternate/ practice arena
    AM:      Official practice
    PM:      Juvenile Competition
             Intermediate Competition
             Masters Competition
    Evening: Junior FS Competition
             Official practice

Saturday  AM:      Official practice
             Adult Competition
    PM:      Collegiate Competition
             Novice Competition
    Evening: Senior FS Competition