2017 Regional Figure Skating Championships

Bid Information & Guidelines

Proposed Competition Dates:

*Week 2: Oct. 5-9, 2016

*Please note the following religious holidays:
Rosh Hashanah - Oct. 2-4, 2016
Yom Kippur - Oct. 11-12, 2016

Please indicate on the application which week(s) you prefer and or are able to host from the options below

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OVERVIEW:
The regional figure skating championships, sanctioned by U.S. Figure Skating, are the first stop in U.S. Figure Skating’s qualifying competition structure. The top four place winners in each event will advance to the respective 2017 U.S. Figure Skating Sectional Championships.
Singles skaters in the juvenile/intermediate/novice/junior/senior levels will compete in nine (9) regional championships across the United States during the month of September/October, 2016.

REGIONAL CHAMPIONSHIP EVENTS
2017 New England Regional Championships
2017 North Atlantic Regional Championships
2017 South Atlantic Regional Championships
2017 Eastern Great Lakes Regional Championships
2017 Upper Great Lakes Regional Championships
2017 Southwestern Regional Championships
2017 Northwest Pacific Regional Championships
2017 Central Pacific Regional Championships
2017 Southwest Pacific Regional Championships

REGIONAL CHAMPIONSHIP COMPETITION DATES:
The regional figure skating championships will be conducted over three weeks in September/October 2016:
Week 1 - September 28 - October 2, 2016
Week 2 - October 5-9, 2016
Week 3 - October 19-23, 2016

Please note that two major Jewish holidays occur within the three weeks listed above and should be noted as you plan your event dates:
Rosh Hashanah - Begins at sunset on Oct. 2 and ends nightfall on Oct. 4, 2016
Yom Kippur - Begins at sunset on Oct. 11 and ends at nightfall on Oct. 12, 2016

Flexibility to host your regional championships over any of the three recommended weeks would greatly improve your chances of receiving the bid.

2017 REGIONAL CHAMPIONSHIP GEOGRAPHY:
New England Regional Figure Skating Championships: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
North Atlantic Regional Figure Skating Championships: New Jersey, New York, and Erie, Pa.
South Atlantic Regional Figure Skating Championships: Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, Pennsylvania (excluding Erie), South Carolina, Virginia, West Virginia, and Chattanooga, Tenn.
Eastern Great Lakes Regional Figure Skating Championships: Alabama, Indiana, Kentucky, Lower Peninsula of Michigan, Mississippi, Ohio and Tennessee (excluding Chattanooga).
Upper Great Lakes Regional Figure Skating Championships: Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri (excluding Greater Kansas City area and St. Joseph, Mo.), North Dakota, South Dakota and Wisconsin.
Southwestern Regional Figure Skating Championships: Arkansas, Colorado, Kansas (including Greater Kansas City area and St. Joseph, Mo.), Louisiana, Nebraska, New Mexico, Oklahoma, Texas and Casper, Wyoming.
Northwest Pacific Regional Figure Skating Championships: Alaska, Idaho, Montana, Oregon, Washington, Wyoming
Central Pacific Regional Figure Skating Championships: California (North of Visalia), Hawaii, Nevada (excluding Las Vegas) and Utah
Southwest Pacific Regional Figure Skating Championships: Arizona, California (South of Visalia), Nevada (Las Vegas ONLY)
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*2017 REGIONAL CHAMPIONSHIPS SCHEDULE*

The Regional championships will occur over four to five days depending on the final number of entries, number of available ice surfaces (one official practice day and three to four competition days) and the size (if elected) of the non-qualifying competition hosted in conjunction with the regional championships. If a secondary ice surface is needed for competition, then platforms for the judges, technical panel, music and announcers will have to be constructed/present within both competition surfaces. U.S. Figure Skating recommends the use, if possible, of only one competitive surface to defray additional costs. U.S. Figure Skating will finalize the dates with each local organizing committee (LOC) after the hosts are selected. The goal is to have no more than three (3) regional championships taking place during one week – one regional championship from each section over each week.

**TUESDAY**
- Evening arena set-up, arrivals of officials

**WEDNESDAY**
- Official Practice sessions

**THURSDAY**
- Competition

**FRIDAY**
- Competition

**SATURDAY**
- Competition

**SUNDAY**
- Events are recommended to end by 2:00 p.m. to allow for departures

*Actual schedule will be determined with input based on history of regional, Chief Referee, LOC and U.S. Figure Skating Chair, Competitions.*

**NON QUALIFYING COMPETITIONS ASSOCIATED WITH 2017 REGIONALS**

If the proposed regional host LOC desires to host a non-qualifying competition as part of the Regional Championships, **they must provide as part of the bid response the proposed events and schedule**. The U.S. Figure Skating **standard non-qualifying competition announcement must be used to construct the non-qualifying competition.** If a proposed LOC has additional events they would like to offer those are subject to prior approval by U.S. Figure Skating before being included in the event announcement. In all instances, the events offered as part of the regionals championships must take precedence over the non-qualifying components of the championships.

**PAST EVENT HISTORY**

The past event history for all U.S. Figure Skating events can be located here: [http://www.usfigureskating.org/Events.asp?id=323](http://www.usfigureskating.org/Events.asp?id=323)

The information includes past host sites, entry history and financial actuals for all events that are available. Please consult this information when reviewing your interest in hosting a U.S. Figure Skating competition.
BID INSTRUCTIONS
The 2017 Regional Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the regional 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, convention and visitor’s bureau, sports commission or any combination of these organizations. The LOC will serve as the local hosts of the regional 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 any designated co-chairs/committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the Regional Figure Skating Championships Agreement to Host.

The Agreement to Host will serve as the final hosting document and supercedes 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, the LOC agrees to abide by the Agreement to Host, 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 “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:
Week of March 2, 2015 – Bid information made available to interested clubs and cities
April 3, 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. Diagrams of facilities
e. Arena contract/rider main venue
f. Hotel contracts
g. Transportation Information and area maps showing venue locations as they relate to hotels and airport

April 7 - 17, 2015 – U.S. Figure Skating reviews finalist bid clubs/cities.
Week of April 27, 2015 – Announcement of clubs/cities selected to host the 2017 sectional championships

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

U.S. FIGURE SKATING COMPETITIONS COMMITTEE:
The bid process and site selection for the 2017 regional figure skating championships will be managed by the U.S. Figure Skating Competitions Committee and the U.S. Figure Skating Events Department.
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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 efforts. Ex. “2017 Central Pacific Regional Figure Skating Championships.”
6. 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 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 U.S. Figure Skating
   - Executed contracts with secondary/practice arenas, subject to advance approval of U.S. Figure Skating

ARENA SPECIFICATIONS AND REQUIREMENTS:
1. Ice Surfaces:
   The following events will require one (1) ice surface 85’ x 200’ or 100’ x 200’ to host the practice and competition associated with the Regional Championships:
   - 2017 New England Regional Championships
   - 2017 Northwest Pacific Regional Championships
   - 2017 Central Pacific Regional Championships
   - 2017 Southwest Pacific Regional Championships

   The following events will likely require two (2) ice surfaces 85’ x 200’ or 100’ x 200’ (to be confirmed based on entries) to host the required practice and competition associated with the Regional Championships:
   - 2017 North Atlantic Regional Championships
   - 2017 South Atlantic Regional Championships
   - 2017 Upper Great Lakes Regional Championships
   - 2017 Eastern Great Lakes Regional Championships
   - 2017 Southwestern Regional Championships

2. Internet:
   - A dedicated high-speed Internet hard line (cable, TI or DSL) must be made available or installed to the judges’ stand location solely for the use of the live scoring results system. This must be a WIRED connection.
   - 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
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- Officials meeting room
- Hospitality/meal room
- LOC/USFSA event staff work area

4. Seating
   - Required Seating: 600+ in the main competition arena

5. Concourse/Public Space:
   - One Complimentary vendor booth space for U.S. Figure Skating merchandise sales if applicable.

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.

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;
- Media and public relations plan focusing on local and regional promotion of the event through press releases, community awareness and involvement, etc.
- 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 regional 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 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.
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OFFICIAL HOTEL(S):
1. Sleeping Rooms: Varies depending on regional championships. Base this number on the projected length of your competition and the projected number of skaters using historical entry data.
2. Negotiated event rate ($69-99/room) at the selected official hotels that must include a rebate ($5-10) and/or a commission (10%) based on total room charges associated with event to LOC.
3. Must include a reduced room rate for officials assigned to the competition.
4. Must include 1 complimentary room for every 35-50 paid rooms back to LOC.
5. Complimentary or reduced airport travel pickup if required for officials.
6. Meeting Rooms: Complimentary access to two 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 $15,000 for the regional championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the regional 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 regional championships.
3. Entry fees for all skaters entering qualifying competitions have been standardized. The local organizing committee will receive entry fees based on those competitors entered at the close of entries (excludes all pairs/dance teams, byes, elect not to compete under "4 or fewer rule" – refer to Agreement to Host for full description of exceptions). Fees are paid per entry, not per skater. For 2016, entry fees for singles skaters is set at $130. 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.
4. The budget should account for 30-50 (based on number of rinks to be used) 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 and lodging for the officials (gifts and dinner are optional) and the overall cost of both the competition and practice venues.
6. Official Competitors 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. However, with the current competition schedule, the hosting of such an event may not be in the club’s best interest.
7. All competitors, one chaperone per competitor 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. Only parents/legal guardians can be credentialed as a chaperone. Additional coach and chaperone 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.
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 Sectional vice chair and U.S. Figure Skating prior to awarding the bid.
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SUBMITTING YOUR PROPOSAL
It is required to submit your proposal online using the online 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.