



2020 U.S. Collegiate Figure Skating Championships

Bid Information & Guidelines

Proposed Competition Dates:
Late July/Early August 2020

CONTACT:

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2020 U.S. COLLEGIATE FIGURE SKATING CHAMPIONSHIPS - BID INFORMATION

OVERVIEW

The longest running of all the collegiate programs, this competition started in 1986. It is held each August. Intermediate, Novice, Junior, and Senior skaters from all over the country look forward to this event. This is the only individual competition open exclusively to full-time college students!

NEW - Scholarships totaling \$17,000 are awarded to the top finishers in the Junior and Senior events.

The competitors find a congenial atmosphere where friendships are formed with others who share their love for figure skating. In addition, skaters have an opportunity to learn how to form collegiate clubs on their campuses, and even try their hand at trial judging!

ENTRY INFORMATION

U.S. Collegiate Figure Skating Championships Competitor Data at close of entries, June 15

Event	2013	2014	2015	2016	2017	2018	2019
Intermediate Ladies *	N/A	N/A	N/A	N/A	7	3	0
Intermediate Men *	N/A	N/A	N/A	N/A	0	0	0
Novice Ladies*	N/A	N/A	N/A	N/A	16	8	4
Novice Men*	N/A	N/A	N/A	N/A	2	0	2
Junior Ladies	12	9	10	13	13	6	12
Junior Men	0	3	4	2	2	2	3
Senior Ladies	30	40	46	20	26	22	23
Senior Men	6	7	6	1	2	1	5
TOTAL # COMPETITORS	48	59	66	36	74	42	49

*2017 was the first time Intermediate and Novice events were offered.

COMPETITION DATES:

The U.S. Collegiate Figure Skating Championships will be conducted over three days. Contingent upon entry numbers, official practice will begin the evening of Day 1, with competition taking place on Days 2-4. U.S. Figure Skating will finalize the dates with the local organizing committee (LOC) after the host is selected.

The Collegiate Championships may be conducted in conjunction with a nonqualifying competition (and is recommended) but is subject to the approval of U.S. Figure Skating. All administrative aspects of these events must be handled by the host club and nonqualifying competition cannot interfere with the qualifying competition. The Collegiate Championships will be required to have their own, assigned panel of officials. Assigned officials may be asked to officiate the nonqualifying competition, but are not required to cover both events.

SAMPLE SCHEDULE

Day 1	Day 2	Day 3
Official Practice – All official practices.	Competition – All short program competition.	Competition – All free skate competition.

BIDDING ON THIS EVENT

TIMELINE FOR SUBMISSION

January 2020	Bid information made available to clubs and cities
March 1, 2020	Deadline to submit completed bid packages
March 2 – 20, 2020	U.S. Figure Skating reviews finalist bid clubs and cities
Week of March 23, 2020	U.S. Figure Skating announces host clubs and cities.

U.S. FIGURE SKATING COMPETITIONS COMMITTEE

The bid process and site selection for the U.S. Collegiate Figure Skating Championships will be managed by the U.S. Figure Skating Competitions Committee, U.S. Figure Skating Events Department, and Athlete Development Managers.

BID REQUIREMENTS

U.S. Figure Skating's Competition Committee, in conjunction with the U.S. Figure Skating Events Department and Athlete Development Managers, will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

The U.S. Collegiate Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the 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 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, Athlete Development Managers, the LOC chair and any designated co-chairs/committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the U.S. Collegiate Figure 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 requirements to host – as outlined below - 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.

All bid presentations should consider the following points in your bid presentation:

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 may include but not be limited to the following:
 - U.S. Figure 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 as instructed.

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6. The LOC must utilize the official title and logo in all marketing efforts. U.S. Figure Skating has the resources to assist in the creation of the event logo (eliminates a cost normally incurred by the LOC).
7. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
8. 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

VENUE SPECIFICATIONS AND REQUIREMENTS

1. Ice Surfaces: One surface is required.
2. Dedicated high-speed Internet line (cable, T1 or DSL) to judges' stand solely for the use of the Live Scoring results system
3. Size: 85' x 200' (NHL-preferred) or 100' x 200' (Olympic-acceptable)
4. Seating: 150+ main competition arena
5. Function Areas: Working rooms (areas on event/concourse level) for accounting, officials, LOC staff and other event logistical needs
6. Access to high-speed Internet (line or wireless) to be used by the assigned accountants.
7. A high-performance copier and computer equipment for accounting may need to be rented or donated. The chief accountant will provide the LOC with specific accounting room requirements.
8. Complimentary vendor booth space must be available for U.S. Figure Skating merchandise sales.
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. Wireless high-speed Internet is highly recommended throughout the competition venue.

OFFICIAL HOTELS

1. Sleeping rooms: Estimated 60-90 rooms for three nights. This includes competitors and officials. Negotiate a rate at the selected official hotels that includes a rebate on each room night to the LOC or discounted rates for the officials.
2. Meeting rooms: Complimentary access to one meeting room at the designated host hotel for the event to be used for officials meeting and, if the LOC chooses, a reception for officials.

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 Collegiate Championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the collegiate 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 Collegiate 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. Entry fee for singles skaters is currently \$140.
4. The budget should account for the printing and shipment of U.S. Figure Skating required rink board signage. The budget should also account for the shipment of U.S. Figure Skating issued awards.
5. The budget should account for 15-18 U.S. Figure Skating-assigned officials (including but not limited to judges, referees, technical panel, accountants and music techs). *PLEASE NOTE; this number may vary dependent upon entries.

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6. 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.
7. Competitor's 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.
8. 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 chaperones. Additional coach and chaperone credentials may be purchased for an amount determined by the LOC and approved by U.S. Figure Skating.
9. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
10. The LOC will retain all revenue generated from community/government grants.
11. The LOC will keep any monies received from any approved local cash sponsor.
12. 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.

Submitting A Bid Online Through The Event Management System

1. Log onto U.S. Figure Skating's Members Only website at www.usfsaonline.org.
2. Under the "Club Mgmt" menu, select "Qualifying Bid Application". This will bring you to the event management system.
3. On the right hand side, click the "Qualifying Bid" button.
4. You will now see the Bid template.
 - a. Competition Information
 - i. Select the competition for which you would like to bid.
 - ii. Apply a preference to the competition dates listed. If you will be hosting the Collegiate Championships in conjunction with a nonqualifying competition, please note such in the "Date Notes" section.
 - iii. Provide additional organizations who will support the event (skating councils, sports commissions, CVBs)
 - iv. Provide Bid Contact Information (Name, Phone, & Email)
 - b. Arena Information
 - i. Click "Add a New Arena" for each venue you plan to use for the competition (inclusive of practice ice).
 - ii. Provide arena contact information, rental costs, seating capacity, surface sizes, number of ice resurfacers, number of locker rooms/function rooms, internet access, existing rink board advertising, food options, etc.
 - iii. You will also need to provide a preliminary ice contract. For tips on arena contracts, [CLICK HERE](#).
 - c. LOC Structure
 - i. Use the search function to input U.S. Figure Skating members into known roles. For non-members, use the text fields to provide contact information.
 1. Any competition chairs are required to provide a detailed resume. Use the upload function in this section to provide appropriate documents.
 - d. Budget
 - i. Create a budget based on 2018/19 Competition Season Information
 1. Entry Fees: \$140 per Skater
 - a. $\$140 \times 49 \text{ skaters} = \$6,860$
 - ii. Account for 30 – 50 U.S. Figure Skating assigned officials
 1. Refer to sample agreement to Host for projections
 2. Account for travel, meals, and lodging (gifts and welcome dinner are optional).
 - iii. AS YOU EDIT make sure you save early and often while editing the template. There is a "Save Financials" button that will appear **RED** until you save any changes you have made.
 - iv. TO COMPLETE THIS SECTION you must click the **GREEN** "Complete Budget" button. After your bid has been submitted, you will be able to edit your budget until the bid submission deadline.
 - e. Hotel Information
 - i. Click "Add a new hotel" for each hotel you intend to use for the competition.
 1. U.S. Figure Skating encourages prospective LOCs to provide information on at least two (2) hotel properties – their official's hotel (primary) and a competitor hotel (secondary).
 - ii. For each hotel, you will need:
 1. Hotel contacts – name, email, and phone
 2. Rooms – number of rooms available, number of complimentary rooms available, and room types

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3. Proposed room rates
4. Food options – onsite dining (menu options, pricing), room service
- iii. For your Primary Hotel, you will need to upload a preliminary contract. For a preliminary hotel contact tip sheet, [CLICK HERE](#).
- f. Transportation Information
 - i. Provide nearest airport and major airlines serving the area
 - ii. Distances: airport to hotel, airport to arena, arena to hotel
 - iii. Outline your transportation plan for assigned officials
- g. Save and SUBMIT!

*If you have any supplemental items you would like to submit with your bid that do not fit into the required fields, please email them to Megan Romeo at mromeo@usfigureskating.org.