



2021 + 2022

**REGIONAL SINGLES CHALLENGES
SECTIONAL PAIRS/ICE DANCE CHALLENGES
SECTIONAL SINGLES FINALS
U.S. ICE DANCE FINAL
U.S. PAIRS FINAL**

PRESENTED BY



**Bid Information &
Application Guidelines**

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AVAILABLE DATES + BID TIMELINE

Tentative and subject to change

The regional/sectional challenges will be conducted over three weeks in October and we encourage clubs to explore hosting a pairs/dance sectional challenge or a neighboring regional (for example: New England and North Atlantic) in conjunction with the primary competition. The finals will be hosted over two weeks in November. Flexibility to host over the recommended weeks will greatly improve the chances of receiving the bid, in addition to submitting for both years.

REGIONAL SINGLES & SECTIONAL ICE DANCE/PAIRS CHALLENGE

2021 Qualifying Season

Week 1 – Wednesday, September 30 – Sunday, October 4, 2020

Week 2 – Wednesday, October 7 – Sunday, October 11, 2020

Week 3 – Wednesday, October 14 – Sunday, October 18, 2020

2022 Qualifying Season

Week 1 – Wednesday, September 29 – Sunday, October 3, 2021

Week 2 – Wednesday, October 6 – Sunday, October 10, 2021

Week 3 – Wednesday, October 13 – Sunday, October 17, 2021

TENTATIVE SCHEDULE:

Tuesday: arena set-up

Wednesday: arrival of officials/first day of practice ice (official or unofficial)

Thursday – Sunday: competition

SECTIONAL SINGLES, U.S. ICE DANCE & U.S. PAIRS FINAL

2021 Qualifying Season

Week 1 – Tuesday, November 10 – Sunday, November 15, 2020

Week 2 – Tuesday, November 17 – Sunday, November 22, 2020

2022 Qualifying Season

Week 1 – Tuesday, November 9 – Sunday, November 14, 2021

Week 2 – Tuesday, November 16 – Sunday, November 21, 2021

TENTATIVE SCHEDULE:

Monday: arena set-up

Tuesday: arrival of officials/first day of practice ice (official or unofficial)

Wednesday - Sunday: competition

***Actual schedule will be determined from Chief Referee, LOC and U.S. Figure Skating with input based on history of regional/sectional entries, number of ice surfaces available.*

2021 BID TIMELINE

Week of December 15 – Bid information made available to figure skating clubs.

January 15 – Deadline to submit 2021 bid application at www.usfsaonline.org

- **2022 bid applications will be due March 1st and the review timeline will be confirmed after the deadline**

January 15 – 30 – Review process

Week of February 15 – Provisional awards to host clubs

Week of February 24 – 2021 Qualifying Season Press Release

OVERVIEW:

The U.S. Figure Skating qualifying pipeline consists of the following:

- **National Qualifying Series (NQS)**
- *Series events conducted June to September*
 - o This is an optional series for qualifying level skaters interested in earning a sectional and national rank and potentially qualifying for direct advancement to the Sectional Singles Finals or U.S. Pairs or U.S. Ice Dance Finals based on their final series standings.
- **Regional Singles Challenge (nine regional events), Sectional Pairs Challenge (three) and Sectional Ice Dance Challenge (three)**
- *Events conducted in October*
- *Registration opens July 15 and closes Sept. 1*
- *All interested athletes (including potential byes, NQS athletes) **MUST** enter within this registration window.*
 - o Sectional pairs and ice dance challenges will be held in conjunction with one regional singles challenge within their section.
- **Sectional Singles Final (three), U.S. Pairs Final and U.S. Ice Dance Final**
- *Events conducted in November*
- *Require qualification from the Regional/Sectional Challenges or bye (NQS, International...)*
 - o The U.S. Pairs and Ice Dance Finals will be held in conjunction with one sectional singles final.
- **2021 Toyota U.S. Figure Skating Championships – January 11-17, 2021 (San Jose, California)**
- **2022 Toyota U.S. Figure Skating Championships – January 3-9, 2022 (Nashville, Tennessee)**
 - o **Senior singles, pairs and ice dance**, all competitors that qualify for the U.S. Figure Skating Championships through their placement at a Sectional Singles Final, the U.S. Pairs Final or the U.S. Dance Final, **MUST** also have met a minimum Total Elements Score (TES) during the season to compete at the U.S. Figure Skating Championships. Click [here](#) for scores and details.
 - o **Junior singles, pairs and ice dance**
 - In novice ladies and novice men, the top two finishers at each Sectional Singles Final (no alternates) will be invited to compete at the U.S. Figure Skating Championships – in the junior ladies or junior men’s event.
- **2021 National High-Performance Development Camp – January 18-20, 2021 (San Jose, California)**
- **2022 National High-Performance Development Camp – January 10-12, 2022 (Bellevue, Tennessee)**
 - o The National High-Performance Development Team and Camp (NHPDT) is a new program run by the U.S. Figure Skating High Performance Department which will debut in January 2020. In lieu of the top performing juvenile, intermediate and novice athletes competing at the U.S. Figure Skating Championships, they will instead qualify for the National High-Performance Development Team, which will commence with a training camp immediately following the U.S. Figure Skating Championships. Outcomes of the training camp will include assignment of some athletes to international competitions and/or additional high-performance opportunities.

U.S. FIGURE SKATING QUALIFYING COMPETITIONS:

OCTOBER EVENTS:

New England Regional Singles Challenge (NE)
North Atlantic Regional Singles Challenge (NA)
South Atlantic Regional Singles Challenge (SA)
Eastern Great Lakes Regional Singles Challenge (EGL)
Upper Great Lakes Regional Singles Challenge (UGL)
Southwestern Regional Singles Challenge (SW)
Northwest Pacific Regional Singles Challenge (NWP)
Central Pacific Regional Singles Challenge (CP)
Southwest Pacific Regional Singles Challenge (SWP)
Eastern Sectional Pairs Challenge*
Eastern Sectional Ice Dance Challenge*
Midwestern Sectional Ice Dance Challenge*
Midwestern Sectional Pairs Challenge*
Pacific Coast Sectional Ice Dance Challenge*
Pacific Coast Sectional Pairs Challenge*

**competition is held in conjunction with a regional singles challenge – we also encourage LOCs to consider hosting a neighboring regional in conjunction with their primary competition (two competitions under one roof, for example: 2020 NA and NE Regional Singles Challenge – Westborough, Mass/North Star FSC)*

NOVEMBER EVENTS:

Eastern Sectional Singles Final (ES)
Midwestern Sectional Singles Final (MS)
Pacific Coast Sectional Singles Final (PCS)
U.S. Pairs Final*
U.S. Ice Dance Final*

**competition is held in conjunction with a sectional singles final*

BID APPLICATION & LOC RESOURCES:

[Agreement to Host Sample](#)

[2020 Qualifying Season Event Resource Binder*](#)

[2020 EMS Competition Checklist*](#)

LOC Tip Sheets: [Arena](#) and [Hotel](#)

- You will be required to upload preliminary arena/hotel contracts within the application

[EMS Budget Template](#)

- Entry fees will increase for the 2021/2022 season
 - o LOC will receive \$180/skater
- Refer to second tab breakdown of entry fees and practice ice from 2019/2020

[U.S. Figure Skating SafeSport Handbook](#)

- [Sample Volunteer Schedule](#)
- [Sample Event Medical Plan](#)
 - o Event medical coverage is required for all official practice ice and competitive events. There must be a minimum of one compliant (SafeSport training and U.S. Figure Skating background check) medical professional rink side for each surface.
- [Locker Room Policy](#)

- o All locker room monitors must complete SafeSport training and the U.S. Figure Skating background check

[Qualifying Logo Guidelines](#)

[LOC Sponsor Packet*](#)

*Documents will be updated for 2021/2022 Qualifying Seasons after bid awards

EVENT MANAGEMENT SYSTEM (EMS):

Local Organizing Committees (LOCs) will utilize U.S. Figure Skating's Event Management System (EMS) to conduct all aspects of the awarded competitions including any approved nonqualifying competitions held in conjunction. EMS includes but not limited to the following:

- Event Registration including payment
- Financial Management (budget tool, reconciliation)
- Practice Ice (package/pre-purchase and open/onsite sales)
- Official's Management (invitation, tracking and communication)
- Volunteer Management (recruitment, scheduling and compliance)

GENERAL BID INFORMATION:

The Qualifying Competitions are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the competitions and will, by contract, delegate certain aspects of the management of the competition to the LOC via the online Event Management System (EMS).

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 qualifying competition under the direction of U.S. Figure Skating.

Following selection of a host site, a team consisting of 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 Agreement to Host.

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 qualifying competition 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.

REQUIREMENTS TO HOST:

1. Arena Specifications:
 - a. Ice Surfaces - per the U.S. Figure Skating [rulebook](#), ice surfaces must be 85' x 200' or 100' x 200'
 - i. One Competition/Practice Ice Surface: CP, EGL, NWP, SW, SWP, EAST, MIDS and PC

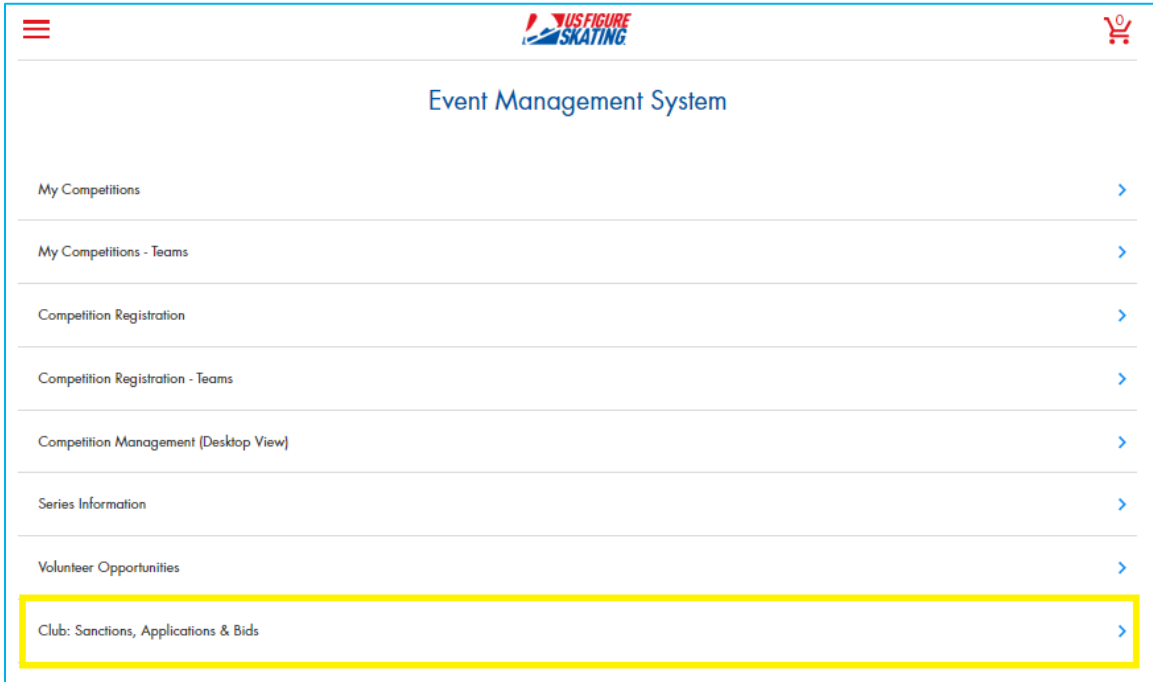
- ii. Two Competition/Practice Ice Surfaces: NA, NE, SA, and UGL
 - b. Internet:
 - i. Reliable WIFI for event operations and official's use (accounting room and hospitality)
 - ii. One dedicated hard line (5 up) to judge's stand for IJS Live Scoring
 - iii. One dedicated hard line (20 up) to IJS replay camera for live stream (November Finals only)
 - c. Official's Platform:
 - i. Ability to build platform directly next to surface (and remove rink glass as necessary)
 - 1. Hockey Box Layout [HERE](#)
 - 2. No Hockey Box Layout [HERE](#)
- 2. Demonstrate successful event management experience, including but not limited to:
 - a. Nonqualifying competitions (required)
 - b. Qualifying competitions (preferred)
- 3. Possess adequate volunteer base to staff pre-planning, manage EMS and onsite event roles
- 4. Understanding and agreement to abide by U.S. Figure Skating's SafeSport Policies and Requirements
 - a. In accordance with federal law, specifically S.534 – Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017, U.S. Figure Skating, as a National Governing Body, and all member figure skating clubs, as Local Affiliated Organizations, are under the jurisdiction of the U.S. Center for SafeSport. All sanctioned events must comply with U.S. Figure Skating's SafeSport policies. This includes the club having a SafeSport Compliance Chair that has passed a U.S. Figure Skating background check and completed the SafeSport training ("compliant") and strictly complying with the Athlete Protection Policies (Section II) and SafeSport Compliance Requirements (Section III), in addition to providing compliant locker room monitors and medical professionals/volunteers.
- 5. Agree to U.S. Figure Skating Event Medical Coverage Requirements:
 - a. Event medical coverage is required for all official practice ice and competitive events. There must be a minimum of one compliant (SafeSport training and U.S. Figure Skating background check) medical professional rink side for each surface.
- 6. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies, printing) or cash contributions
- 7. Agreement to all U.S. Figure Skating policies and requirements including but not limited to logo creation, sponsorship, media, marketing, photography and videography
- 8. After the provisional award, the following contingencies must be met by the LOC within 90 days
 - a. Executed Agreement to Host between LOC and U.S. Figure Skating
 - b. Executed Event Medical Plan provided by LOC to U.S. Figure Skating for approval
 - c. Agreement(s) between LOC and third parties (all arena, hotel, event merchandise/apparel and vendor contracts) specifying any and all contractual obligations and expenses, for approval by U.S. Figure Skating

BID INSTRUCTION AND REQUIREMENTS:

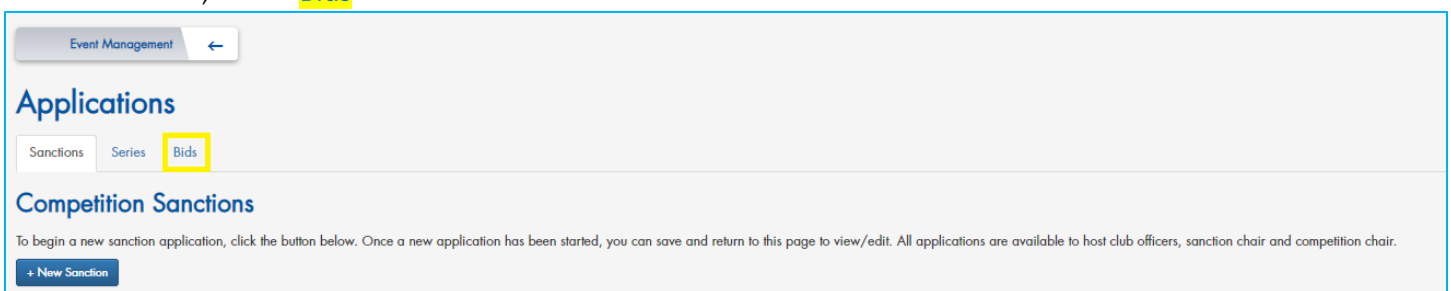
The qualifying bid applications are available via www.usfsaonline.org by the following members of U.S. Figure Skating Clubs and/or Interclub Councils – **President, Vice President, Secretary, Treasurer or Sanction Chair.**

Questions regarding access or the bid application process should be directed to Mia Corsini; mcorsini@usfigureskating.org.

To access log onto U.S. Figure Skating's [Members Only](#) website
Click EMS followed by **Club: Sanctions, Applications & Bids**



From the menu, select **Bids**



1. Competition Information

- Select the competition for which you would like to bid from the drop down and date preferences (1 through 3)
 - Note: if you are interested in hosting another competition in conjunction with yours, please include this in “Optional: Please provide additional comments relating to your date preferences.”
 - This applies to:
 - Any two regional singles challenges
 - i.e. New England and North Atlantics Regional Singles Challenges
 - Any sectional pairs and/or ice dance challenge

- i.e. Central Pacific Regional Singles Challenge and Pacific Coast Pairs Challenge
 - U.S. Ice Dance Final or U.S. Pairs Final
 - i.e. Eastern Sectional Singles Final and U.S. Ice Dance Final
- Provide additional organizations who will support the event (skating councils, sports commissions, CVBs)
- Provide Bid Contact Information (Name, Phone & Email)

2. Arena Information

- Click [Add a new arena](#) for each venue you plan to use for the competition (inclusive of practice ice)
 - What information will you need?
 - Arena Contact – name, phone and email
 - Arena Rental Cost – per hour or all-in rental?
 - Seating Capacity, Surface Sizes, No. of Zambonis, No. of Locker/Function Room
 - Event Specifics: access to internet, existing rink board advertising, food options etc.
 - Preliminary Contract Upload – Primary Arena

3. LOC Structure

- 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
 - Use the upload to provide a detailed organization chart with name, position and job description for your LOC, including but not limited to the following (note: this must be submitted as a single document):
 - LOC Chair(s)
 - Responsible for oversight of the qualifying competition and primary contact for U.S. Figure Skating's Event's Department and all participants.
 - EMS Chair(s)
 - Responsible for overall understanding of EMS functionalities, working closely with the U.S. Figure Skating Product Support Department on training. Individual will be responsible for sharing knowledge of tool and delegating responsibilities, as needed, to members of the LOC (i.e. competition set-up, schedule upload (competition and practice)).
 - Practice Ice Chair(s)
 - Responsible for oversight of practice ice offerings, sales timeline and scheduling. This role requires pre-event work, collaboration with the LOC Chairs and Chief Referee and an onsite presence to facilitate sales. As this position has been identified as critical to the success of a competition, we recommend this individual not hold other positions (i.e. LOC Chair).
 - SafeSport Compliance & Volunteer Chair(s)
 - Responsible for the recruitment, scheduling and management of event volunteers. This person is charged with enforcing U.S. Figure Skating compliance policies (SafeSport training and background checks) for required positions (i.e. key LOC members, locker room monitors and medical staff).
 - Medical Chair(s)
 - Responsible for recruitment, scheduling and management of event medical staff and/or volunteers. Work closely with SafeSport Compliance & Volunteer Chair(s) to verify compliance requirements, in addition to U.S. Figure Skating Event's Staff to submit Event Medical Plan for approval and implementation onsite. Must have a clear understanding of the [U.S. Figure Skating Medical Standard of Care](#).

- Official's Liaison & Hospitality Chair(s)
 - Responsible for communication with assigned officials in conjunction with the Chief Referee (beginning August 2020), overseeing travel accommodations ([U.S. Figure Skating's Travel & Expense Policy](#)), onsite transportation, official's expenses and hospitality plan.

4. Budget

Click [here](#) for budget template and entry fees/practice ice breakdown

- Entry Fees are increasing:
 - CHALLENGES: Entry Fees: \$180 (Grant: max. of \$15,000)
 - FINALS: Entry Fees: \$180 (Grant: max. of \$27,000)
- Account for 30-50 U.S. Figure Skating assigned officials contingent on competition size and ice surfaces
 - Account for travel, meals and lodging (gifts and welcome dinner optional)
 - Click [here](#) to review 2020 Qualifying Official's Assignments

Do not forget to build in the costs for volunteer background check (avg. \$25/each), in addition to medical coverage (hired athlete trainers)

5. Hotel Information

- Click [Add a new hotel](#) for each hotel you intend to you use for the competition
 - U.S. Figure Skating encourages prospective LOCs to provide information on at least two hotel properties – the official's hotel (primary) and a competitor hotel (secondary)
 - What information will you need?
 - Hotel Contact – name, phone and email
 - Rooms – no. available, no. of complimentary rooms available and room types
 - Proposed Rates
 - Food Options – onsite dining (menu options, pricing), room service
 - Preliminary Contract Upload – Primary Hotel

6. Transportation Information

7. Save and SUBMIT

IF YOU WOULD LIKE TO SUBMIT ADDITIONAL INFORMATION IN SUPPORT OF YOUR BID,
EMAIL TO MCORSINI@USFIGURESKATING.ORG

BID TIMELINE

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- **2022 bid applications will be due March 1st and the review timeline will be confirmed after the deadline**

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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 over 184,000 active 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.

QUESTIONS?

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