



## **2025 & 2026 National Showcase**

### **Bid Information & Guidelines**

#### **2025 PROPOSED DATE**

**July 28 – August 1, 2025**

#### **2026 PROPOSED DATE**

**August 3 - 7, 2026**

If you would like to propose event dates in July or August that fall outside of those listed above, please email [cmallory@usfigureskating.org](mailto:cmallory@usfigureskating.org).

#### **CONTACT:**

**Casey Mallory, Manager, Figure Skating Programs**

U.S. Figure Skating

20 First St. Colorado Springs, CO

80906

T: (719) 228-3432

E-mail: [cmallory@usfigureskating.org](mailto:cmallory@usfigureskating.org)

## AVAILABLE DATES & BID SUBMISSION TIMELINE

The National Showcase event should be conducted over 5-6 days. U.S. Figure Skating will finalize the dates with the local organizing committee (LOC) after the host is selected. All administrative aspects of these events must be handled by the host club.

### TIMELINE FOR SUBMISSION

#### **2025 Bid Dates**

August 2024  
Sept. 30, 2024  
Oct. 15, 2024  
Oct. 31, 2024  
Dec. 15, 2024

#### **Date Details**

Bid information made available to clubs and cities  
Deadline to submit completed bid packages  
U.S. Figure Skating reviews finalist bid clubs and cities  
Agreement To Host completed and returned to U.S. Figure Skating  
U.S. Figure Skating announces host club and city

#### **2026 Bid Dates**

August 2024  
Jan. 31, 2025  
March 15, 2025  
May 1, 2025  
June 15, 2025

#### **Date Details**

Bid information made available to clubs and cities  
Deadline to submit completed bid packages  
U.S. Figure Skating reviews finalist bid clubs and cities  
Agreement To Host completed and returned to U.S. Figure Skating  
U.S. Figure Skating announces host club and city

## OVERVIEW

### Hosting a U.S. Figure Skating Event

The event outlined in this RFP is the property of U.S. Figure Skating. U.S. Figure Skating is the national governing body (NGB) for the sport of Figure Skating, as recognized by the U.S. Olympic and Paralympic Committee (USOPC). To maintain our certification as an NGB, U.S. Figure Skating is required to comply with the USOPC certification program. This means that U.S. Figure Skating must assure that all sanctioned events must follow the appropriate NGB standards.

As such, U.S. Figure Skating will oversee all aspects of the event and will, by contract, delegate certain aspects of the management of the competition to the local organizing committee (LOC).

The LOC is defined as a U.S. Figure Skating member club, convention and visitor's bureau (CVB), sports commission or any combination of these organizations. The LOC will serve as the local hosts of the competition under the guidance of U.S. Figure Skating.

Prospective LOCs may submit a bid to host this competition which displays their ability to meet the hosting requirements as outlined in this document. The bid review process will proceed as follows:

- **Request for Proposal (RFP) Release:** U.S. Figure Skating will release an RFP outlining all hosting requirements for the event.
- **Bid Development:** Prospective LOC's compile a bid displaying how they plan to carry out the hosting requirements of the event.
- **Bid Review:** A review committee comprised of members of the U.S. Figure Skating Showcase Subcommittee will review all submitted bids and evaluate bids to determine the best suited host.
- **Provisional Award:** A provisional award will be granted to the preferred LOC as selected by the review committee. Upon receipt of this provisional award, the preferred LOC will be required to:
  - Complete a provisional Agreement to Host.

- Provide confirmed contracts of dates held at host facilities and key hotel properties.
- **Final Award:** Upon completion of the provisional agreement and required contracts, a final award will be granted and will serve as the final sanctioning of the event after all information requested upon provisional award is received by U.S. Figure Skating. A public announcement about the host site will be made after the final award is issued.
- Any LOC not chosen by the committee will be notified of the decision prior to a public announcement. This communication will include any applicable feedback and LOCs not selected may be approached about hosting in future seasons.

**Previous Hosts:**

- 2010: Aug. 5-7, 2010 – Cape Cod, Mass.
- 2011: Aug. 4-6, 2011 – Cleveland, Ohio
- 2012: Aug. 9-11, 2012 – Escondido, Calif.
- 2013: Aug. 1-4, 2013 – Hyannis, Mass.
- 2014: Aug. 8-10, 2014 – Burbank, Calif.
- 2015: July 30-August 2, 2015 – Brighton, Mich.
- 2016: Aug. 11-13, 2016 – Strongsville, Ohio
- 2017: Aug. 9-13, 2017 – Santa Rosa, Calif.
- 2018: Aug. 2-5, 2018 – Brighton, Mich.
- 2019: July 31-Aug. 4, 2019 – Wenatchee, Wash.
- 2020: Event Not Held
- 2021: Aug. 3-7, 2021 - Fort Collins, Colo.
- 2022: Aug. 1-6, 2022 – Wesley Chapel, Fla.
- 2023: July 31-Aug. 6, 2023 – Norwood, Mass.
- 2024: Aug. 5-10, 2024 - San Jose, Calif,

Sample Schedule:

- 2023 National Showcase, hosted by the Skating Club of Boston ([2023-National-Showcase-Schedule.pdf \(scboston.org\)](https://www.scboston.org))
- 2024 National Showcase, hosted by the Peninsula Skating Club ([Full Schedule \(entryeeze.com\)](https://www.entryeeze.com))

Commercial Rights & Sponsorship

U.S. Figure Skating owns all commercial rights to the competition and all rights relating to television, radio, internet, broadcasting, video recording, webcasting/streaming, internet hosting and photographing of the competition, and such rights are the sole property of U.S. Figure Skating, except as assigned to the LOC within the Agreement to Host. No recorded media in any format now known or unknown may be broadcast, copied, streamed or distributed (including, without limitation, any and all social media) without prior written approval and subject to the terms and conditions set forth by U.S. Figure Skating.

U.S. Figure Skating retains the exclusive right to obtain competition or national sponsors in any and all categories and require execution of sponsorship term fulfillment as a part of the hosting requirements. This may include but is not limited to vendor space, signage, etc. The LOC has the right to solicit local sponsors for the competition in order to offset its expenses subject to U.S. Figure Skating approval and additional conditions.

**REQUIREMENTS TO HOST**

The local organizing committee (LOC is defined as a U.S. Figure Skating member club, convention, and visitor’s bureau (CVB), sports commission or any combination of these organizations). The LOC will serve as the local hosts of the competition under the direction of U.S. Figure Skating.

Following the selection of a host site, a team consisting of the U.S. Figure Skating Showcase Subcommittee, U.S. Figure Skating Programs Manager, LOC chair and chief referee 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 named as hosts of a competition in accordance with U.S. Figure Skating regulations, the LOC agrees to abide by the Agreement to Host and the latest U.S. Figure Skating Rulebook, including all costs and any changes/updates (including but not limited to the Agreement to Host) resulting from the most current Governing Council.

U.S. Figure Skating and the U.S. Center for SafeSport™ reserve the right to audit the competition for their compliance with these standards. LOC's that fail to implement one or more of these standards may lose their privilege of hosting a sanctioned event.

#### Host Community Requirements

- U.S. Figure Skating is committed to the principles of diversity, equity and inclusion. It is our expectation that the selected host will actively champion these values throughout all facets of their involvement in organizing and executing the event.
- Potential host city/venue should be accessible by air and ground transportation.
- Proven support of bid by the host community.
- The proposed LOC must demonstrate successful event management experience, including but not limited to the following:
  - U.S. Figure Skating sanctioned nonqualifying competitions (required)
  - Local performance events (e.g. ice shows, exhibitions) (optional)
  - U.S. Figure Skating NQS competitions (optional)

#### Facility Requirements

- The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
- The facility should have a comprehensive security/emergency-situation plan.
- Ice Surface(s)
  - Ice surfaces must be 85' x 200' or 100' x 200'.
  - At least three dedicated ice sheets for competition throughout the event required, more than three sheets may be utilized.
  - Additional surfaces should be utilized for unofficial practice ice (UPI) throughout the competition.
  - All in-arena commercial signage shall be covered or removed on each competition surface.
  - At least one ice resurfacing machine must be available per competition surface.
- Seating
  - Facility must have a minimum of 350 theatre style seats available for use in the main competition arena for the duration of the event – no exceptions. Additional sheets must have a minimum of 200 seats available for use.
- Curtain/Backstage
  - A curtain, standing flats or other stage fronts/portable walls are required for all performance surfaces. These items may be standing flats (eight feet minimum height) or hanging curtains (ten feet minimum height). The backstage area must be approximately 15 feet by the rink width.
  - Side opening must be approximately 4 x 7 feet for ice access and must not provide audience any view of the backstage area.

- The stage front must provide a stable and dignified appearance appropriate for a national event. WARNING: Some curtain fabrics will absorb moisture and become very heavy while in place in a rink. A collapsible wall is strongly recommended.
- The facility must offer the ability for production numbers to have separate entry and exit locations for prop/scenery.
- Spotlights
  - Three or more spotlights per ice surface are required, using LED bulbs so as to not overheat and overwork arena power sources.
- Internet
  - Two dedicated hardlines rinkside per competition ice sheet to support live video stream and results posting (5MB up minimum).
  - Strong, ideally dedicated, Wi-Fi available to the designated accounting, music and announcing room(s).
  - Reliable, ideally dedicated, Wi-Fi throughout the facility for general event operations and officials use. May be the same dedicated Wi-Fi as the accounting, music and announcing room(s).
- Officials/Accounting Platform & Placement
  - Ability to build a platform directly next to the ice surface (and ability to remove rink glass as necessary).
  - Access to power and required internet connections.
  - Access to house audio for connectivity of music systems
  - Sample Layouts
    - Hockey box ([CLICK HERE](#))
    - No hockey box ([CLICK HERE](#))
  - Judges and accounting must be on same side as the spotlights and audience. Judges may be at top of seating or at ice level, and anywhere between.
- Skater Ready Areas
  - Off-Ice Warm Up
    - Open space should be available in the facility to allow skaters to warm up and stretch prior to practicing or competing.
  - Ready Rooms/Locker Rooms
    - Space must be available for athletes to put on skates prior to competing/practicing.
    - If locker rooms or ready rooms are being provided, they must abide by the most recent edition of the U.S. Figure Skating SkateSafe® guidelines.
- Additional Required Spaces
  - On-Site Check-In/Information Desk
  - Officials Hospitality Room
- Accounting/Music Room
  - Must include one (1) high-speed photocopy machine for preparation of official papers, scripts, etc.
- Awards Podium
  - Must have 4 positions (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place).
  - A backdrop that makes the space appear clean for the purposes of official photos.
  - The competition logo must be displayed somewhere in the awards area within the framing of the official photos. The logo may appear either on podium or on backdrop.
  - Photographs must be taken of all awards ceremonies for official records.

### Housing Needs

- Housing must be provided through the LOC for all assigned officials. Transportation between this hotel and the competition facility must be provided. Projected room nights can be made available upon request.
- Courtesy blocks of rooms at properties near the host facility should be made available for event participants.

### Event Staffing

- A local organizing committee (LOC) should be formed to oversee all aspects of planning the event. As a part of the bid application, names of people to fill the following roles are required. Additional roles will be requested within the application as well as a resume for key LOC members.
  - LOC Chair
  - Treasurer
  - SkateSafe Compliance Chair
- The proposed LOC must demonstrate the ability to generate an adequate volunteer contingent to staff competition for the duration of the practice and competition days.
- Medical
  - A medical chair should be designated as a part of The LOC and is responsible for assuring the competition meets the staffing standards as outlined in the [U.S. Figure Skating Medical Standard of Care](#).
- Event Officials
  - Event officials will be assigned to the competition by the LOC for both the qualifying and nonqualifying events.
  - The LOC is responsible for all travel and housing costs for officials as outlined in the most recent edition of the [U.S. Figure Skating Travel and Expense Policy](#).
- U.S. Figure Skating Event Liaison
  - U.S. Figure Skating will designate an Event Liaison to work with the LOC on assuring all hosting requirements are met and will act as the LOC's main HQ contact during the pre-planning stage until post event review/settlement. The primary event liaison should be considered a part of the planning committee and informed of all local decisions as it relates to the event.
  - U.S. Figure Skating reserves the right to send one event liaison to the event and the LOC will be responsible for the cost of all travel, housing and per diem.
  - Should the event liaison be on-site during the event, they are there to oversee the execution of hosting requirements and provide guidance as needed.

### Other

- Licensing of the Event Logo
  - U.S. Figure Skating will design and create the official event logo and officially owns all rights, title and interest in and to the official event logo.
  - The LOC has the right to contract with a merchandiser with prior review/approval from U.S. Figure Skating for the production and sale of event related merchandise/apparel, however a licensing fee – amount to be outlined in the Agreement to Host – must be paid to U.S. Figure Skating.
- Photographer
  - The LOC has the right to contract with an event photographer for the competition. Should the LOC desire to contract with a local event photographer, the LOC photographer agreement is subject to prior approval by U.S. Figure Skating, which approval shall not be unreasonably withheld.

### Financial Responsibility

#### Entry Fees

- U.S. Figure Skating reserves the right to set entry fees and registration timelines for the competitions.
- Entry fees and practice ice fees are retained by the LOC.

- A \$15 admin fee per entry will be charged to skaters at the time of registration but will be retained by U.S. Figure Skating and is non-refundable.

**Awards**

- Medals: the cost of production and shipment of medals used at their competition is the responsibility of the LOC.
- The following perpetual trophies will be sent to the LOC for use at the event: Kathy Slack, Haley Gans and Richard Dwyer. Any expenses associated with the shipping of these trophies is the responsibility of the LOC. Once the event concludes, the perpetual trophies are to be returned promptly by UPS/FedEx to U.S. Figure Skating.

A schedule of expenses and who is responsible for those expenses is listed below. The party with the marked field will be responsible for the associated costs. The list is subject to change at U.S. Figure Skating’s sole discretion.

<b>Detail of Expenses</b>	<b>LOC</b>	<b>USFS</b>
Licensing Fees <ul style="list-style-type: none"> <li>• For merchandise/apparel sales, amount to be defined in the Agreement to Host</li> </ul>	X	
Officials <ul style="list-style-type: none"> <li>• All officials expenses including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> </ul>	X	
U.S. Figure Skating Staff <ul style="list-style-type: none"> <li>• The cost of one U.S. Figure Skating staff member to attend the competition including travel, housing, per diem/cost of meals, expense reimbursements, etc. as outlined in the <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> </ul>	X	
IJS Replay Camera/Live Stream Video Staff (If Applicable) <ul style="list-style-type: none"> <li>• Transportation, housing and expense reimbursement as outlined in the <a href="#">U.S. Figure Skating Travel &amp; Expense Policy</a>.</li> <li>• Meals on-site if a hospitality room is being provided to officials.</li> </ul>	X	
Awards <ul style="list-style-type: none"> <li>• Production of medals</li> <li>• Shipment of medals</li> </ul>	X	
Signage <ul style="list-style-type: none"> <li>• Production of event title board</li> <li>• Shipping of event title board</li> </ul>	X	X
IJS Judging System <ul style="list-style-type: none"> <li>• Rental and/or shipping costs</li> </ul>	X	
Facility Rental <ul style="list-style-type: none"> <li>• For competition facility/surfaces and any applicable room rentals.</li> <li>• For any supplemental practice facilities</li> </ul>	X	
Medical <ul style="list-style-type: none"> <li>• Any cost affiliated with medical staffing for the event and any applicable compliance</li> </ul>	X	

**STEPS FOR FORMSITE BID SUBMISSION**

Bid applications are available through the following link. Please note that bids are NOT submitted via EMS. The primary LOC chair or club president should submit the bid.

Link: <https://fs12.formsite.com/USFSAIT/ivns0wdv0w/index>

The bid application will require you to provide the following:

- Selection of preferred dates
- Arena Information
- Hotel Information
- LOC Roster
- Budget
- Travel Information

For any additional bid materials that do not fit in any fields provided in the application, please email Casey Mallory, Manager, Figure Skating Programs, U.S. Figure Skating at [cmallory@usfigureskating.org](mailto:cmallory@usfigureskating.org).