



2025 & 2026 National Solo Dance Series Final

Bid Information & Guidelines

2025 PROPOSED DATE

September 11-14, 2025

2026 PROPOSED DATES

September 16-19, 2026

If you would like to propose event dates in September that fall outside of those listed above, please email 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

AVAILABLE DATES & BID SUBMISSION TIMELINE

The National Solo Dance Series Final event should be conducted over 3-4 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

2025/2026 Bid Dates	Date Details
Aug. 2024	Bid information made available to clubs and cities
Oct. 1, 2024	Deadline to submit completed bid packages
Nov. 1, 2024	U.S. Figure Skating reviews finalist bid clubs and cities
Nov. 15, 2024	Agreement To Host completed and returned to U.S. Figure Skating
Dec. 15, 2024	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 Solo Dance 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:

- 2011: Sept. 23-25, 2011 – Colorado Springs, Colo.
- 2012: Sept. 20-23, 2012 – Colorado Springs, Colo.
- 2013: Sept. 18-21, 2013 - Colorado Springs, Colo.
- 2014: Sept. 17-20, 2014 - Colorado Springs, Colo.
- 2015: Sept. 23-26, 2015 – East Lansing, Mich.
- 2016: Sept. 7-10, 2016 – Newark, Del.
- 2017: Sept. 6-9, 2017 - Colorado Springs, Colo.
- 2018: Sept. 14-16, 2018 – Hyannis, Mass.
- 2019: Sept. 4-7, 2019 – Provo, Utah
- 2020: Event Not Held
- 2021: Sept. 17-19, 2021 – Kalamazoo, Mich.
- 2022: Sept. 7-10, 2022 – Santa Clarita, Calif.
- 2023: Sept. 14-17, 2023 – Chicago, Ill.
- 2024: Sept. 12-15, 2024 – Wesley Chapel, Fla.

Sample Schedule:

- 2023 National Solo Dance Series Final, hosted by the Skating Council of Illinois ([Skating Council of Illinois – Your source of information for amateur figure skating in Illinois and Wisconsin](#))
- 2024 National Solo Dance Series Final, hosted by the Sunshine State Figure Skating Club ([National Solo Dance Final - AdventHealth Center Ice \(ahcenterice.com\)](#))

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 Solo Dance 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.
- Preferred but not required is successful event management experience of U.S. Figure Skating nonqualifying or qualifying competitions or other multi-day events in local area/prospective host facility.

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 one dedicated ice sheet for competition throughout the event required.
 - Additional surfaces should be utilized for practice ice 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 500 seats available for use in the main competition arena.
- 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 Platform
 - 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](#))
- 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 high-speed photocopy machine for preparation of official papers, scripts, etc.
- Awards Podium
 - Must have 4 positions (1st, 2nd, 3rd and 4th 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.
 - Carpet, podium set-up, and ice time for on-ice awards.

Housing/Transportation 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.
- The distance between the official's hotel and the host facility must be within 15 miles.

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 LOC should be supplemented with a population of local volunteers/staff.
- 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 and Solo Dance Subcommittee.
 - 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 approved 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 are retained by the LOC.
- A \$15 admin fee per skater will be charged 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.

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.

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

compliance		
------------	--	--

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.