



2021, 2022, 2023 Adult Sectional Figure Skating Championships

Bid Information & Guidelines

Available Competition Dates:

2021: March 5-7, 2021 or March 12-14, 2021

2022: March 4-6, 2022 or March 11-13, 2022

2023: March 3-5, 2023 or March 10-12, 2023

CONTACT:

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National Vice Chair for Adult Skating – Competitions, Committee

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OVERVIEW:

The Adult Sectional Figure Skating Championships is the qualifying event preceding the annual U.S. Adult Figure Skating Championships. There are three sectional events conducted annually; Eastern, Midwestern and Pacific Coast.

The Adult Sectional Figure Skating Championships are comprised of ten championship (qualifying) events:

- Championship Masters Junior-Senior Ladies
- Championship Masters Junior-Senior Men
- Championship Masters Intermediate-Novice Ladies
- Championship Masters Intermediate-Novice Men
- Championship Adult Gold Ladies
- Championship Adult Gold Men
- Championship Adult Silver Ladies
- Championship Adult Silver Men
- Championship Adult Dance
- Championship Masters Pairs

These events are held in conjunction with a nonqualifying/open adult competition that includes, at a minimum, the final events in the Adult Competition Series. <https://www.usfigureskating.org/story?id=90613&menu=adultskating>

JUDGING SYSTEM

The International Judging System (IJS) must be used for the Masters Junior-Senior, Masters Intermediate-Novice, Adult Gold and Adult Silver singles events at the Adult Sectional Championships. Please note that this includes both open events and championship sectional events. The 6.0 Judging System must be used for the Championship Adult Dance and Championship Masters Pairs events at the Adult Sectional Championships.

U.S. FIGURE SKATING COMPETITONS COMMITTEE:

The bid process and site selection for the 2021, 2022 and 2023 Adult Sectional Figure Skating Championships will be managed by the U.S. Figure Skating Competitions Committee and the U.S. Figure Skating Events Department.

GENERAL INFORMATION AND FACTS:

The Adult Sectional Figure Skating Championships are open to bidding for the following sections:

Eastern Sectional Championships

- New England region - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- North Atlantic region - New Jersey, New York, and Erie, Pa.
- South Atlantic region - Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, Pennsylvania (excluding Erie), South Carolina, Virginia, West Virginia, and Chattanooga, Tenn.

Midwestern Sectional Championships

- Great Lakes region - Alabama, Indiana, Kentucky, Lower Peninsula of Michigan, Mississippi, Ohio, Tennessee (excluding Chattanooga)
- Southwestern region - Arkansas, Colorado, Kansas (including Greater Kansas City area and St. Joseph, Mo.), Louisiana, Nebraska, New Mexico, Oklahoma, Texas and Casper Wyoming
- Upper Great Lakes region - Illinois, Iowa, Upper Peninsula of Michigan, Minnesota, Missouri (excluding Greater Kansas City area and St. Joseph, Mo.), North Dakota, South Dakota, Wisconsin.

Pacific Coast Sectional Championships

- Northwest Pacific region – Alaska, Idaho, Montana, Oregon, Washington, Wyoming
- Central Pacific region – California (North of Visalia), Hawaii, Nevada, Utah
- Southwest Pacific region – Arizona, California (South of Visalia)

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COMPETITION DATES:

Interested hosts must be flexible and willing to host one of the following sectional events:

2021 Adult Sectional Figure Skating Championships from March 5-7, 2021 or March 12-14, 2021 or 2022 Adult Sectional Figure Skating Championships from March 4-6, 2022 or March 11-13, 2022 or 2023 Adult Sectional Figure Skating Championships from March 3-5, 2022 or March 10-12, 2023.

U.S. Figure Skating will select the final dates of the competition following the bid review process.

Note: Daylight Savings Time falls on the second week of March. It is preferred to host during week 1 to avoid potential scheduling mishaps.

BID INSTRUCTIONS

U.S. Figure Skating Competitions Committee in conjunction with the U.S. Figure Skating Events Department 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. Adult Sectional Figure Skating Championships are the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the U.S. Adult Sectional Figure Skating Championships 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, sports commission, or any combination of these organizations. The LOC will serve as the local hosts of the U.S. Adult Sectional Figure Skating Championships under the guidance of U.S. Figure Skating.

Following selection of a host site, a team constituting the U.S. Figure Skating Competitions Coordinator, the LOC chair and designated committee chairs, chief referee and chair of the Competitions Committee will implement the terms of the U.S. Adult Sectional Figure Skating Championships 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 U.S. Figure Skating event in accordance with U.S. Figure Skating Regulations and the original bid information, the LOC agrees to abide by the Agreement to Host and the latest U.S. Figure Skating Rulebook including 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 an adult-friendly local market and volunteer support of the competition for the mutual benefit of the Local Organizing Committee (LOC), the competitors and U.S. Figure Skating.

Business Plan

The bid presentation should outline a business plan, which will serve as a guide for the organization and financing of the event and include the following:

- 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 Organizing Committee with detailed role and responsibilities;
- Media and public relations plan focusing on local promotion of the event through press releases, community awareness and involvement, etc.
- Outline of a local sponsorship plan 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 U.S. Adult Sectional 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 outlined in the Agreement to Host.

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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;
- 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.

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 to include but not limited to the following:
 - Non-qualifying competitions
 - U.S. Figure Skating Adult sanctioned competitions
4. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
5. The LOC must comply with all U.S. Figure Skating sponsorship, media and videographer requirements.
6. The LOC must utilize the official title and logo in all marketing efforts. U.S. Figure Skating will provide guidelines and requirements in developing the logo.
7. The LOC is required to sign an official Agreement to Host with U.S. Figure Skating outlining all responsibilities and details.
8. It is important that the LOC help promote this event within the host community and region through locally focused press releases, local sponsorship packages, etc.
9. 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 contract between the LOC and the main event 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 Agreement to Host between the LOC and the U.S. Figure Skating

VENUE SPECIFICATIONS:

1. One ice surface is required, two are preferred.
2. Size: 85' x 200' (NHL) or 100' x 200' (Olympic) are acceptable
3. Arena Appearance
4. Rink Boards: U.S. Figure Skating may require clean rink boards within the competition surface.
5. Signage: Placement of all signage within the competition surface is determined by U.S. Figure Skating.
6. Access to high speed internet (line or wireless) to be used by the assigned accountant(s).
7. Wireless high speed internet is recommended throughout the competition venue.

OFFICIAL HOTEL(S):

1. Sleeping Rooms: Minimum of 50 rooms for two nights, preferably at one hotel.

ENTRY FEE(S):

All competitors entering the Adult qualifying season must submit payment of the appropriate entry fee (amounts listed below) to U.S. Figure Skating. All competitors are required to pay both the entry fee into the qualifying competition season (for each event entered) and the administrative fee. All fees are nonrefundable.

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2021/2022/2023 Adult Qualifying Competition Season Entry Fees

\$175 - Championship Events at Adult Sectional Championships **Subject to Change**

\$10 - Administrative fee/transaction (All transactions subject to payment of administrative fee)

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 \$3,000 for the adult sectional championships. U.S. Figure Skating welcomes bid proposals that will maintain the high quality of standards for the sectional 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 championships.
3. U.S. Figure Skating will pay entry fees to the LOC based on the number of competitors entered in Championship Events, which is determined as of the close of entries (February 1 of the stated calendar year). U.S. Figure Skating will retain an administrative fee for each entry.
4. All officials' expenses are the responsibility of the LOC. The LOC must incorporate an event travel policy in compliance with U.S. Figure Skating's overall travel policy.
5. The 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. All social functions and parties (ex. Officials dinner, Competitors Party) are optional. If held, they are at the expense of the LOC. Ideally; these functions should be fully sponsored as to not become an expense of the LOC.
7. All competitors and one designated coach (must be current member of U.S. Figure Skating and PSA, have a current Coach Registration with U.S. Figure Skating and be current with the required CERs) are entitled to receive free credentials. Additional coach 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.

SUBMITTING YOUR PROPOSAL

ALL bid packages must be submitted online via [EMS](#). For assistance, please contact product support at productsupport@usfigureskating.org

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 181,700 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.