



2021, 2022, 2023  
U.S. Adult Figure Skating  
Championships

Bid Information & Guidelines

Available Competition Dates:

2021: April 7 - 10, 2021 or April 14 - 17, 2021  
2022: April 6 - 9, 2022 or April 13 - 16, 2022  
2023: April 5 - 8, 2023 or April 12 - 15, 2023

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## 2021, 2022 and 2023 U.S. ADULT FIGURE SKATING CHAMPIONSHIPS

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#### OVERVIEW:

The U.S. Adult Figure Skating Championships are the annual national championships for the adult competitors. Attracting approximately 400 athletes and their families, coaches and officials, the event crowns a total of ten national champions in the Championship Events (Championship Masters Free Skates, Championship Adult Gold Free Skates, Championship Adult Silver Free Skates, Championship Adult Dance, and Championship Masters Pairs) as well as numerous other national champions in the open events offered at the U.S. Adult Championships.

**The U.S. Adult Figure Skating Championships have recently been hosted by and or awarded to the following markets:**

- 2019 - Salt Lake City, Utah (Salt Lake Figure Skating)
- 2018 - Marlborough, Massachusetts (Yarmouth Skating Club)
- 2017 - Wake Forest, North Carolina (Triangle Figure Skating Club)
- 2016 - Ann Arbor, Michigan (Ann Arbor Figure Skating Club)
- 2015 - Salt Lake City, Utah (Salt Lake Figure Skating)
- 2014 - Hyannis, Massachusetts (Yarmouth Skating Club)
- 2013 - Scottsdale, Arizona (Coyotes SC of Arizona)
- 2012 - Bensenville, Illinois (Skating Council of Illinois)
- 2011 - Salt Lake City, Utah (Salt Lake Figure Skating)
- 2010 - Bloomington, Minnesota (Bloomington FSC)

#### U.S. FIGURE SKATING COMPETITONS COMMITTEE:

The bid process and site selection for the U.S. Adult Figure Skating Championships will be managed by the U.S. Figure Skating Competitions Committee (this includes the National Vice Chair for Adult Competitions) and the U.S. Figure Skating Events Department.

#### GENERAL INFORMATION AND FACTS:

The U.S. Adult Figure Skating Championships are open to bidding to all sections:

##### Pacific Coast Section

- 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)

##### Midwestern Section

- Eastern 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 except that for synchronized team skating only, Colorado teams are excluded.
- 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.

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#### Eastern Section

- 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.

#### COMPETITION DATES:

The preferred dates for the U.S. Adult Figure Skating Championships are:

2021: April 7 - 10, 2021 or April 14 - 17, 2021

2022: April 6 - 9, 2022 or April 13 - 16, 2022

2023: April 5 - 8, 2023 or April 12 - 15, 2023

#### 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 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 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 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, the LOC agrees to abide by the Agreement to Host, 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. [Click here to view example of Agreement to Host.](#)

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.

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#### **Business Plan**

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

The business plan should include the following information:

- 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.

#### **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.

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- 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. Exclusive use of two ice surfaces, in one facility, is required. A third surface available solely for additional practice (either within the same venue or at another facility) is also necessary.
2. Size: 85' x 200' (NHL) or 100' x 200' (Olympic)
3. Seating: 1,000 Main Competition Arena  
500 Secondary Competition Arena
4. Arena Appearance
  - a. Glass Removal/Raising: Removal of glass in areas dictated by U.S. Figure Skating, including but not limited to the area around the judges stand and on the corners of the ice and additional assigned locations for videographer and webcasting. U.S. Figure Skating may ask for full removal of the glass within the competition surface if deemed necessary.
  - b. Rink Boards: The arena must remove existing advertising boards and or agree to allow U.S. Figure Skating to cover existing arena advertising at no cost including any replacement costs of existing rinkboards.
  - c. Signage: The arena must agree to allow event specific and U.S. Figure Skating sponsorship signage to be placed within the venues including but not limited to the field of play and public areas.
5. Function Rooms/Areas: Space for a minimum of six (6) working rooms/areas on event/concourse level.
6. Hook-up fee: The arena must agree in writing to waive any associated hook-up and power fees for television and or webcast coverage of the event if applicable.
7. Arena must agree in writing to waive all merchandise splits or fees associated with U.S. Figure Skating merchandise sales (refer to U.S. Figure Skating/LOC agreement to host).
8. Arena must agree to provide or allow to be provided at LOC cost, access to high speed internet (line or wireless) to be used by the assigned accountants.
9. Arena must agree to provide or allow to be provided at LOC cost a dedicated high speed line located at the judges stand for the sole use of the live scoring results system.
10. Wireless high speed internet is highly recommended throughout the competition venue.

#### **OFFICIAL HOTEL (S):**

1. Sleeping Rooms: Minimum 300 per night for five nights preferably at hotels within close proximity of one another and the competition venues.
2. Meeting Rooms: Complimentary access to three (3) meeting rooms at the designated host hotel for the event in order to schedule all functions surrounding the competition.

#### **ENTRY FEE (S):**

All competitors entering the Adult qualifying season must submit payment of the appropriate entry fee 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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\*\*Please note the entry fees for the 2021, 2022 and 2023 Adult qualifying seasons have not been confirmed and LOCs are expected to build their budget based off 2019 fees listed below:

#### **Current Adult Qualifying Competition Season Entry Fees (SUBJECT TO CHANGE)**

**\$160** - First event at U.S. Adult Championships (singles, pairs and dance)

**\$145** - Each subsequent event at U.S. Adult Championships (singles, pairs and dance)

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

As of the 2018 season, competitors advancing in the championship events from the three sectional championships will have to submit an additional entry fee to compete in the same event at the U.S. Adult Championships. Skaters will have the opportunity to sign up for a nonqualifying event and withdraw using that entry fee for their qualifying event should they qualifying from sectionals.

Once entries have closed, entry fees are only refundable if the competition is not held. There are no refunds for medical withdrawals. The chief referee reserves the right to combine, divide or cancel an event when necessary.

#### **BUDGET PARAMETERS:**

1. With the support of U.S. Figure Skating, the LOC will develop the final expense and revenue budget for the championships.
2. U.S. Figure Skating will provide a competition grant to assist with expenses that are directly related to the running of this competition, currently set at \$16,000. U.S. Figure Skating reserves the right to change this based on financial decisions made by the Board of Directors.
3. U.S. Figure Skating will pay entry fees (as stated in the Entry Fee(s) section on previous page) to the LOC based on the number of Competitors' entered, which is determined as of the close of entries (February 1, of the stated calendar year). U.S. Figure Skating will retain \$10.00 of every first event entry fee collected and the fee will be placed in the Adult Championships Trophy Fund.
4. The LOC should budget for approximately 60 U.S. Figure Skating assigned officials (included but not limited to judges, referees, technical panel, accountants, announcing and music techs). The LOC must incorporate an event travel policy in compliance with U.S. Figure Skating's overall travel policy.
5. Expenses should be projected at no more than \$100,000. 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. The LOC must incorporate an event travel policy in compliance with U.S. Figure Skating's overall travel policy.
6. All social functions and parties (ex. Officials dinner, competitor's 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 as well as have met mandated educational requirements) 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.

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9. The LOC will retain all revenue generated from community/government grants.

#### **BID APPLICATION TIMELINE AND PROCESS:**

**Week of May 1, 2019** – Bid information made available to interested clubs and cities

**December 31, 2019** – 2021 Completed bid packages and applications with required documentation due

**June 1, 2020** – 2022 Completed bid packages and applications with required documentation due

**December 31, 2020** – 2023 Completed bid packages and applications with required documentation due

#### **Please take the time to gather the below requirements as all applications must be submitted in full.**

- a. Main and secondary venue information
- b. Preliminary budget
- c. LOC organizational chart with resumes of proposed chairs
- d. Diagrams of facilities
- e. Arena contract/rider main venue
- f. Hotel contracts
- g. Transportation Information and area maps showing venue locations as they relate to hotels and airport

**January 31 – February 17, 2020** – U.S. Figure Skating reviews 2021 finalist bid clubs/cities.

**Week of February 20, 2020** – Announcement of clubs/cities selected to host the 2021 U.S. Adult Championships

**June 1, 2020 – June 17, 2020** – U.S. Figure Skating reviews 2022 finalist bid clubs/cities.

**Week of July 1, 2020** – Announcement of clubs/cities selected to host the 2022 U.S. Adult Championships

**January 31 – February 17, 2021** – U.S. Figure Skating reviews 2023 finalist bid clubs/cities.

**Week of February 20, 2021** – Announcement of clubs/cities selected to host the 2023 U.S. Adult Championships

#### **SUBMITTING YOUR PROPOSAL**

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

Interested applicants may apply for all open bids (host cities will only be selected for one year).

#### **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 over 680 member clubs representing 180,000 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.