



US SPEEDSKATING

EVENT BID INFORMATION

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TABLE OF CONTENTS

Overview	3
Short Track Events (100' x 200' Ice Surface Needed)	4
Budget Considerations	11
Key Components of a Successful Bid	13



US SPEEDSKATING

OVERVIEW

US Speedskating is a non-profit organization recognized by the United States Olympic Committee and the International Skating Union as the governing body for the sport of speedskating in the United States. We consider ourselves a family inspired by our Olympic legacy, committed to growing our sport, developing character through our shared values and achieving international competitive success on ice. Our vision is from “Pond to Podium” where all ages can experience the thrill of speed and the camaraderie of the skating community. The pursuit of excellence won us to date 86 Olympic medals, making it one of the most successful winter sports in the U.S. In addition to its elite programs, US Speedskating is responsible for the grassroots development of speedskating. Our values guide our behavior.

Unity - Integrity - Discipline - Determination - Character - Self-efficacy

In its quest to be the premier Speedskating organization in the world, US Speedskating will produce world-class domestic events. We are looking for cities to partner with us to move US Speedskating to the next level.



US SPEEDSKATING

SHORT TRACK EVENTS

- 1** US Fall World Cup Qualifier & AmCup 1
- 2** US Championships & AmCup 2
- 3** US Junior Championships
- 4** US Age Group National Championships & AmCup 3
- 5** Apolo Ohno Invitational

SHORT TRACK SPEEDSKATING DETAILS (100' x 200' Ice Surface Needed)

PROPOSED EVENTS AND DATES 2018/2019:

US Short Track Fall World Cup Qualifier & AmCup 1 - October 6th - 7th, 2018

US Short Track Championships & AmCup 2- January 4th - 6th or 11th -13th, 2019

US Junior Short Track Speedskating Championships - December 8th - 9th or 15th -16th, 2018

US ST Age Group National Championships & AmCup 3 - March 15th - 17th, 2019

BID PROCESS:

The bid process for US Speedskating events are managed by the US Speedskating Events & Membership Director in coordination with US Speedskating's short track high performance staff and the USS Executive Director. Dates are subject to change based upon the international calendar. All bids received will be considered. U.S. cities or local organizing committees (LOC) desiring to be considered should complete the appropriate US Speedskating application form and submit the form with all required information by the set deadline for US Speedskating consideration. Please include photos and if possible CAD drawings of the interior of the facility that show the layout of the venue. This would include seating areas, locker rooms, lobby, hospitality rooms and concession stand(s).

Bids are awarded to cities that most closely meet the needs of US Speedskating, can show local Sports Commission and sponsorship support, revenue generation or can draw a large audience. Once the cities have been decided, they will be notified by email of their bid award.

Multi-year bids are preferred.

WHO CAN BID:

The 2018/2019 Event Series are open for bid to any organization within the United States wishing to stage an event.

**BIDS SHOULD BE SUBMITTED TO USS NO LATER THAN DECEMBER 31, 2017.
US SPEEDSKATING WILL AWARD THE EVENT NO LATER THAN APRIL 30, 2018.**

Chart 1.1

LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

- Provide ice sheet 100ft x 200ft (Olympic size)
- Provide ice time including practice time a day prior to competition
- Provide ice time to set up transponder lynx (after closing time)
- Measuring and certify layout of track
- Ice conditions - USS Guidelines are to be followed.
(Specifications can be found in the Event Hosting Manual)
- Development of LOC organizational chart indicating volunteer support for all needed positions
- Transportation and set up of protective pads or pad system
- PA System with videoboard/scoreboard
- Assistance with venue set up of signage and vendor/sponsor booths
- Notify USS of potential sponsors and/or advertisers
(sponsors subject to USS approval)
- Anti-doping testing facilities (limited events)
- Onsite medical assistance to handle emergencies as per 1.3
(includes ambulance)
- Adequate venue security and event access control
- Removal of hockey glass and nets (at least partially)
- Locker room assignments
- Promotion of event locally
- Sale of event tickets if desired
- Distribution and printing of promotional flyers and posters to local schools and businesses
- Volunteer(s) to assist with sale of USS merchandise if needed
- Tables, chairs and linens made available for hospitality rooms
- Furniture and fixtures – tables, chairs, peg board etc. as needed by USS Tech rep
- Provide access to copy machine, internet and fax machine at rink
- Provide access to telephone and data lines for media use
- Provide space in venue for broadcast and media needs if needed
- Give-aways for event
- Overlay/Pipe and drape, block barricade stations etc as needed by USS Tech rep
- Furniture and fixtures – tables, chairs, peg board etc. as needed by USS Tech rep
- Host Hotel – meeting space, F&B (depending on event)
- Radio communications for officials
- Tech support, for phone, fax, internet, printers, etc.
- Adequate power and power sources for event and timing deck area.
- VIP/Sponsor space (depending on event)

Chart 1.1a

US SPEEDSKATING RESPONSIBILITIES

- Staff support at event including an event technical representative
- Support and collaboration with local organizing committee
- Set up online event registration and processing of registrations
- Publish event registration, schedule and event info on US Speedskating website
- Assignment and financial support of key officials for event
- Shippint and set up of video replay equipment
- Shipping and set up of transponder equipment
- Creation of branded templates of way-finding signage if desired
- Shipment and creation of USS Merchandise in collaboration with LOC
- Communication to LOC of schedule of races and events with input from LOC and officials
- Shipping and set up of timing and scoring equipment
- Development of Event Hosting Agreement
- Posting of event results to USS website
- Conduct of coaches and officials meetings
- Provide signage for venue including on and off the ice if desired
- Press releases and press conferences for key events
- Support and consulting from USS Marketing/Communications for event public relations and media outreach
- Promotional support via official US Speedskating online newsletters, website, social media and public/media relations
- Sport production during event in conjunction with LOC
- Giveaways for event if available

<p>Tier 1</p> <p>US Fall WC Qualifier & US Championships</p>	<p>These events are the premier Speedskating events in the U.S. These events crown the U.S. Short Track National Champion and also select a team for the Fall and Winter World Cups and the World Championships each year. The highest quality of racing is produced. Prior to the Olympic games, this competition will select the Olympic team.</p>	<p>Number of participants: Top 25 men and 25 women in the United States Competition Days: 2-3 days of racing plus minimum of 2 days of practice prior to event Venue Set Up Days: 3 days prior Ice Time Requirements: 5-7 hours each day x 3 days (includes set up of pads) Seating capacity: 300-1500</p>
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Olympic size sheet of ice (100' x 200') • Adequate padding (2 x 10"-12" all around) or • Boardless safety pad system – will require boards to be completely removed from arena so pad system can be installed • Minimum of 8' distance from edge of pads to seating (only with bordless) • Facility with space to support competitors, officials, volunteers, spectators, and media 2 Female locker room, 2 Male locker room, 1 Mixed locker room for sharpening and food, Officials Room, Coaches Room, Media workspace with wireless access, Electronic Timing area, Hand Timing area, Video Replay area, Doping Control room, Medical room • Preferred exclusive use of the arena facility for event days • Convenient transportation and lodging • Medical coverage throughout the competition – See Chart 1.2 • See Chart 1.1 for additional requirements 		
<p>Tier 2</p> <p>Apolo Ohno Invitational</p>	<p>Bring a unique, exciting and entertaining event to your city. An exhibition event will showcase the sport and give fans a great taste of short track speedskating.</p>	<p>Number of participants: 16 Ladies, 16 Men Competition Days: 1 day, 2-3 hour smain show plus 1-2 day of practice Venue Set Up Days: 1-2 days Ice Time Requirements: 1-2 days Seating capacity: 3000-8000</p>
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Olympic size sheet of ice (100' x 200') is required • Protective pad system meeting USS requirements • Indoor or outdoor venue possible, but indoor preferred 		
<p>Tier 3</p> <p>ST American Cups</p>	<p>Elite level racing for those just missing qualifying for the world cup circuit. Winners of these events are invited to train in the National Racing Program of the following year so the stakes are high which elevates the racing excitement and quality.</p>	<p>Number of participants: Approximately 50-75 Competition Days: 2 days of racing plus 1 day of practice Venue Set Up Days: 1-2 days Ice Time Requirements: 8 hours each day x 2 days (includes set up of pads) Seating capacity: 300 – 1500</p>
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Olympic size sheet of ice (100' x 200') • Protective pad system meeting ISU and USS requirements • Facility with space to support competitors, officials, volunteers, spectators, and media 2 Female locker room, 2 Male locker room, 1 Mixed locker room . Space for sharpening and food, Officials Room, Coaches Room, Media workspace with wireless access, Electronic Timing area, Hand Timing area, Video Replay area, Medical room • Exclusive use of the arena facility for event days • Convenient transportation and lodging • Medical coverage throughout the competition – See Chart 1.2 • See Chart 1.1 for additional requirements 		

Tier 4

National Age Group ST Championships/ Am Cup 3

Club level skaters of all ages (>7 – 70) are possible. Skaters travel from all over the United States to race others in their own age division in this final championship of the season. This event brings the biggest concentration of US Speedskating members and supporters.

Number of participants: Approximately 200-250
Competition Days: 3 days of racing plus 1 day of practice
Venue Set Up Days: 2
Seating capacity: 500 – 1500

REQUIREMENTS:

- Olympic size sheet of ice (100' x 200')
- Protective pad system meeting ISU and USS requirements
- Facility with space to support competitors, officials, volunteers, spectators, and media
2 Female locker room, 2 Male locker room, 1 Mixed locker room for sharpening and food, Officials Room, Coaches Room, Media workspace with wireless access, Electronic Timing area, Hand Timing area, Video Replay area, Medical room

- Exclusive use of the arena facility for event days
- Convenient transportation and lodging
- Medical coverage throughout the competition – See Chart 1.2
- **See Chart 1.1 for additional requirements**

Tier 5

U.S. Junior Short Track Championships

This competition determines which skaters will compete at the World Junior Short Track Championships. Junior age skaters are between the ages of 14-18 are participating. Lots of them travel with parents.

Number of participants: Approximately 60-80
Competition Days: 2 days of racing plus 1 day of practice
Venue Set Up Days: 1-2
Ice Time Requirements: Day 1-6-9hrs, Day 2-7hrs
Seating capacity: 300 – 1,500

REQUIREMENTS:

- Olympic size sheet of ice (100' x 200')
- Protective pad system meeting ISU and USS requirements
- Facility with space to support competitors, officials, volunteers, spectators, and media
2 Female locker room, 2 Male locker room, 1 Mixed locker room for sharpening and food, Officials Room, Coaches Room, Media workspace with wireless access, Electronic Timing area, Hand Timing area, Video Replay area, Doping Control room, Medical room

- Exclusive use of the arena facility for event days
- Convenient transportation and lodging
- Medical coverage throughout the competition – See Chart 1.2
- **See Chart 1.1 for additional requirements**

Tier 6

ST World World Cup/ WCH

These events are awarded by the International Skating Union (ISU) and require that a strict set of guidelines be followed. Some ISU bid application dates differ from the US Speedskating bid application dates. Interested parties can request more information from the USS Events Director.

Number of participants: Approximately 140 from 24 countries
Support Staff / Officials: Approximately 150
Competition Days: 3 days of racing plus 5 days of practice
Venue Set Up Days: 5
Seating capacity: 2000 – 8000

EVENTS CURRENTLY AVAILABLE FOR BID:

- ISU Short Track World Cup (November 2016)

US Speedskating is invited to send applications on behalf of wishful applicants for the above-mentioned Championships to be received at the ISU Secretariat not later than March 2016

REQUIREMENTS:

- ISU Memorandum and bid application available upon request

Chart 1.2

MEDICAL REQUIREMENTS

- Medical personnel must be available for all official practice times and prior to the start of the warm-ups.
- The medical team will consist of two (2) first aid personnel with either of the following minimum qualifications:
State Certified Paramedic or State Certified EMT (Emergency Medical Technician)
- A full fracture board and a bag with a stiff collar, sand bags, two inch tape and bandage scissors are to be provided at the rink so any injured skater with severe injury, a fracture or suspected fracture may be immobilized and removed from the ice using the fracture board and carried to a first aid room where the medical team can give a more extensive examination.
- City or private ambulance service must be on site and available to respond to emergencies at the ice rink on all competition days and latest at the start of the race warm-up. On practice days ambulance must be within 5-10' respond time.
- One member of the medical team shall observe the races at all times.
- A minimum of one (1) of the above qualified medical personnel shall be in attendance and available to treat injuries at all official event practice sessions



US SPEEDSKATING

BUDGET CONSIDERATIONS

LOCAL ORGANIZING COMMITTEE RESPONSIBLE BUDGET ITEMS:

- Ice time, facility rental, ice preparation
- Hospitality for coaches, officials, staff and volunteers
- Percentage of entry fees will be paid back to LOC (negotiable)
- Profits from tickets sales will be split between LOC and USS (negotiable)
- Rink board padding transportation and sourcing (if needed)
- State Certified Paramedic & Ambulance service
- State Certified EMT (Emergency Medical Technician)
- Numbered helmet covers (if needed)
- Marketing/Promotion

US SPEEDSKATING RESPONSIBLE BUDGET ITEMS:

- Travel expenses and per diem for assigned officials (negotiable)
- Travel expenses and per diem for assigned USS staff (negotiable)
- Set up of photo finish equipment
- Photo finish crew and their expenses (negotiable)
- Computer(s) and software for Competitors Steward
- Shipping costs for USS Sponsor banners, photo finish equipment, video replay equipment, computers
- Webcast expenses if USS is producer



US SPEEDSKATING

KEY COMPONENTS OF A SUCCESSFUL BID

ARENA FACILITY

- Ice Surface – Size, maintenance, quality of ice
- Ice Time Availability for competition
- Scheduling priority
- Exclusive use of the arena/ice rink facility required for U.S. Championships
- Arena facility must represent and uphold a level playing field for all competitors
- Practice ice availability prior to the competition
- Protective Pad System – safety. – (Work with USS if no local club present)
- Seating capacity and convenience, support space
- Locker Rooms – size, location, etc
- Arena Hospitality - Availability of hospitality rooms to provide nourishment for officials, coaches, volunteers and possibly athletes
- VIP Hospitality Room – as needed for specific events
- Facilities for Doping Control
- Describe any activities other than the actual Event that will be occurring in the facility at the same time or around the time of the event
- Time should be available for set up and tear down of the event
- Time should be set aside for the set up and tear down of the Finishlynx and Video Replay System (2 days prior event after closing hours)
- All ice rink glass and netting in front of spectator seating will be removed for entire competition (Championship events)

HOTEL

- Cost of hotel (room rates, etc.), convenience to rink, availability and cost of meeting rooms
- Meeting Rooms - Availability of meeting rooms for skaters and officials
- Food – Convenience and availability of restaurants and food outlets
- Complimentary amenities (parking, WiFi, breakfast, fitness)

TRAVEL AND TRANSPORTATION

- Ease of travel and cost of travel to host city
- Local Transportation – between airport, hotels and rinks



LOCAL ORGANIZING COMMITTEE

- Experience of Local Organizing committee and expertise to organize the event
- Organizational chart of Local Organizing committee
- Describe source of volunteer support staff
- Connection and support of Convention and Visitors Bureau and/or Sports Commission
- Revenue Generation Potential – ability to obtain local sponsorships and sell event tickets
- Profit sharing potential

OFFICIALS

- Cost and ease of obtaining officials, both local and from out-of-town

MEDICAL COVERAGE

- First Aid – Facilities and personnel on site
- Distance to nearest hospital

FINANCIAL / BUDGET

- LOC will supply a projected budget for the conduct of the event with the bid documents
- Describe any financial arrangements made with any outside organization

EVENT CONDUCT

- Officials
 - US Speedskating will designate key officials for all US Championship and American Cup Series events
 - The LOC will provide volunteers to do those jobs not requiring certified officials who will then be trained prior to competition

PROMOTIONAL MATERIALS

- USS will help with artwork for promo materials. This can include tickets, programs, advertisements, flyers, online ads, event signage, pad banners, etc.
- LOC will be given space to advertise local sponsors outside of the field of play



SPONSORSHIP

- US Speedskating receives sponsorship revenue from numerous corporations. In return, USS offers its corporate partners a unique connection to the sport that involves USS athletes, events and promotional materials. Independently and as a group, USS sponsors' contribution to the sport of speedskating is significant
- US Speedskating depends on the support of each Local Organizing Committee for opportunities to support and advance these corporate partnerships
- When an LOC is awarded the bid for a US Speedskating event or an ISU event, US Speedskating's official sponsors must be recognized as event sponsors
- USS must approve LOC sponsors prior to a signed agreement to ensure there is not a conflict with current USS sponsors

BROADCAST RIGHTS FOR US SPEEDSKATING EVENTS

- US Speedskating owns and retains all rights for Television, Radio and Internet broadcasts for all USS sanctioned events
- US Speedskating expressly reserves the right, at its discretion, to assign such rights to a third party
- Local Organizing Committees may not broadcast any parts of the Event in any form without specific written permission from US Speedskating

BROADCAST REQUIREMENTS (DEPENDING ON EVENT)

- The LOC will provide space in the venue that meets the specification of the broadcast production
- The LOC will support the requirements for television and/or internet broadcast of the event at no expense to the LOC. This would include television cameras and all production requirement support
- The LOC will provide dedicated T-1 lines or high speed Internet access for Event if showing live via Internet
- The LOC will support and assist with the recording of Event for TV or Internet broadcast when requested in advance

MEDIA ROOM & ACCOMMODATIONS

- For larger events, there will be a separate media and press room established at the event venue. Power strips, wireless Internet (where available or an alternate Internet connection or land lines should be available
- The LOC will provide reserved trackside space for media
- The LOC will assign an LOC liaison for media

MERCHANDISING AT EVENTS

- US Speedskating owns the rights to all US Speedskating merchandise
- US Speedskating reserves the right to sell specific US Speedskating apparel and merchandise at any USS event
- US Speedskating merchandise may be sold by a third party or there may be an agreement with the LOC to sell USS merchandise
- US Speedskating will inform the LOC if the right will be exercised at least 90 days in advance of the Event

INDEMNIFICATION

The LOC shall at all times indemnify, defend and hold harmless US Speedskating, its officers, directors, employees, agents and sponsors from and against any and all claims, damages, liabilities, costs and expenses, including reasonable counsel fees, arising out of materials provided, injury to any participants, coaches, officials or spectators, or property damage caused by the acts or omissions of the LOC, its employees, agents or contractors. The LOC agrees that during the period which begins at least five days prior to the Event and extends through five days after the Event the LOC shall carry commercial general liability insurance on an occurrence form with minimum limits of \$1 million per occurrence and that US Speedskating shall be designated as additional insured and certificate holder. US Speedskating shall notify the LOC promptly of any such claims or litigation received by US Speedskating as to which the foregoing indemnity applies and the LOC shall defend such claim or litigation at its own expense with counsel of its choice. US Speedskating shall have the right to participate in such defense at its own expense and with counsel of its choice and in such event, the LOC will cause its counsel to cooperate fully with US Speedskating and its counsel. In assuming the defense of any claim or litigation, the LOC's obligations shall be limited to paying the amount of any judgment or settlement mutually approved by US Speedskating and the LOC in connection therewith, as well as any legal fees incurred by the LOC in such defense.

US SPEEDSKATING HEADQUARTERS CONTACT

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