

# USA SYNCHRO CHAMPIONSHIP BID APPLICATION



## BID PROCESS

- Application Deadline:** USA Synchro receive championship bid applications, review and select the host. The Board of Directors approved the bids once selected.
- An application must have been received by June 30 to be considered for an event for the following year.
- Bid Review Process:** All bid applications must be sent to [events@usasynchro.org](mailto:events@usasynchro.org).
- These applications will be reviewed by the CEO, Event Coordinator, Finance and Contract Administration Director and Marketing Director.
- Approved proposals are recommended to the USA Synchro Board of Directors for final approval.
- Available Bids:** USA Synchro is currently accepting bids for the following events:
- 2019 US Collegiate/US Senior National Championships
  - 2019 US 13-15 and Junior National Championships
  - 2019 Synchro America Open
  - 2019 US Masters Championships
  - 2019 Olympic Trials
  - 2020 US Collegiate/US Senior National Championships
  - 2020 US 13-15 and Junior National Championships
  - 2020 Junior Olympics
  - 2020 US Masters Championships
- Bid Presentations:** Note that USA Synchro does not accept in-person bid presentations at its annual United States Aquatic Sports Convention.
- Required documentation:** Applications must be submitted to [events@usasynchro.org](mailto:events@usasynchro.org) and must include all of the following:
- ❖ Completed Championship Bid Application
  - ❖ Completed Bid Application Fee form (one fee per bidding year)
  - ❖ Letter of intent, signed by the proposed host coordinator and facility manager, confirming availability of the venue on the proposed dates.

- ❖ Facility diagram, indicating pool length, width, cross-section of depth, markings, encumbrances, dimensions of usable deck space surrounding the competition area on all sides, awards area, hospitality and scoring rooms.
- ❖ Diagram of expo/vendor area, indicating dimensions, location of doors, electrical outlets, secure storage areas and traffic flow(s).
- ❖ Sample facility rental agreement indicating all sponsor, vendor, or other commercial restrictions.
- ❖ Proposed host hotel(s), including list of amenities, single and double occupancy rates, and rebate amount per room per night. If chosen by USA Synchro as the designee, the Host will provide twelve (12), double occupancy, complimentary rooms per night for use by USA Synchro to house official and technical personnel. Check-in shall be the day before the competition (including practice) begins, check-out shall be the day after the competition concludes.
- ❖ Letter of support from community and government officials, and local sports commission and/or Convention & Visitors Bureau or supporting synchronized swimming organization, where applicable.
- ❖ One-page letter from the Host outlining the Host's action plan for using the competition to promote the development of synchronized swimming in the area.

**Contact information:**

USA Synchro  
1 Olympic Plaza  
Colorado Springs, CO 80909  
Phone: 719-866-2219

Myriam Glez – CEO  
[Myriam@usasynchro.org](mailto:Myriam@usasynchro.org)

Jennifer Hawkins – Finance and Contract Administration Director  
[Jennifer@usasynchro.org](mailto:Jennifer@usasynchro.org)

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Please return the completed application to [events@usasynchro.org](mailto:events@usasynchro.org).

## SUMMARY

### The following bid is for

Championship(s) \_\_\_\_\_

Year(s) \_\_\_\_\_

Submitted by (name) \_\_\_\_\_

Representing (organization) \_\_\_\_\_

Located in \_\_\_\_\_

## HOST INFORMATION

### Bidder Organization

Legal name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

### Local Event Coordinator

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Supporting Synchronized Swimming Organization (if applicable)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

**Synchro events previously hosted by Association, facility or local organization (please include year):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

**Facility Sponsors:**

Please list any facility sponsors or exclusive vendors:

\_\_\_\_\_  
\_\_\_\_\_

**Meeting Rooms:**

Please list the number of meeting rooms available at the facility: \_\_\_\_\_

Please list the rate for using the rooms: \_\_\_\_\_

**Proposed Host Hotel (s):**

Name and address of hotel #1: \_\_\_\_\_

Rates (single & double occupancy): \_\_\_\_\_

Rebate to USA Synchro (per room per night): \_\_\_\_\_

Number of complimentary rooms: \_\_\_\_\_

Parking rates: \_\_\_\_\_

Amenities: \_\_\_\_\_

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Name and address of hotel #2: \_\_\_\_\_

Rates (single & double occupancy): \_\_\_\_\_

Rebate to USA Synchro (per room per night): \_\_\_\_\_

Number of complimentary rooms: \_\_\_\_\_

Parking rates: \_\_\_\_\_

Amenities: \_\_\_\_\_

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Name and address of hotel #3: \_\_\_\_\_

Rates (single & double occupancy): \_\_\_\_\_

Rebate to USA Synchro (per room per night): \_\_\_\_\_

Number of complimentary rooms: \_\_\_\_\_

Parking rates: \_\_\_\_\_

Amenities: \_\_\_\_\_

Refer to [USA Synchron/FINA Venue Specifications](#) when completing this form.

Item	Venue information
Pool	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Pool Dimension	Main Pool: Length: _____ Width: _____ Depth: _____  Training Pool: Length: _____ Width: _____ Depth: _____  Please attach detailed pool diagram.
Warm up – Practice Pool(s)	Describe warmup/practice facility:   <input type="checkbox"/> Separate pool from Competition Pool
Spectator Seating	Permanent seating capacity: _____  Additional Temporary seating capacity: _____
Deck space	Available deck space (attach diagram)
Pool Ladders	Indicate ladder configuration on pool diagram.
Shade Structures	For outdoor facility only.  Number of permanent shade structures available: _____  Number of temporary shade structures available: _____
Expo Space	Description of expo space (please attach diagram of expo space):  Number of 10x10 booth spaces: _____  <input type="checkbox"/> Electrical outlets available. How many? _____ (mark on diagram)
Dressing Rooms	Dressing room availability:
Gelling facilities	Gelling location, any restrictions:

Restrooms	Number of participants restrooms: _____ Number of spectator restrooms (dry and separate from athletes): _____ Number of restrooms for officials: _____ (please attach facility diagram)
Electrical capacity	Describe availability:
Internet	<input type="checkbox"/> High speed internet available in scoring room <input type="checkbox"/> High speed internet available to expo vendors <input type="checkbox"/> Hard line internet connection dedicated for live webcast <input type="checkbox"/> Open wireless network available for spectators and athletes use
Judges seating	Number of tables available: _____ Width of tables (narrow preferred): _____ Tables preferably are skirted. Number of chairs available: _____ (60 needed) <input type="checkbox"/> Table cloths & skirts available <input type="checkbox"/> Raised platform available. How many? _____ Describe size: _____
Climate Control	Describe capacity for climate control and typical conditions:
Water Temperature	<input type="checkbox"/> 81-82 degrees <input type="checkbox"/> 82-83 degrees F (for Masters only) Typical water temperature: _____
Parking	Parking stalls available: _____ Parking restrictions/charges: _____ Can USA Synchro charge for parking? _____ Is there a VIP parking area or parking area that can be used for preferred parking? _____

Additional Dry land area	Describe facility (please attach diagram):  
Scoreboard	Describe desired/current location of scoreboard: _____ Current scoreboard model: _____ <input type="checkbox"/> Video scoreboard <input type="checkbox"/> Digital scoreboard  Personnel available to manage the scoreboard: _____
Sound System	Sound system available in facility: <input type="checkbox"/> Cord, multiplugs <input type="checkbox"/> Amplifier <input type="checkbox"/> Air speakers <input type="checkbox"/> Underwater speakers <input type="checkbox"/> Microphone <input type="checkbox"/> Public address system
Meeting rooms	Number of rooms: _____ <input type="checkbox"/> One Meeting to fit 5 people with scoring/printing equipment <input type="checkbox"/> One Meeting to fit 30 people (officials) <input type="checkbox"/> One Meeting room to fit 50 athletes (Synchro America Open) Provide diagram of where rooms are located.
Hospitality	Will provide meals and snacks during competition times for judges, officials, volunteers and technical Staff (20-30 officials).
Alternate training site(s)	List any nearby pools that may be secured as alternate practice sites: Facility: _____  Address: _____ _____  Distance from competition site: _____
Transportation	Name of nearest airport(s): _____  Distance from airport to hotel: _____

	<p>Distance from airport to pool: _____</p> <p>Airlines that service the area: _____</p> <p>_____</p> <p>Complimentary shuttle service to and from the pool (20 officials)?</p> <p>_____</p> <p>Complimentary shuttle service to and from the airport (20 officials)?</p> <p>_____</p>
Specialized Services	<p><b>Safety</b></p> <p>Number of lifeguards on duty during competition:</p> <p>_____</p> <p>Number of security personnel/deck marshals on duty during competition: _____</p> <p>Is overnight security needed to keep any competition equipment under surveillance? _____</p> <p><b>Medical Personnel</b></p> <p>Name of nearest emergency medical facility:</p> <p>_____</p> <p>Address: _____</p> <p>Medical personnel/Trainers onsite? _____</p> <p>On call? _____</p> <p>Hours: _____</p>
Special Event(s)	<p>Attach information on any area attractions, events, tours, etc.</p> <p>Facility for Athlete Banquet (Masters only – 150-200 people):</p> <p>_____</p> <p>_____</p> <p>National Team reception (US 1315/Junior Nationals only – 40 -50 people):</p> <p>_____</p> <p>_____</p>



## BID APPLICATION FEE FORM

**\$250** for all (up to 5) 2019 bid applications. Please check the events you will be applying for:

U.S. Collegiate/Senior Championships	_____
U.S. 13-15 and Junior National Championships	_____
Synchro America Open	_____
U.S. Masters Championships	_____
Olympic Trials	_____
<b>TOTAL</b>	<b><u>\$250</u></b>

**\$250** for all (up to 5) 2020 bid applications. Please check the events you will be applying for:

U.S. Collegiate/Senior Championships	_____
U.S. 13-15 and Junior National Championships	_____
Synchro America Open	_____
Junior Olympics	_____
U.S. Masters Championships	_____
<b>TOTAL</b>	<b><u>\$250</u></b>

2019 Bid Applications Fee \_\_\_\_\_

2020 Bid Applications Fee \_\_\_\_\_

**TOTAL** \_\_\_\_\_

*Please make checks payable to **USA Synchro** and include them with your bid application.*

## CONTRACT TERMS

**Pool:** The water must be of sufficient clarity for the bottom of the pool to be clearly visible, and the water temperature should be no less than 80 degrees Fahrenheit.

**Internet Broadcasting:** The Host will provide a hard wired, dedicated internet connection and an area designated to us for broadcasting and recording the event.

**Host Pre-existing Contracts:** The Host must disclose all pre-existing contractual obligations with venue sponsors, on-site concessionaires and vendors, and any agreement relating to the placing of commercial signage at the event site.

**Hotel Accommodations:** Accommodations for championship events must be facilitated by the Host.

The Host's bid should include recommendations for a host hotel, as well as the proposed rates (single and double occupancy). The hotel room rates shall include a minimum \$12.00-\$15.00 rebate for USA Synchro per room per night.

**Hospitality:** The Host will provide breakfast (if not provided by hotel), lunch (and dinner if schedule demands) and beverages during the days of competition for officials (20-30 officials depending on the competition). Officials include judges, technical representative, scorers, sound technician and staff.

**Title and Presenting Sponsorships:** USA Synchro retains all rights of title and presenting sponsorship designations. The Host must cooperate with such sponsors. USA Synchro and the Host may agree upon terms for a local sponsor to become a title or presenting sponsor of the event.

**Local Sponsorships:** The Host may sell local sponsorship packages subject to the following limitations:

- a. **Signage:** Deck signage is for USA Synchro National Sponsors, Suppliers and Donors only. The Host may offer other signage in competition areas, so long as signage for USA Synchro National Sponsors, Suppliers and Donors is placed in prominent locations within the championship area. All signage must be subject to approval and positioning by USA Synchro.
- b. **Approval:** To avoid conflicts with existing or prospective sponsors of USA Synchro, all sponsors of the Host must be approved by USA Synchro, within ten business days of sending the request, in advance of the Host's agreement with the prospective sponsor. The Host retains all revenues from local event sponsors, unless a collaborative agreement, for a joint sales program, is set in place with USA Synchro, before the beginning of sales. The Host may not solicit sponsors or vendors who are direct competitors of USA Synchro sponsors without prior authorization from USA Synchro.
- c. **Official Designation:** Host sponsors may promote themselves as an official local sponsor or supporter of the event (such as: "Official Local Sponsor of the U.S. National Synchronized Swimming Championships" or "XX is proud to support the [event]"), but may not suggest title sponsorship of the event or use the official marks of USA Synchro.

- d. Collaborative Agreement: The Host may enter into an agreement with USA Synchro for joint sponsorship sales and benefits, allowing for greater sponsorship reach and revenue. The exact agreement would be determined between the Host and USA Synchro, and be included in the event contract.

**National Sponsors and Suppliers:** USA Synchro may enter into additional agreements after the bid for an event is accepted, which may restrict USA Synchro's ability to grant the Host certain sponsorship rights. If the additional USA Synchro sponsor is not in conflict with existing local sponsors that the Host has disclosed to USA Synchro, the Host's agreement with USA Synchro becomes subject to USA Synchro's new sponsorship agreement immediately upon notice to the Host.

The Host may not enter into any agreement with any competitor of USA Synchro's sponsors and suppliers or of the USOC Joint Marketing Agreement protected-category sponsors to provide any sponsorship right, or any other relationship to or association with the event.

**Host Obligations to USA Synchro Sponsors and Suppliers:** The Host must guarantee that the following sponsorship rights are provided to the sponsors of USA Synchro:

1. The right to place commercial signage in preferred locations at the championship site. This signage is provided by USA Synchro. All signage will be subject to positioning by USA Synchro. USA Synchro will schedule a pick-up of the signage within five (5) days of the conclusion of the championship, in which you will assist in scheduled pick up of all signage. Signage will be shipped at our expense.
2. The category-exclusive right to operate, free of charge, concessions, franchises, displays and hospitality for the sale, promotion or service of the sponsor's products; including a reasonable number of credentials for the operation of such areas.
3. A pre-determined number of credentials or complimentary VIP tickets for admission of sponsors of USA Synchro to the championships, including all competition sessions and social or auxiliary functions.

**Other Technical Equipment:** The Host shall also provide 2 printers for scoring personnel.

**Merchandising:** The Host must allow the sale of official USA Synchro and event specific merchandise at the championship venue. The type, specific amount, and retail price of USA Synchro merchandise available for sale is determined by USA Synchro. USA Synchro ships the merchandise (at its cost) to the Host in advance of the event.

The Host must provide adequate space to USA Synchro or its vendor, and to vendor representatives of other sponsors of USA Synchro, to display and sell their merchandise throughout the event. Host must also provide a secure location to store the merchandise. An event vendor map is required with dimensions and specific booth spaces identified.

**Promotion:** The Host is responsible for local promotion of the championships. Promotional materials, such as public service announcements, print advertising, web sites, flyers and posters, must be approved in advance by USA Synchro.

USA Synchro will publicize the championships in a press release, its regular publications, on its web site and social media, regular email correspondence, and promotional materials, and in so doing will identify the Host's role in the championships. USA Synchro will also provide and cover costs of media and public relations assistance in the form of pre-event press releases, press materials, and on-site media services.

**Tickets:** USA Synchro sells admission tickets prior to the championship event on its website. The Host may sell on-site admission tickets. USA Synchro retains the proceeds of pre-sale tickets and the Host retains on-site ticket sale proceeds. The Host must grant free admission to the championships for all Life Members of USA Synchro.

**Local Organizing Club:** USA Synchro reserves the right to contract directly with a local club to assist in the management of the championships on the local level.

**Financial:**

Expenses covered by host:

1. Pool rental and lifeguards
2. Hospitality meals for judges and officials during competition (20-30 officials)
3. Other technical equipment (tables, chairs, etc)
4. Hotel complimentary rooms

Revenues kept by host:

1. On-site ticket sales
2. All local sponsor revenue that the host secures outside of any USA Synchro sponsorships agreements
3. Concession proceeds

I have read the above sample contracted terms and understand the obligations the Host has to USA Synchro. I can guarantee that, as a Host, my organization can fulfill all sample contracted terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization