

# ICE SKATING INSTITUTE

## NATIONAL COMPETITION EVENTS PROPOSAL



It has been and will continue to be the policy of the Ice Skating Institute (ISI) to promote equal opportunity for all members in its leadership and educational programs, endorsed events and other activities sponsored by ISI. The objective of ISI is to encourage participation in recreational ice sports without regard to race, color, religion, sex, national origin, age, disability, ancestry, sexual orientation, sexual identity or veteran status.

Ice Skating Institute  
6000 Custer Road, Building 9  
Plano TX 75023

972.735.8800

[www.skateisi.org](http://www.skateisi.org)

972.735.8815 fax

## TERMS AND CONDITIONS

Proposals shall be submitted in writing on the official form supplied by the Ice Skating Institute (ISI). They shall include the legal name of the entity and be signed by persons legally authorized to enter into the agreement. Proposals submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the facility.

Completed forms and any supporting documents must be mailed to the ISI office.

ISI shall reserve the right to reject any or all proposals. ISI shall reserve the right to accept proposals that, in its sole judgment and discretion, serve the best interests of ISI.

ISI must be notified promptly of any changes to the proposal. Such notice of modification shall be in writing over the signature of the proposer or agent. All modifications to the proposal are subject to the approval of ISI and may cause the proposal to become null and void.

In submitting proposals, the proposer represents that they have read and understand the requirements and published guidelines set forth in the *ISI Recreational Team Competition Standards* or other publications specific to a particular event; and that the submission of the proposal signifies and acknowledges that the proposer will comply with the requirements set forth therein. The selected proposer must comply with the provisions in the *Event Procedures Manual* that they will receive following the acceptance of their proposal.

Facilities proposing to host an ISI event must have conducted the ISI Recreational Skating Program for at least one year prior to the submission of an official proposal.

### PERSONNEL

The special event will be conducted under the supervision of the ISI office staff and an ISI appointed chief referee who will conduct the competition in accordance with the guidelines published in the *ISI Recreational Team Competition Standards*. The competition chairperson will work in conjunction with the ISI referee and the ISI office staff. The chairperson must have experience in organizing ISI competitions and be approved by the ISI Test and Competition Standards Committee and the local ISI District Representative.

### FINANCIAL

ISI shall rent the selected facility(ies) at an agreed upon hourly rate (including local or state taxes). The Proposal Agreement does not imply guaranteed ice usage. Quantities of ice usage can be determined only after entry registration has closed. Ice rental shall be paid upon receipt of an invoice at the completion of the competition, unless other arrangements are made at the time of submission.

ISI retains the right to determine if admission or spectator fees shall be charged for the event and retains the right to authorize not-for-profit charitable organizations to charge admission for ISI approved events.

ISI shall not participate in sales of ice time, food or game machine revenue derived by the host facility in the course of everyday business. Arrangements may be made for the host organization to receive a percentage of sponsorship or souvenir program advertising sales sold by the host committee, provided such arrangements are proposed and agreed to in advance of the Master Agreement.

ISI neither represents nor guarantees that the host committee will derive additional revenue from the events, other than money received from competition ice rental. ISI may sell souvenir products and retain any money received from the sale of ISI products, souvenirs and souvenir programs. The official competition logo is for ISI use only and is the sole property of ISI. ISI shall maintain financial and administrative control of the entire event.

All items to be placed in competitor packets must be submitted to ISI for approval in advance of the event.

**INSURANCE**

The host committee must provide with the proposal a certificate of insurance for each facility listed. ISI shall be added to the policy as an additional insured for the duration of the event with only such restrictions as may be approved by ISI. Coverage for not less than \$2 million in comprehensive liability is required. In addition, host facilities agree to hold ISI harmless against any claims or losses arising out of the competition.

**TV, VIDEO, FILM RIGHTS**

ISI retains all rights to TV, video, film still and/or action photography coverage of the event in perpetuity; and the host committee warrants and agrees to provide access for such activities to take place during the event. All photo and video shall be authorized and contracted only by ISI.

**EMERGENCY**

Emergency medical personnel must be readily available at each facility for the duration of the event at proposer's expense, i.e. paramedics available by phone within five minutes.

**SITE INSPECTION BY ISI NATIONAL OFFICE**

Prior to the final selection by the ISI Board of Directors, a site inspection of the facility and proposed lodging venues may be requested at the proposer's expense.

I have read and agree to the above conditions.

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Signature

Date

# **ISI NATIONAL COMPETITION EVENTS PROPOSAL**

Please submit a complete proposal packet with the following items:

**Official Proposal to Host a National ISI Competition Events**

**Copy of Insurance Coverage Certificate**

**Power of Attorney (if needed)**

**Hotel Brochures**

Any other information deemed appropriate to accompany this bid

Send to:

Ice Skating Institute  
6000 Custer Road, Building 9  
Plano TX 75023

## Proposal for ISI National Competition Events

Check the event for which you are submitting a proposal.

\_\_\_\_\_ **World Recreational Team Championships**  
Event Year (Must be held the last week of July. Proposal due April 1<sup>st</sup>, two years preceding the event year.)

\_\_\_\_\_ **Winter Classic**  
Event Year (Must be held Friday, Saturday and Sunday between mid-January and the end of February. Due October 1<sup>st</sup>, two years preceding the event year.)

\_\_\_\_\_ **Synchronized Classic**  
Event Year (Due October 1<sup>st</sup>, two years preceding the event year)

\_\_\_\_\_ **Adult Championships**  
Event Year (Due April 1<sup>st</sup>, one year preceding the event year)

\_\_\_\_\_ **Artistic Challenge**  
Event Year (Due April 1<sup>st</sup>, one year preceding the event year)

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### ISI Office Use Only

Administrative Member # _____	Date Accepted _____
Date Received _____	Date Rejected _____
Date Reviewed _____	Date Notified _____

## PROPOSAL FOR ISI NATIONAL COMPETITION EVENTS

District proposing to host event \_\_\_\_\_ District Director's signature \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Facility Represented: \_\_\_\_\_

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

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

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

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

Actual Event Dates \_\_\_\_\_ to \_\_\_\_\_

Local School System Start Date \_\_\_\_\_

Recommended Event Chairperson \_\_\_\_\_ From \_\_\_\_\_

(name of facility)

1<sup>st</sup> Vice Chairperson \_\_\_\_\_ From \_\_\_\_\_

2<sup>nd</sup> Vice Chairperson \_\_\_\_\_ From \_\_\_\_\_

Chairperson should have chaired previous ISI competitions in which at least 300 or more skaters participated. The chairperson must be either an Administrative Member or a Professional Member of ISI.

# of potential competitors from HOST facility \_\_\_\_\_

# of potential competitors from LOCAL facilities \_\_\_\_\_

# of potential certified judges from HOST facility \_\_\_\_\_

# of potential certified judges from LOCAL facilities \_\_\_\_\_

Sponsorship is a vital part of ISI Special Events. Proposals, including sponsor funding / donations, may be given preference. List sponsors and guaranteed amounts of contribution. Please attach documents to substantiate donation.

Sponsor \_\_\_\_\_ Contribution \$ \_\_\_\_\_

Sponsor \_\_\_\_\_ Contribution \$ \_\_\_\_\_

### **EVENT CHECKLIST:**

#### ISI World Recreational Team Championships

1. Are there 4 sheets of ice available for a minimum of 12 consecutive hours a day for 6 consecutive days? \_\_\_\_\_
2. Is there a minimum of 500 hotel rooms within 15 minutes of each facility? \_\_\_\_\_

ISI Winter Classic

1. Are there 3 sheets of ice available for a minimum of 12 consecutive hours a day for 3 consecutive days? \_\_\_\_\_
2. Is there a minimum of 300 hotel rooms within 15 minutes of each facility? \_\_\_\_\_

ISI Synchronized Championships

1. Are there 2 sheets of ice available for a minimum of 12 consecutive hours a day for 3 consecutive days? \_\_\_\_\_
2. Is there a minimum of 300 hotel rooms within 15 minutes of the facility? \_\_\_\_\_

ISI Adult Championships

1. Are there 2 sheets of ice available for a minimum of 12 consecutive hours a day for 3 consecutive days? \_\_\_\_\_
2. Is there a minimum of 150 hotel rooms within 15 minutes of the facility? \_\_\_\_\_

ISI Artistic Challenge

1. Are there 2 sheets of ice available for a minimum of 12 consecutive hours a day for 3 consecutive days? \_\_\_\_\_
2. Is there a minimum of 150 hotel rooms within 15 minutes of the facility? \_\_\_\_\_

Do you have a minimum of 8,000 feet of exhibit space with ample electrical outlets for a "Skaters Marketplace" consumer show in one of the facilities? \_\_\_\_\_

Will there be a rental fee for the above exhibit space? \_\_\_\_\_ Projected fee \$ \_\_\_\_\_

Is there a minimum of \$2 million liability insurance coverage for each facility? \_\_\_\_\_

If no, explain: \_\_\_\_\_

Do you have enough volunteers to chair and operate the following committees? \_\_\_\_\_

- |                           |                  |             |
|---------------------------|------------------|-------------|
| Accounting                | Announcing       | Awards      |
| Competitor's Registration | Hospitality      | Ice Captain |
| Music Registration        | Opening Ceremony | Parking     |
| Transportation            | Props            | Publicity   |
| Rink Decorations          | Runners          | Security    |
| Sound System              | Special Events   |             |

*Estimated total number of volunteers available for the event:* \_\_\_\_\_

Family vacation, recreation and entertainment opportunities available in the area:

Campgrounds, recreational vehicles, parks in the area:

The competition chairperson and one or two committee members may be required to attend the current year's World Championships, Winter Classic, Synchronized Championships or other proposed event at their own expense. Can you comply with this requirement? \_\_\_\_\_

If requested, can you make a presentation to the ISI Board of Directors at their annual spring or fall meeting at your own expense? \_\_\_\_\_

ISI would appreciate any comments you wish to make in support of your proposal.

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## **FACILITY INFORMATION**

*(Separate sheet for each participating facility)*

Facility description for: \_\_\_\_\_  
(facility name)

1. What is your normal ice rental rate? \$\_\_\_\_\_ per hour  
What is your proposed ice rental rate for this event? \$\_\_\_\_\_ per hour
2. Size of the ice surface(s): a \_\_\_\_\_ b \_\_\_\_\_ c \_\_\_\_\_
3. Number and size of locker rooms: \_\_\_\_\_
4. Number and size of meeting rooms: \_\_\_\_\_
5. Do you have permanent bleachers? Yes No # of seats per surface \_\_\_\_\_
6. Do you have portable bleachers? Yes No # of seats per surface \_\_\_\_\_
7. Do you have snack bar / restaurant? Yes No Both
8. Do you have a professional sound system? Yes No
9. Do you have permanent spotlights? Yes No How many? \_\_\_\_\_
10. Number of paved parking spaces: \_\_\_\_\_
11. Number of unpaved parking spaces: \_\_\_\_\_
12. Is there a fee for parking? Yes No Per day? \_\_\_\_\_ Per hour? \_\_\_\_\_
13. Do you have advertising on your boards now? Yes No  
If yes, who? \_\_\_\_\_
14. Would you allow ISI or an ISI sponsor to conceal existing advertising? Yes No  
Explain: \_\_\_\_\_
15. Will the facility allow sponsor advertising on surrounding walls and other public areas within the arena? Yes No  
Explain: \_\_\_\_\_
16. Does your facility have at least FIVE portable radios per sheet? Yes No # \_\_\_\_\_
17. Does your facility have a cordless microphone? Yes No
18. Is your facility ADA compliant? Yes No
19. Does your facility have AED equipment that is available during all competition event times and practice sessions? Yes No
20. Are there existing agreements with vendors or concessionaires that would limit or preclude ISI from offering apparel, video or photo souvenirs to attendees? Yes No  
If so, explain: \_\_\_\_\_

# PROPOSAL FOR ISI NATIONAL COMPETITION EVENTS

## NAMES OF FACILITY(IES) TO HOST EVENT

Name of facility: \_\_\_\_\_

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

Size of ISI skating school: \_\_\_\_\_

Number of years using ISI program: \_\_\_\_\_

Size of ice surface(s): a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

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

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

Name of facility: \_\_\_\_\_

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

Size of ISI skating school: \_\_\_\_\_

Number of years using ISI program: \_\_\_\_\_

Size of ice surface(s): a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

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

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

Name of facility: \_\_\_\_\_

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

Size of ISI skating school: \_\_\_\_\_

Number of years using ISI program: \_\_\_\_\_

Size of ice surface(s): a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

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

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

Name of facility: \_\_\_\_\_

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

Size of ISI skating school: \_\_\_\_\_

Number of years using ISI program: \_\_\_\_\_

Size of ice surface(s): a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

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

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

# PROPOSAL FOR ISI NATIONAL COMPETITION EVENTS

## HOTEL INFORMATION

*All hotel / lodging contracts will be negotiated, finalized and signed by an ISI National Office representative*

Lodging recommendations for use during event.

Hotel name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 1-800 \_\_\_\_\_  
Proposed rates – single thru quad: \_\_\_\_\_  
Distance to rink: \_\_\_\_\_  
Transportation available to / from airport: \_\_\_\_\_

Hotel name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 1-800 \_\_\_\_\_  
Proposed rates – single thru quad: \_\_\_\_\_  
Distance to rink: \_\_\_\_\_  
Transportation available to / from airport: \_\_\_\_\_

Hotel name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 1-800 \_\_\_\_\_  
Proposed rates – single thru quad: \_\_\_\_\_  
Distance to rink: \_\_\_\_\_  
Transportation available to / from airport: \_\_\_\_\_

Hotel name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 1-800 \_\_\_\_\_  
Proposed rates – single thru quad: \_\_\_\_\_  
Distance to rink: \_\_\_\_\_  
Transportation available to / from airport: \_\_\_\_\_

## PROPOSAL FOR ISI NATIONAL COMPETITION EVENTS

The member facilities and chairpersons listed below agree to comply with the ISI Event Proposal Requirements and the specific terms of this proposal; they further agree to comply with ISI established guidelines and requirements necessary to host the ISI Special Event as determined by ISI and the Chief Referee.

The undersigned warrant that they are authorized to sign this proposal if executing on behalf of a corporation, partnership or other legal entity.

Facility #1	_____	Facility #2	_____
By:	_____	By:	_____
	(facility manager's signature)		(facility manager's signature)
Witness:	_____	Witness:	_____
	(name & title)		(name & title)
Date:	_____	Date:	_____

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Facility #3	_____	Facility #4	_____
By:	_____	By:	_____
	(facility manager's signature)		(facility manager's signature)
Witness:	_____	Witness:	_____
	(name & title)		(name & title)
Date:	_____	Date:	_____

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Chairperson: \_\_\_\_\_

1<sup>st</sup> Vice Chairperson: \_\_\_\_\_

2<sup>nd</sup> Vice Chairperson: \_\_\_\_\_

District Director: \_\_\_\_\_ Date: \_\_\_\_\_

**ICE SKATING INSTITUTE**  
17120 Dallas Parkway, Suite 140  
Dallas TX 75248

**MASTER AGREEMENT FOR ISI NATIONAL COMPETITION EVENTS**

This agreement, made the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between \_\_\_\_\_  
\_\_\_\_\_ herein called lessor, and the Ice Skating Institute,  
herein called lessee.

Whereas, the lessor is desirous of hosting and conducting the \_\_\_\_\_  
(year / name of event)  
at the \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

It is hereby understood and agreed by the bidding parties, and those parties warrant represent the information contained in the bid form shall be included as Exhibit (A) and is correct. If not, ISI has the right to whatever legal recourse will best protect ISI rights.

- (1) Lessor shall provide facilities and ice time as listed on the Official National Events Bid Form, which shall be attached as part of this agreement.
- (2) Lessor shall receive \$\_\_\_\_\_ per hour (including local and/or state taxes, if any) for ice used during the competition.
- (3) Provisions for additional moneys to district / organizers \_\_\_\_\_  
\_\_\_\_\_

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**In witness whereof, the above parties have set their hand the day and date first set forth above.**

LESSOR \_\_\_\_\_  
(Name, Rink/Company & Title)

BY \_\_\_\_\_  
(Name & Title)

IN PRESENCE OF \_\_\_\_\_

DISTRICT DIRECTOR SIGNATURE \_\_\_\_\_ DISTRICT # \_\_\_\_\_

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**Official ISI Use Only**

LESSEE Ice Skating Institute

BY \_\_\_\_\_  
(Name & Title)

IN PRESENCE OF \_\_\_\_\_  
(Name & Title)

*If additional contracts are required by your particular facility, they must be submitted for ISI approval.*