

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, gender identity and expression or veteran status.

Ice Skating Institute
6000 Custer Rd., Bldg. 9
Plano, TX 75023

972.735.8800

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 Handbook* or other ISI 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 current edition of the *ISI Handbook*. The competition chairperson will work in conjunction with the ISI office staff and ISI referees. 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 and event schedule is finalized. 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.

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

Mail or Fax to:

Ice Skating Institute
6000 Custer Rd., Bldg. 9
Plano, TX 75023

Fax: 972 735 8815

Tel: 972 735 8800

Proposal for ISI National Competition Events

Check the event for which you are submitting a proposal.

Event Year

World Recreational Team Championships

(Must be held the last week of July. Proposal due April 1st, two years preceding the event year.)

Event Year

Winter Classic

(Must be held Friday, Saturday and Sunday between mid-January and the end of February. Due October 1st, two years preceding the event year.)

Event Year

Synchronized Classic

(Due October 1st, two years preceding the event year)

Event Year

Adult Championships

(Due April 1st, one year preceding the event year)

Event Year

Artistic Challenge

(Due April 1st, one year preceding the event year)

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: _____

Host Facility Represented: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Proposed Event Dates _____ to _____

Local School System Start Date _____

Recommended Event Chairperson _____ From _____

(name of facility)

1st Vice Chairperson _____ From _____

2nd 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 \$ _____

Other sponsorship notes for proposal consideration:

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. Are there a minimum of 500 hotel rooms within 15 minutes of the 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. Are there a minimum of 300 hotel rooms within 15 minutes of the 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. Are 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. Are 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. Are 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 for World's (and smaller space for the other national events) with ample electrical outlets for a "Skaters Marketplace" consumer show in one of the facilities? _____

Are you able to supply tables/chairs for vendors in this space? If not, what is the approx. fee?
\$ _____

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

If no, explain: _____

Do you have volunteers to chair and operate the following committees? _____

Accounting	Announcing	Awards
Competitor Registration	Hospitality	Ice Monitors
Music Check-In	Opening Ceremony (<i>Worlds only</i>)	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 1-2 committee members may be asked to attend the current year's World Team 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.

FACILITY INFORMATION

(Please complete a 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/headsets 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

Is emergency medical response service within 5 min.? 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: _____

FACILITY DETAILS TO HOST ISI NATIONAL COMPETITION EVENTS

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 contracts will be negotiated, finalized and signed by the ISI National Office

Recommended lodging suggestions for this 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 office 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: _____ (Facility Manager signature)	By: _____ (Facility Manager signature)
Witness: _____ (Print name & title)	Witness: _____ (Print name & title)
Date: _____	Date: _____

Facility #3 _____	Facility #4 _____
By: _____ (Facility Manager signature)	By: _____ (Facility Manager signature)
Witness: _____ (Print name & title)	Witness: _____ (Print name & title)
Date: _____	Date: _____

Chairperson: _____

1st Vice Chairperson: _____

2nd Vice Chairperson: _____

District Director: _____ Date: _____

ICE SKATING INSTITUTE
6000 Custer Rd., Bldg. 9
Plano, TX 75023

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 Proposal 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 monies to district / organizers _____

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 # _____

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.