



REQUEST FOR PROPOSAL TO HOST
JUNIOR U.S. OPEN WATER SKI CHAMPIONSHIPS



USA Water Ski (USA-WS) is accepting proposals from USA Water Ski clubs, cities and event venues for the 2013 Junior U.S. Open Water Ski Championships. The following proposal outlines the roles of involved parties, details the requirements of the events and presents potential benefits derived from hosting the Junior U.S. Open Water Ski Championships.

PART I
Overview

USA-WS/AWSA

Created in 1939 as a non-profit organization, USA Water Ski promotes water skiing in the United States. Affiliated with the International Waterski & Wakeboard Federation (world governing body) and recognized by the United States Olympic Committee and Pan-American Sports Organization, USA Water Ski governs nine sport disciplines, including the American Water Ski Association (AWSA).

Junior U.S. Open Water Ski Championships

Each year, skiers twenty-one and under have the opportunity to participate in the Junior U.S. Open Water Ski Championships. The two-day event gives these youth skiers from around the world an opportunity to compete in a World Record Capability Competition. Each summer more than 100 participants and spectators attend the event. These skiers and their families dedicate their summers to tournaments and training. As a result, tournament weekends often turn into vacations and many families visit the host city and surrounding areas for pleasure during their stay. Forty of the top twenty-one and under junior athletes from around the world will compete for titles in 12 events during this USA Water Ski sanctioned event.

Anticipated Dates and Event Schedule

- Average length of stay 3 days
- In the month of June or July
- Suggested daily schedule:

Day of the week	Activities	Timeframe
Thursday	Site Preparation and Homologation	8 a.m. - 5 p.m.
Friday	Paid Practice	8:30 a.m. - 5 p.m.
	Registration	Noon - 5 p.m.
Saturday	Preliminary Round	8 a.m. - 5 p.m.
Sunday	Finals	8 a.m. - 5 p.m.
	Awards Ceremony	5 p.m.
	Move-out of Venue	Immediately following last event



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Partnership

USA Water Ski is responsible for the staging of the Junior U.S. Open Water Ski Championships annually. To ensure the greatest possible success for the championships, USA Water Ski works with a local club and city/venue to stage this premier event. USA Water Ski is responsible for overseeing all aspects of the championships; the local club and city/venue are responsible for the relevant activities and responsibilities as outlined in this proposal. The city/venue is often in a better position to secure and enlist local resources to improve the quality of the event and will be asked to do so when appropriate. USA Water Ski representatives will work in conjunction with the local team/club and city/venue to implement all aspects of event planning, public relations, marketing and fund development from a national and local perspective.

USA-WS/AWSA Responsibilities

- Oversight of all aspects of the championships
- Officials selection with local club
- Eligibility verification
- All national sponsorship negotiation
- All TV coverage negotiation

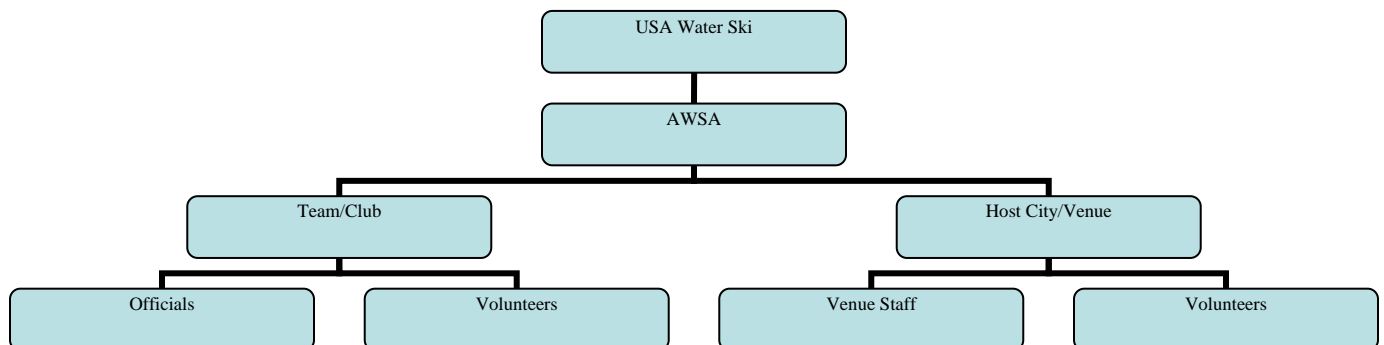
Team/Club Responsibilities

- Tournament logistics
- Site setup
- Tournament supplies
- Awards
- Tournament volunteers/personnel
- Officials selection with USA-WS/AWSA

Host City/Venue Responsibilities

- Community support and sponsorship
- Venue
- Hotel
- Special functions
- Hospitality
- Venue volunteers/personnel

Organizational Chart





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Site Visitation

USA Water Ski will review the safety and appropriateness of the host venue and hotels with an on site visit at the expense of the host city if necessary and the situation warrants. Review of specific judging criteria will take place on site, including:

- Quality of venue
- Location/accessibility
- Incentives for participants (hotels, travel, food options)
- Incentives for USA Water Ski
- Sponsorship potential
- Media/public relations plan
- Community support
- Overall bid quality

Bid Procedures

All parties interested in hosting the 2013 USA Water Ski Junior U.S. Open Water Ski Championships are requested to complete the attached bid application and return it to USA Water Ski no later than **November 30, 2012**. Completing the form does not obligate organizations in any way. The bid application provides USA Water Ski with the information needed to select a site for the Championships. USA Water Ski does not require a bid fee for Junior U.S. Open Water Ski championships. USA Water Ski will review all bids. Notification of acceptance/denial will happen in the week following the decision of USA Water Ski. Following bid acceptance, USA Water Ski will finalize and execute contracts with the local team/club and the host city/venue.

USA Water Ski
Attn: Events Bid
1251 Holy Cow Road
Polk City, Florida 33868
863-324-4341

For more information contact:

Brandon Wolf, Director of Competition
(863) 324-4341 ext.120

bwolf@usawaterski.org



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PART II

Responsibilities of Host City/Venue

The 2013 Junior U.S. Open Water Ski Championships provides an opportunity for the host city/venue and local businesses to gain recognition and interest with visiting spectators and participants. In conjunction with the tournament, participants and spectators appreciate restaurant variety, sightseeing opportunities, entertainment and recreational activities. This event provides unique marketing and financial benefits to the host city/venue as well as a partnership with USA Water Ski.

USA Water Ski considers a city/venue's available facilities, accessibility, recreational attractions and financial resources in selection. The ideal site will have a suitable competition venue, host hotel, restaurants and banquet facility within close proximity of each other.

The following sections outline the responsibilities of the host city/venue:

Community Support and Sponsorship

The host city/venue is key in identifying sponsorship and/or grant opportunities and obtaining available funding dollars for the event, from local sponsors, city bureaus and other organizations within the area. The host city/venue will assist in event awareness through city, community and venue web sites; print publications and media coverage before and during the event and identification of local companies to provide discounted or complimentary event supplies, awards and decorations.

VIP Involvement

Involvement of local government, business and civic leaders is encouraged and should be pursued by the host city/venue. In addition, celebrity involvement is recommended, especially for pre-event endorsements and on-site activities.

Venue

The host city/venue will assist in providing routine services necessary to conduct the event.

Venue Requirements

- A modern, clean, accessible viewing area for at least 100 spectators (recommended 150) around the competition area. Competition areas must meet USA Water Ski standards as set out below.
- Surrounding areas for parking.
- The use of a public-address system.
- A high speed Internet connection.

Auxiliary Areas

- Secure area for athletes' equipment.
- A general meeting room for all officials and personnel.
- A hospitality area for officials and personnel (can be the same place as general meeting room).
- Medical training area.



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Body of Water

- Clear of all obstructions on move-in day
- A starting dock located in such a way as to maximize efficient entry into both competition courses.
- Adequate docking/mooring areas to accommodate all towboats launched.
- Means to safely and efficiently fuel towboats.

USA Water Ski will need a sufficient amount of electrical power and power outlets with the exact number of outlets, amps and voltage to be determined in the final contract.

Hotels

Organizing committee members, event staff and the majority of participants will stay at the host hotel. The local club will handle accommodations for the organizing committee, officials and event staff. Participants, families and friends will make their own reservations within the hotel blocks and be responsible for their own expenses.

The Junior U.S. Open Water Ski Championships will bring an approximate total of 60 hotel room nights into the host city. Double/double rooms make up 90% of room usage.

Hotel Rates

- 10 percent commissionable rates from both the host and overflow hotels. The ideal rate of \$89 + tax per night for king or double/double rooms would apply to single, double, triple or quad occupancy.
- \$10 rebates on the room rate from both the host and overflow hotels.

Overflow Hotel(s)

Options would afford participants choices such as lower cost, different location, suite/efficiency rooms or additional amenities.

Special Functions

USA Water Ski recommends that special functions be held throughout the weekend. Bids should include options for locations, catering and associated cost.

Saturday Night Dinner

USA Water Ski recommends a casual dinner or barbecue for the participants, officials and staff on Saturday evening at the conclusion of the day's competition. This event could take place on site immediately following the last event or with sufficient time to allow the group to return to the hotel to change.

Awards Ceremony

The local club will conduct an awards ceremony immediately following the completion of the Junior U.S. Open Championships, typically held on site as soon as scores have been tabulated.



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Hospitality

The host city/venue should provide the following hospitality areas:

- Coffee service and lunch for the officials and event staff (approximately 15-20 people) each competition day at the venue site. The local club/team is responsible for the cost.
- Cash concessions. Concessions expenses and revenue go to the venue.
- Water stations in the training and competition areas of the venue for participants and event staff.

Volunteers and Personnel

Sufficient personnel must be provided to set up and maintain venue supplied equipment, ground maintenance, crowd control, safety and miscellaneous tasks.



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PART III
Responsibilities of Local Team/Club

Tournament Logistics

The Junior U.S. Open is a two-day/two-round world-record-capability competition containing four divisions, Boys, Girls, Junior Men and Junior Women. For both the preliminary and final rounds, each event must have an equal amount of male and female competitors. If the event qualification process does not produce at least three (3) overall competitors in any of the four divisions for the preliminary round, additional overall competitors will be invited to compete in all three events of the preliminary round.

The local club and USA Water Ski must mutually agree on the final format of the tournament. USA Water Ski has a detailed format recommended for the tournament that has been used for a number of years with much success.

Schedule of Events

The local club and chief judge will establish the official schedule of events.

Practice

If practice is offered on the Thursday and/or Friday prior to the tournament, it must not interfere with the activities of the technical controller, the chief driver and other events. The local club may schedule practice until one hour prior to the tournament and after competition of all events each day.

Towboats

Towboat brands will be designated by USA Water Ski. The host is responsible for obtaining the boats in the area to pull the tournament.

Site Specs

Competition courses

The site will have AWSA regulation courses for slalom, jump and tricks..

Jump Ramp and Equipment

The site will have an AWSA jump ramp and distance measuring system that meets the standards and requirements for IWSF record capability tournaments.

Judging Area

The site must have one elevated slalom judging tower or platform, trick stations and jump judging stations sheltered from sun and rain. In addition, the site must have a tent with tables and chairs for appointed officials in a convenient location. Judges' areas should have water or sports drinks available.



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Scoring Area

The site must have an air conditioned room or trailer with tables and chairs in an area central to the competition. The local club must provide two computers, one printer, printer paper and general office supplies.

Registration Area

The local club must designate an inside and outside registration area with tables and chairs.

Starting Docks

A starting dock, with efficient entry into the competition course, must have fenders/bumpers to protect boats, a covered contestant area, a bulletin board and a skier platform no higher than 18 inches above the water facing the entrance into the course.

Towboat Facilities

All tournament towboats must be stored in an adequate docking/mooring area, with means for safely and efficiently fueling boats as well as adequate security.

Parking

The local club must designate parking areas and direct traffic to said areas.

Tournament Supplies

The local team/club in conjunction with the host venue/city must supply the following:

- Twenty (20) radios for communication among officials, staff and media
- All gasoline and oil for towboats
- Extra buoys, anchors and anchor lines
- Tournament ropes
- PA system
- Bulletin boards at each judges' stand and starting dock
- Two portable videotape cameras and recorders, one playback monitor and supply of tapes

Safety Equipment

The local team/club must inform local hospitals of the event as well as have hospital directions available on site. The local team/club must provide the following safety equipment:

- Extra Coast Guard-approved flotation devices
- First aid kits
- Rigid backboards
- Tools for cutting lines, straps, etc
- Blanket and towels
- A USA Water Ski specified safety boat
- First aid treatment area



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Skier Awards

The local club in conjunction with the city must provide all event and overall awards. Event awards include medals for slalom, tricks, jump and overall in each of the four divisions for the first three places as well as crystal or similar trophies for the first three overall winners in each division.

Volunteers and Personnel

Officials

The AWSA President will develop a list of candidates for consideration by the local club as judges, drivers and scorers for the tournament. The local club will choose the final officials off of this list working with the AWSA President and present it to USA Water Ski and the AWSA President as the list of Junior U.S. Open officials for this tournament. This agreed upon list will include at least the following: Chief judge, chief scorer, chief driver, seven judges, one scorer and one driver.

Additionally, the local club will be solely responsible for selecting at least one safety director, one technical controller and one announcer.

The local club will provide a rest area, lunch, refreshments, a T-shirt or Polo for each of the two competitions days as well as an award or other suitable recognition for all officials.

Volunteers

The local club must name a local tournament director and appoint the necessary committees to take responsibility for the various areas of the tournament. The local club must produce volunteers for the following positions:

- An assistant for the chief judge and homologator
- A minimum of six dock starters
- A crew for the safety director, including swimmers
- Adequate personnel for placement and maintenance of all banners and signage
- One person to assist with award distribution



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BID APPLICATION

Please fill in the following information. For further description of each item please refer to Parts I-III.

Date and Location	
Venue:	
Location:	
Proposed Dates:	
Host City/Venue Contacts:	
Local Team/Club Contacts:	
Host City/Venue	
City Name:	
Population:	
Typical Weather:	
Other Events:	
Airport:	
Distance - Airport to hotel:	
Distance - Airport to venue:	
Shuttle Availability:	
Community resources and support:	
Media/Advertising:	
TV Stations:	
Radio Stations:	
Print Media:	
Venue Description:	
Spectator Seating:	



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Towboat Facilities:	
Parking:	
Tournament Supplies:	
Safety Equipment:	
Awards:	
Medals:	
Trophies:	
Volunteers and Personnel:	
Local Team/Club Contacts:	
Volunteers:	
Officials:	
Budget:	
Please submit preliminary budget	