

# REQUEST FOR PROPOSAL TO HOST USA WAKEBOARD NATIONALS

*USA Wakeboard (USA-WB) is accepting proposals from cities and event venues for the 2013 USA Wakeboard National Championships. The following proposal outlines the roles of involved parties, details the requirements of the events and presents potential benefits derived from hosting the USA Wakeboard National Championships.*

## **PART I Overview**

### **USA-WS/USA-WB**

Created in 1939 as a non-profit organization, USA Water Ski promotes water skiing in the United States. Affiliated with the International Water Ski 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 USA Wakeboard (USA-WB).

Last year more than four million people across the globe participated in wakeboarding, which is recognized as the fastest growing water sport in the world. The USA Wakeboard Nationals offers wakeboarding enthusiasts a chance to watch the nation's top riders in a fun exciting atmosphere.

### **USA Wakeboard Nationals**

2013 will mark the fourteenth year for the USA Wakeboard Nationals. The event brings the nation's top riders together to compete for titles in both wakeboarding and wakeskating. The event, which is a part of USA Water Ski's National Championship series, has been held in Illinois, Florida, Kentucky, Ohio and most recently St. Cloud, FL. USA Water Ski expects more than 100 participants to gather for the ever growing event. Athletes ages 9 to 45 will compete for national titles in 13 divisions over the three-day-event.

### **Anticipated Dates and Event Schedule**

- Average length of stay 3.5 days
- Mid to end of July, Thursday thru Sunday
- Conclusion of event by August 15
- No difference in schedule based on location
- Ideal daily schedule detailed below (adjustments possible upon discussion)



## REQUEST FOR PROPOSAL TO HOST USA WAKEBOARD NATIONALS

<b>Day of Week</b>	<b>Activities</b>	<b>Timeframe</b>
Thursday	Practice Runs for Participants USA-WB Officials Training USA-WB Board of Directors Meeting	8am - 6pm
Friday	USA-WB Qualifier Wake Surf Competition	8am - 2pm 2pm - 6pm
Saturday	USA-WB Semi-Finals NWL Novice/Intermediate USA-WB Double Up	8am - 1pm 1pm - 6pm 7pm - 9pm
Sunday	USA-WB Finals NWL Advanced/Outlaw	8am - 1pm 1pm - 6pm

### **Partnership**

USA Wakeboard is responsible for the staging of the USA Wakeboard Nationals. To ensure the greatest possible success, USA Wakeboard works with the city/venue to stage the premier event. USA Wakeboard is responsible for overseeing all aspects of the event; the city/venue is 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 Wakeboard representatives will work in conjunction with the city/venue to implement all aspects of event planning, public relations, marketing and fund development from a national and local perspective.

#### *USA-WB Responsibilities*

- Appoint chief officials and appointed judges/drivers
- Tournament towboats
- Eligibility verification
- Negotiate all national sponsorship
- Negotiate all TV coverage
- Tournament logistics
- Site specs
- Tournament supplies
- Awards
- Tournament volunteers/personnel

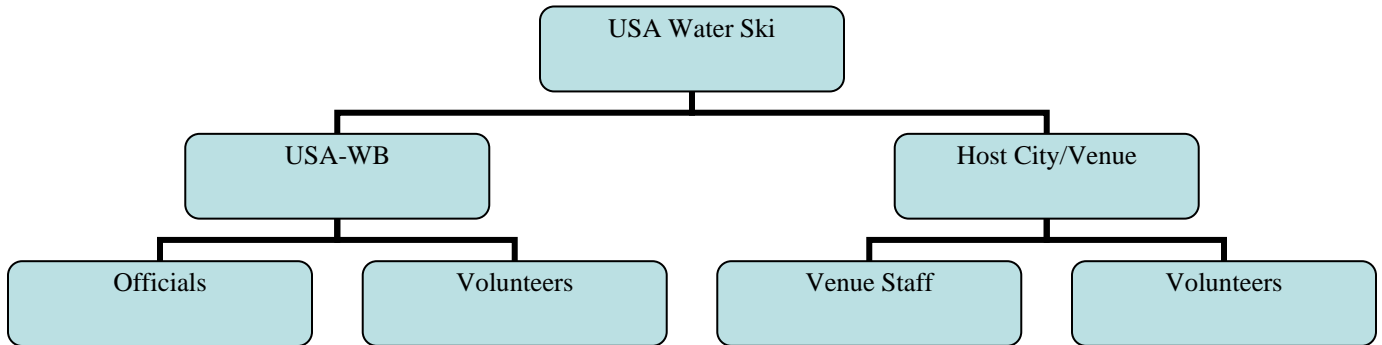
#### *Host City/Venue Responsibilities*

- Community support and sponsorship
- Venue
- Hotel
- Special functions
- Hospitality
- Venue volunteers/personnel
- Other venue needs (ie. restrooms)



REQUEST FOR PROPOSAL TO HOST  
USA WAKEBOARD NATIONALS

**Organizational Chart**



**Site Visitation**

USA Water Ski and USA Wakeboard review the safety and appropriateness of the host venue and hotels with an on site visit at the expense of the host city. 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 and USA Wakeboard
- Sponsorship potential
- Media/public relations plan
- Community support
- Overall bid quality

**Bid Procedures**

USA Water Ski does not require a bid fee for the USA Wakeboard Nationals. All parties interested in hosting the 2013 USA Wakeboard Nationals are requested to complete the attached bid application and return it to USA Water Ski no later than December 31, 2012. Completing the form does not obligate organizations in any way. The bid application provides USA Wakeboard with the information needed to select a site for the tournaments. USA Water Ski does not require a bid fee for USA Wakeboard Nationals. USA Wakeboard's board of directors will review all bids. Notification of acceptance/denial will happen in the week following the decision of USA Wakeboard. Following bid acceptance, USA Wakeboard 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](mailto:bwolf@usawaterski.org)



REQUEST FOR PROPOSAL TO HOST  
USA WAKEBOARD NATIONALS

**PART II**  
**Responsibilities of Host City/Venue**

The 2013 USA Wakeboard Nationals provides an opportunity for the host city/venue and local businesses to gain recognition and interest with visiting spectators and participants. The tournament acts as a vacation for many of the participants and spectators, who take time off to arrive and prepare for the event. In conjunction with the tournament, participants and spectators desire 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 Wakeboard and USA Water Ski.

USA Wakeboard 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 your area. The host city/venue shall 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 also important, especially for pre-event endorsements and on-site activities.

**Venue**

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

*Venue Requirements*

- The venue must be modern, clean and accessible, with a viewing area for at least 750 spectators (recommended 1,500+) around the competition area.
- The venue should have surrounding areas for parking lots.
- If the venue does not have permanent seating, it must furnish alternatives for temporary seating.
- The use of the public-address system.
- Internet connection – One high-speed Internet connection for the production area, provided at venue's expense.
- Digital photocopy machine with capabilities for reproducing results, competition start orders and other materials with a minimum copy speed of 50 copies per minute. The photocopy machine should be available from move-in through move-out.



## REQUEST FOR PROPOSAL TO HOST USA WAKEBOARD NATIONALS

### *Auxiliary Areas*

- Secure area for athlete's equipment.
- Two dressing rooms – one male and one female, with immediate access to training and/or competition area.
- One general meeting room for all officials and personnel.
- One hospitality area for officials and personnel (can be the same place as general meeting room).
- Medical training area
- 2000-3000 sq. ft. of space to accommodate vendors and exhibitors.

### *Body of Water*

- The body of water must be at least 2000 feet long.
- The competition venue must furnish the body of water clear of all obstructions on move-in day.
- The proposed venue must have a starting dock located in such a way to maximize efficient entry into both competition courses. The starting dock must have little effect to the water condition.
- Venues should have adequate docking/mooring areas to accommodate all towboats launched.
- Means to safely and efficiently fuel towboats. All fueling and fuel storage areas should have clearly marked "No Smoking" signs, security from unauthorized access, and adequate fire extinguishers.

USA Wakeboard will need a sufficient amount of electrical power and power outlets; exact number of outlets, amps and voltage determined in final contract.

### **Hotels**

Organizing committee members, event staff and the majority of participants will stay at the host hotel. Nationals participants, families and friends will make their own reservations within the hotel blocks and associated expenses.

The USA Wakeboard Nationals will bring an approximate total of 180 hotel room nights into the host city. Double/double rooms make up ninety percent of room usage. On peak nights, Thursday, Friday and Saturday, expect to book approximately 60 rooms each night. Most hotel rooms will house four people.

### *Hotel Rates*

- The ideal rate of \$79 + tax per night for king or double/double rooms would apply to single, double, triple or quad occupancy.
- One complimentary room night for every 20 room nights used.
- \$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, location, suite/efficiency rooms or additional amenities. Overflow hotels should have room blocks of 25-50 rooms per night.



# REQUEST FOR PROPOSAL TO HOST USA WAKEBOARD NATIONALS

## **Special Functions**

Special functions are held throughout the Nationals. Bids should include options for locations, catering and associated cost.

### *Welcome Reception*

USA Wakeboard and city/venue will host a welcome reception for all national championships' participants, coaches, VIPs, event staff, and officials, lasting three to four hours with an estimated 250 in attendance. This event gives the organizing committee a chance to welcome all attendees and gives the participants a chance to mingle and meet new friends and athletes from around the country. The venue may offer concessions as well as various games, activities and entertainment for the athletes to enjoy.

### *Awards Banquet*

USA Wakeboard will conduct a closing party on the last night of the competition for the USA Wakeboard Nationals. This will be open to all participants of the specified competition, officials, family members and event staff. The total duration of this event is 3-4 hours, and typically includes dinner buffet stations or served meal and D.J. entertainment.

Estimated attendance is 200 for the national championships closing party. This event works well in a large hotel ballroom, but other settings also may be suggested.

- The facility used for the closing party should be able to handle no less than 300 for the Nationals, preferably a larger size to accommodate tables, buffet stations and dance floor.
- Dinner meal served – buffet stations or plated meal will work well.

## **Hospitality**

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

- Coffee service, lunch and dinner meals for the officials and event staff (approximately 30-40 people) each competition day at the venue site. The city/venue is responsible for the cost.
- Competition venue must have cash concessions. The venue decides on appropriate menu items for participants and spectators, in consultation with USA Wakeboard. 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.



REQUEST FOR PROPOSAL TO HOST  
USA WAKEBOARD NATIONALS

**BID APPLICATION**

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

Date and Location	
<b>Venue:</b>	
<b>Location:</b>	
<b>Proposed Date:</b>	
<b>Host City/Venue Contacts:</b>	
<b>Local Team/Club Contacts:</b>	
Host City/Venue	
<b>City name:</b>	
<b>Population:</b>	
<b>Typical weather during July:</b>	
<b>Major events happening in city around time requested:</b>	
Airport:	
<b>Distance from airport to hotel:</b>	
<b>Distance from airport to venue:</b>	
<b>Shuttle availability:</b>	
Community resources and support:	
<b>Media/Advertising:</b>	
<b>Major TV Stations:</b>	
<b>Major Radio Stations:</b>	
<b>Major Print Media:</b>	
Venue Description:	



REQUEST FOR PROPOSAL TO HOST  
USA WAKEBOARD NATIONALS

<b>Spectator seating:</b>	
<b>Parking:</b>	
<b>Auxiliary Areas:</b>	
<b>Body of Water:</b>	
<b>Hotel:</b>	
<b>Distance from venue:</b>	
<b>Number of rooms:</b>	
<b>Number of beds:</b>	
<b>Room rate:</b>	
<b>Rebate:</b>	
<b>Overflow Hotel:</b>	
<b>Distance from venue:</b>	
<b>Number of rooms:</b>	
<b>Number of beds:</b>	
<b>Room rate:</b>	
<b>Welcome Reception:</b>	
<b>Location:</b>	
<b>Concessions:</b>	
<b>Activities:</b>	
<b>VIP Reception:</b>	
<b>Location:</b>	
<b>Food and Beverage:</b>	



REQUEST FOR PROPOSAL TO HOST  
USA WAKEBOARD NATIONALS

<b>Awards Banquet:</b>	
<b>Location:</b>	
<b>Time:</b>	
<b>Seating Capacity:</b>	
<b>Dinner:</b>	
<b>Seating:</b>	
<b>Entertainment:</b>	
<b>Dance Floor:</b>	Yes    or    No
<b>Hospitality:</b>	
<b>Hospitality areas:</b>	
<b>Concessions:</b>	
<b>Volunteers and Personnel:</b>	
<b>Key Personnel and Contact Info:</b>	
<b>Volunteers:</b>	
<b>Budget:</b>	
<b>Please submit preliminary budget</b>	

