

Tri-States Event Bid Policy

Membership

- Membership dues must be paid by the established yearly due date.
- Late membership dues may be accepted by the president of Tri-State.

Representation for a Bid

- Club delegate must be present at the annual meeting to present their club's bid.
- Clubs not able to be present at the annual meeting but wishing to bid on either competition may appoint another member club to be their delegate and voice. This member club (membership must be current) shall submit a letter to the Tri-State Secretary stating the name of the delegate and the member club requesting to be represented. This letter shall be signed by one officer of the club and needs to be in the hands of the Tri-State Secretary prior to the start of the annual meeting.

Competition Bid Process

- The annual meeting announcement will announce the annual meeting date, location and meeting time. This announcement will also contain the competition bid form, budget form, and will communicate the preferred dates for the competitions set by the Tri-State Officers.
- Freestyle and Synchronized bids must be submitted to the Tri-State secretary by no later than the date set forth by the secretary. If no date is communicated the bids need to be submitted no later than one week prior to the annual meeting.
- All bids and budget forms must be fully completed. Bids will be rejected if one or both forms are not fully completed.
- The Secretary shall review bids and will list them in order received in the annual meeting booklet. The name of the clubs bidding shall also be included in the final announcement letter.
- Late bids may be accepted by the Tri-State President.
- No bids will be accepted once the annual meeting has been called to order.

Note: It is highly recommended that your bid is accompanied by a cover letter that explains your club's reason for the bid. Reasons for bidding may include fundraising, introducing your club membership to the competitive side of figure skating, or to help train volunteers to become U.S. Figure Skating Officials. You may also want to include why your facility has the amenities for a competition such as extra dressing rooms, large amount of seating, or extra-large parking lot.

Bid Priority

One of the objectives of the Tri-State Council is to grow figure skating throughout the Tri-State area. One way of doing this is to rotate both competitions evenly between the four states. Example, first year Indiana, then Michigan, Ohio, and finally Pennsylvania. If this cannot happen, the following is recommended.

- Priority consideration shall be given to the Club/State not hosting either event the prior year.
- Priority consideration shall be given to the Club/State not hosting the event the prior year.
- Priority consideration shall be given to the Club who has never hosted the event.

- Priority consideration shall be given to the Club who has not hosted the longest.
- Event rotation will be tracked by the Tri-State Secretary. The annual meeting book will list the past 10 years of competitions with Profit/Loss.

No Bid

- If there are no bids submitted by the start of the annual meeting, the president may accept a bid from the floor at any time during the meeting. Bid form must be fully completed and a completed budget submitted.
- If there are no bids submitted by the close of the annual meeting, the vice-presidents have 30 days to encourage a club from their state to submit a bid to the Tri-State Officers. The Officers will then vote on an event site. Priority will be given to the first club to step forward with their bid.
- If a club can't be found within 30 days after the annual meeting that event will be canceled for the upcoming season.

Voting on Bids

- The Tri-States Secretary will announce the bids in the order they were received. This announcement will take place after the officer's reports and before lunch.
- The Tri-States Secretary will call the bid representative to the floor to explain their bid and answer questions.
- The vote for each event will be taken immediately after lunch, with a majority vote winning the bid.

Post Bid

- Upon winning the bid, the club has the responsibility to obtain a Chief Referee, Technical Controller, Technical Specialist, issue judges' and other necessary officials' invitations within 30 days of being awarded the competition.
- Submit to U.S. Figure Skating Vice Chair for Competitions a sanction request and event announcement within 30 days of being awarded the competition. A copy of submissions will be provided to the Tri-State Council Secretary.
- The "Final Announcement" will be sent to the Tri-States Secretary within 5 days of sanction approval.
- A monthly progress report will be submitted to their state's Vice President.
- Medals (that have previously been designed for Tri-State Competitions that are ordered by the Tri-States medal Chairman) are paid for by the club hosting the competition. Contact Medal Chair for needs. Note: At June 5, 2020 Annual Meeting motion passed to have Freeskating Medals to be supplied by Tri-State and not purchased by the hosting club.
- Final Financial Report needs to be completed and mailed to the Tri-States Secretary 45 days after the close of the competition. Financials include registration monies, ticket sales (synchronized), less officials' and ice expenses, awards, equipment rentals, mailing expenses, etc.
- Clubs do not split profits from vendors, special club booths, practice ice, ads in the program, program sales. These profits stay with the club.
- Profit for Freestyle is club 60% and Tri-States 40%. Profit for Synchronized Skating is club 50%, Tri-States 50%.