



# USROWING YOUTH NATIONAL CHAMPIONSHIPS

2019-2021 Event Bid Information

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Table of Contents	
Goal/Objective .....	4
Why Host the USRowing Youth National Championships? .....	4
The Sport of Rowing.....	4
Event Summary .....	5
Competitor Profile.....	5
Attendance .....	5
Host City Benefits .....	5
Promotion/Ad Opportunities.....	5
Economic Impact Information .....	6
Recent Event Host Cities and Local Organizing Committees.....	6
Course and Venue Requirements.....	6
Dates and Times Required.....	6
Course Requirements.....	7
Other Local Organizing Committee Requirements.....	10
Internet Connection .....	10
Video Display .....	10
Maps and Permits.....	10
Equipment.....	10
Spatial Requirements.....	11
Amenities .....	12
Local Organizing Committee and Regatta Staffing .....	14
Local Organizing Committee Positions.....	14
Volunteer Staff.....	<b>Error! Bookmark not defined.</b>
Practice Sessions Staffing .....	16
Suggested Special Events and Hospitality.....	17
Official Housing Program.....	17
EMC Venues Role and Rebate Program.....	17
Historical Pick-up for USRowing Youth National Championships .....	17
Financial Expectations .....	18
Bid Deadline and Requirements .....	18
Bid Timeline.....	18
Bid Completion Requirements .....	19
City/Rowing Club Partnership .....	19
Proposal Enhancements .....	20
Bid Decision Factors.....	20



# Goal/Objective

USRowing is seeking proposals from organizations to host the USRowing Youth National Championships. The proposal would be for a three-year agreement, covering 2019-2021.

Organizations to be considered include:

- USRowing member organization
- CVB, sports commission, or similar organization working on behalf of a destination
- Government agency that operates a rowing venue

In order to be eligible to bid on hosting the USRowing Youth National Championships, a venue must have hosted one of the following: a USRowing Youth or Club National Championship, a USRowing-owned regional youth championship event, or a USRowing Youth National Championships qualification event.

To learn more about hosting one of these events, contact [alvin@usrowing.org](mailto:alvin@usrowing.org).

Each year, USRowing hosts the USRowing Youth National Championships in order to provide championship racing opportunities for Youth members at the end of the spring racing season. Crews earn the opportunity to compete at the event through a series of qualification regattas throughout the country.

USRowing endeavors to achieve the following objectives with this event:

- Provide a safe, fair, championship-level racing experience for competitors,
- Provide an enjoyable atmosphere for spectators on land,
- Promote the sport of rowing in the host region through a national platform, and
- Showcase the host city and venue to visitors attending the event.

## Why Host the USRowing Youth National Championships?

### The Sport of Rowing

USRowing is a nonprofit member organization recognized by the United States Olympic Committee as the national governing body (NGB) for the sport of rowing in the United States.

USRowing selects, trains, and manages the teams that represent the U.S. in international competition including the world championships, Pan American Games and Olympic Games.

More than 200,000 people row in America with upwards of 88,000 racing in over 200 registered events throughout the year. USRowing membership reflects the spectrum of American rowers – juniors, collegiate, masters – and those who row for recreation, competition, or fitness. Through our inclusion program, America Rows, USRowing is introducing the sport to an additional 1.2 million urban youth.

## **Event Summary**

The USRowing Youth National Championships has been held as a three-day event in mid-June each year.

For the purposes of this bid cycle, USRowing is looking to add a fourth racing day to the event.

The USRowing Youth National Championships has become the premier championship event for Youth rowing in the United States. The best crews from the club and scholastic populations come together to crown national champions in 18 categories. The event includes a heavy spectator presence and a number of fan-based experiences. USRowing hosts a “Graduation Ceremony” on the night prior to racing, to celebrate the academic achievements of the seniors competing for the final time. The Graduation Ceremony regularly realizes 800-1,000 total attendees and requires a space to accommodate an event of that size.

USRowing also incorporates an “Olympic Day” component during Sunday’s finals and provides informational sessions about rowing in college for parents and athletes. Past organizing committees also have offered ancillary events such as a “Parents Reception” to provide entertaining options for parents and fans attending the event.

The event is open to the public, requiring tickets to enter the venue.

## **Competitor Profile**

### **Attendance**

The event averages 1,650 competitors representing 150 teams from across the country.

This event is USRowing’s most attended event in terms of spectators. In 2017, the first year of ticketing, more than 4,000 tickets were sold for the three-day event.

## **Host City Benefits**

### **Promotion/Ad Opportunities**

Hosting a national championship provides the opportunity for the destination and local organizing committee to reach a national rowing audience.

As the host, the following exposure opportunities are included as part of hosting an event:

- Exposition booth at the previous year’s event to promote directly to potential participants;
- Official press release distributed through USRowing website and social media channels;
- Logo and organizational description on event web page;
- Logo on event signage on site; and
- Video exposure through live streaming video of the event on USRowing’s YouTube channel

Working with USRowing provides the host organization additional opportunities to reach the rowing community. Online advertising, social media, and sponsorship opportunities are also available upon request.

- Online Advertising
  - 4 million annual pageviews
  - 700,000 unique visitors
  - Peak: April-September
- Social Media
  - Facebook: 48k followers, Average Post Reach: 30k-40k
  - Twitter: 25k followers, Average Impressions per Tweet: 5k-20k (seasonal)
  - Instagram: 25k followers, Average Likes 1,000+
  - LinkedIn: 800 followers. Average Impressions 1,000+
- Online Streaming Video Broadcasts
  - Four-day broadcast of USRowing Masters National Championships
  - 6,300+ subscribers

### **Economic Impact Information**

Based on information from similar USRowing national championship events, the economic impact of this event is estimated to be \$2-\$3 million.

Since 2012, the pick-up for the event housing program has ranged from 1,000-2,500 room nights. We do not incorporate a Stay-to-Play policy, so we estimate this to be approximately 40% of the total pick-up for the event.

### **Recent Event Host Cities and Local Organizing Committees**

- 2018: Rancho Cordova, CA – Sacramento State Aquatic Center
- 2017: Sarasota-Bradenton, FL – Suncoast Aquatics Nature Center Associates
- 2016: West Windsor, NJ – Princeton National Rowing Association
- 2015: Sarasota-Bradenton, FL – Suncoast Aquatics Nature Center Associates
- 2014: Rancho Cordova, CA – Sacramento State Aquatic Center
- 2010-2013: Oak Ridge, TN – Oak Ridge Rowing Association
- 2009: Bethel, OH – Cincinnati Junior Rowing Club

## **Course and Venue Requirements**

### **Dates and Times Required**

The USRowing Youth National Championships require one day for administrative setup, two days for venue access for parking and practice, and four full days of competition.

The dates required would include:

- Tuesday
  - Team arrival and practice day #1. USRowing arrival day. The trailer parking, boat storage, and team tent areas must be accessible for teams. The course must be available for teams to practice. USRowing will need access to the venue in order to unload supplies. Preferably, venue tents and any deliveries would be scheduled for this day.
- Wednesday

- Team arrival and practice day #2. The trailer parking, boat storage, and team tent areas must be accessible for teams. The course must be available for teams to practice.
- USRowing Graduation Ceremony and pre-race meeting are scheduled for this date.
- Thursday-Sunday
  - Days of competition. Typically, races are scheduled beginning at 8:00 a.m., and run until approximately 6:00 p.m.
  - If time is available, a practice session may be offered at the conclusion of racing.
  - Award ceremonies are scheduled for Sunday.
  - Competition will not be held outside of these racing days.

The USRowing Youth National Championships are typically held the second weekend of June each year. The preferred competition dates for 2019, 2020, and 2021 are:

- June 6-9, 2019
- June 11-14, 2020
- June 10-13, 2021

### **Course Requirements**

USRowing prefers to host its national championship regattas on courses classified as “Class A” according to the USRowing Rules of Rowing.

The requirements for a “Class A” course include:

- Length: The length of the race course shall be 2,000 meters from start line to finish line. There shall be an additional expanse of open water beyond the finish line in order for the crews to safely come to rest. At least 100 meters shall be available for such runoff, unless the local organizing committee provides for safety, such as conspicuous warning markings or marshals’ boats.
- Width: The course shall be wide enough to accommodate at least six (6) racing lanes. A travel lane should be available that allows crews to travel to the start line, and return from the finish line, without interfering with the racing lanes.
- Lanes: Each lane shall be fully buoyed using an Albano or similar buoy system. Each lane shall be no less than 12.5 meters (41 feet 1/8 inch) and no more than 15 meters (49 feet 2 inches); 13.5 meters (44 feet 3.5 inches) preferred.
- Body of Water: The water shall be capable of accommodating the course, plus any required runoff area, with no bends or turns.
- Depth: The water shall be at least three meters deep throughout the course.
- Perimeter: There shall be a distance of at least five meters between the outer perimeter of the course and the shore, obstacle, or any fixed installations.
- Obstacles: There shall be no fixed obstructions on the course, such as bridge abutments or islands.
- Buoys: A buoy system, such as the Albano buoy system, shall be used, in which the boundaries of each lane are marked with floating buoys every 10 to 12.5 meters; 10 meters is recommended. The buoys shall be of supple construction and their horizontal diameter shall not exceed 15 centimeters.
  - The first 100 meters of the course shall be indicated by a different color of buoy to mark the start area.

- At every 250 meters along the course, a differently colored set of buoys shall be strung across the course to indicate the distance interval.
- The last 250 meters of the course shall be indicated by a different color of buoy to mark the finish area.
- Time Trial Start Timing Station: A space shall be equipped to accommodate the timing at the 1,900m mark for time trial racing sessions. The space shall include a 10x20' tent, table, chairs, and access to electricity and Internet. There should be a stable space for the timing camera to be placed on the Starting Line that shall be situated in a way that avoids movement. It is preferred to have a space located on land.
- Starting Stations: Each lane at the start shall be equipped with a starting station, platform, or stake boat, solidly anchored.
  - The starting station shall be capable of being occupied by at least one person who can hold a crew stationary or alter the crew's alignment as required during the starting procedures.
  - The starting stations shall be capable of adjustment to accommodate different sized boats, so that each type of boat can be aligned with its bow on the starting line. If the station is not adjustable, then the starter must have surveyed ranges to align the different size boats. This line must be surveyed, and parallel with the finish line. A permanent fixed marker must indicate the start and finish line.
  - If stake boats are used, each stake boat shall be anchored by at least 200 lbs. of weight, or else attached to a fixed installation, to prevent drifting.
  - Each starting station shall be equipped with a headset or other communication device so that communication is possible between it and the aligner station without being audible to the crews.
- Starter's Tower:
  - The Starter's Tower shall be firmly fixed 30 to 50 meters behind the starting line and in the center of the course.
  - The Starter's Tower shall include a prominent platform for the Starter that provides sufficient elevation so that the starter and each crew have an unobstructed line of vision to each other. A height of no less than 3 meters and no more than 6 meters is recommended.
  - The Starter's Tower shall be equipped with a loudspeaker system so that the Starter can be heard clearly for the first 500m of the course.
- Communications: The starter's tower, Aligner's Station, Judges' Stand, and Launching Area shall be capable of direct communication with each other by radio, telephone, or other electronic medium.
- Aligner's Station: On one side of the course, there shall be an Aligner's Station, situated directly on the starting line, which can accommodate the Judge at the Start and the Aligner. The Aligner's Station shall be equipped with a vertical wire which, when aligned with a target on the opposite side of the course, indicates the exact starting line. Alternatively, the Aligner's Station may be equipped with two vertical wires which, when aligned with each other, indicate the exact starting line.
- Distance Markers: The starting line shall be designated as 0 meters and the finish line as 1,000 meters.



- At each interval of 250 meters between the start and finish, the distance from the starting line to the finish shall be clearly marked either on clearly visible boards on the shore or else by floating cubes on the water
- Finish Line:
  - The Finish Line shall be equipped with a facility so that the Chief Judge and the referees may sit one behind and above another, and so that each has an unobstructed view of the finish line.
  - The Finish Line shall be equipped with a vertical wire which, when aligned with a target on the opposite side of the course, indicates the exact finish line. Alternatively, the Finish Line may be equipped with two vertical wires which, when aligned with each other, indicate the exact finish line.
  - The Finish Line shall be isolated from intrusion or distraction by spectators or team members.
  - Provide electricity and Internet connection at the finish line to run the electronic results system. The Finish Line should be equipped with communication equipment for report results to regatta control point for posting in timely fashion.
  - The finish line area must be covered, in order to protect the officials and timing equipment from weather.
- Launching Area:
  - Launching Docks, or beach launch, capable of accommodating at least three 8+ boats simultaneously shall be provided for the competing crews. Provide adequate launching and retrieval area. Docks are preferred to beach launching.
  - Identify public address system for calling events and for announcing races.
  - Dock Master: There shall be facilities to accommodate a Dock Master and Control Commission.
  - The Dock Master shall be equipped with a loudspeaker system so that the Dock Master can be heard clearly for the throughout the launch area.
- First Aid:
  - First aid facilities shall be provided at the regatta site capable of dealing with minor injuries, and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke.
  - The first-aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call and within 10 minutes travel distance.
  - If such emergency assistance is not located within 10 minutes distance, the local organizing committee shall provide for an ambulance or paramedic to be present at the site.
- Other requirements
  - The body of water should be closed to or limit all other water traffic during practice and competition days.
  - The venue must have an established traffic pattern for practice and competition days that can be communicated to competitors prior to the event.
  - The course should have space available for at least 2 stationary video camera positions. On-land locations are preferred, but floating platforms can be used if on-land locations are not available.

## Other Local Organizing Committee Requirements

### Internet Connection

- The Local Organizing Committee is responsible for providing a dedicated Internet connection with adequate speed to run the timing and results system. This network should be accessible from the finish-line area.
- The Local Organizing Committee is responsible for providing a separate, dedicated Internet connection with adequate speed to run the USRowing streaming video service.
  - Minimum speed requirements: 5Mbps upload/5Mbps download. Connection should be hard wired, if possible.
- The Local Organizing Committee must provide a separate Internet connection, which can be used by USRowing staff to administer the regatta. This network should be located in the area where USRowing staff will conduct registration and regatta administration activities.

### Video Display

- The Local Organizing Committee must provide a method for displaying the video broadcast of racing at the regatta venue.
- The preferred method is to provide a “JumboTron” that is placed in a location that is easily visible to the spectator portion of the venue.
- TV displays may be used, but this option requires multiple displays to be available throughout the venue for easy spectator access.

### Maps and Permits

- The Local Organizing Committee is responsible for producing traffic pattern maps showing patterns both for practice and race days. These maps are to be posted at the regatta venue and included in event information packets.
- The Local Organizing Committee is responsible for securing all necessary permits in order for the event to take place.
  - The Local Organizing Committee must make USRowing aware of any restrictions and permits required to allow the use of drones to provide video coverage of the event.

### Equipment

- Launches
  - The LOC shall provide motor launches for use by Race Officials and by safety personnel.
  - Each launch for Race Officials shall be capable, when occupied, of maintaining a speed necessary to follow a Race, but without unnecessary wake.
  - Each launch shall carry personal flotation devices for each occupant of the launch plus at least two extra. The LOC shall use its best efforts to procure launches whose hull designs minimizes wake, such as flat bottomed or catamaran “wakeless” launches.
    - USRowing Kippy Liddle Kits are recommended to ensure launches are properly supplied with safety materials, and enough personal flotation devices for the largest crew on the water. Visit

<http://www.usrowing.org/membersonly/orgmemberprogramsbenefits/kippyliddle> for more information.

- This regatta requires a minimum of 15 total launches, 17 preferred.
  - 10 launches to follow racing
    - These launches should be “wakeless” launches.
  - 3 launches for marshaling and safety purposes
    - It is preferred that these boats are not wakeless or are small wakeless boats that are easily maneuverable.
  - 2 launches for the USRowing video crew
    - These boats must be “wakeless” launches.
  - 2 “reserve” launches, in case of issues with the other launches provided.
- Radios
  - Provide radios for 40 referees, two USRowing staff, and an adequate amount for key local organizing committee personnel.
  - Radios must have sufficient range that reaches from the warm-up area above the start to the position stationed furthest from that point, typically the finish marshal. It is useful to have separate channels for LOC activity and Referee activity. While mobile phones are often used at very small regattas or for conversations that are lengthy, the open radio channels are a much more effective way of communicating with the full regatta staff, if needed.
  - Smaller radios with headsets are typically used as a silent alignment system for sprint races. Spare batteries and a few spare radios are a must, since these radios will get a lot of usage during a race day. There should be a radio for each stakeboat holder (6 or 7, depending on how many racing lanes you have), plus an additional radio for the Aligner. Since these radios are often used on-the-water, submersible radios are recommended, and planning should account for these conditions.
- Audio Equipment
  - A sound system must be provided that can reach the entire venue. This system will be used to make general announcements to the venue.
  - A separate sound system must be provided for the awards area and Coaches and Coxswains Meeting.

## **Space Requirements**

- Parking
  - Shell Trailers
    - Space for approximately 60-70 shell trailers is required.
  - Staff/Referee/Volunteer
    - USRowing staff and referees will require approximately 10 parking spaces at the venue. Access to these parking spaces should be restricted and must be available outside of racing hours.
    - It is preferred that volunteers are allowed to park at, or near, the venue.
  - Vendors
    - If space is available, sponsors and vendors should be allowed to park at or near the venue.
  - Spectators

- Parking should be planned for approximately 3,000 spectators for each racing day.
- Registration
  - USRowing requires that space is available for the registration area. A permanent, indoor facility is preferred, but a tent can be used for this purpose.
  - The space must be able to accommodate 3-5 tables, 3-5 chairs, electricity, and Internet connectivity.
  - USRowing must be able to access this area on the Monday prior to racing.
- Office Space
  - USRowing requires an office space that can seat 40 referees. This office should be available for referee meetings each morning, at lunch, and after racing each day.
- Vendors
  - Space on the venue must be allotted to accommodate approximately 15 vendor tents.
  - These tents are generally 10'x10' but can be as large as 20'x20'.
- Team Tents
  - Space on the venue must also be allotted to accommodate approximately 20 team tent spaces of a 10'x20' size.
- Awards
  - Venue must provide an Awards Dock to accommodate award ceremonies. The dock should be long enough to allow three 8+ shells to land at the same time on one side of the dock. The dock must be located near the finish line, in an area accessible for spectator viewing.
  - The awards area should include a table, chairs, and cover, such as a tent or canopy, near the dock for staging of medals and staff/volunteers.
  - The awards area must include a microphone and sound system separate from the overall venue sound system, to accommodate the awards ceremonies.
  - The awards area must be able to facilitate displaying banners.

## **Amenities**

- Meals
  - Local Organizing Committee must provide meals for USRowing staff, referees, and volunteers during the event including:
    - Tuesday (Practice Sessions)
      - Breakfast for USRowing staff, referees, and morning volunteers staffing practice sessions
      - Lunch for USRowing staff, referees, and volunteers staffing practice sessions
    - Wednesday
      - Breakfast for USRowing staff, referees, and morning volunteers staffing practice sessions
      - Lunch for USRowing staff, referees, and volunteers staffing practice sessions
    - Thursday
      - Breakfast for USRowing staff, referees, and morning volunteers

- Snacks and water/sports drinks for referees and volunteers throughout the day
  - Lunch for USRowing staff, referees, and volunteers
- Friday
  - Breakfast for USRowing staff, referees, and morning volunteers
  - Snacks and water/sports drinks for referees and volunteers throughout the day
  - Lunch for USRowing staff, referees, and volunteers
- Saturday
  - Breakfast for USRowing staff, referees, and morning volunteers
  - Snacks and water/sports drinks for referees and volunteers throughout the day
  - Lunch for USRowing staff, referees, and volunteers
- Sunday
  - Breakfast for USRowing staff, referees, and morning volunteers
  - Snacks and water/sports drinks for referees and volunteers throughout the day
  - Lunch for USRowing staff, referees, and morning volunteers
- Food options should be varied from day-to-day. LOC is responsible for making reasonable accommodations for providing options for varying food preferences (vegetarian/vegan) and allergies.
  - Consideration should be given to the nutritional value of meals and snacks provided. Lean proteins and healthy options are preferred over sugary and fatty options.
- Food Vendors
  - The LOC must secure a minimum of two food vendors to provide a variety of food and beverage options for spectators throughout the event. At least one of these vendors should provide healthy options.
- Security
  - The regatta venue must remain secure overnight once teams are allowed to arrive on the venue. This can be accomplished by bringing in outside security or by restricting access to the venue overnight.
  - The venue must be secured Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday nights.
- Restrooms
  - Adequate restroom facilities must be provided for approximately 3,000 people per day.
  - These facilities can be permanent restrooms, portable toilets, or some combination of the two.
  - Restroom facilities should be cleaned and serviced each day of the event.
- Trash and Recycling
  - Adequate trash receptacles must be provided throughout the venue.
  - Recycling receptacles must be provided throughout the venue.
  - Recycling bags or receptacles should be provided to team tents as part of the team tent rental program.

# Local Organizing Committee and Regatta Staffing

## Local Organizing Committee Positions

The local organizing committee should be constituted as follows:

- Regatta Director
  - The Regatta Director shall have general responsibility for the logistical operation of the regatta, shall be the principal liaison between the local organizing committee and USRowing, and shall have the power to execute binding commitments on behalf of the local organizing committee.
  - The Regatta Director will serve as the liaison with other LOC committee chairs and oversee the other segments of the local organizing committee.
- Race Logistics Group:
  - Volunteer Coordinator
    - The LOC Volunteer Coordinator shall be responsible for:
      - Listing of volunteer positions
      - Schedule of volunteer shifts
      - Creating and maintaining a volunteer database
      - Ensure proper training of registered volunteers
      - Recruiting volunteers to fill required positions
      - Managing a “volunteer tent” to handle volunteer registration and deployment on site
      - Manage the deployment of volunteers to their assigned locations during volunteer shifts
      - Troubleshoot any issues that occur with volunteer attendance at the regatta
  - Venue Coordinator
    - The Venue Coordinator shall be responsible for:
      - Layout of the venue
      - Boat area
      - Parking/Shuttles
      - Ticketing (if applicable)
      - Live streaming/video
      - Concessions
      - Seating
      - Emergency Management Services
      - Medical services
      - Water/ice for first aid purposes
      - Emergency care
      - On-the-water safety
  - Venue Security
    - Develop policies/procedures for venue security during the event
    - Secure necessary personnel for fulfilling needs
    - Train necessary staff on safety procedures for various scenarios
- Race Operations Group:
  - Course Coordinator

- The LOC Course Coordinator shall be responsible for:
      - Installation and maintenance of the course throughout the event
  - Launch Coordinator
    - The LOC Launch Coordinator shall be responsible for:
      - Securing the required number of launches
      - Ensuring launches are in proper working order throughout the event
  - Control Commission Coordinator
    - The Control Commission Coordinator shall be responsible for:
      - Acquisition of sufficient docks for launch and recovery
      - Oversight of boat safety check area
      - Oversight of athlete weighing area
      - Distribution and collection of bow numbers at dock areas
  - Start Dock Coordinator
    - The Start Dock Coordinator shall be responsible for:
      - Distribution and collection of silent alignment radios
      - Proper training of stakeboat holders
      - Ensuring any movable stakeboat systems are operational
- Local Marketing Group
  - Sponsor and Vendor Coordinator
    - The LOC Sponsor and Vendor Coordinator shall be responsible for:
      - Soliciting and servicing sponsors and vendors that fall under the local organizing committee’s jurisdiction
      - Ad sales and creation of the regatta program (if desired)
      - Fundraising
  - LOC Public Relations Coordinator
    - The LOC Public Relations Coordinator shall be responsible for:
      - Generating local publicity for the event
      - Organizing any local events coordinated in conjunction with the regatta, such as a “Welcome Party” or other activity hosted by the local organizing committee
      - Working with the USRowing Communications staff in all activities.

The local organizing committee is able to decide how to fill the roles listed above, can combine these roles, or add more roles as needed.

### **Volunteer Staff**

The Local Organizing Committee is responsible for providing volunteer staffing to manage the requirements of the regatta. Any numbers included here are minimums, but the Regatta Director and Chief Referee should communicate prior to the regatta to set expectations and requirements that may differ from what is listed here.

The following volunteer positions are required:

- Stakeboat holders for each lane, plus a few extras to allow for bathroom breaks. As the boat holders are normally kids, it is highly recommended that there be an adult supervisor to oversee the boat holders (likely the “Start Dock Coordinator”).

- Finish Line Timers and Scribes are needed to assist the Chief Judge and other Race Officials to provide a back-up system to the electronic timing company. There should be a minimum of two (2) timers and two (2) scribes for each racing session.
- Start Line Timers and Scribes are needed to assist the Race Officials to provide a back-up system to the electronic timing company. There should be a minimum of two (2) timers and two (2) scribes for Time Trial racing sessions.
- Flag person, equipped with a highly visible flag, shall be stationed just beyond the finish line in such a manner as not to obstruct the view of the Judges and to be visible to the Referee's launch. As the bow of the first Crew touches the finish line, the flag person shall quickly lower his or her flag. Thereafter, as the bow of each remaining Crew touches the finish line, the flag shall alternately be raised and lowered as each Crew touches the finish line.
- Horn Operator, equipped with an air horn or other noise maker, shall be stationed just beyond the finish line or seated on the finish line with the judges. As the bow of each racing Crew touches the finish line, the Horn operator shall sound the air horn or other noise maker.
- A Launch Driver is needed for every launch that will be on the water for either Race Officials or safety personnel. Ideally, the driver will be familiar with the type of launch they will be driving, as well as possess an understanding of the duties that will be required of them at the position to which they have been assigned.
- Weigh-in assistants are needed to support the referees in conducting athlete weigh-ins. This is a heavily administrative position that assists with recording official athlete weights, organizing forms, and securing wristbands on athletes.
- Control Commission assistants are needed to assist referees with checking crews out as they launch for racing. There should be at least two (2) assistants for each launch dock to help distribute bow numbers, conduct safety checks, and identify crews coming to the docks.
- Dockmasters are needed for each recovery dock to assist with directing crews into the dock and to collect bow numbers as crews come off of the water.
- Award assistants are needed each day to assist USRowing staff with distributing medals and trophies each day. A minimum of two (2) assistants are needed, generally about an hour before the lunch break, to assist with setting up the award area, then through the end of racing each day.

All volunteers and LOC officers should be adequately trained and sufficiently qualified.

### **Practice Sessions Staffing**

To provide safe conditions during practice sessions, the LOC must have a plan to fully staff any agreed upon practice sessions.

Staffing should include:

- Sufficient on-water safety marshals to provide safe coverage of the course and areas utilized during practice sessions. A minimum of two marshals are required to cover a 2,000-meter course. Other marshals may be necessary to cover warm-up/cool down areas outside the course.
- Dockmaster responsible for keeping an accurate count of the number of crews on the water at all times. This person should also liaise with the referees to coordinate on any course closures caused by weather or other conditions.



# Suggested Special Events and Hospitality

Bids that include on-land activities that enhance the atmosphere and experience of the competitors will be looked upon favorably. All bids must include the USRowing Graduation Ceremony described below and are encouraged to provide opportunities for other special events.

- USRowing Graduation Ceremony
  - The Graduation Ceremony takes place the evening prior to racing (Wednesday night), following the pre-race meeting.
  - The Ceremony requires a space that has access to a stage and can provide seating for 800-1,000 people. The space must have video and sound capabilities to allow showing video and for a podium for speakers.
  - Covered seating is preferred, but outdoor venues may be considered. Bids with outdoor venues must include a backup venue in case of inclement weather.
  - Spaces at the rowing venue are preferred, but off-site venues may be considered. Proposed off-site venues must include information about parking and distance from the racing venue.

## Official Housing Program

USRowing's official housing partner for all events is EMC Venues. EMC Venues works on USRowing's behalf to secure hotel room blocks for use by competitors, spectators, and anyone travelling to USRowing events. USRowing has been working with EMC Venues since 2012.

### **EMC Venues Role and Rebate Program**

EMC Venues works to secure and manage room blocks in the area hosting USRowing-owned events. The program includes a \$10/room night rebate that EMC Venues tracks and collects on USRowing's behalf. These rebates go to help USRowing cover the costs associated with hosting the event.

EMC Venues is involved in the site selection process. EMC Venues will work with the proposed host organization to develop an overview of the hotel room availability in the area and to determine the participation level from hotels local to the proposed venue.

Organizations awarded bids are expected to require local hotels to participate in the USRowing rebate program.

Representatives of EMC Venues will accompany USRowing on the site visit to selected "Finalist" locations.

### **Historical Pick-up for USRowing Youth National Championships**

Below are the pick-up numbers recognized through the housing program administered with EMC Venues.

USRowing does not utilize a “Stay-to-Play” policy at its events, so these rates represent only a portion of the full event pick-up.

- 2012 – 1,112 total room night pick-up
- 2013 – 1,016 total room night pick-up
- 2014 – 1,675 total room night pick-up
- 2015 – 2,961 total room night pick-up
- 2016 – 2,052 total room night pick-up
- 2017 – 2,500 total room night pick-up

## **Financial Expectations**

USRowing seeks to collaborate with a host organization to create a financial structure that is beneficial for both organizations.

The exact financial arrangements between the host organization and USRowing shall be formalized in a contract to be negotiated once a winning proposal has been granted.

For the purpose of this bid process, the candidate host organization should provide an initial budget proposal that includes:

- Expense budget covering the Course and Venue requirements, any venue/course rental fees, and any other expected expenses for the host organization
- Initial proposal on revenue streams that the candidate host organization can bring to the bid. Examples include any grants that can be secured, expected local sponsorship revenue, advertising spend, etc.

USRowing will share more detailed information with venues selected for the “Finalist” rounds to develop a more fully-formed, collaborative budget.

Bids that reduce the expense burden to USRowing will be looked upon favorably.

## **Bid Deadline and Requirements**

### **Bid Timeline**

The deadline for consideration to host the 2019-2021 USRowing Youth National Championship is April 30, 2018.

An electronic file of the bid is required. The bid must be **received** by the deadlines listed above.

Incomplete bid packets will not be considered.

Complete bids received by the deadline will be reviewed, and a minimum of two (2) “Finalists” will be selected and contacted.

If needed, destinations selected as “Finalists” are required to provide for the travel and accommodation of three (3) representatives of USRowing to conduct a site visit and bid workshop with someone familiar with the rowing venue and local area. The site visit and

bid workshop should include tours of the rowing venue and facilities, the local area, and an opportunity to meet with members of the proposed local organizing committee.

USRowing may opt to forgo the site visit requirement for familiar venues, and opt to review initial bids from “Finalists” by phone.

Upon completion of the site visits, USRowing may allow “Finalists” to submit revised bids for final consideration.

USRowing will select one “Finalist” as the host organization and will provide an event contract for agreement and signature to the selected organization.

Full Decision Timeline:

- April 30, 2018 – Bids due to USRowing
- May 4, 2018 – “Finalists” selected and notified
- May 7-15, 2018 – Site visit or phone conferences with “Finalists”
- May 20, 2018 – Final revised bids due from “Finalists”
- May 25, 2018 – Selected host organization notified and contracting phase begins
- June 5, 2018 – Target for final contract negotiation and announcement of selection at 2018 event.

### **Bid Completion Requirements**

Bids will be accepted for a three-year term from 2019-2021.

In order to be eligible to bid on hosting the USRowing Youth National Championships, a venue must have hosted one of the following: a USRowing Youth or Club National Championship, a USRowing-owned regional youth championship event, or a USRowing Youth National Championships qualification event.

To learn more about hosting one of these events, contact [alvin@usrowing.org](mailto:alvin@usrowing.org).

In order to be considered, a complete bid will include:

- Completed version of the Bid Questionnaire
- Initial budget proposal including revenue and expense projections
- Description of the structure and people involved in the local organizing committee
- The LOC Board of Directors or Executive Committee must sign off on the bid submitted to USRowing and designate a point person for all negotiations that has the authority to speak for the Board or Committee.
- All other information requested in the questionnaire.

### **City/Rowing Club Partnership**

Due to the management requirements listed in this package, the bid must be submitted by a group including a sports commission, convention and visitor’s bureau, or some similar entity, along with a member organization of USRowing. USRowing’s objective is to host a first-class national championship regatta that showcases local rowing opportunities within the surrounding communities.

A list of rowing organizations can be found on the USRowing web site:  
<http://www.usrowing.org/find-club/>

## Proposal Enhancements

Selecting an event location is a difficult task, as many proposals and venues are well known and little sets them apart.

Including a list of “enhancements” can help your bid stand out from the rest.

Examples may include (but are not limited to):

- Event sponsorship/rights fee
- Complimentary staff lodging
- Funding to off-set rental fees, event expenses, or other costs expected to be borne by USRowing
- Social events to enhance the event atmosphere
- Jumbotron on-site
- Stipend or other gift for event referees
- Travel subsidies and assistance for USRowing staff travel
- USRowing advertising/media purchases to promote destination and/or event venue
- Focus on “green” event practices
- Other unique ways to enhance the event experience, promote the sport of rowing, and/or offset costs to USRowing.

## Bid Decision Factors

USRowing will award the event to the bid that, in USRowing’s estimation, best meets all of the requirements included in this packet.

Determining factors include, but are not limited to:

- Quality of racing conditions and facilities
- Budget effectiveness for both USRowing and the host organization
- Demonstration of the organizing committee’s ability to develop local resources (financial and otherwise) to support the regatta
- Conduct of the site visit
- Proposal enhancements
- Other events scheduled during the same year that require LOC’s resources

## Bid Questionnaire

1. Name of host organization, affiliated USRowing member organization, location and contact information of Regatta Director. Describe the roles of the different organizations involved.
2. Location of regatta course site (lake, canal, etc.). Specifics to include: typical climate and wind during event, average sunrise and sunset times, altitude, course depth, and speed of course current.

3. Description of traffic patterns, as well as warm-up and cool-down areas.
4. Map showing the regatta course, its surroundings, any alternate training sites, and the closest metropolitan area.
5. Map of the surrounding areas pin-pointing the locations of the proposed accommodations (hotels, universities, etc).
6. Detailed information regarding location and accessibility of lodging and food.
7. Venue map: specifying permanent vs. temporary structures.
8. Description of venue ticketing plan. Include maps showing restricted areas and access points.
9. Please provide descriptions of the following:
  - a. Start platform, aligners area, finish tower/scaffolding.
  - b. Public bathrooms, rest areas, other buildings, etc. on-site.
  - c. Boat storage area, rack space, etc.
  - d. Launching/dock area.
  - e. Office space for the management of the regatta including office equipment (i.e. copier).
  - f. Medical services.
  - g. Security arrangements.
  - h. Technical support arrangements including electricity, internet, and public address system.
  - i. Facilities and seating areas for spectators.
  - j. Possible VIP area and location.
  - k. Parking areas: include staff and referees, competitors, spectators, and boat trailer.
  - l. Awards area.
  - m. Internet connectivity information and locations.
  - n. Number and types (wakeless or not) of total launches available.
10. History and Schedule of venue.
  - a. Date first opened for competitive rowing.
  - b. Details of any previous major events (regattas, concerts, fairs, etc.).
  - c. Competitor and spectator attendance for all recent regattas.
  - d. Dates and Names of any future regattas already on the venue's calendar during 2019-2021.
11. Proposed regatta organizational chart.
12. Description of proposed Social and Special Events and plans for executing these events.
13. List of proposed food vendors and examples of their menus.

14. Proposed operational budget including revenue streams and expenses. Specify whether proposed revenue streams are contingent on outside organizations.
15. Details of any special permits needed for the event (i.e. park, city, etc.).
16. Details of Event Enhancements the LOC proposes to include in their bid, and proposed funding for these activities.

The candidate LOC must make a clear statement that it is prepared to enter into a contract with USRowing to provide all the facilities identified above together with the appropriate organizational structure to host a successful national championship regatta.