

USRowing National Championship Bid Package



National Championships

USRowing holds a national championship each year in July for up to 1,700 athletes. The 3-5 day regatta is USRowing's largest event. The event presents a great opportunity for economic impact for a host city, as well as increased visibility for the sport of rowing in the community. Given the importance of the competition, it is likely that athletes will be accompanied by families and friends adding to the economic impact to the area.

Site Selection

Please submit bids by September 15, 2006. The USRowing events department will oversee the bid process. The USRowing Board of Directors, based upon the recommendation of the USRowing staff, will make the final site decision. Please send the completed bid information to:

USRowing
c/o Elizabeth Webb
2 Wall Street
Princeton, NJ 08540
Fax: (609) 924-1578
Elizabeth@usrowing.org

Rowing Club Partnership

Due to the management requirements listed in this package, the bid must be submitted in conjunction 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.

Financial Information

USRowing will work in conjunction with the LOC to create a mutually agreed upon budget for the services rendered by the host organization. Please see LOC responsibility sheet for additional details.

The Sport of Rowing

The United States Rowing Association (USRowing) is the oldest national governing body for amateur sport in the United States, established in 1872. The association is responsible for the selection, training, and management of the national teams that represents the United States in international competition, including the Olympic Games. Rowing is not only an Olympic sport; it is enjoyed by men and women of all ages who row for fitness, competition, and fun. USRowing serves and promotes the sport on all levels of competition and participation. USRowing is made up of more than 14,000 individual members and over 1,000 clubs and organizations throughout the United States.



General Information

Number of Participants: Approximately 1,200-1,700

Number of Spectators: Estimated 750 daily

Days of competition: 3-5 days; (Wednesday-Sunday)

Bid Dates Available: July 19-22, 2007 Course needs to be open 2 days prior to regatta for athlete practice.

Delegation Size: 100 (includes staff, officials, and key volunteers)

Past and Future Cities:

2004 – 2006 – Indianapolis, Ind.

2001-2003 – Camden County, N.J.

2000 – Oak Ridge, Tenn.

1999 – Indianapolis, Ind.

Entry Packet and Schedule: USRowing will be responsible for the national championship regatta entry packet and schedule.

Current Sponsors: USRowing may designate national sponsors of the event. Communication with any national sponsor or supplier must be directed through USRowing. USRowing sponsors are automatically associated with all aspects of the event, including all printed materials, signage, PA announcements, etc. The LOC agrees not to enter into any direct negotiations with any potential sponsor until it has obtained USRowing's approval.

Budget for event: USRowing will work together with the LOC to create a budget.

Volunteer Needs: USRowing relies heavily on volunteer support for this event. It is necessary to have a strong and willing local organizing committee to co-host this event. The LOC is responsible for coordinating volunteers to adequately staff this event. USRowing will select the chief referee and the judge-referee jury for the event. Approximately 32 referees will be utilized. USRowing will coordinate all event details with the referee corp.

Medical: The LOC is responsible for providing adequate medical staff for the event, as well as for all practice times. This includes having medical staff on-site with an ambulance.

Insurance: USRowing provides insurance for this regatta through the USRowing Registered Regatta Program.

Course Specifics: A 2,000-meter, fully-buoyed course with seven lanes, seven stake-boats, start platform/dock, and finish scaffolding/tower is required. (See LOC responsibilities below)

Awards and Medals: USRowing will provide all appropriate medals and awards.

Hotel Space: The LOC is responsible for providing a list of affordable hotels (with contact information) near the venue to be included in the entry packet.

Vendor Area: USRowing will provide an opportunity for vendors to display their merchandise at the event. The venue must allow vendor space for a minimum of 15 10x10 tents. USRowing will incur all costs and revenue from the vendor area.

Athlete Party: Optional. The LOC will incur all cost and all revenue from an athlete party or dinner.

Event Promotion: USRowing and the LOC will work together to promote the regatta through both local and national media.

General Responsibilities

USROWING RESPONSIBILITIES

- Provide event contract.
- Produce event logo.
- Provide historical information such as volunteer needs, course requirements, vendor packets, etc.
- Provide liability insurance through the Registered Regatta Program
- Select and coordinate referees.
- Post event information on USRowing Web site.
- Produce sponsorship packet.
- Secure event sponsors.
- Act as main contact between USRowing corporate sponsors and the event.
- Produce national media releases and press packet.
- Act as primary contact for athletes and coaches.
- Produce and mail entry packets and confirmation mailings.
- Receive and process all entries.
- Administer registration and check-in.
- Produce racing schedule.
- Assist with regatta venue coordination.
- Provide results system.
- Coordinate on-site results.
- Provide medals and awards.
- Provide volunteer t-shirts
- Provide bow numbers.
- Provide/rent boat scales
- Incur all expenses and revenue for event merchandise.

LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

USRowing will work with the LOC to create a budget specific to the site based on the following responsibilities.

- Install and maintain a 2,000-meter, fully-buoyed, seven-lane course complete with seven stakeboats, aligner's hut, start tower, and finish line set-up.
- Provide a minimum of 13 operational launches.
- Provide an adequate launching and retrieval area. Docks are not necessary; however, a detailed launch and retrieval procedure is required.
- Make arrangements for boat and venue security.
- Provide two large-scale maps of the course and traffic pattern for use on-site.
- Provide trailer parking and practice access to venue 48 hours before first race.
- Provide adequate trailer parking (35-40 trailers) and parking attendants. Parking should be available a minimum of 48 hours before the regatta begins.
- Provide electricity and internet connection at the finish line to run the results system.
- Provide adequate space for regatta headquarters.
- Provide electricity and internet connection to the USRowing registration tent for use before and during event.
- Provide a public address system to access the entire venue, as well as an announcer for the three-five day event.
- Provide an awards platform or dock, decorations (i.e. plants), a separate public address system for the awards area if this is not accessible by the venue P.A.
- Provide volunteers to adequately staff the regatta:

Daily Requirements:

Stakeboat holders – 14 + (you may want to rotate on half days)

Finish line helpers – minimum of 7

Launch drivers – minimum of 13 per shift

Parking attendants – minimum of 4, depending on parking area

Awards assistance – 3

Registration – 5

USRowing assistance – 3

Weigh-in Assistance - 4

- Provide lunches for officials, USRowing staff, and volunteers (75 daily) /light continental breakfast and coffee for officials and USRowing staff (40).
- Rent two digital scales for athlete weigh-ins and scales for boat weigh-ins.
- Radio rental (30+).
- Provide adequate portable toilets and daily cleanings.
- Secure local tent company to provide tents for venue.
- Provide hotel and city information to include in the entry packet.
- Provide maps of local area, venue, and course complete with traffic patterns for entry packet and Web site posting.
- Handle all permits with city and residents at venue.
- Provide on-site food vendors – coordinate with USRowing.
- Assist USRowing with local sponsorships for the event.

USRowing Nationals Bid Questionnaire

Please provide the following information.

1. Name of host USRowing member organization, location and contact information of Regatta Director.
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. 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.
9. History 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.
10. Proposed regatta organizational chart of volunteer's corps.
11. Details of proposed operational budget and expenses.
12. Details of any special permits needed for the event (i.e. park, city, etc.).
13. 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.

Please submit all bid information by September 15, 2006. If you have any questions, please contact Elizabeth Webb at (609)751-0706 or Elizabeth@usrowing.org. Bids should be mailed to:

*USRowing, c/o Elizabeth Webb
2 Wall Street Princeton, NJ 08540 Fax: (609) 924-1578*