



SKATE ONTARIO
SKATECANADA

2020-2021 Synchro Series
Bid Package



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Purpose: To host a meaningful and athlete-focused competitive experience in a fun, fair and safe environment and to work in partnership with Skate Ontario to establish consistency in the delivery of all Synchro Series competitions across the province of Ontario.

Eligibility: To be eligible to submit a bid, the club or clubs must be in good standing with Skate Canada and Skate Ontario and meet all requirements as defined herein.

The bid application process provides an organized framework that supports the:

- process of planning and scheduling;
- allocation of resources;
- development of volunteers;
- building of community;
- exposure for skating; and
- production of strong, lasting relationships between Skate Ontario, host clubs and venues.

Overview: The Synchro Series will consist of 8 events (including the Provincial Championships and Adult Championships between December 4, 2020 and March 28, 2021). Synchro Series events will be used as qualifiers for the Provincial Championships for synchro in the following categories:

- Pre-Juvenile
- Juvenile
- Pre-Novice
- Novice
- Intermediate
- Open

Some Synchro Series competitions will also offer the following categories:

- Beginner I, II
- Elementary
- Adult I, II, III
- Junior
- Senior
- STAR 1-4 categories

Based on your geographical location, a host club, or group of clubs, can bid on the following Synchro Series events:

- Synchro Series # 1- December 4-6, 2020
- Synchro Series # 2 – January 8-10, 2021
- Synchro Series #3 – January 22-24, 2021
- Synchro Series #4 – February 5-7, 2021
- Synchro Series #5 – February 15-17, 2021
- Synchro Series #6 – February 26-27, 2021
- Provincial Championships – March 11-14, 2021 *Bidding for this competition is through the Super Series
- Adult Championships – March 26-28, 2021 *Bidding for this competition is through the Super Series

Please refer to Appendix 1: [Bidding Area Boundary Map](#)



Important Details:

- Skate Ontario will determine the minimum and maximum number of skates per event.
- Minimum and maximum number of skates will be determined on a 14-hour day schedule (8:00 am – 10:00 pm).
- Practice ice opportunities may be organized outside the 8:00 am – 10:00 pm competition schedule each day at the competition venue. Additional practice ice opportunities may be organized at other facilities at the discretion of the host club.
- Categories for each event will be determined by Skate Ontario and outlined in Appendix 2.
- Please review the roles and responsibilities in Appendix 3, to ensure each committee member understands his or her position.
- The host club is not required to host the event at their home club arena.
- It is acceptable for two or more clubs to work together on a bid.
- Bids may still be considered even if your club falls just outside the borders of an identified hosting area. Prior to submitting your bid application, contact Skate Ontario for confirmation (please refer to Appendix 1).
- If bidding on multiple Synchro Series Events, a separate submission is required for each bid.
- All bid applications will be reviewed and evaluated.
- Successful host clubs will secure guaranteed pre-registration spots for teams from host club(s) at the competition the club is hosting. This process will be discussed with shortlisted bidding clubs and finalized at the time of signing the event hosting agreement.

Selection Committee:

Skate Ontario has established a selection committee who will evaluate the submitted bids and award the 2020-2021 events to the successful host clubs.

Bids must clearly demonstrate that your club is prepared and committed to host a fun, fair and safe competition in accordance with the criteria outlined herein.

Synchro Series Minimum Requirements:

The following minimum standards are required to host a Synchro Series event. These requirements pertain to both venue and human resource capacity. Bids will be evaluated based on the following criteria:

- Meet all minimum venue requirements (Appendix 4)
- Complete the venue requirement form (Appendix 4)
- Meet the minimum and maximum day requirements (please reference Appendix 2, Synchro Series Category Listing)
- Agree to use the Skate Ontario online event registration system
- Confirm seating capacity
- Accept the terms of the finance model (Appendix 9 & 10)
- Confirm local hotel capacity for 20 rooms per night for officials **
- Confirm local hotel capacity for anticipated teams **
- Ensure hotel is within a 20-minute drive from venue **
- Name individuals to the following positions:
 - Host Club Chair
 - Volunteer Coordinator
 - Logistics Coordinator
 - Registration Coordinator

*Please note the host club(s) will be responsible to recruit all volunteers for the event excluding officials (judges, technical panel, data specialists, technical representative)



** Please note that the bidding club(s) are NOT to secure hotel blocks for the respective event. For the purposes of the bid submission, Skate Ontario simply requires confirmation that there is local hotel capacity. All solicitation and booking of hotel contracts for officials will be managed strictly by Skate Ontario.

- Include a venue diagram (only a sketch is required) – Appendix 7 is provided as an example
 - Plot the following:
 - Registration area
 - Dressing rooms
 - Vendor area including power availability and number of spaces that fit the following dimensions:
 - a. 50 square feet
 - b. 10 feet x 10 feet
 - c. 20 feet x 10 feet
 - Medal ceremony location
 - Space for data specialists
 - Music room
 - Hospitality
 - Loading dock
 - Area for results
 - Guarantee that ice can be released once registration has closed (10 weeks prior to the event start date)
 - Demonstrate commitment from the host club (See Appendix 8)

Instructions to Complete the Bid Application:

1. ***Please note that the online bid application must be completed in one sitting. You will not be able to start your bid and return to it at a later time (your information will not be saved). It is highly recommended to have all documents and information ready to complete the bid application before starting the process.**
2. **Review all documents and appendices included in the Skate Ontario Synchro Series Bid Application Package.**

Please note that 2020-2021 events will be executed and organized in partnership between the host club, Skate Ontario through the organizing committee*. Skate Ontario's mandate is to ensure that all Synchro Series events meet the quality standards established by Skate Ontario and Skate Canada. Each Synchro Series event will be supported by a Skate Ontario Events staff member.

*Organizing committee consists of the following individuals:

- Skate Ontario Single Point of Contact (SOSPOC)
- Host Club Chair
- Volunteer Coordinator
- Logistics Coordinator
- Registration Coordinator
- Technical Representative
- Chief Data Specialist
- Computer Data Specialist
- Event Technician



Please review the following appendices that contain event planning and execution resources that will be used throughout the bid application process:

- Appendix 1: Bidding Area Boundary Map
 - Appendix 2: Synchro Series Category Listing
 - Appendix 3: Roles and Responsibilities of Organizing Committee
 - Appendix 4: Venue Requirement Form
 - Appendix 5: Officials Stands Specifications
 - Appendix 6: Sound System Specifications
 - Appendix 7: Venue Diagram Template
 - Appendix 8: Letter of Commitment from Host Club
 - Appendix 9: Competition Finance Models
 - Appendix 10: Budget/Finance Report Template
3. **Recruit the following volunteers to form a host club event committee** (Appendix 3):
 - Host Club Chair
 - Host Club Volunteer Coordinator
 - Host Club Registration Coordinator
 - Host Club Logistics Coordinator
 4. **Locate your club on the [map](#)** to see which events are available to host.
 5. **Select a Synchro Series event to bid on** (Appendix 1 & 2)
 6. **Schedule a meeting with a local venue** about hosting a Synchro Series event, to review possible dates and discuss venue requirements (Appendix 4)
 7. **Ensure a representative from the venue completes the venue requirement form.** (Appendix 4)
 8. **Complete a letter of commitment from host club** (Appendix 8)
 9. **Complete the [online bid application](#)**
 10. **Have the following documents ready to upload:**
 - Venue Requirement Form
 - Venue quote, based on venue requirements
 - Venue diagram
 - Photo of venue's music sound system
 - Letter of Commitment from host club
 - **Please save files with the following file saving format:**
Event#_Hostclub_doc example: Synchro2_ Skateclub_LetterOfCommitment
 - Any of the following formats will be accepted; PDF, DOC, DOCX, JPG, JPEG
 - **You will be required to provide the following information:**
 - Host club name
 - Town or city of venue
 - Name of venue
 - Address of venue
 - Contact person at venue
 - Ice pad dimensions
 - Identify if your club owns or has access to an officials' stand designed for the



- specified venue (or if a rental will be required)
- Estimated cost to rent or build officials' stand
- Catering/hospitality details: does the venue require use of their in-house catering or are outside food options permitted?
- Closest airport to venue
- Seating capacity of venue
- Parking capacity at venue
- Warm up space description
- Number of hours tentatively booked at venue and at what rate
- Name of local hotels within 20 minutes of the venue (that will meet the capacity outlined above)
- Number of pads available for competition dates selected
- Confirmation ice can be returned after registration closes
- Internet connectivity options at the venue – does current capacity support live streaming
- Estimated number of teams from club that would compete in the hosted competition
- Contact information (name, phone number and email) for the following host club organizing committee members (please note that each of these roles should be filled by different people):
 - Host Club Chair
 - Host Club Volunteer Coordinator
 - Host Club Registration Coordinator
 - Host Club Logistics Coordinator

***Please note that the online bid application must be completed in one sitting. You will not be able to start your bid and return to it at a later time (your information will not be saved). It is highly recommended to have all documents and information ready to complete the bid application before starting the process.**

11. **Application Deadline:** Sunday, February 2, 2020 at 11:59 pm EST

Information Sessions:

There will be two (2) online information sessions held in January 2020. These sessions will guide clubs through the bid package documents and online application process. Clubs will also have an opportunity to ask questions. Both online information sessions will be recorded and posted on the Skate Ontario website for your reference.

- Wednesday, January 8, 2020 – 7:30 – 8:30 pm EST
- Saturday, January 11, 2020 – 11:30 am – 12:30 pm EST

In order to participate in an online information session, please use the [sign up form](#) to register.

Clubs who are considering submitting a bid are strongly encouraged to contact [Kelsey Bennett](#) for questions.



Important to Note:

- Equipment requirement – Skate Ontario will not be providing tables to clubs for the 2020-21 season. Host clubs will be required to find and rent tables for the officials' stand.
- Bid applications will only be accepted through the following link: [Skate Ontario 2020-2021 Synchro Series Bid Application](#). **(emailed submissions will not be accepted)**.

Next Steps:

- Bids will be reviewed and evaluated by the bid committee
- Bids will be ranked
- Meetings by phone will be scheduled with shortlisted applicants from March 4- April 9, 2020 to review bids, preliminary hosting agreements and budgets
- Final decisions will be made and communicated to successful host clubs
- Calendar of all events will be confirmed by April 20, 2020

Deadline for submission:

Please submit online bid applications by 11:59 pm EST on February 2, 2020. Late submissions will not be considered.

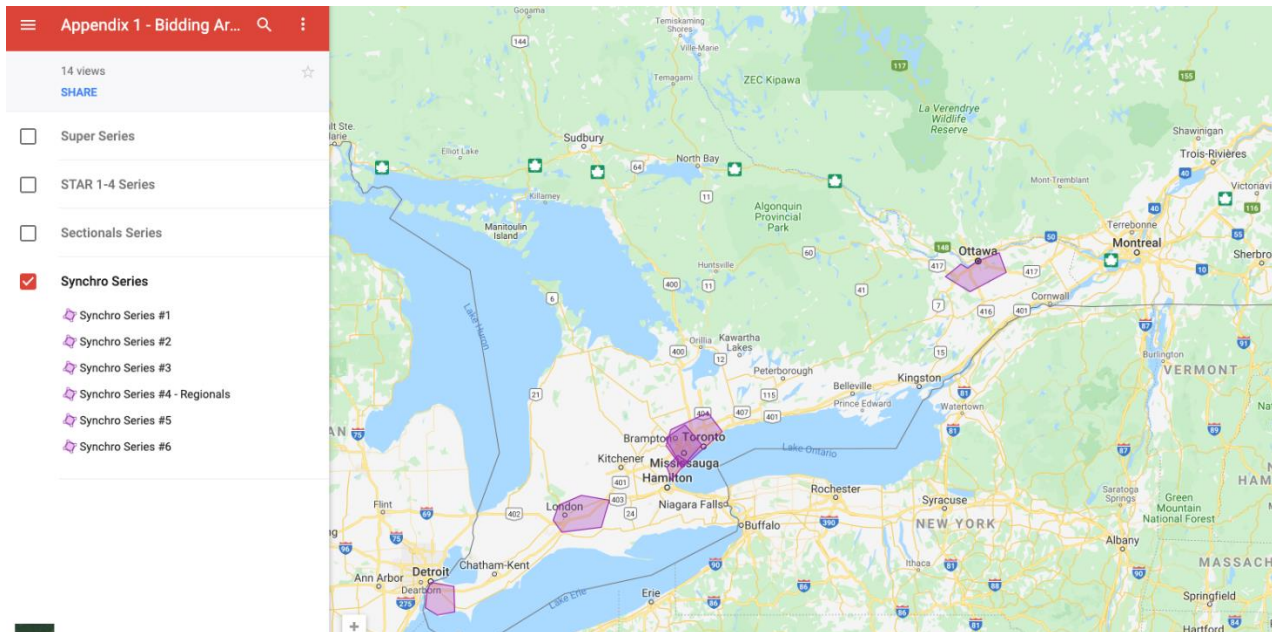


Appendix 1: Bidding Area Boundary Map

















































Tips on how to use the online map:

Click on the following link to begin: [Bidding Area Boundary Map](#)

- The purpose of the map is to create a tool for clubs that clearly outlines event hosting border guidelines
- You have the option to select or de-select any of the competition series
- If your club falls within the borders, you are eligible to bid on the corresponding event
- Bids may still be considered even if your club falls just outside the borders of an identified hosting area. Prior to submitting your bid application, contact [Kelsey Bennett](#) for confirmation.
- On the list of events, clicking on any of the events will provide you with the following information:
 - date;
 - minimum number of days needed to bid on the specific event; and
 - minimum number of pads needed to bid on the specific event.



Appendix 2: Synchro Series Category Listing

Category	Synchro Series #1 Dec 4-6	Synchro Series #2 Jan 8-10	Synchro Series #4 (Regionals) Feb 5-7	Synchro Series #5 Feb 15-17	Synchro Series #6 Feb 26-27
Beginner 1, Beginner 2, Elementary	Elem Only				
Pre-Juvenile					
Pre-Novice					
Juvenile					
Novice					
Intermediate					
Open					
Junior					
Senior					
Adult 1					
Adult 2					
Adult 3					
STAR 1-4 Free Skate					
STAR 1-4 Supplementary Categories					



Appendix 3: Roles and Responsibilities of Organizing Committee

Skate Ontario Events Team	Host Club Chair	Volunteer Coordinator	Logistics Coordinator	Registration Coordinator	Event Technician	Chief Data Specialist	Computer Data Specialist	Technical Representative
Responsible for all event communication UNLESS otherwise designated by the organizing committee	Represent the host club on the organizing committee	Recruit all volunteer positions	Responsible for officials' stand set up (required to work with venue)	Create a list of number of entries per category	Duties as determined by Skate Ontario	Duties as determined by Skate Ontario	Duties as determined by Skate Ontario	Duties as determined by Skate Ontario
Manage ALL officials' logistics and/or requirements	Responsible for onsite food for volunteers and officials	Manage volunteers on site	Obtain permits for officials' stands (if required)	Create a list of athletes in multiple categories				
Manage all event accounting requirements	Ensure all major host club committee roles/positions are filled	Ensure volunteer schedules are completed and distributed	Ensure physical properties are available or outsourced (tables, chairs)	Responsible for skater and music registration process on site				
Manage medals and awards	Manage volunteer leads on site	Responsible for communication to volunteers: outline volunteer roles and responsibilities, and when they are required to be on site)	Provide a podium for medals	Ensure volunteers are in place for registration				
Manage equipment	Secure working space for DS	For more details please refer to the Skate Ontario Competition Manual	Facilitate all equipment delivery and pick up at the venue	Ensure registration supplies are available				
Secure hotel for all officials								
Ensure event specific supplies and signage are prepared	Secure working space for event techs							
Manage video replay needs	Secure and sign ice contract with venue – Skate Ontario will pay for the contract.							
Manage "other processes" unless otherwise determined by the organizing committee	Manage equipment list (outside of Skate Ontario Scoring equipment)							





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Organize and run a minimum of four meetings with organizing committee and visit the site as required								
Manage online registration								



Appendix 4: Venue Requirement Form

Please confirm the following mandatory venue requirements:

- Provide pre-event storage for scoring and music equipment in a dry, secure and safe space for a maximum of two days
- Accommodate rink side power requirements to support scoring, music and announcing:
 - four (4) 15 amp/110-volt outlets at the officials' stand
- Reserve a dedicated off-ice space for registration, medal presentations and warm up space
- Reserve appropriate number of dressing rooms (8)
- Book maintenance time to allow for installations (officials' stands, music networking, hospitality, registration, etc.)
- Confirm ability to install officials' stands and ensure any charges are included in quote
- Ensure ice resurfacing staff can support resurfacing schedules
- Ensure the ability to remove the glass at the following locations:
 - players' bench for officials' stand
 - interior dasher partition removal (around timekeepers'/ players' bench area)
 - coach access during warm-ups
- Secure loading dock or entrance ramp with access to an elevator that can be used to move equipment and supplies to hospitality, scoring room and officials' stand (if on a different level)
- Secure room for scoring (room for scoring is preferred but not required to be at ice level)
- Ensure access to a kitchen/food prep facility: refrigerator, microwave, stove, sink and counter space
- Secure space for hospitality (to accommodate approximately 20-40 people for three meals a day)
- Secure space for vendors, including access to power and loading docks for set up
- Venue has a good quality, reliable sound system with professional interfaces at rink side (please refer to Appendix 6 for the required specifications)
- Venue has technical resources such as platform lifts to facilitate installation of music equipment
- Venue's ceiling structure will support the installation of speaker systems (open trusses)
- Live streaming support – venue has a dedicated internet drop, or is open to having this arranged (include any associated cost in quote)
- Venue has tables and chairs to support judges, DS, hospitality and music
- Ice pad has a minimum of 1500 seats

The venue will support the temporary installation of officials' stands that meet the following requirements:

- The officials' stand will be situated at the edge of the ice surface, placing the judges and technical panel at a height sufficient to allow for a clear view of the ice surface (ensure any plexiglass panels around the boards will not impact the field of view)
- Ensure the view of the entire ice surface will not be impeded by the officials' stand. Recommendation for the floor to be flush with the top of the boards.
- Officials' stand must be sufficiently long enough (54'-65') to enable each official, including judges, technical panel, data specialists and event technicians (music player and announcer) to have a separate chair for his/her use with enough space to enter and exit behind the table
- Ensure officials' stand can hold tables up to eight feet in length and 18 to 24-inches wide (48-inch width is not acceptable)
- Ensure tables are securely fastened to the stand platform
- Ensure hand railings are connected to the stairs



Clearly outline any venue constraints or requirements that could include:

- installing speakers
- removing glass
- catering
- building officials' stands
- municipal permits

Please outline any mandatory venue requirements that have additional costs (and include these costs in the required quote):

By signing this document, we confirm that all requirements in the Skate Ontario Venue Requirement Form will be met.

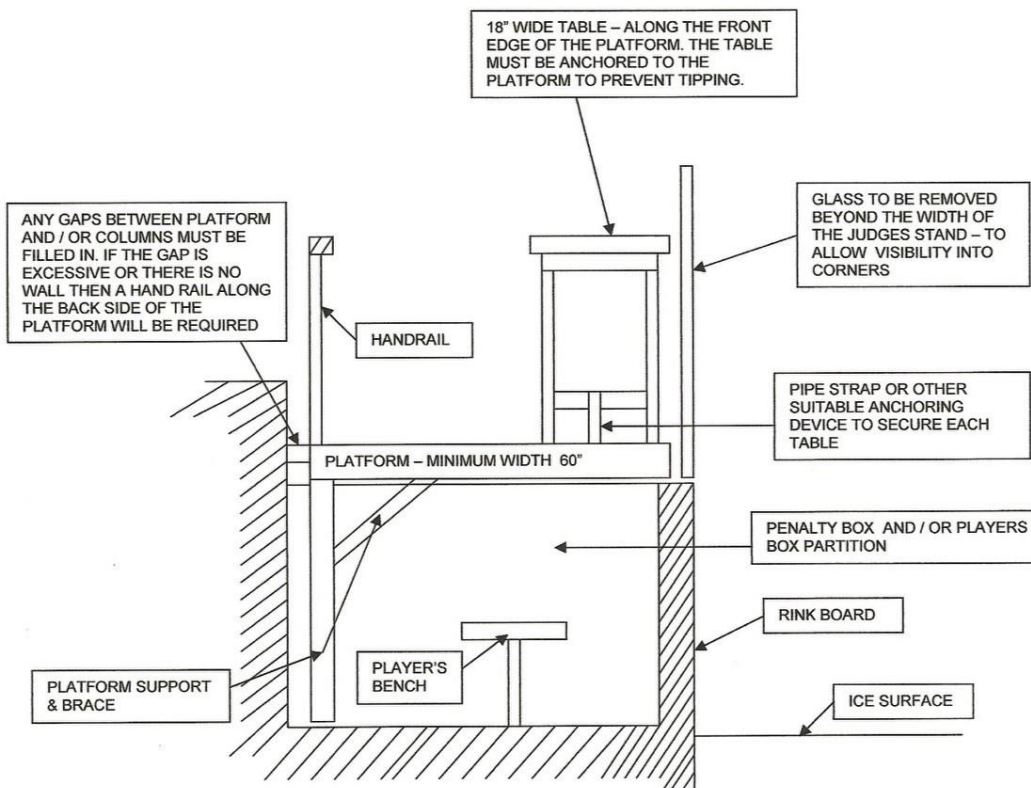
Venue Name:	
Venue Contact Information	
Name:	
Email:	
Phone Number:	
Venue Authorized Signature:	



Appendix 5: Officials' Stands Specifications

- The officials' stand must be situated at the edge of the ice surface, placing the judges and technical panel at a height sufficient to allow for a clear view of the ice surface (ensure any plexiglass panels around the boards will not impact the field of view)
- Ensure the view of the entire ice surface will not be impeded by any plexiglass panels around the boards
- Officials' stand must be sufficiently long enough (54'-65') to enable each official, including judges, technical panel, data specialists and event technicians (music player and announcer) to have a separate chair for his/her use with enough space to enter and exit behind the table
- Ensure officials' stand can hold tables up to eight feet in length and 18 to 24-inches wide (48-inch width is not acceptable)
- Ensure tables are securely fastened to the stand platform
- Ensure hand railings are connected to the stairs

****Please note that the following diagram specifications are not mandatory, but are intended to be referenced as best practices. Building specifications are subject to the venue.***



NOTES:

- 1) Judges platform must be continuous, no gaps between sections are allowed
- 2) Access Stairs, 2 sets, 1 at each end of platform.
Steps must not be narrower than 30 inches.
Minimum step width to be 7.5 inches.
Maximum rise per step to be 9 inches
3 or more risers will require a hand rail
- 3) Hand rails on the front and sides of the Judges platform, if required, must not exceed the height of the Judges table.
- 4) The length of the Judges platform is to be determined by the Competition Technical Representative in consultation with all concerned and will include space for the Music and Announcing Team.



Appendix 6: Sound System Information

Diagram 1



Diagram 1 is an image of a rink side sound system user input. This is an example of the photo that is required in the bid application.

Diagram 2



Diagram 2 is an image of an ice surface that displays the arena sound system.

Diagram 3

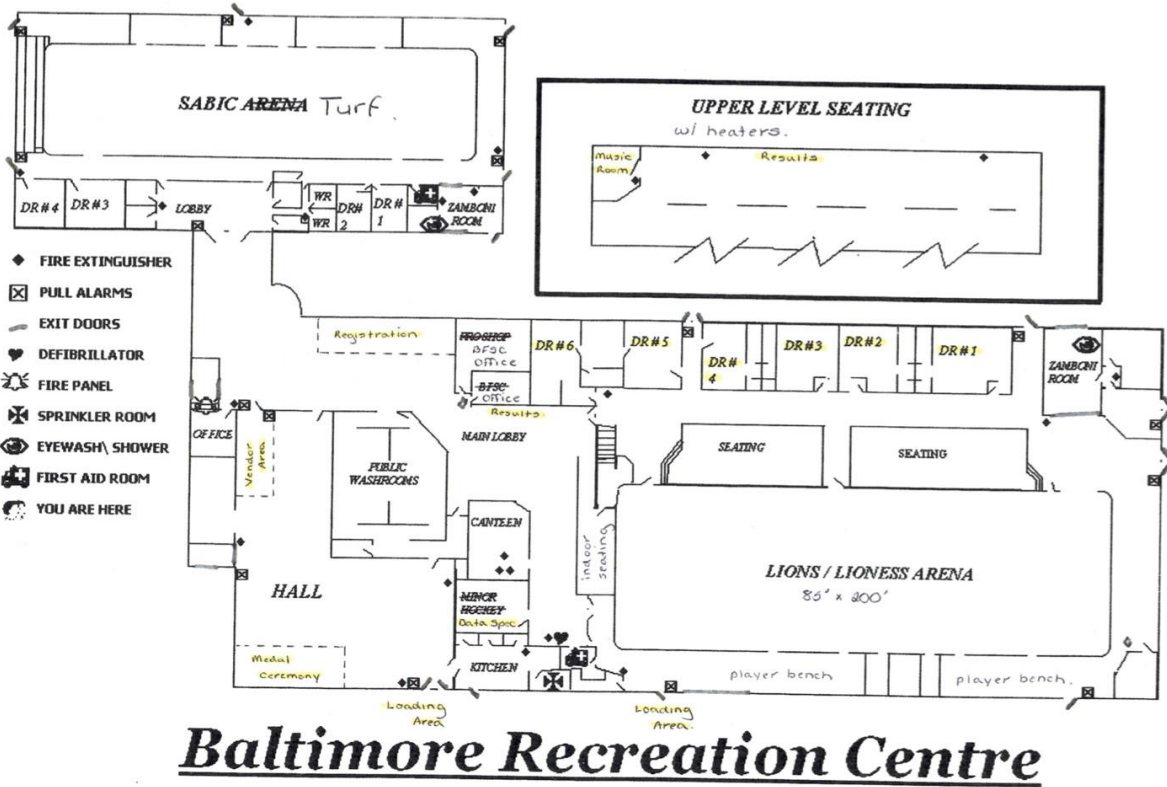


Diagram 3 is an image of an arena roof that supports the installation of additional speaker systems. The white round speaker is a typical Skate Ontario installation.



Appendix 7: Venue Diagram

This is an example of a venue diagram to upload.



Appendix 8: Letter of Commitment from Host Club

The letter of commitment from the host club must include the following information:

- Explain why your club wants to host an event
- Outline how hosting an event will benefit your club
- Demonstrate that your club will commit to recruiting the required number of people to support an event
- Explain how hosting an event will create a meaningful competition experience for local athletes
- Briefly describe any previous event hosting experience (if applicable)
- Confirm understanding and acceptance of the finance model

*Please note: the letter of commitment must be signed by an authorized representative of the club.



Appendix 9: Competition Finance Models

For the 2020-21 season, competitions will be designated into one of the following categories:

- Sectional Series;
- Synchro Series;
- Super Series; or
- STAR 1-4 Series.

FINANCE MODELS

Model A

Finance Model A applies to all competitions that are designated as a Sectionals Series*, Synchro Series and Super Series event.

A hosting agreement outlining the roles and responsibilities of each party will be signed between Skate Ontario and the host club. The hosting agreement will also include all eligible and ineligible revenues and expenses that will determine the calculation of the net profit. Skate Ontario and the host club will each receive 50% of the net profit from the event. For categories of revenues and expenses, please see Appendix 10 – Budget/Finance Report Template. In the unlikely event of a net financial loss, Skate Ontario and the host club will equally share the loss.

Skate Ontario has implemented an entry number/entry fee model that requires a minimum number of entries per event. To minimize the risk of incurring a financial loss, an event will not run if the minimum number of entries is not achieved by the entry deadline.

Skate Ontario will pay **all** expenses directly to suppliers, service providers, officials and any other direct event expenses. In cases where the host club arranges for the purchase and provision of hospitality supplies (at the amount provided for in the budget), Skate Ontario will reimburse the club and record that payment as an event expense on the final financial report. For the 2020-21 season, Skate Ontario will not be providing any “up front” monies to the host club, including a float for hospitality.

Budgets for Sectionals Series, Synchro Series and Super Series events will be drafted for discussion by Skate Ontario, vetted and amended (if necessary) in consultation with the organizing committee*, and approved by the Skate Ontario Director of Finance and Business Operations.

**organizing committee – as defined in the 2020-21 Bid Package*

Model B

Finance Model B applies to all competitions that are designated as a STAR 1-4 Series event.

A hosting agreement outlining the roles and responsibilities of each party will be signed between Skate Ontario and the host club. Skate Ontario will retain 20% of the entry fee revenue for STAR 1-4 Series events and host clubs will retain 80% of the entry fee revenue. All other revenues generated by the host club will be retained by the host club. The host club will be responsible for the payment of all event expenses and for submitting a post-event finance report to Skate Ontario within 45 days of the event.

It is the sole responsibility of the host club to prepare budgets for STAR 1-4 Series events. The host club will also be required to submit a post-event finance report, using the template provided by Skate Ontario. For categories of revenues and expenses, please see Appendix 10 – Budget/Finance Report Template.

Detailed hosting agreements will be finalized with each host club by **April 20, 2020**.



Appendix 10: Budget/Finance Report Template

	Approved Budget	Actuals
REVENUE		
Entry Fees		
Admissions		
Other Revenues		
Gross Revenue		
EXPENSES		
Officials Travel		
Officials Accommodation		
Venue		
Video Replay		
Equipment Shipping		
Equipment Rentals		
Medals		
Medical Services		
Other Expenses		
Total Expenses		
NET REVENUE		

Entry Fees – Entry fees will be determined by Skate Ontario for all events. Entry fees will be part of gross revenue used to calculate the net profit of the event.

Vendor Fees – Management of vendors will be the responsibility of the host club. * All revenues generated by the sale of vendor sites will be retained by the club. This revenue must be reported to Skate Ontario for information purposes only for the 2020-21 season.

Exception: For each Sectional Series, Synchro Series and Super Series event, the host club must provide one (1) 10ft x 10ft vendor space, at NO charge, to the Skate Ontario video replay service provider. The service provider will be permitted to sell video footage to competing skaters and will not be required to pay a site fee or any commission fees on sales of videos.

Admissions – Admission fees for all Sectionals Series, Synchro Series and Super Series events will be determined by Skate Ontario. At the conclusion of the event, all fees collected will be reported to Skate Ontario immediately at the conclusion of the event. Admission fees will be part of the gross revenue used to calculate net profit of the event.

Sponsorship – All sponsorship revenue secured by Skate Ontario will be retained by Skate Ontario and not included in the gross revenue of the event. Local sponsor revenue secured by the Host Club, subject to the approval of Skate Ontario will be retained by the host club. This revenue must be reported to Skate Ontario for information purposes for The 2020-21 season.



Digital Advertising – Any revenue generated by digital advertising will be retained by Skate Ontario and not included in the gross revenue of the event.

Live Streaming Fees – Any live streaming fees will be retained by Skate Ontario and not included in the gross revenue for the event.

Practice Ice – The host club(s) may schedule practice ice as determined by the organizing committee. Any revenue generated by practice ice sales will be retained by the host club(s) and not included in the gross revenue of the event.

Other Revenues – “Other” revenues will be itemized as determined by the organizing committee* and approved by the Skate Ontario Director of Finance and Business Operations, on an event by event basis for all Sectionals Series, Synchro Series and Super Series events. For STAR 1-4 Series events, “other” revenues will be at the discretion of the host club.

Officials’ Expenses – Officials’ expenses include all travel, accommodations, meals, hospitality and other expenses directly related to judges, technical specialists, data specialists and event technicians and on-site Skate Ontario staff assigned.

Venue Expenses – Venue expenses include ice time and any other related venue charges.

Video Replay Expenses – Skate Ontario will secure the video replay service provider for all Sectionals Series and Super Series events as required.

Equipment Expenses – Equipment expenses include costs related to scoring, music and any other equipment requirements.

Live Streaming – Live streaming expenses include costs related to providing live streaming to designated events. Live streaming expenses will be absorbed by Skate Ontario and will not be included in the calculation of net profit of the event.

Medal Expenses – Medal expenses include costs related to the purchase of medals used at the event. Skate Ontario will secure the supplier for all medals and ribbons.

Medical Services – Medical services expense include costs related to the provision of on-site medical support for the event. Skate Ontario will secure the service provider for medical coverage at all Sectional, Synchro and Super Series events.

Practice Ice Expenses – All costs related to practice ice will be absorbed 100% by the host club(s), and will not be included in the calculation of net profit of the event.

Other Expenses - “Other” expenses will be itemized as determined by the organizing committee* and approved by the Skate Ontario Director of Finance and Business Operations, on an event by event basis for all Sectionals Series, Synchro Series and Super Series events.

**organizing committee – as defined in the 2020-2021 Bid Package*

