2027 USA Diving Winter National Championships and Winter National Championships Qualifier

Request for Proposals and Host Bid Application

December 2027

USA Diving
9801 Fall Creek Road #412, Indianapolis, IN 46256
317.886.6465 | usadiving.org

The USA Diving Winter National Championships closes the competitive calendar and brings together the nation's top senior and developing athletes for a full springboard, platform and synchronized program, with national titles decided in front of a live audience and a national streaming audience on the road to the 2028 Olympic year. Any role the event or the Winter National Championships Qualifier plays in international team selection will be defined in USA Diving's published selection procedures.

USA Diving seeks a host partner that will work alongside the national office to plan, promote and stage a first-class event. The first priority is a competition run to the highest technical standard, where the nation's best athletes can perform at their best on a fair and consistent field of play. USA Diving also seeks to grow the audience for diving in the host community, deliver a strong experience for athletes and families and create a commercially sound partnership for both parties.

EVENT INFORMATION

Dates of Competition: December 2027. Bidders should identify every available date window within the month, including a window of up to 10 consecutive days (one practice day and up to nine competition days). The final window and schedule are set by USA Diving in consultation with the host.

Program: 1-meter springboard, 3-meter springboard, platform, synchronized events and the Qualifier program as published by USA Diving.

Participants: Athletes qualify through published USA Diving criteria. Planning should accommodate a full senior and developmental field, their coaches, USA Diving officials, USA Diving staff, medical personnel, media and broadcast production.

Venue: A national-caliber diving venue with 3-, 5-, 7.5- and 10-meter platforms, dryland training space, a deck layout that supports the flow of athletes, coaches, and judges, spectator seating, and the operations, medical, media and production spaces described in this RFP.

Sanction: The event is owned and sanctioned by USA Diving and conducted under the USA Diving Rulebook in effect on the date of competition.

RFP TIMELINE AND SUBMISSION

USA Diving will review all complete proposals received by the deadline and may request clarification, references, or a virtual walkthrough of the venue before an award is made. Proposals received after the deadline may be considered at USA Diving's discretion but are not guaranteed review. Questions about this RFP should be directed in writing to the contact below.

Milestone	Detail
RFP posted	October 27, 2026
Proposal deadline	December 8, 2026

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Milestone	Detail
Submission and questions	Michael Retcher, Director, Events and Strategic Initiatives, USA Diving. Email proposals and questions to michael.retcher@usadiving.org or call 419-789-0594.

HOST REQUIREMENTS

Minimum Qualifications

To be considered, a proposal must demonstrate the following:

- A signed commitment from the lead host organization and from the owner or operator of the venue.
- A written venue hold covering load-in, practice, qualifier, championship and load-out dates. Plan for one practice day and up to nine competition days.
- A venue that meets the Facility Requirements in this RFP, documented with current diagrams, photographs and a competition equipment inventory.
- The ability to meet the safeguarding, medical, insurance and technology obligations described in this RFP and in USA Diving's host agreement.
- A local organizing committee with a named event director and the financial capacity to deliver the proposed host package.
- Disclosure of any requirement the host cannot meet as written, including the operational impact, the proposed remedy, the responsible party and the cost. USA Diving will evaluate disclosed variances on their merits; undisclosed variances may be grounds for withdrawal of an award.

Facility Requirements

- A minimum of two competition-quality 1-meter springboards and two competition-quality 3-meter springboards.
- Duraflex All New Short Stands in 16-foot or 14-foot configuration are preferred. Existing compliant stands may be proposed with full condition and maintenance documentation.
- Platforms at 3, 5, 7.5 and 10 meters, with sufficient width and configuration for synchronized training and competition, compliant water depth and clearances, non-slip surfaces, rails, ladders, water agitation and unobstructed sightlines for judges and cameras.
- Lighting, ventilation and water and air temperature control suitable for athlete safety, judging, photography and HD production. Bidders should report measured light levels at pool level and at the 10-meter level.
- Electronic scoreboard and scoring compatible with USA Diving's corporate supplier (Colorado Time Systems) and USA Diving's meet-management configuration, with advance readiness testing permitted.
- A dryland training area on site or immediately adjacent, with an inventory of dryboards, trampolines, belts and mats.
- A current facility diagram showing dimensions, equipment locations, deck zones, seating, entrances, storage and support areas.

- The venue must comply with the Americans with Disabilities Act and all applicable laws, and must be structurally sound and safe for the intended use.

Required Support Spaces

Space	Requirement
USA Diving operations	Dedicated workspace on or immediately adjacent to the pool deck for up to five staff, with tables, chairs, power, reliable internet, printing access and secure short-term storage.
Broadcast production	Secure, weather-protected production area of approximately 8 x 16 feet (or a mutually approved equivalent) with practical power and connectivity. Camera positions and cable paths will be determined with USA Diving's production partner.
Athletes, coaches, and officials	Appropriate deck seating, warm-up and recovery space, a judges' ready area, hospitality, meals and controlled field-of-play access.
Medical	Private treatment area with emergency access, ice, treatment tables, power, handwashing and safeguarding controls.
Registration, media, and storage	Credentialing and check-in area, media workspace, secure overnight storage, loading route and delivery access.

Safeguarding, Medical, and Risk

- Implement all applicable USA Diving SafeSport policies, the U.S. Center for SafeSport Code and the Minor Athlete Abuse Prevention Policies, including locker room checks conducted by SafeSport-certified staff.
- Provide role-based credentials and controlled access, with particular attention to locker rooms, medical spaces and athlete zones.
- Provide certified lifeguards whenever athletes are in the water, qualified medical coverage during all practice and competition sessions and a venue-specific Emergency Action Plan.
- Have all diving boards inspected and certified by a provider acceptable to USA Diving within 30 days before the event, with documentation delivered to USA Diving no later than seven days before competition.
- Maintain commercial general liability, automobile, workers' compensation and umbrella coverage at the limits set in the host agreement.

Technology and Broadcast

- Dedicated wired production connectivity of at least 100 Mbps symmetrical (175 Mbps or greater preferred), with a static IP available, no undisclosed firewall restrictions and a named on-site IT contact.
- Dedicated production power circuits appropriate to the equipment load, with panel locations and backup options disclosed.
- USA Diving retains exclusive broadcast and streaming rights. The host is responsible for lighting, bandwidth, electrical and other broadcast needs deemed necessary by USA Diving and is not compensated for seats made unusable by broadcast equipment.

- Disclose all hookup, origination, union, labor, parking, rigging and access fees that would apply to USA Diving or its production partner.

Operations, Lodging, Marketing, and Ticketing

- Identify the lead host organization, the proposed event director and the structure of the local organizing committee, with a preliminary chart of roles and responsibilities.
- Describe how volunteers will be recruited and managed, and how athletes, coaches, officials, staff and media will be credentialed, transported, parked and fed during the event.
- Propose a headquarters hotel and overflow properties with rates, taxes, fees, concessions, accessible inventory and travel time to the venue. Final room block contracting will be coordinated between the host and USA Diving.
- Describe the proposed approach to local marketing and promotion. Only USA Diving-approved names, marks, logos, sponsor treatments, photography and video may be used, and all materials must identify the event as sanctioned by USA Diving. The selected host will submit a marketing plan for USA Diving approval before the event.
- Describe the proposed ticketing platform, fee structure, seat map, accessible seating, customer service, reporting and proposed revenue terms.
- Disclose any venue signage that cannot be removed or covered, pouring rights, exclusive vendors, concession agreements, union requirements, campus restrictions and competing events during the event window.

FINANCIAL PROPOSAL AND TOTAL HOST VALUE

USA Diving seeks a meaningful financial and operational commitment from the host and recognizes that communities, venues and universities structure their support differently. Proposals will be evaluated on total value delivered to the event, not on any single line item.

Target host package. USA Diving's target is an event rights fee of $20,000 to $30,000 and complimentary hotel rooms for up to 12 USA Diving staff and support personnel for the full event plus one setup day. A successful proposal may include either component or both.

Where the target cash fee or room package cannot be met, USA Diving will consider alternative value, including complimentary rooms for judges, medical personnel, officials or production staff; venue and equipment support; ground transportation; hospitality; technology; public funding or grants; marketing support; and other documented value-in-kind.

Component	Bidder Proposal
Event rights fee	State the proposed cash fee and payment schedule, or the alternative value offered in its place.
USA Diving hotel rooms	Up to 12 rooms for the full event plus one setup day. State the property, number of rooms and any limits.

Component	Bidder Proposal
Additional lodging	Complimentary or discounted rooms for judges, medical personnel, officials, or production staff.
Venue, operations, and value-in-kind	Itemize all committed support and its estimated fair-market value.
Athlete entry fees	USA Diving collects all entry fees. The host may receive a negotiated per-entry amount based on the allocation of costs and responsibilities.
Ticket revenue	Propose a revenue split. USA Diving's recent agreements have allocated the majority of ticket revenue to the host, with performance-based adjustments.
Local sponsorship	Host-secured sponsorships require USA Diving's prior written approval and are shared with USA Diving on terms set in the host agreement.
Assumptions and exclusions	Disclose all fees, conditions, taxes, commissions, rebates and contingencies that affect the offer.

Preliminary Cost Allocation

A complete operating budget is not required at the RFP stage. Submit a high-level framework identifying the costs the host will assume, the costs USA Diving will retain, third-party costs, cash and in-kind contributions, funding sources, revenue assumptions, exclusions, contingencies and unresolved items. Final budgets, responsibilities and settlement terms will be defined in the executed host agreement, with financial settlement no later than 60 days after the final day of competition.

LOCAL HOST REVENUE OPPORTUNITIES

The host will have the opportunity to generate revenue to offset its expense obligations. Potential sources include:

- Ticket sales, subject to the revenue terms in the host agreement.
- A negotiated per-entry allocation of athlete entry fees.
- Local sponsorships and patron programs approved by USA Diving that do not conflict with USA Diving's national sponsors.
- Food and beverage concessions, parking and souvenir program advertising and sales.
- Hotel rebates and commissions.
- A share of event merchandise sales. USA Diving holds the exclusive right to sell event merchandise and contracts the official merchandise provider.
- Value-in-kind, grants and charitable support from public, private and non-profit sources.

USA Diving responsibilities. USA Diving provides national office staff on site; distribution of meet information, entry information and hotel block information through its website and social channels; event medals; selection, travel and accommodation of judges; USA Diving sponsor signage; official event merchandise designs; media and public relations assistance; and coordination of medical, scoring and meet-management representatives.

BID APPLICATION AND REQUIRED EXHIBITS

Proposals should be organized in the order below. Each exhibit should be clearly labeled.

1. Signed cover letter from an authorized representative of the lead host organization.
2. Completed Host Information pages (following) and an executive proposal describing why the community and venue are the right partners, the proposed dates, the financial offer, the three strongest advantages of the bid and any exceptions or risks.
3. Venue hold letter and commitment letters from all partner organizations.
4. Preliminary local organizing committee chart, including the proposed event director and his or her background.
5. Facility diagrams, photographs, equipment inventory (including springboard and stand manufacturer, model, and installation year), lighting measurements, internet speed test results and power documentation.
6. Preliminary cost-allocation framework and total host-value proposal.
7. Hotel proposals, including rates, concessions and a distance map.
8. Description of the proposed approach to safeguarding, medical coverage, security and emergency response.
9. Description of the proposed approach to marketing, ticketing, communications and community engagement.
10. Accessibility narrative and evidence of insurance capability.
11. Summary of the host organization's experience producing major sporting events, with references.
12. List of exceptions, assumptions and requested negotiation items.
13. Signed certification (following).

HOST INFORMATION

Host Organization

Organization _____

Address _____

City _____ State / Zip _____

Phone _____ Website _____

Primary Contact

Name _____

Title _____

Phone _____ Email _____

Competition Facility

Facility _____

Facility Administrator _____

Address _____

City _____ State / Zip _____

Phone _____ Email _____

Spectator Seating Capacity _____ Year Opened / Last Renovated _____

Proposed Headquarters Hotel

Hotel _____

Address _____

Distance to Venue _____ Room Block Available _____

Single Rate ($) _____ Double Rate ($) _____

Tax Rate (%) _____ Parking (Complimentary / Charge) _____

CERTIFICATION

By signing below, the applicant certifies that the information submitted is accurate and complete to the best of its knowledge; that the signatory is authorized to submit the proposal on behalf of the host organization; that all material exceptions and conflicts of interest have been disclosed; that this RFP does not constitute a contract or an offer to contract; and that, if selected, the applicant will negotiate in good faith and execute USA Diving's host agreement before representing itself as the event host.

Lead host organization	
Authorized representative and title	
Signature	
Date	
Venue authorized representative and title	
Signature	
Date	

USA Diving reserves the right to reject any or all proposals, to waive informalities, to request clarification, to negotiate with one or more bidders and to select the proposal that best serves the interests of the event and the sport. The lowest-cost proposal will not necessarily be selected.