



2025 USA DIVING WINTER NATIONAL CHAMPIONSHIP

Bid Information

EVENT OVERVIEW

The USA Diving Winter National Championships (the “Event”) is the premier domestic competition for USA Diving in 2025. Top divers from around the country will contend for national titles in 1-meter, 3-meter and 10-meter individual and synchro events. The USA Diving Winter National Championships will serve as a qualifier for certain future events in 2026, as outlined in the applicable selection criteria. USA Diving is accepting bids from interested hosts for the Event to be held in December 2025, with an approximate start date of December 7th and continuing for up to 10 days (1 day of practice and 9 competition days).

Facilities for consideration must be able to host a large group of athletes, coaches and officials. USA Diving will require a facility with a minimum of two 1-meter and two 3-meter springboards, and 3-, 5-, 7.5- and 10-meter platforms. Platforms must adequately support synchro training and competitions. In addition, venues with dryland training facilities will be prioritized.

DATES OF FACILITY USE / COMPETITION

The USA Diving Winter National Championships will be held between seven and ten days in December 2025. The exact Schedule is determined by the National Office and may be subject to change. A daily event schedule will be released 3 months before the Event and will be in collaboration with the Host before being released to the public.

Proposed/Preferred Dates to Host (between December 7-18, 2025)

BID PROCEDURE

Bids must be submitted to the USA Diving national office by July 31st, 2025. Bids must include a fully completed bid application, photographs of the venue inside and outside and a cover letter. USA Diving reserves the right to extend the deadline in its sole discretion.

Bids submitted after the deadline may still be considered at the discretion of USA Diving. This RFP and any bid are not a contract. If you are selected to host, USA Diving will initiate a separate contract process.

Please email bids to Owen Weymouth at owenw@usadiving.org.

USA DIVING PROVIDES

- Distribution of meet and entry information
- USA Diving event sanction
- Event insurance
- Logo and brand guidelines
- Event Registration platform and deadlines
- Schedule of events
- Colorado Timing Equipment, if not available via the venue

LOC PROVIDES

- Meet Information
- Preliminary budget to USA Diving
- Post-Event Report – required components will be provided
- Security (at the sole discretion of USA Diving)
- Registration area
- Medical area that meets SafeSport requirements
- Locker rooms that meet SafeSport requirements
- Coach/Staff/Judge hospitality
- Administrative supplies
- Room Blocks for Participants
- Venue or Venue required union fees
- Event Medals
- World Aquatics or USA Diving-certified judges
- Medical Staff
- USA Diving event staff
- Wired and wireless internet access
- Awards stand with decorations
- Credentials and bag tags
- Public Address system
- Certified Lifeguards
- Designated area for judge seating
- Designated room(s) for judge's use
- Designated room(s) for USA Diving staff use
- Equipment – computers, tables, chairs, etc.
- Support personnel (table workers, runners, ushers, etc.)

PRACTICE, COMPETITION AND ANCILLARY EVENT VENUE(S)

1. GENERAL VENUE GUIDELINES

a. Operational Control

USA Diving retains the right to oversee and approve all aspects of the practice, competition and ancillary event venue operations. This includes the use of meeting rooms, storage areas, tents, concessions, parking lots and other structures on the venue property. USA Diving's oversight and approval of any item that is the LOC's responsibility does not relieve the LOC of that responsibility.

b. Exclusivity

USA Diving has exclusive rights to all spaces in the venue(s) and surrounding areas during the designated Event dates. These spaces, including meeting rooms, activity areas and suites, must be provided at no cost to USA Diving.

c. Venue Condition

The venue(s) must be cleaned and in good working order at no cost to USA Diving. The premises must be set up for events, with permits secured by the Host. Any changes to aisles, entrances, or hallways require USA Diving approval.

d. Event Experience

USA Diving will evaluate the venue's ability to provide a safe, high-quality experience for participants and fans, ensuring fairness and respect for all involved.

e. Construction/Renovation

No construction or renovations should occur within one month of the Event. Any planned construction must be disclosed and approved by USA Diving. Incomplete projects may require the venue to cover costs for temporary structures or aesthetic restoration.

f. Third-Party Agreements

No third-party hospitality, entertainment, or signage privileges are allowed on venue premises without USA Diving's prior written authorization. USA Diving retains the right to offer these privileges to its partners.

g. Seating Configuration

USA Diving may modify seating arrangements as needed, with changes implemented at no cost to the organization.

h. Accessibility

The venue(s) must comply with ADA regulations and provide access and seating for individuals with disabilities. Non-compliance must be disclosed, and any related costs incurred by USA Diving will be the venue's responsibility.

i. Equipment

The venue(s) must provide all necessary, fully functioning systems and equipment at no cost to USA Diving unless otherwise notified.

j. Competition Rules

All events will follow USA Diving's Competition rules. If the venue does not meet these requirements, necessary modifications must be made at the venue's expense. Non-compliance may result in relocation, with the venue liable for additional costs.

k. Temporary Seating

The venue(s) or Host is responsible for the cost of risers and other temporary seating.

l. Hospitality

USA Diving has exclusive rights to create and sell hospitality packages for the events. Any plans by the Host must be pre-approved by USA Diving.

m. Ticket Sales

Host will manage all ticket sales, with full cooperation from USA Diving and the venue(s). Every attendee, regardless of age, must have a ticket unless otherwise specified. Ticket revenue will be addressed in the written agreement with the Host.

n. Open Practices

Designated practice sessions must be open to the public with no admission or parking fees unless USA Diving grants an exception. Merchandise and concessions must be sold per USA Diving's guidelines.

o. Sustainability

USA Diving encourages venues to adopt sustainability initiatives and requires documentation of these efforts as part of the Event bid. Related costs are the venue's responsibility.

2. LIGHTING/ELECTRICAL

The venue(s) must provide adequate lighting, internet connectivity and electrical power for media, interviews, and broadcasts per broadcast partner requirements at its sole expense. This includes all practice, competition, and ancillary event areas. Adequacy of lighting, power & connectivity to be approved at USA Diving's sole discretion as described below.

3. ADVERTISING, SIGNS AND DÉCOR

All Advertising, banners, and signage in the field of view must be approved by USA Diving in writing in advance.

4. USA DIVING LIVE STREAMING AND COMMERCIAL REQUIREMENTS

a. Internet and IT Support

- **Bandwidth:** A dedicated wired internet connection with a minimum of 100 Mbps upload and download speed is required; 175+ Mbps is preferred.
- **Static IP:** Must provide static IP addresses free of firewall restrictions.
- **Proximity:** The connection must be located no more than 50 feet from the broadcast location.
- **IT Support:** On-site IT support must be available as needed.

b. Production Space Requirements

- **Space Dimensions:** A secure, weather-proof production area measuring at least 8'x16' is required for equipment setup. If on-camera talent is included, an additional 8'x8' space and an extra table are necessary.
- **Furniture:** The space must include three 8' tables and four chairs.
- **Camera Connectivity:** All cameras must be wired directly to the production location.

c. Electrical Power

- **Power Source:** The venue must provide sufficient electrical power to operate high-definition broadcast equipment. Typically, three standard outlets are sufficient if they are dedicated 20-AMP, single-phase, 110V outlets (non-GFI).

d. Access and Equipment Use

- **Venue Equipment:** The venue must allow free access to existing wiring, cabling, set locations, and other equipment necessary for the broadcast.
- **Storage:** Space to store production equipment (approximately 20 large boxes) must also be provided.
- **Fees:** No origination, access, hookup, or similar fees will be charged to the broadcast partner or USA Diving.

e. Parking and Loading

- **Parking:** The venue must provide sufficient parking spaces at the venue free of charge for the broadcast entity, including two parking spots in the loading area for the entire duration of the competition, training, load-in, and load-out.

f. Camera Locations and Platforms

- **Standard Locations:** The venue must provide camera positions that meet industry standards for a national telecast of the specific event.
- **Platform Compliance:** Existing camera platforms must comply with Occupational Safety and Hazard Administration (OSHA) standards. If they do not, the venue is responsible for ensuring OSHA compliance at its own expense.
- **Installation Rights:** The network reserves the right to install, maintain and remove wires, cables and apparatus for the broadcast, ensuring any exposed wires are covered or secured.
- **Temporary Construction:** The venue is responsible for costs associated with special construction, equipment, or facilities as required by the broadcast partner.

g. Lighting Requirements

- **Standards:** Light levels must meet the requirements outlined in USA Diving's Best Lighting Practices, ensuring a high-definition telecast.

h. Broadcast Partner Site Survey

- **Survey Coordination:** USA Diving's broadcast partner, in conjunction with USA Diving and the competition venue, may conduct a site survey before the Event at the sole discretion of USA Diving. This survey will finalize host set locations, camera positions and assess the need for "seat kills."
- **Approval:** Any determinations will be made collaboratively by USA Diving, the broadcast entity and the host venue.

i. Announce Booth/Position

- **Priority Access:** The primary television entity will have first choice of available announcer booths or poolside table space at no cost.
- **Seating:** Appropriate seating must be provided for broadcast announcer positions, with power requirements identical to the production space.
- **Additional Positions:** Up to two additional announcer positions may be required for expanded coverage. USA Diving will notify the Host 30 days in advance if more positions are needed.
- **Weather Protection:** For outdoor events, announce positions must include protection from the sun, rain, or snow, and should ideally be climate controlled.

j. Venue Fees

- Prohibited Fees: Competition venues, LOCs and host institutions/conferences are prohibited from charging venue or venue-required union fees to the broadcast entity.

k. Official Data

- Data Exclusivity: Official spectator attendance and sales data must be provided by the Host to USA Diving as part of a post-event report, due no later than 30 days after the Event. USA Diving shall have the exclusive rights to and ownership of this data.
- Mandatory Software: Host venues must use USA Diving-approved meet management software. Specific requirements will be shared with hosts in advance of the Event.

l. Media Coordination

- Hosts must adhere to USA Diving's media policies and follow the guidelines of the USA Diving Media Coordinator.
- A member of the USA Diving communications staff will be on-site and serve as the liaison to the Host's media coordinator.

POLICY FOR HOSTING FAN EVENTS IN CONJUNCTION WITH USA DIVING COMPETITIONS

1. PURPOSE

To enhance the fan experience and promote community engagement, locations hosting USA Diving competitions may organize fan events, subject to USA Diving's prior written approval. These events must align with USA Diving's brand standards and leverage internal expertise to ensure a high-quality experience for attendees.

2. EVENT PLANNING AND PRODUCTION

a. Mandatory Production Partners

All fan events must be planned and executed in collaboration and approved in writing in advance by USA Diving

b. Coordination Requirements

The host location must contact USAD at least 60 days prior to the Event for approval. USA Diving will work with production partners to design and deliver the Event.

c. Scope of Services

Production Partner will provide comprehensive support, including but not limited to event concept development, venue and logistical planning, coordination of audiovisual and technical needs and on-site event management and execution.

3. BRAND ALIGNMENT

a. Brand Guidelines

All fan events must adhere to USA Diving's brand standards, ensuring consistency with the organization's image and values.

b. Approval Process

Event concepts, materials, and promotional efforts must be submitted to USA Diving for approval no later than 60 days prior to the Event date.

4. FINANCIAL RESPONSIBILITIES

a. Costs

All costs associated with fan events, including production fees, are the responsibility of the Host.

b. Sponsorship Opportunities

Hosts may secure sponsorships to offset event costs. All Event sponsorships must be approved in writing in advance by USA Diving. Any sponsors that conflict with USA Diving's sponsors or other partners are prohibited.

5. PROMOTION AND MARKETING

a. Collaborative Efforts

USA Diving and its production partner will assist the host location in promoting fan events through USA Diving's official communication channels.

b. Local Outreach

Hosts are encouraged to engage local media and community partners to maximize attendance and visibility.

6. COMPLIANCE

a. Event Standards

Fan events must enhance, not interfere with, the main competition. The timing, location, and nature of events must complement the competition schedule and must be submitted to USA Diving for approval by USA Diving a minimum of 15 days prior to the beginning of the Event.

b. Safety and Permits

Hosts are responsible for securing, at the Host's cost, the necessary permits and ensuring compliance with local regulations and safety standards.

7. REVIEW AND FEEDBACK

Post-Event Assessment: Hosts, USA Diving and selected event provider(s) will conduct a review of each fan event to gather feedback and identify opportunities for improvement in future events.

MARKETING POLICY AND REQUIREMENTS FOR HOST LOCATIONS OF USA DIVING COMPETITIONS AND EVENTS

1. PURPOSE

This policy outlines the marketing responsibilities and requirements for host locations to ensure consistent promotion of USA Diving competitions and associated events while aligning with the organization's brand standards.

2. MARKETING RESPONSIBILITIES OF HOST LOCATIONS

a. Promotion of the Event

- Host locations are responsible for actively promoting the competition and associated events to maximize attendance and community engagement.
- Marketing efforts must include a mix of digital and traditional channels, including but not limited to:
 - Social media platforms (e.g., Facebook, Instagram, X/Twitter).
 - Email campaigns to local and regional audiences.
 - Local media outreach (e.g., TV, radio, newspapers).
 - On-site promotional efforts, such as banners, posters, billboards and flyers.

b. Collaboration with USA Diving

- All marketing materials must be co-branded with USA Diving's official logo and approved by the organization before release.
- The host location must designate a marketing liaison to coordinate with USA Diving's marketing team.

c. Event Website and Ticketing

- The host location must provide links to USA Diving's official website and ticketing platform on all promotional materials.
- Host locations are encouraged to highlight Event details, schedules, and key attractions to drive ticket sales

3. BRANDING AND CONTENT GUIDELINES

a. Adherence to Brand Standards

- All marketing materials, including advertisements, social media posts, and press releases, must adhere to USA Diving's brand standards.
- Host locations will receive branding guidelines from USA Diving, including logos, color schemes, fonts, and approved templates.

b. Content Approval

- Any use of USA Diving's intellectual property, including logos, images and videos, must be approved by USA Diving.
- Final drafts of promotional materials must be submitted at least 10 business days prior to the desired release date for review and approval by USA Diving in its sole discretion.

4. EVENT VISIBILITY AND SIGNAGE

a. On-Site Branding

- Host locations must ensure advantageous placement of USA Diving banners, signage, and sponsor materials at the venue; all costs to be covered by Host.
- USA Diving reserves the right to provide additional branded signage and materials for display.

b. Community Visibility

- Hosts are encouraged to promote the Event through visible displays in high-traffic areas, such as local businesses, public spaces, and transit hubs.

5. DIGITAL AND SOCIAL MEDIA REQUIREMENTS

a. Social Media Promotion

- Host locations must collaborate with USA Diving to create a unified social media strategy, including:
 - Pre-event announcements and countdowns.
 - Regular updates, including athlete spotlights, event highlights and behind-the-scenes content.
 - Use of designated hashtags provided by USA Diving.

b. Live Event Coverage

- During the competition, hosts should provide live social media updates and engage with attendees by encouraging posts using official Event hashtags and providing directions to stream addresses. Also, provide all local venues, hospitality and tourism locations with notice and instructions on how to view the stream.

c. Video Content

- Any content created by the host location must align with USA Diving's production standards and brand guidelines.
- All content and promotional materials created by the Host for the Event will be jointly owned and equally shared between the Host organization and USA Diving.

6. SPONSORSHIP AND PARTNER RECOGNITION

a. Existing Partnerships

- Hosts must recognize and integrate USA Diving's national sponsors into all marketing materials and event promotions.
- Any local sponsorship agreements must be approved by USA Diving.

b. Sponsorship Opportunities

- Hosts may secure sponsors to enhance promotional efforts
- Sponsors must be approved in writing in advance by USA Diving. Sponsors that conflict with USA Diving's sponsors or other partners are not permitted.

7. METRICS AND REPORTING

a. Marketing Metrics

- Hosts must track and report key metrics, including:
 - Social media engagement (e.g., likes, shares, impressions).
 - Ticket sales and attendance figures are correct.
 - Media coverage and reach.

b. Post-Event Marketing Report

- A comprehensive marketing report must be submitted to USA Diving within 30 days of the Event's conclusion. This report should include:
 - An overview of promotional activities.
 - Success metrics and analytics.
 - Recommendations for future events.

8. COMPLIANCE AND SUPPORT

a. Compliance

- Host locations must comply with this policy to ensure consistent and effective promotion of USA Diving events. Non-compliance may result in penalties, including the loss of future hosting opportunities.

b. USA Diving Support

- USA Diving's marketing team will provide templates, guidelines and support to assist host locations in meeting these requirements.

ADDITIONAL INFORMATION

1. The host organization is required to provide 10 complimentary hotel rooms beginning two days before the Event and ending one day following the Event or the equivalent number of room nights.
2. Local Organizing Committee retains:
 - a. 50% per entry fee and \$45 per late entry fee
 - b. Event sponsorship revenue
 - c. 100% of ticket revenue
 - d. 80% of Event broadcast revenues are secured by Host, and USA Diving receives 20%.
3. USA Diving retains:
 - a. The sole right to grant sponsorships (includes venue and off-site promotion and advertising) for the Event
 - b. The sole right to license Event name and/or logo
 - c. The right to approve/reject any local event partners/sponsors
 - d. 80% of Event broadcast revenues that secured by USA Diving, and Host receives 20%.
4. If selected, the Local Organizing Committee must agree to USA Diving's event agreement for the awarded event.

2025 USA DIVING NATIONAL CHAMPIONSHIPS

Bid Information

HOST INFORMATION

Host Organization: _____

Primary Contact: _____

Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Email Address:

CLUB PARTNERSHIP WITH SPORTS COMMISSION AND/OR VISITORS BUREAU

Bid applications submitted from groups working in partnership with a local sports commission or Convention and Visitors Bureau will be preferred, as this partnership will assist with event marketing/promotion, volunteers, etc. Please list your local sports commission contact and note the support they can offer to the Event.

Sports Commission or CVB name:

Contact person(s):

Type of support (please attach additional pages of support information):

If diving clubs need assistance partnering with a sports commission or CVB, please contact Owen Weymouth at the USA Diving national office for assistance: 715-716-0352 or owenw@usadiving.org

FACILITY INFORMATION

Is the facility indoor or outdoor: _____

Facility Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address:

Is the facility in compliance with the requirements of the Americans with Disability Act? Yes/No

Please list other events scheduled to take place at the pool during the 2025 or 2026 seasons (swim meets, camps, etc.), as this may help us promote the Event and schedule events accordingly.

Event Title: _____ Date: _____ Time: _____

Brief Description (# of participants, type of activity): _____

Event Title: _____ Date: _____ Time: _____

Brief Description (# of participants, type of activity): _____

Event Title: _____ Date: _____ Time: _____

Brief Description (# of participants, type of activity): _____

DIVING EQUIPMENT

Does the facility have a separate diving well? _____

Number of 1-meter boards: _____

Type of boards: _____ Age: _____

Number of 3-meter boards: _____

Type of boards: _____ Age: _____

Ability to add additional springboards: Y / N

Type of stands: _____

Short stands or tall: _____

Platform levels: _____

Platform surface: _____ Age: _____

SEATING

Permanent seating capacity: _____

How many seats profile to diving boards: _____

Can additional temporary seating be added? _____

DRYLAND

Does your facility have dryland training center/area? If so, please describe (please list number of trampolines, dryboards, belts, or anything else that may be relevant).

MISCELLANEOUS

What kind of computer scoring system does the facility use?

Does the facility have a video board? _____

Locker rooms quality: _____

Does the facility currently have (a) signage or other promotional materials from partners or sponsors and/or (b) any agreements with vendors (e.g., food and beverage vendors) that give those vendors exclusive rights? If so, please explain.

EVENT HISTORY

Please list other diving events, specifically larger scale, your group has hosted in the past (if any):

Event Title: _____ Dates/Year: _____

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Event Title: _____ Dates/Year: _____

QUESTIONS TO ADDRESS IN COVER LETTER

Please answer the following questions on a separate page(s) and attach them to your final application.

1. How will you make this event special for the participants who will be attending?
2. Please include any additional information that would assist USA Diving in evaluating your bid application.

BID REQUIREMENT AGREEMENT

I acknowledge that I have read and agree to comply with all bid requirements and other information stated in this Information Packet.

Applicant Signature

Local Organizing Committee Representative:

Signature: _____ Title: _____

Date: _____