



USFSS National Championship (NCh)

Application Bid Guidelines

The purpose of these guidelines is to define the information required for race-giving organizations (RGOs) interested in bidding for and hosting a USFSS National Championship (NCh). The RGO bid package will be presented to the USFSS Board of Directors for their review and approval.

USFSS urges that the application bid proposal be sent in MS Word, Excel, PDF, and/or PowerPoint via email or on a CD. This will facilitate sharing the bid proposal with the various USFSS decision makers, who reside in different geographic locations throughout the United States.

LETTER OF INTENT

An informal pre-application including partial information can be sent early to inform the USFSS Secretary of the applicant's intention, but the application shall not be reviewed by the USFSS Board of Directors before the complete application is provided.

I. TECHNICAL AND ORGANIZATIONAL REQUIREMENTS

- 1.1 The information listed in 1.5-1.7 below shall be provided by the race-giving organization applicant before the deadline defined in part III. The more information, the better. It shall be introduced with the applicant's name and contact information.
- 1.2 Summary of Bid Proposal, including dates of event, classes offered.
- 1.3 Previous Experience of Organizer
- 1.4 CD: The information shall be sent by postal mail on a CD and/or electronic mail in an easily readable format (i.e. HTML, MS Word, Excel, PowerPoint, PDF) to the USFSS Secretary and President.
- 1.5 Race site minimum information required:
 - 1.5.1 Diagrams of the trails or maps with distances and elevation for each class;
 - 1.5.2 Trails' widths and list of hot spots (difficulties requiring special attention);
 - 1.5.3 Grooming equipment (type and size) (for snow NCh);
 - 1.5.4 Type of trail (sandy – for dryland NCh, forest trails, open fields, etc.);
 - 1.5.5 Number of snowmobiles or other equipment (for snow NCh) or quads or other equipment (for dryland NCh) available to prepare trails before the race and during the race;
 - 1.5.6 First aid equipment and personnel on site;
 - 1.5.7 Estimated number of volunteers needed and available, anticipated needs/duties for them;
 - 1.5.8 Type and availability of trail marking material;
 - 1.5.9 Parking/stake-out areas (diagram with size and distance from start and finish lines);
 - 1.5.10 Maximum number of possible participants that can be accommodated (based on size of parking area);
 - 1.5.11 Availability of conveniences at race site(s), where, how many (restaurants, toilets, water, warming facilities);
 - 1.5.12 Location for the race office or headquarters;
 - 1.5.13 Location for the vet office and veterinary checks;
 - 1.5.14 Time keeping equipment to be used, including format for posting times (at race site & website);
 - 1.5.15 Location for competitor meetings (generally held before each day's heats begin);
 - 1.5.16 Previous experiences on the proposed race site (type of race, number of participants, etc.)
 - 1.5.17 Possible backup site in case of impossibility to use the race site due to weather conditions or other unforeseen conditions.
- 1.6 Hotels and transportation
 - 1.6.1 Hotel(s) for officials (distance from the race site);
 - 1.6.2 Hotel(s) for the participants (distance from the race site) with additional information about those that will accommodate dogs/dog vehicles;
 - 1.6.3 Distance between race site and closest motorway/highway;
 - 1.6.4 Distance between race site and closest international airport or domestic airport
 - 1.6.5 Rental or loan (cars, vans, trucks) possibilities for transportation;

- 1.7 General information
 - 1.7.1 Media package or plan;
 - 1.7.2 Dedicated website (when);
 - 1.7.3 Sustainability plan (to minimize negative impact and maximize positive impact of the event as per ISO 20121);
 - 1.7.4 Sponsoring plan;
 - 1.7.5 Event Ceremonies: Opening Ceremonies, Closing Ceremonies, Award Ceremonies, Banquets, etc.: Location, Program, etc.;
 - 1.7.6 Awards/Medals: Possible designs, availability;
 - 1.7.7 At race headquarters a place to post announcements for race results and for competitors and personnel;
 - 1.7.8 USFSS visibility on the event site and on event related documents;
 - 1.7.9 Detailed event budget.

The bid proposal may include pictures, diagrams, press releases, and other additional explanation. USFSS urges the bid proposal be sent on a CD in MS Word, Excel, PDF, and/or PowerPoint. It should be emailed and/or posted to:

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 N6510 County Hwy. G
 Neillsville, WI 54456 USA
 Tel: +715-979-5622
 Email: dogdaze@tds.net

Sally O’Sullivan Bair, USFSS Secretary
 8554 Gateway Circle
 Monticello, MN 55362
 Tel: 218-349-2887
 Email: sbair@tds.net

II. FEES, BUDGET

- 2.1 Entry Fees: The entry fees: The entry fees may be shared between the organizer and the USFSS (usually 50/50 share). The actual split will be agreed upon.
- 2.2 The applicant shall pay a licensing fee of to be negotiated between the USFSS and the RGO depending on the agreed upon number of classes organized in the NCh. Schedule of payment is to be mutually agreed to. The fee is mainly used for USFSS officials’ travel expenses and other miscellaneous expenses incurred by USFSS.
- 2.3 The applicant shall lodge and feed 4-5 officials designated by USFSS.
- 2.4 Event Budget: The bid proposal should contain an outline of a tentative budget: anticipated or proposed expenses and income and income sources, including possible sponsorships. After the event, the Organizer agrees to submit to USFSS a detailed accounting of income and expenses.

III. APPLICATION PROCESS SCHEDULE

- 3.1 The complete application shall be sent to the USFSS President and to the Secretary least 4 months (preferably 6 months) before the event for NCh on snow or for Dryland NCh. The Secretary will send the bid to the USFSS Board of Directors.
- 3.2 The USFSS Board of Directors will review the applications, eventually asking for complementary information.
- 3.3 A request to vote will be issued within two weeks after the Board of Directors have received the applications.
- 3.4 The applicants will be informed of the Board’s decision within a week after the end of the vote, and a contract will be proposed by USFSS within one month after the decision has been officially announced.

USFSS NCh Application Bid Check List for Bid Proposals

Addressing the Issues

Bid Applicant: Please check the middle column (x) to make sure each of the following parts is addressed or has been included in your bid application proposal.

Item #	Included (Yes or No)	(Optional) Comments/Date Completed/Sent
Letter of Intent (with dates of proposed events)		
Part I: Technical/Organizational		
1.1: Name, Organization, Contact Information		
1.2: Summary of Proposal, including dates & classes offered		
1.3: Previous experience of organizer		
1.4: CD of Bid Proposal		
1.5: Race Site Information Required		
1.5.1: Trail Diagram/Map		
1.5.2: Trail width & hot spots		
1.5.3: Trail Grooming Equipment Type		
1.5.4: Trail Surface Type		
1.5.5: Numbers of Trail Equipment Types		
1.5.6: First aid equipment and personnel on site		
1.5.7: Volunteers Needed		
1.5.8: Trail Marking Materials/Availability		
1.5.9: Parking/Stake Out Areas Maps		
1.5.10: Maximum Number of Possible Participants		
1.5.11: Race Site Conveniences		
1.5.12: Race Office/Headquarters Location		
1.5.13: Vet Office/Vet Check Locations		
1.5.14: Timing Equipment/Format/Posting		
1.5.15: Competitor Meeting Location		
1.5.16: Previous experiences on the proposed race site		
1.5.17: Possible backup site		
1.6: Hotels and Transportation		
1.6.1: Hotel(s) for officials (distance from race site, pricing, locations, etc.)		
1.6.2: Participant Hotels: Locations, Pricing, etc.		
1.6.3: Highways/motorways		
1.6.4: Airport Location		
1.6.5: Rental or Loan Vehicles		
1.7: General Information		
1.7.1: Media Package/Plan		
1.7.2: Dedicated website		
1.7.3: Sustainability plan		
1.7.4: Sponsoring/Sponsorship plan		
1.7.5: Event Ceremonies		
1.7.6: Awards/Medals		
1.7.7: HQ & area for posting announcements/race results, etc.		
1.7.8: Visibility of event		
1.7.9: Budget plan		
Part II: Licensing, Fees, Budget		
2.1: Entry Fees		
2.2: Licensing fee		
2.4: Event Budget		
Part III: Other Inclusions (List)		
Alternate Dates for Events		
Alternate Trails (in case of lack of snow or other race/trail problems)		

USFSS National Championship Expenses: Tentative List

(Some of the items below may be optional.)

#	Expense	Estimated amount	Actual amount
1	Medals/ awards		
2	Trail equipment		
3	Trail grooming, gas, groomer, rental, officials, etc.		
4	Timing equipment. Timer, etc.		
5	Advertising		
6	Permits		
7	Race liability insurance		
8	Race cancellation insurance		
9	Bibs		
10	Tents – rental, etc.		
11	USFSS licensing fees, entry fees, etc.		
12	VIP travel/hotel, meals, etc.		
13	Programs – layout/printing		
14	Website		
15	Banquets		
16	Waste disposal		
17	Electricity/maintenance		
18	Opening/closing ceremonies/ice-breaker parties		
19	Speaker system		
20	Staging area: fencing/plowing, etc.		
21	Photography, video (Optional)		
22	Headquarters offices/supplies		
23	Merchandise: hats, tees, patches, pins, logo (Optional)		
24	Toilet rentals		
25	Invitations for dignitaries, others		
26	Officials’ travel, hotel, meals		
27	USFSS Representatives travel/hotel/meals		
28	Rental cars		
29	Other rental equipment		
30	Misc.		
31	Logo design (Optional)		