

5

USPA Nationals Site Selection



Table of Contents

1. USPA Nationals Site Selections Process	1
1.1. General	1
1.2. Bid Process	1
1.3. Bid Selection	1
2. Nationals Skydiving Championships Minimum Site Requirements	2
2.1. Aircraft and Airspace	2
2.2. Facilities—Registration and Judging	2
2.3. Facilities—Competitors	3
2.4. Equipment—Judging	3
2.5. Accommodations	3
2.6. Travel Cost	3
2.7. Enhancements	3
2.8. Dates	3
2.9. Sanction Fees	3
2.10. Competitor Costs	4
2.11. Judges' Travel Accommodations	4
2.12. Performance Bond	4
2.13. Other	5
Appendix A: Bidding Templates	6
1. USPA National Skydiving and Parachuting Championships Bidding Template	6
2. USPA National Collegiate Skydiving Championships Bidding Template	7
Appendix B: USPA National Skydiving Championships Letter Of Agreement	8

1. USPA Nationals Site Selections Process

1.1. General

- 1.1.1 The USPA National Skydiving Championships selection process was developed to give interested USPA Group Members a fair and equitable chance to bid for the opportunity to host a USPA National Skydiving Championships.
- 1.1.2 Each year, USPA solicits bids for hosting the USPA National Championships in Accuracy Landing (AL); Canopy Formation (CF); Formation Skydiving (FS, MFS, VFS); Artistic Events (AE); Canopy Piloting (CP), Canopy Piloting – Freestyle (CP-F), Wingsuit Flying (WS), Speed Skydiving (SP) and the National Collegiate Skydiving Championships.
- 1.1.3 Bids for USPA National Championships should be grouped as follows:
 - USPA National Skydiving Championships (FS, AE, SP, and WS)
 - USPA National Parachuting Championships (AL, CF, CP, CP-F)
 - USPA Collegiate Skydiving Championships

The board may consider bids for less than all events/disciplines based on whether it believes it is in the best interest of the competitors and USPA. For the USPA National Championships, partnerships between multiple bidders are permitted and encouraged to ensure all disciplines are covered and minimize the number of distinct sites as practical.

- 1.1.4 Bids for USPA National Championships must be received at USPA Headquarters by January 15 of the calendar year preceding the event and will be evaluated at that year's Winter Board meeting. Bids for USPA Collegiate Skydiving Championships must be received at USPA Headquarters by June 15 of the calendar year preceding the event and will be evaluated at that year's Summer Board meeting. Headquarters will publish an invitation for bids and the due date twice in advance in the USPA Update and Parachutist Magazine.
- 1.1.5 Current USPA group members must submit proposals to USPA headquarters, 5401 Southpoint Centre Blvd., Fredericksburg, VA 22407 or via email to competition@uspa.org. Bids must be received not later than 5 p.m. Eastern Time on January 15 (or the first business day thereafter).

1.2. Bid Process

- 1.2.1 For bids to be considered in the bidding process by the USPA Board of Directors, they must comply with the following:
 - 1.2.1.1 Bids must follow the format established in USPA National Skydiving Championships Minimum Site Requirements, included in this Manual.
 - 1.2.1.2 All bid packages must include a completed National Skydiving Championships Bid Information form, included in this Manual.
 - 1.2.1.3 All bids must be electronically sent to competition@uspa.org and must be received at USPA Headquarters by the deadline.
 - 1.2.1.4 Each Group Member must agree in writing to sign the USPA National Skydiving Championships Letter of Agreement within 30 days of being awarded the bid.
- 1.2.2 USPA Headquarters will record the date bids are received.
- 1.2.3 USPA Headquarters will review bids to ensure that the requirements are met. Those bids received after the deadline or that do not meet the requirements will not be forwarded to the USPA Board and will not be considered.
- 1.2.4 Copies of all bids that meet the requirements will be sent to USPA Board members no later than two weeks before the USPA Board meeting in which bids are to be awarded.
- 1.2.5 Board members are encouraged to call bidders to answer any questions they may have about the bids.
- 1.2.6 Bid requests
 - 1.2.6.1 Any USPA member may request a copy of the winning bids from USPA Headquarters after they have been awarded.
 - 1.2.6.2 Requests should be in writing specifying which bid is being requested

1.3. Bid Selection

- 1.3.1 USPA Group Members submitting bids will be given an opportunity to make a presentation to the full USPA Board, although one is not required.
- 1.3.2 USPA Group members making presentations to the USPA Board may first meet with the Competition Committee to review the selection process.
- 1.3.3 The order of presentations to the BOD will be decided in the Competition Committee meeting by draw.
- 1.3.4 USPA Board bid presentation procedures
 - 1.3.4.1 Each Group Member will be allowed an opportunity to present its bid to the full USPA Board.
 - 1.3.4.2 The presentation is in addition to the bid packages already received by board members.

Chapter 5: USPA Nationals Site Selection

- 1.3.4.3 Presenters will leave the meeting room prior to the beginning of bid presentations and will be called into the room one at a time for their presentation.
- 1.3.4.4 Each Group Member will be allowed up to 12 minutes to make his or her presentation.
 - Each bidder will be given a two- and a one-minute warning before time is up.
 - A 10-minute question-and-answer period will follow each presentation.
 - If any time remains after board members have asked their questions, board members may recognize questions from the gallery.
- 1.3.4.5 After the question-and-answer period, the presenter will leave the room.
- 1.3.5 Voting procedures
 - 1.3.5.1 The gallery will remain open to all USPA members except bidders.
 - 1.3.5.2 A maximum of 30 minutes will be allowed for discussion among the USPA Board members after all the bids have been presented.
 - 1.3.5.3 Vote will be by a show of hands.
 - 1.3.5.4 Tallying:
 - The bid is awarded to the bidder who receives 51 percent or more of the votes cast; abstentions are not considered.
 - If there is a tie, there must be a new vote.
 - Where there are three or more bidders and one does not receive a majority number of votes, the one with the lowest vote count is removed from the ballot, and a new vote is taken.
 - If two bidders tie for low vote, neither may be removed; in this case, a new vote must be taken.
- 1.3.6 Bids for the National Collegiate Skydiving Championships will be presented to and voted on by the Competition Committee, and their decision will be presented to the Board of Directors for ratification.

2. Nationals Skydiving Championships Minimum Site Requirements

2.1. Aircraft and Airspace

- 2.1.1 Clear airspace within a three-mile radius to the following altitudes (AGL):
 - 2.1.1.1 Accuracy Landing (AL): 8,000 feet.
 - 2.1.1.2 Formation Skydiving (FS): 13,000 feet.
 - 2.1.1.3 Canopy Formation (CF): 9,000 feet (Meet Director can increase to 10,000 feet).
 - 2.1.1.4 Artistic Events (AE): 13,000 feet.
 - 2.1.1.5 Canopy Piloting (CP): 5,000 feet.
 - 2.1.1.6 Canopy Piloting – Freestyle (CP-F): 5,000 feet.
 - 2.1.1.7 Wingsuit Flying (WS): 12,500 feet.
 - 2.1.1.8 Speed Skydiving (SP): 13,000 feet.
- 2.1.2 Aircraft capabilities for all events at the rate of 150 jumps per hour.
 - 2.1.2.1 Back-up aircraft available in the event of aircraft down time.
 - 2.1.2.2 List of aircraft type and availability.
 - 2.1.2.3 Designate range of aircraft speeds to be flown during exit.
- 2.1.3 Fuel facilities for all listed aircraft.

2.2. Facilities—Registration and Judging

- 2.2.1 Office space to accommodate registration.
- 2.2.2 Judging rooms for a team of five judges (one room per discipline); for FS, room(s) must be large enough to accommodate a minimum of two panels of five judges each.
- 2.2.3 On-site copy machine.
- 2.2.4 Computer with high-speed internet access and printer.
- 2.2.5 Secured area (400-sq. ft.) for air-to-air video copying, editing and file transfer.
- 2.2.6 Space for a USPA Judge Training Program, if conducted.

2.3. Facilities—Competitors

- 2.3.1 Indoor area for teams and competitors.
- 2.3.2 Area to accommodate competitors for briefing and seminars.
- 2.3.3 Rigging services.
- 2.3.4 Food service on site.
- 2.3.5 Sufficient creeper area to accommodate FS teams.
- 2.3.6 Area for public viewing of judging, including large-screen TV(s) or multiple viewing monitors.

2.4. Equipment—Judging

- 2.4.1 Electronic scoring system with high definition video playback capability.
- 2.4.2 High definition video display(s) of size, number and type determined in consultation with the Chief Judge.
- 2.4.3 Tables and chairs for judging area.
- 2.4.4 Area for posting scores.
- 2.4.5 Tuffet for accuracy landing.
- 2.4.6 Position logging devices for WS.
- 2.4.7 Wind socks and wind-speed meter meeting FAI requirements for size, metric read-out, and wind exceedance alarms.
- 2.4.8 All necessary equipment and staff to run the competition under current USPA competition rules; the Chief Judge determines size of staff needed to support the scoring and judging sections.
- 2.4.9 Scoring systems used for judging and the publication of scores and standings at a USPA National Championships or National Collegiate Championships must either be on ISC's list of approved systems OR be approved by the USPA Competition Committee.

2.5. Accommodations

- 2.5.1 List of motels and hotels in the area.
- 2.5.2 Camping facilities in area.
- 2.5.3 Bathroom and shower facilities on DZ.

2.6. Travel Cost

- 2.6.1 Best airport hub location nearest to DZ.
- 2.6.2 Transportation available from airport to DZ for competitors and costs.
- 2.6.3 Airport shuttle from airport to DZ and return for official staff.
- 2.6.4 Motel shuttle for official staff.

2.7. Enhancements

- 2.7.1 List extras to be provided, such as t-shirts, etc.

2.8. Dates

- 2.8.1 List proposed dates, which may be flexible or cover a range.
 - 2.8.1.1 The overall range of dates of the Event must be specified in the bid.
 - 2.8.1.2 Dates will include registration date(s) and competition dates.

2.9. Sanction Fees

- 2.9.1 A Sanction Fee is levied by USPA on the Host(s) per competitor per event entered in the USPA National Skydiving Championships and the USPA National Collegiate Skydiving Championships. The amount and structure of the fee for each Competition is determined and approved by the Board of Directors at the Summer BOD meeting. The entry fee charged by the Host shall factor in the Sanction Fee in addition to the bid amount. Each of the following is considered a separate event:
 - 4-way (FS)
 - 8-way (FS)
 - 10-way (FS)
 - 16-way (FS)
 - Accuracy Landing (AL)

Chapter 5: USPA Nationals Site Selection

- 2-way Sequential (CF)
- 4-way Rotation (CF)
- 4-way Sequential (CF)
- Freeflying (FF)
- Freestyle Skydiving (FR)
- National Collegiate Skydiving (NCSC)
- Canopy Piloting (CP)
- Canopy Piloting - Freestyle (CP-F)
- 4-way Vertical Formation Skydiving (VFS)
- 2-way Mixed Formation Skydiving (MFS)
- Wingsuit Performance Flying (WSP)
- Wingsuit Acrobatic Flying (WSA)
- Speed Skydiving (SP)

2.10. Competitor Costs

2.10.1 List training and competition jump cost (\$):

- Accuracy Landing: 3,000 feet
- Team Accuracy Landing 3,500 feet
- 4-Way Formation Skydiving: 10,500 feet
- 10-Way Formation Skydiving: 11,000 feet
- Artistic Events, and 8-Way and 16-Way Formation Skydiving: 13,000 feet
- Canopy Formation: 7,000, 8,200 and 9,000 feet
- Canopy Piloting: 5,000 feet
- Canopy Piloting – Freestyle: 5,000 feet
- Mixed Formation Skydiving and Vertical Formation Skydiving: 13,000 feet
- Wingsuit Flying: 12,500 feet.
- Speed Skydiving: 13,000 feet.

2.10.2 Proposed competitor registration fees—Bidders should be as specific as possible and should differentiate between event registration fee, multiple-event registration fees and cost per jump

2.11. Judges' Travel Accommodations

2.11.1 The Host is to pay expenses for travel, room, breakfast and lunch, and a daily fee of \$150 as follows:

2.11.1.1 Airfare or driving expenses up to the equivalent of airfare from home to major airport closest to DZ.

2.11.1.2 Transportation from closest airport to DZ.

2.11.1.3 Local transportation from DZ to/from lodging site.

2.11.1.4 Breakfast and lunch at DZ.

2.11.1.5 Lodging (double occupancy).

2.11.1.6 The daily \$150 fee applies to all officially scheduled competition days (including training, practice and set-up) for each event for which the judge was hired.

- This daily fee may be modified by mutual agreement between the host and the individual judge.
- The daily fee may be designated as part per-diem and the remainder a stipend for tax purposes.

2.11.1.7 The Host is also to pay a \$100 daily fee for two travel days when the judge's home is more than 3 hours drive from the site of the judge's accommodations during the competition.

2.12. Performance Bond

2.12.1 The Host will post a performance bond in accordance with the USPA National Skydiving Championships Letter of Agreement.

2.13. Other

- 2.13.1 Speaker system to reach all areas of the DZ.
- 2.13.2 Staff for manifest, equipment inspection, aircraft fueling, loading, off-site pickup vehicle, scoring/recording and other support duties as required (see SCM 1-7.8 “Host and Meet Management Responsibilities”).
- 2.13.3 Awards ceremonies and social events to be provided by the Host.
- 2.13.4 Five-year weather study in the month the event is to be hosted.
- 2.13.5 Portable ground-to-air radio communications, number to be determined by the Meet Director.
- 2.13.6 Ground-to-ground radios, number to be determined by the Meet Director.
- 2.13.7 Cost of the video pool at the National Collegiate Skydiving Championships to be provided by Host
- 2.13.8 Any USPA member in good standing will be allowed to participate in a National Championships in any role.
- 2.13.9 Competition operations will take precedence over normal operations to ensure completion of all rounds.

Appendix A: Bidding Templates

1. USPA National Skydiving and Parachuting Championships Bidding Template

Complete this form (or provide equivalent information) for events in your bid.

Type Of Aircraft To Be Used In Each Event

- Registration Fees:
 - Entry fees include all costs to jump in the competition, including sanction fees and single/first event fee.
 - Excluded in registration are costs for practice, fun, competition jumps, and re-jumps.
- Cost of Jumps (separate from registration)

Discipline	Event	Competition / Practice Aircraft	Registration Fee for First Event	Alternate Team Member Registration Fee	Competition Jumps per person and Rejumps (\$ per jump)	Practice Jumps at Competition Altitude (\$ per jump)
Formation Skydiving	4-Way FS (10,500')					
	8-Way FS (13,000')					
	10-Way FS (11,000')					
	16-Way FS (13,000')					
	4-Way VFS (13,000')					
	2-Way MFS (13,000')					
Accuracy Landing	Individual (Includes Team) (3,500')					
Canopy Formation	2-Way Sequential (8,000')					
	4-Way Rotation (9,000')					
	4-Way Sequential (10,000')					
Artistic Events	Freestyle (13,000')					
	Freeflying (13,000')					
Canopy Piloting	Individual (6,500')					
Canopy Piloting – Freestyle	Individual (6,500')					
Wingsuit Flying	Acrobatic (12,500')					
	Performance (12,500')					
Speed Skydiving	Individual (Includes Team) (13,000')					

Additional Event (2nd event, 3rd event, etc) Registration Fee: \$ per additional event. (Does not include jumps.)

Fuel surcharge:

For every \$ (ex \$0.50, \$1.00, etc) the cost per jump will be increased by \$.

Currently the price of Jet-A is \$/gallon based on pricing information from.

Proposed Meet Director:

Proposed Scoring System(s):

2. USPA National Collegiate Skydiving Championships Bidding Template

Complete this form (or provide equivalent information) for events in your bid.

Type Of Aircraft To Be Used In Each Event

- Registration Fees:
 - Entry fees include all costs to jump in the competition, including sanction fees and single/first event fee.
 - Excluded in registration are costs for practice, fun, competition jumps, and re-jumps.
- Cost of Jumps (separate from registration)

Discipline	Event	Competition / Practice Aircraft	Registration Fee for First Event	Alternate Team Member Registration Fee	Competition Jumps per person (with Video for FS) and Rejumps (\$ per jump)	Practice Jumps at Competition Altitude WITHOUT Videographer	Practice Jumps at Competition Altitude WITH Video if available
Formation Skydiving	2-Way FS (11,500')						
	4-Way FS (12,000')						
	6-Way FS (12,000')						
	2-Way VFS (13,000')						
Sport Accuracy Landing	Individual (Includes Team) (4,500')						N/A

Additional Event (2nd event, 3rd event, etc) Registration Fee: \$_.per additional event. (Does not include jumps.)

Fuel surcharge:

For every \$_(ex \$0.50, \$1.00, etc) the cost per jump will be increased by \$._.

Currently the price of Jet-A is \$_/gallon based on pricing information from._.

Proposed Meet Director:

Proposed Scoring System(s):

Appendix B: USPA National Skydiving Championships

Letter Of Agreement

Recitals

1. The United States Parachute Association (USPA) is a New York not-for-profit corporation with offices at 5401 Southpoint Centre Blvd., Fredericksburg, VA 22407. In keeping with its chartered purpose to promote sport parachute competition, USPA sponsors various parachute competition events.
2. _____ (Host)
is a _____ (name of state)
corporation with offices at _____
_____ (full address and zip)
Pursuant to the bidding process set forth in the Skydiver's Competition Manual, HOST has been selected to conduct the _____ (the "EVENT").

Agreements

In consideration of the mutual promises of the parties set forth in this Agreement, including the payments specified below, the parties agree as follows:

Award of Contract

1. USPA awards HOST the right to conduct the EVENT, to be held at the HOST's _____ (city, state) facility from _____ to _____ (dates).
2. HOST will pay USPA a sanction fee whose amount and structure to be determined by the Board of Directors at the Summer meeting in the year of the Competition on or before _____ (30 days after scheduled end of event). For the purposes of sanction fees, events are: 4-Way FS, 8-Way FS, 10-Way FS, 16-Way FS, 2-Way MFS, 4-Way VFS, Accuracy/Team Accuracy, Freestyle Skydiving, Freeflying, 4-Way CF Rotation, 4-Way CF Sequential, 2-Way CF Sequential, 2-Way CF Pro/Am, Canopy Piloting, Canopy Piloting - Freestyle, Acrobatic Wingsuit Flying, Wingsuit Performance Flying, Speed Skydiving and Collegiates (NCSC).

Host Responsibilities

1. HOST agrees and acknowledges that, except as otherwise mutually agreed upon in writing, USPA owns all rights to the EVENT including the commercial exploitation of sound and visual images of the EVENT.
2. HOST shall ensure that USPA has, free of charge, full access to all sound and/or visual images of the EVENT for its own archival and promotional purposes and shall have the right to make its own recordings of the EVENT.
3. HOST must require videographers to sign an agreement that USPA can use all video material recorded at the EVENT for the promotional use by USPA.

4. HOST will provide adequate facilities to accommodate media and USPA officials, allowing each unrestricted access, consistent with safety, to the competition areas.
5. HOST will conduct the EVENT in accordance with all applicable manuals.
6. Upon signing this Agreement, HOST will deposit with USPA \$2,500 per discipline, up to a maximum of \$10,000 per EVENT to ensure compliance with all the provisions of this Agreement. Disciplines are FS, AE, CF, AL, CP, WS, SP and NCSC. If awarded a joint bid, both hosts will sign the agreement and the main HOST will pay the EVENT performance bond.
7. HOST will provide camera-ready material for the advertisements.
8. HOST, at its own expense, will provide sufficient staff to conduct the event adequately, and will provide transportation and lodging for the Chief Judge, Meet Director, judges and other staff as required; plus breakfast, lunch and a daily fee of \$150 to judges for all officially scheduled competition days (including training, practice and set-up), for each event for which the judge was hired. This may be modified on an individual basis by mutual agreement between the host and those judges hired for multiple events, and the \$150 fee may be divided into per diem and part-stipend for tax purposes.
9. HOST will charge entry fees, including registration fees and cost of the jumps, to be paid by competitors, as stipulated in the bid submitted by HOST.
10. HOST will procure medals or other awards presented to guest competitors at HOST's expense.
11. HOST will provide and pay for all office supplies and other equipment necessary to conduct the Event, including judges' and recording forms and electronic scoring devices.
12. HOST is strongly encouraged to create a proprietary logo for the event, and if one is created, it will include the USPA trademark and/or the USPA Wings and be approved in writing by USPA before use. HOST may provide and sell promotional items bearing the name and logo of the event before, during, and after the event.
13. HOST will ensure that all participants in the event shall, before they participate in the event, sign a "Waiver of Rights, Release and Indemnity Agreement" specifically waiving any and all claims against USPA for property damage or injury or death to persons.
14. HOST will submit a written report of the event to the USPA Board of Directors within 30 days of the completion of the Event. The report normally covers the following subjects: staff and competitor rosters; event revenues and expenses (scope at the host's discretion); sequence of events; any lessons learned.
15. HOST will give to the USPA Controller a copy of the judging images and/or video files and an electronic copy of the results before his or her departure from the competition.

Chapter 5: USPA Nationals Site Selection

- HOST will allow any USPA member in good standing to participate in the EVENT in any role.
- HOST will prioritize all competition operations ahead of normal operations.
- HOST will provide one photographer responsible for the official competitor and/or team photographs. This photographer will report to the official USPA staff photographer.
- When hosting a Canopy Piloting or Canopy Piloting – Freestyle event, HOST will provide and assign 2 additional persons to assist the judges during the competition. At least one of these helpers must be able to set up and operate the video judging system. They should preferably have at least a local CP judge rating. If any of these persons are not a CP judge, they should be vetted before being accepted for the position. These persons must be made available to and approved by the CJ, no later than the day before the OPP starts.
- HOST will publish a competition schedule clearly marked as preliminary on their own website and/or social media at least 13 months prior to the competition, and notify the USPA Competition Committee upon doing so. After no less than 3 weeks of public comment period, and no less than 12 months prior to the competition, a final schedule shall be published and made available to the USPA Competition Department.

USPA Responsibilities

- USPA will provide a Controller to be on site during each event who shall be responsible for verifying that the competition is conducted in accordance with all USPA manuals and with the terms of this Agreement. Transportation for the Controller to and from the event shall be borne by USPA.
 - The USPA Controller will submit a written report of the event to USPA's Board of Directors within 30 days of the completion of the event verifying the extent to which conditions of this agreement were fulfilled, including adherence to applicable USPA manuals.
 - USPA will provide, at its own expense, ad space for a minimum of three (but up to four) full-page color advertisements for each year's National Championships to run in the issues of Parachutist magazine immediately preceding the event. When the National Championships have more than one host, this ad space will be shared equitably between them. USPA will have sole discretion to determine the content of the advertisements.
- USPA will provide and have delivered to the event location, in a timely manner, medals to be presented by USPA or its designated representative to the winners of the event.
 - USPA may provide and sell promotional items bearing the name and logo of the event before, during, and after the event.
 - USPA will pay the direct costs, including shipping expenses, of the medals presented to the competitors for official placements in competition events.

Miscellaneous

- HOST agrees to indemnify, hold harmless, and defend USPA, its agents, representatives, and employees from and against all claims, damages, demands, actions, costs, charges, and other liabilities including but not limited to liabilities for property damage or injury or death to persons, arising out of or by reason of this agreement, including indemnification for any attorneys' fees and costs that may be incurred by or on behalf of USPA.
- This Agreement shall be interpreted and enforced according to the laws of the State of Virginia. HOST consents to the non-exclusive jurisdiction of the federal and state courts of Virginia as a forum for any suit, action, or proceeding arising out of or relating to this Agreement. HOST agrees and consents that, in addition to any methods of service of process provided for under applicable law, all service of process in any such suit, action or proceeding in any state or federal court in Virginia or any other jurisdiction may be made by certified or registered mail, return receipt requested, directed to HOST at the address set forth in Paragraph Two of this Agreement. Service so made shall be complete five days after it shall have been so mailed.
- In the event that any part or provision of this Agreement shall be determined to be invalid or unenforceable, the remaining parts and provisions shall not be impaired or invalidated and shall continue in full force and effect.
- HOST warrants that it has taken all corporate action necessary to authorize this Agreement and the accompanying bid submitted to the USPA Board of Directors and agrees to deliver satisfactory proof of this corporate action to USPA upon request.
- HOST's bid, dated _____ and presented at the USPA Board of Directors' Meeting on _____ shall be a part of this Agreement and shall be subject to the terms and conditions of this Agreement as if set forth in full herein. The bid and this Agreement constitute the entire agreement of the parties and cannot be changed or modified except by written agreement executed by both parties hereto.

DATED this _____ day of _____, 20_____.

(Host) _____ :

SIGNED: _____

BY: _____

TITLE: _____

United States Parachute Association

SIGNED: _____

BY: _____

TITLE: _____