



AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP REQUEST FOR PROPOSAL (RFP) GUIDELINES

INTRODUCTION

The American Jump Rope National Championship will be staged each year in the United States (US). The National Tournament Committee of the American Jump Rope Federation (AMJRF) has begun the host city selection process with an open invitation and bidding phase to all interested US cities and/or organizations. The bidding phase will be followed by a second phase involving site visits and a review of the bids, and then a third phase for selection and announcement.

The key outcomes of this approach are to:

- ensure that the event is sustainable and impactful for attendees, the host city, and AMJRF
- allow for more potential host cities
- reduce the costs associated with bidding for and staging the championship tournament
- streamline the AMJRF championship candidacy process
- highlight the best of what jump rope has to offer and the variety of cultural backgrounds involved in it

This Request for Proposal (RFP) document provides a broad overview of the requirements for hosting the American Jump Rope National Championship. It is designed to help cities and their communities understand the unique opportunity presented by the American Jump Rope National Championship, the fundamentals of staging the tournament, and the candidacy process. This framework is a first step in establishing a productive partnership between potential candidate cities and AMJRF. We invite you to review this document and contact AMJRF, so that we can work together to host a memorable national event that benefits your communities.

Sincerely,

Chris Brown
AMJRF President

Anita Gabel
AMJRNC Chairperson

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1. THE OPPORTUNITY

1.1 Why Bid

The American Jump Rope National Championship (AMJRN) is a spectacular event held annually in the US. It brings together the best jumpers (jump rope athletes) from around the US and attracts in-person and online spectators. For the athletes, the championship is a high point in their sporting careers, offering the chance to compete at a national level in their chosen disciplines. For a sense of what jump rope is, check out [this short video](#) introducing you to our sport and what it represents.

The AMJRN host city is the stage for this amazing event for seven (7) days, with the tournament portion comprising 5 of those days. In combination with an excellent sporting competition and championship, it has the power to move people and inspire younger generations to take up the sport of jump rope and pursue healthier and more active lifestyles.

As part of the American Jump Rope Federation (AMJRF) movement of expanding the sport of jump rope, we give states and/or cities the opportunity to write their history as a Host Entity of the American Jump Rope National Championship and share their unique local values, history, and culture. Moreover, the influence of the broadcasting to audiences across the US is unique. Videos from the last in-person AMJRN have over 30,000 views. Such an audience provides an opportunity for nationwide and global exposure for the Host Entity and its city's culture.

In addition to showcasing a city and creating great memories, the AMJRN can and should include an increase in generated revenues for the Host Entity and area, along with exposure for the sport with a well-planned and executed event.

1.2 An Investment for the Future

Hosting the AMJRN provides a powerful investment for cities and states in their future and can create a lasting legacy of real value and significance, from the benefits of hosting the event to potential ongoing jump rope programs. Every Host Entity's vision is different and should be aligned with the National Tournament Committee's (NTC) development plans. AMJRF is willing to support and offer guidance where needed to the Host Entity, as they define their responsibilities and plan to achieve real positive changes for the sport of jump rope in their city.

1.3 The Power of the American Jump Rope Brand

Becoming an AMJRN Host Entity means becoming a partner with AMJRF. The AMJRF brand is strongly associated with values such as diversity, inclusion, innovation, and excellence. The host city's brand, in conjunction with the AMJRF brand, serves as a basis for generating revenues for both the host city and in helping the NTC to stage the AMJRN. Commercial partnerships are crucial to the continued success of the AMJRN and promotion of AMJRF values, while also generating revenue in order to ensure financial stability.

1.4 The Benefits of Bidding

Bidding for the AMJRN presents an opportunity for the Host Entity to showcase their city and develop relationships for either hosting in a particular year or for future events. Bidding can help the Host Entity increase tourism, due to the high profile and national nature of the hosting process. The hosting cities will benefit economically from hosting the event by bringing in revenue for area businesses. Children will be introduced to the sport of jump rope, which can encourage an active, healthy lifestyle and/or increased involvement in the sport of jump rope and desire of people in the area to be represented at future AMJRF events.

1.5 Meeting the American Jump Rope Federation (AMJRF) Vision

Our vision is to see jump rope in all US states and territories and our mission is to lead and serve the sport of jump rope through community development and growth, alignment with best sport practices, and continued innovation.

This entails:

- creating new programs that foster education, fitness, and well-being and safety in the community
- increasing the accessibility of our sport and getting more people jumping rope
- creating competitive opportunities at every level and taking elite level competition to new heights

Adding some context can aid in how best to carry out this vision with regards to the AMJRNC event. While the AMJRNC budget is based on prior events, the costs for the AMJRNC should not be underestimated by any potential host entity. Also, many administrators of the event are volunteers. The potential high-profile nature of hosting the AMJRNC tournament may require intensive management of national attention as the host city is under the lens of a national and, to an extent, global audience. In light of this, maintaining and continuing to build an effective national profile for the host entity will be useful

2. THE EVENT HOSTING SELECTION PROCESS

AMJRF, as the custodian of the AMJRNC, has the responsibility to evaluate cities that are interested in hosting the event. Any city or organizations that wish to host an AMJRNC will need to submit an American Jump Rope National Championship Proposal. There are three phases to the Event Hosting Selection Process:

2.1 Phase 1: Host Entity Bidding (Submit an [American Jump Rope National Championship Event Bid Proposal](#))

The Event Hosting Selection Process begins with Phase 1 (Host Entity Bidding). During this phase, the Host Cities/Organizations put together their Host Entity vision, concept and strategy plans. The Host Entity must submit an AMJRNC Proposal by the due date. All official RFP documents must be completed to advance to Phase 2 for review.

The Host Entity should be clear in their vision and plan to host the AMJRNC, while addressing the different elements that the Host Entity can offer for the AMJRNC. The Host Entity should consider all areas associated with vision, planning, governance, legal, venue funding, event delivery, and spectator experience, while developing an AMJRNC bid. The Host Entity should include the following stages in the AMJRNC bid:

- Stage 1: Vision and Planning
- Stage 2: Governance, Legal, and Venue Funding
- Stage 3: Event Delivery and Experience

The Hosting Entities submit their bids in detail to support a sustainable event. Emphasis is placed upon operations to ensure successful planning, delivery, and experience for all stakeholders, with a focus on the athletes' experience.

2.2 Phase 2: Site Visits & Review of Bid Proposal

During Phase 2, the National Tournament Committee (NTC) analyzes the Host Entity bid and schedules a site visit to each city of interest. The NTC will work with Host Entities to discuss the potential of hosting the AMJRNC with a site visit to the location and by having the NTC meet with the potential Host Entity, venue, housing, dining, and gala facilities. The NTC will review the bid proposal and all three stages of planning for the AMJRNC. The NTC evaluates and analyzes the bids submitted and provides a dashboard report to the AMJRF Executive Board, which confirms whether the Host Entity moves on to Phase 3.

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2.3 Phase 3: Selection & Announcement

The AMJRNC findings will be reported by clearly highlighting the opportunities and challenges of each Host Entity. At the end of the process, the NTC will vote and select the Host Entity. Even though many entities may submit a proposal, there can only be one host selected for the AMJRNC. The newly selected Host Entity of the host city or organization then signs the Host City or Organization Contract with AMJRF.

The Event Hosting Selection Process is summarized in the table below, along with the key dates (subject to change).

Event Hosting Selection Process

Phase 1	Host Entity Bidding	Host Entity bids and includes Stage 1, Stage 2, & Stage 3 in the RFP submitted to the NTC.	Due Date: Submit to AMJRF by April 1 of the year prior to the host year	Bids accepted: throughout the year, until April 1 of the year prior to hosting
Phase 2	Site Visits & Review of Bids	The NTC will review Stage 1, Stage 2, and Stage 3 in the proposed American Jump Rope National Championship RFP and visit cities of interest	Site visits will be scheduled based on availability of the NTC and Host Entity	Site visits: April-May
Phase 3	Selection & Announcement	The NTC selects the Host Entity. The NTC and Host Entity sign all contracts and agree on an American Jump Rope National Championship Partnership (ANP), detailed later in section 3 of this document. An official announcement is made to the media to inform athletes, coaches, and spectators about the AMJRNC.	AMJRF and Host Entities will work together on the announcement and advertising	Selection and Contracts Signed: May-June Announcement: June

3. AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP STAKEHOLDERS

The stakeholders involved throughout the candidacy process also play an important role in the planning and delivery of the AMJRNC. They can help increase revenue and positively impact the experience of the AMJRNC for all athletes and spectators. All stakeholders are a part of the American Jump Rope National Championship Partnerships.

American Jump Rope National Championship Partnerships (ANP)

The planning and organization of the AMJRNC is a complex undertaking which requires effective cooperation and integration between AMJRF, the NTC, the Host Entity, and stakeholders. Every city or organization bidding to host the AMJRNC has different governmental structures with varying levels of devolved powers to regional, city or other local governmental authorities. Therefore, the stakeholders that need to be involved in staging the AMJRNC will vary from one event to another. AMJRF understands this and adapts to deal with different governance structures for each AMJRNC, while maintaining an established AMJRNC management system, which undergoes continuous improvement.

However, it is vitally important that everyone achieves clarity on the operational and financial responsibilities of all stakeholders and defined decision-making, with effective coordination and quick communication of decisions. This coordination and decision-making among stakeholders should start during the candidacy process, and strong partnerships built in this process remain vital on the journey to delivering a successful AMJRNC.

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3.1 American Jump Rope Federation (AMJRF)

AMJRF is a nonprofit organization. With regards to the AMJRN tournament, our key role is to ensure this annual event reflects our mission, vision, and values and supports the development of jump rope around the US. AMJRF has the responsibility and duty to appoint the NTC to manage, plan, and to monitor the everyday running of the AMJRN. As AMJRF supports and monitors the preparation and execution of the AMJRN, recommendations and best practice advice from past tournaments will be given to the NTC. If best practices are not utilized by the NTC and/or the Host Entity, AMJRF will step in to provide additional support to the NTC and/or Host Entity.

3.2 National Tournament Committee (NTC)

The National Tournament Committee (NTC) and its chair, appointed by AMJRF, is one of the responsible parties that shares the planning and delivery of the AMJRN with the Host Entity. NTC will support and help the sport of jump rope through the execution of a successful AMJRN.

The NTC is responsible for including the stakeholders with the mission of staging the American Jump Rope National Championship. The NTC will include committee chairpersons and assistants as administrative staff. Additional volunteers and contractors will be organized to help with the AMJRN. The NTC will meet several times for planning, delegating committee responsibilities for the event, and strategic planning. Additional phone conferences will take place to involve all contractors, subcontractors, and volunteers throughout the planning phase of the event, including with the Host Entity.

The NTC subcommittees and relevant AMJRF committees are as follows:

a) American Jump Rope National Championship Committee

The AMJRN Director will work with the Logistics Committee to provide the championship staff with leader shirts, accommodations, and meals and the attendees with accommodations and meals. The AMJRN Director is responsible for recruiting and organizing championship staff leaders to provide a productive and successful AMJRN experience. The AMJRN Director will work with a Jump Rope Education Leader to plan and execute the educational sessions during the AMJRN. The AMJRN Director will coordinate with an AMJRF Convention Coordinator on schedule and sessions. The AMJRN Director will work with the Host Entity and media to promote the advertisement of the AMJRN and increase exposure for the sport of jump rope.

b) American Jump Rope National Championship Competition Committee

The American Jump Rope National Championship Competition Committee is composed of the AMJRN Tournament Director and Technical Director along with several Competition Committee members. The AMJRN Tournament Director will be responsible for overseeing that the AMJRN complies with all International Jump Rope Union (IJRU) rules and regulations as set by the IJRU in the IJRU Competition Rulebook. The AMJRN Tournament Director will be in charge of the Coaches meeting and will work closely with the Competition, Production, and Logistics Chairpersons to ensure a smooth transition in all areas of the event. The AMJRN Competition Committee Chairperson will serve on the NTC to help with the planning, preparation, and execution of the competition activities. These competition activities include AMJRN competition entries, athlete credentials, volunteers or event staff (judges, pushers, tabulators, and floor managers), competition floor, results, and awards.

c) American Jump Rope National Championship Logistics Committee

The Logistics Chairperson collaborates with the Competition, Production, and Championship Chairpersons to ensure that all logistical needs are met during the planning, execution, and dissolution phase. The Host Entity will collaborate with the Logistics Chairperson to ensure that accommodations, meals, sale of AMJRN apparel, athlete gifts, AMJRN administrative gifts, and extra event items are pre-ordered, ordered, organized, and distributed. The Logistics Committee will be responsible for the check-in and check-out of all competition and on-site attendees. The credentials will be created by a Credential Coordinator. A Gala Coordinator will be responsible for identifying and

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securing the location, entertainment, advertisement and beverages/appetizers and staying within the allocated budget.

d) American Jump Rope National Championship Production Committee

The Production Committee collaborates with the Host Entity production services for the AMJRNC. It is responsible for delivering the pictures and sounds of the AMJRNC to thousands of viewers around the world. It produces and transmits unbiased livestream and news media of the AMJRNC.

The production facilities and services at the venues include audio, camera platforms, commentary positions, power and lighting. The Production Committee requirements are outlined in the Production Requirements document, included as an appendix to this document. The Production Committee Chairperson will serve on the NTC and work closely with the Competition and Logistics Chairpersons.

3.3 Host Entity

The Host Entity is the AMJRF-recognized organization in the host city. The Host Entity is entrusted by AMJRF with aiding in organizing the AMJRNC, based on the contracted bid, and should be regarded as an active partner integrated in the overall management of the AMJRNC. The Host Entity's vision for the AMJRNC should align with AMJRF's mission and vision. Using AMJRF expertise and experience particularly early in the process will also help make planning and hosting the AMJRNC more efficient.

In addition, the Host Entity is responsible for inviting dignitaries (i.e. head of government and governmental officials), press and broadcasters, national spectators, and the community in their respective areas to attend the AMJRNC.

In order to provide a unified marketing environment for the AMJRNC that will allow the NTC an optimized revenue-generation capability, a "Joint Marketing Program Agreement" (JMPA) is being designed for future use between the AMJRF and the Host Entity during the candidacy process.

The Host Entity supporting a city's candidacy and/or its hosting effort is a key stakeholder in the AMJRNC and will play in reinforcing AMJRF values through each phase of planning and execution of the event.

3.4 Other Interest Groups

There are many other interest groups and organizations that play a role in the delivery of the AMJRNC. For example, the business community and hosting city play an important supporting role in preparing for the AMJRNC, either financially via domestic sponsorship opportunities or as a supplier of the essential goods and services that need to be procured to deliver the AMJRNC.

4. AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP STRATEGIC PLANNING

The purpose of the strategic planning is to build on the work that is done during the candidacy process to provide more details of the AMJRNC event and define the vision of the experience of all the participants in attending the event.

The first step is to define the overall planning process, with a focus on the AMJRF mission, vision and values, and to identify the roles and responsibilities of the stakeholders, along with the financial plans and accountabilities of the AMJRNC. The NTC uses four phases throughout the strategic planning; they are the Planning Phase, Readiness Phase, Operations Phase, and the Dissolution Phase.

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4.1 Planning Phase

The “Planning Phase” involves the NTC working with the Host Entity to build out the objectives, key performance indicators, timelines, and strategy managers for the AMJRNC tournament. The Planning Phase starts with addressing the functional areas required for hosting the AMJRNC tournament, and then adds a venue-based focus. The NTC and the Host Entity will determine the overall experience of the event at the hosting venue, in preparation for delivering a unique experience across the city and region.

4.2 Readiness Phase

Upon completion of the Planning Phase, the strategic planning transitions into the “Readiness Phase”. This phase helps to build the American Jump Rope National Championship event capability and validates that the host city is ready to stage the AMJRNC tournament. This phase focuses on integrating people, processes, venues, infrastructure and technology to achieve the state of preparedness that is needed to be confident that the AMJRNC will be successful and deliver the vision agreed at the outset of the project. The Readiness Phase involves the rapid mobilization and training of teams of people who need to be able to respond to both routine and nonroutine situations, including using the IJRU judging system and JumpRopeJudge application for judging, which requires integrated technology and internet. The Readiness Phase concludes after testing and evaluating the ability to host the AMJRNC in the host city and venues. The commissioned venues will then be ready to welcome athletes, the media, spectators and the other groups working on the AMJRNC, while delivering an outstanding experience.

4.3 Operations Phase

The “Operations Phase” is the period when the activities associated with staging the AMJRNC occur. This includes the 7 days of American Jump Rope National Championship, with 5 days of competition, as well as other activities before and after the event, such as the finalization of venue installations, accreditation of AMJRNC workforce, and athlete training.

4.4 Dissolution Phase

The “Dissolution Phase” is the final phase when the NTC concentrates on business closure, post event meetings, as well as the return of venues to their long-term use. The NTC and Host Entity administrators are present for the post event meeting.

5. EXPECTATIONS TO STAGE THE AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP

The NTC will partner with the Host Entity to develop a unique experience. The Host Entity will have the opportunity to:

- welcome the nation’s best jumpers/jump rope athletes in a celebration of jump rope disciplines
- stage the AMJRNC and AMJRNC Grands (a final competition of the top scoring athletes overall) that will be watched by thousands of people
- deliver education programs through the AMJRNC educational jump rope sessions that engage people of all ages
- showcase the host city and local culture

These elements support the AMJRF mission. In order to deliver on these elements and host a great AMJRNC, key partnerships must be formed to create a strong foundation for planning and executing a successful event; this entails clear management, excellent operational procedures, effective engagement with athletes and spectators, and delivery of an unforgettable event.

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A successful AMJRNC is determined by the experience of those who participate in, work on, and watch the events unfolding in the host city and across the US. The athletes, NTC, Host Entity, volunteers, AMJRF membership, state agents, and spectators will define that AMJRNC success.

5.1 Having a Clear Vision

Each Host Entity submitting a bid should have a clear vision of why it is bidding for the AMJRNC. This vision should be based on what the Host Entity wants to achieve and how this fits into its long-term development plans, from an urban, social, sporting, environmental, and economic point of view, with a key focus on sustainability.

Those involved in bidding for the AMJRNC should have a clear and shared vision. The objectives for hosting the event should bring together and align all those involved. A shared vision will help stakeholders make the “right” decisions, allowing the event to connect with the widest possible audience.

All potential candidates that are bidding are encouraged to develop a vision that fully aligns with the goals of the Host Entity, NTC, and AMJRF. Such alignment can enhance the showcasing of the host city’s own attributes and values, including its culture and heritage, to create a unique and memorable AMJRNC experience.

It is important that the Host Entity engage with a range of stakeholders in formulating this vision. This engagement also establishes the principles for developing essential longer-term relationships, should the Host Entity candidate be successful.

5.2 Effective Engagement

It is important that the Host Entity and NTC include the entire US in the strategies to engage the public during the AMJRNC, particularly participatory opportunities for the public. Developing strategies to invite everyone will support the AMJRF vision and should utilize the AMJRF brand to share the sport across the broadest cross-section of the US. These strategies include but are not limited to:

- ticketing programs
- culture and education programs
- livestreams and online events
- volunteering opportunities
- activation events and live events

Athletes (from jump rope and other sports), artists, and other ambassadors can also be used to increase the effectiveness of the experience.

5.3 Delivering a Great Experience

Ultimately, the AMJRNC is defined by the experience of those who participate and are witness to the exceptional achievements of some of the greatest athletes in the US. It is these compelling moments and the stories around them that make the AMJRNC experience unique. Equally, if not delivered effectively, such moments can quickly turn into a misconception of the professionalism of our sport and negatively impact the overall success of the championship.

Although the athletes and jump rope events are the focus of the AMJRNC, having facilities and services that enable them to attain the best sporting performances of their lives is essential to the AMJRNC success. The most important elements to be delivered for the athletes, spectators, and stakeholders are described here:

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5.3.1 Athletes

Every great AMJRNC places the athletes at the center of its planning, preparations and delivery. The needs of the approximately 200 competitors from around the United States will be paramount. Ensuring a successful experience for those athletes will go a long way to determining the success of the AMJRNC.

A successful experience for the athletes should take into account the following considerations:

- Venues provide space and a platform for high performance
- Excellent preparation, competition, and recovery facilities
- A premium food service program and venues that meet the cultural and nutritional needs of the athletes
- An efficient, timely, convenient, and comfortable transport system
- Media and professional, quality sports presentation
- A once-in-a-lifetime experience reflecting the unique cultural and national flavor of the AMJRNC and its local partner

5.3.2 Spectators

The general public are most likely to embrace the once-in-a-lifetime opportunity of the American Jump Rope National Championship being staged in their city and state if well-planned communication and “engagement” programs have been developed that capture their imagination. Host Entities and events that engage, excite, and inspire the general public help create the atmosphere that makes attending an AMJRNC such a unique and memorable experience. The tournament typically includes a competition venue that is full of passionate and knowledgeable spectators, a highly motivated volunteer workforce, and thousands of fans watching the American Jump Rope National Championship from around the world.

A successful experience for the general public should take account the following considerations:

- Ticketing and maximum attendance (determined by the size of the facility)
- Volunteer opportunities that are accessible to everyone
- Inspiring opening and closing ceremonies and cultural programs
- Responsible and transparent governance
- Economic, social, and environmental impacts

5.3.3 Media

The media includes accredited journalists, photographic press, and the production team (including AMJRF technology, SkipTraq, and Host Entity support). Collectively, the media can take the story of the AMJRNC around the US via newspapers, websites, television, radio, and social media.

A successful experience for the media should take account of the following considerations:

- Reliable media facilities and services
- Secure, fast, and accurate information services
- Telecommunications and technology at current national standards
- Credential processes that allow entry to the city/region and easy access to venues
- Logistical support - in particular, efficient, convenient and reliable transportation
- Freedom to report on the American Jump Rope National Championship
- Conveniently located and reasonably priced accommodation

The media may require specialized facilities and services to be able to carry out their functions.

5.3.4 Marketing Partners

Marketing partners are important contributors to the AMJRNC tournament, and many have a long-term commitment to the event and to promote the AMJRF mission. They provide direct financial support, but they also deliver valuable operational and technical services and products, and they can also run hospitality programs and marketing championships campaigns which contribute to the overall success of the AMJRNC. Vendors are managed by the NTC and the Host Entity. The goal is to establish long-term partnerships with some of the leading companies in the US.

A successful experience for marketing partners should take account of the following considerations:

- Early, clear, and open communication and collaboration with the NTC and Host Entity
- Appropriate brand activation, engagement, and showcasing opportunities
- A strong American Jump Rope National Championship brand
- Appropriate accreditation and credentials to access the venues
- Access to tickets and hospitality services for their guests and clients
- Transportation and accommodations can be negotiated

5.3.5 American Jump Rope Family and Dignitaries

There is a diverse group of senior executives from AMJRF and IJRU who attend the AMJRNC tournament. Additionally, there are a number of national dignitaries and domestic dignitaries who may attend.

Given the gathering of the sporting community in the host city at the time of the AMJRNC, there are a number of important meetings and associated events that take place immediately following the AMJRNC, such as the AMJRF Annual General Meeting (AGM).

A successful experience for the AMJRNC and national dignitaries should take into account:

- Operational, working and hospitality needs
- Specific security conditions for national dignitaries
- Credentials to access the venues
- Access to tickets and hospitality services
- Transportation and accommodations can be negotiated

5.3.6 Workforce

Given the complexity of organizing the AMJRNC, many people are involved in its planning and execution. The workforce for the AMJRNC typically includes AMJRF staff, volunteers, and staff contracted by partners and suppliers to deliver specific services (i.e. in areas such as catering, cleaning, security or transport), as well as staff from government, city or other public authorities.

A successful experience for the workforce should take account of the following considerations:

- Inspiring leadership and management
- Effective recruitment, recognition, and retention of staff
- Clarity of organizational and individual roles and responsibilities
- Appropriate readiness processes, briefing, and training
- Reliable transportation and healthy food
- Availability of suitable and reasonably priced accommodations

5.4. Operational Excellence

Meeting the operational challenges of delivering the AMJRNC is a significant undertaking. Successful hosts understand this and lay the strategic foundations for the AMJRNC at the very start of the candidacy process. What follows are the considerations which any city should take into account when weighing a possible candidacy. Other more detailed requirements will be discussed with the NTC during the Planning Phase of the AMJRNC strategic planning.

5.4.1 The American Jump Rope National Championship Concept

Before deciding whether to bid, the Host Entity should develop an initial AMJRNC vision, which can guide their feasibility analysis.

During the Host Entity Bidding Phase, potential host cities should focus on the following key elements:

- Master Plan
 - Guided by existing infrastructure and venue plans, transport and security operations with a vision for how the AMJRNC can be projected onto the city to optimize AMJRNC operations and benefit the Host Entity
- Venues
 - Analysis of existing and planned venues to host the AMJRNC events and training – Detailed venue design is not required at this stage of the process
- Technology (energy, internet capabilities, and mobility)
 - Analysis of existing and planned infrastructure
 - Possible planned development
 - Opportunity to address specific IT Concerns, strategic investments in IT, communications or energy
- Accommodation
 - A thorough description of the AMJRNC accommodation requirements, including:
 - An initial capacity evaluation taking into account AMJRNC requirements, future development trends and use of alternate accommodation solutions, such as university residences, hotels or other mobile/temporary accommodation
 - Considerations for hotel rebates to attendees are suggested for financial support of the AMJRNC
- Transportation
 - Transportation, discussed later in this document, may involve multiple modes of transportation, including transportation to and from a nearby airport

5.4.2 Security

AMJRF expects that the AMJRNC will be held in a safe and secure area.

Specific security expectations depend upon the location and circumstances related to holding a national tournament in the area. Please include in the proposal any security concerns and remediation to mitigate those concerns. Also, please include any city/state security requirements and capabilities in the bid proposal. This is also discussed in detail later in this document.

5.4.3 Government Support

Effective AMJRNC partnerships are required between the Host Entity, the host city and the regional and national governments, and the NTC. The Host Entity assumes responsibility for the practical aspects of organizing the AMJRNC in collaboration with public authorities and AMJRF. The development of close working relationships with the public authorities is crucial during the candidacy process. These relationships must be set up to ensure that the AMJRNC organizational framework is defined with a clear allocation of roles and responsibilities.

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City and state authorities will also need to deliver a range of services which fall under their jurisdiction, which should be coordinated with the NTC and Host Entity. These services may include security, transportation, medical services, and brand protection.

The AMJRNC requires a range of special and exceptional arrangements, given their scale, characteristics, involvement of many national stakeholders and short delivery timeframe. Visitors visas (the entry of accredited individuals into the territory of the host city), taxation information (direct, indirect, and withholding taxes), and transportation of AMJRF equipment are necessary for the AMJRNC. The administrative processes should always take the existing legal and tax framework as a basis, but should be implemented in a manner that addresses the specific needs of the AMJRNC and its stakeholders. The Host Entity needs to ensure the establishment of any necessary legal entities to perform temporary AMJRNC-related activities in the host city or organization. Wherever possible, these needs should be met through the application of the host city's existing tax and customs policies. It should be noted that all AMJRNC revenues, including any tax saving, are redistributed almost entirely to AMJRF for future American Jump Rope National Championships.

5.5 Achieving a Balanced Budget

The budget for the AMJRNC varies for each event, depending on the current context of the host city. However, the basic principles of financing the American Jump Rope National Championship remain broadly the same.

AMJRNC budget

The AMJRNC budget is the operational budget controlled by the NTC, which is used to cover all costs and expenses related to the delivery of the AMJRNC. This includes:

- organization of the sport events and ceremonies
- delivery of technology and other services to make the AMJRNC happen
- procurement of goods and equipment needed for the AMJRNC
- salaries of the paid workforce (using volunteer labor when at all possible)

It is encouraged for the Host Entity and NTC to generate the majority of the revenue needed to fund the operational costs of staging of the AMJRNC. Successfully planning and executing the AMJRNC, while constantly considering the most cost-effective use of all items involved for the AMJRNC, will determine the profit for the Host Entity and AMJRF.

5.6 Medical Services

The AMJRNC requires the Host Entity to partner with the NTC to comply with the AMJRF Medical Coverage Policy.

**Please refer to Appendix 2 at the end of this document for the full text of the AMJRF Medical Coverage Policy.*

5.7 Medical Services (Anti-Doping)

AMJRF is committed to protecting athletes and ensuring appropriate measures are taken to avoid doping among athletes, to uphold the spirit of sport. This includes anti-doping procedures at the AMJRNC in alignment with the World Anti-Doping Agency (WADA) and by making educational resources available to athletes in the months between events. These educational resources will be distributed through email, the AMJRF website, and social media.

6. AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP FUNCTIONAL AREAS

6.1 American Jump Rope National Championship and Grands Venue

The AMJRNC venue must meet minimum requirements in order to provide all attendees with a safe and workable environment, including meeting the needs of the athletes, administrators and spectators. The NTC will arrive at least two days prior to set up and prepare for the event. Flexible hours for setup will allow for ease of access and extra time to address unforeseen situations that may occur in delaying the setup of the facilities. Venues and infrastructure are important elements in financial, operational and legacy considerations. The use of existing facilities and venues should be maximized. Careful consideration should be given to the challenge of ensuring sufficient space exists at the hosting venue for operational purposes. Venue testing must be completed during Phase 2 of the Bidding Phase and two days prior to the start of the event. A representative of the NTC must be present during venue testing.

The Host Entity and NTC should carefully consider the optimal use of venues, which include:

- “competition venues”, which are used to host the competition
 - The competition floor must be composed of an athletic competition type surface
 - A hardwood “basketball” type floor is preferred (gymnasium floor), with a minimum size of 160 ft. by 130 ft
 - There must also be space to hang banners and flags (poles and stands) in and around the competition floor
 - A sound system and related area must be available to allow for music, video, and audio broadcasting capabilities, along with room for announcers and commentators
 - There must be multiple point access to electricity on or very near the competition floor. Additional competition floor setup includes:
 - 30 rectangular tables (skirted) with four chairs per table
 - four tables (skirted) with nearby access to electrical power and outlet boxes (for the sound system, data, and production)
 - The spectator area must accommodate those that will view the competition onsite in a comfortable and favorable viewing position during the AMJRNC
 - The spectator seating must be for a minimum of 1,500-2,500 people.
 - Athletes, coaches and spectators come from around the US and having them share on social networks is essential for the promotion of the event. The Host Entity should provide a wireless guest network capable of accommodating 1,500-2,500 people.
- “training venues”, which are used to allow athletes to prepare and practice for competition
 - The warm-up and practice area must be a gymnasium type floor at least size 140 ft. by 140 ft.
 - must be adjacent, but visually separate to competition venue with restrooms with water provided throughout the AMJRNC event
 - This facility should have a microphone/audio system for announcements, which can be brought in, and wired internet connectivity
- “non-competition venues”, which are the essential operational facilities that support the delivery of the AMJRNC. Non-competition venues include:
 - check-in and check-out facilities
 - coaches meeting space
 - a gala venue
 - a logistics center
 - transportation areas
 - educational course rooms, which may be separate rooms or cordoned off areas that have sufficient space for event/jump rope education courses. Water dispensers or water bottles may be expected at these locations.

Other things to consider in the Competition Venue:

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- Sufficient food and beverage outlets for athletes, administrators, volunteers, and spectators
 - includes healthy options for attendees
 - may include meals available through the competition packages
- Sufficient restrooms with standard restroom amenities for all attendees that include:
 - toilet paper
 - hand soap
 - hand towels or hand dryers
 - trash reciprocals
 - toilets with toilet seats
- Vendor space for approved vendors, including:
 - tables
 - black table skirts
 - chairs
 - energy supplies
- Onsite athletic trainer during hours of competition and championship and information about area hospitals. Also, access to EMS/ambulance services. See the AMJRF medical requirements.
- Janitorial/housekeeping staff and supplies available during the AMJRN event
- Setup/takedown crew services that will assist with necessary venue operations

6.2 Product and Experience

6.2.1 American Jump Rope Event Schedule

AMJRF and the athletes must be at the heart of the Host Entity and NTC focus and decision-making processes. The [IJRU Competition Manual](#) outlines the events that can be included in the AMJRN.

A key component of the planning of the AMJRN is the competition schedule, which should be developed in close coordination with the AMJRN Tournament Director. The AMJRN schedule must take into account that the AMJRN is traditionally held in June, although it is possible for cities to discuss exceptions. The total duration of the AMJRN should not exceed 5 days. In exceptional circumstances, some preliminaries may be organized prior to the opening ceremony, upon approval of the AMJRF Competition Committee and AMJRF Executive Board.

6.2.2 Ceremonies

Ceremonies at the AMJRN include, opening, closing and medal ceremonies. The opening and closing ceremonies celebrate the athletes and providing a unique opportunity to communicate a positive image of the host city and country to the world and to showcase America's culture. The Host Entity will need to work with the NTC to ensure appropriate opening and closing ceremonial activities are thoroughly planned and executed with professionalism. The opening ceremonies involve all participating athletes and teams for the AMJRN. Closing ceremonies involve participants from local entertainment or sports teams. Medal ceremonies commemorate the personal achievements of athletes, in recognition of the significant commitment and effort required to reach this level.

6.2.3 Culture

The delivery of a cultural program can be a very powerful tool to build engagement inside the host city and to blend sports with culture. The NTC and Host Entity should organize and present a program of artistic, musical, and other cultural events in order to promote mutual understanding and friendship among the people present in the host city during the AMJRN. This program should emphasize and place at the forefront a specific AMJRN cultural narrative. For the cultural program to be a success, it should leverage assets that the Host Entity and AMJRF have to offer and a spirit of co-production will enable the widest possible audience to experience the host city's cultural projects within and outside the city.

6.2.4 City Activities and Live Activation Events

Live activation events provide an important way of promoting engagement with and support for the AMJRF across the host city to help achieve the overall AMJRF vision and generate positive legacy benefits. If the NTC and Host Entity choose to organize live activation events, the Host Entity should look to broadcast and exhibit the AMJRF in spaces open to the general public as part of their city activities, helping spread awareness of the AMJRF.

7. AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP TIMELINE FOR EXECUTION

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed and the table below is an **example** of the AMJRF event timeline with key descriptions of administrative expectations for the NTC and Host Entity, important dates related to the project, and the duration. **The listed dates are for reference only and not necessarily the actual dates of the event.**

Description	Estimated Dates	Location	Duration
NTC and Host Entity Meet & Greet	June 20, 2023	TBA	2 Hours
American Jump Rope National Championship Setup*	June 20 & 21, 2023	TBA	2 Days
Registration	June 21, 2023	TBA	1:00 - 5:00 pm & 6:00 - 8:00
Coaches Meeting	June 21, 2023	TBA	8:00 - 9:00 pm
Competition Day 1 Practice	June 22, 2023	TBA	9:00 am - 5:00 pm 6:00 pm - 8:00 pm
Competition Day 2 Practice	June 23, 2023	TBA	9:00 am - 5:00 pm 6:00 pm - 8:00 pm
Competition Day 3 Practice	June 24, 2023	TBA	9:00 am - 5:00 pm 6:00 pm - 8:00 pm
AMJRF AGM Meeting	June 24, 2023	TBA	7:00 - 9:00 pm
Competition Day 4 Practice	June 25, 2023	TBA	9:00 am - 5:00 pm 6:00 pm - 8:00 pm
Celebration/Gala Event	June 25, 2023	TBA	7:00 - 10:00 pm

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Grands Competition	June 26, 2023	TBA	10:00 am - 3:00 pm
Check-out (On-Campus Housing)	June 26, 2023	TBA	8:00 - 9:00 am

*The NTC will arrive onsite to get set up and ready to execute the AMJRNC. It is very important that the NTC and the Host Entity work together at this time to ensure that the execution of the AMJRNC will be a smooth and successful process from start to finish. **These dates are negotiable.**

8. AMERICAN JUMP ROPE NATIONAL CHAMPIONSHIP SERVICES

8.1 Accommodation

The Host Entity should secure a sufficient number of suitable rooms, available for the duration of the AMJRNC, within a convenient distance of the venues. The Host Entity is required to guarantee at least 300 rooms, across different categories, to meet the needs of athletes, coaches, and other spectator accommodation requirements. It is important that these guarantees are obtained in the candidacy phase, since a newly selected Host Entity may immediately lose its leverage to guarantee hotel availability or hotel room rates at reasonable prices. The guaranteed rooms can include hotel rooms, university dorm rooms, apartments or other accommodation options. Large room blocks are recommended in individual hotels to promote athletes' ability to socialize and network. The costs of these rooms are met by the groups who stay in them or in the total package price. In addition, the Host Entity should consider a wide range of accommodation options, at reasonable prices, in and around the city, to help meet the varying accommodation needs.

Accredited people who need to be accommodated include the AMJRF staff, athletes, coaches, chaperones, the media, and family members. Each of these groups has different needs to ensure that their work and contribution to the delivery of the AMJRNC can be carried out smoothly.

The needs of AMJRNC staff are to be defined according to the host entity/organization-specific context. The accommodations for AMJRNC staff should be of moderate quality and price or if possible, donated through negotiations, and be located close to the venues where they will be working.

The AMJRNC accommodations are not restricted to using only traditional hotel accommodation, and can look to alternative accommodation options, including condominiums and apartments, school and university dormitories.

8.2 Credentials

The purpose of credentials is to identify people and their roles at the AMJRNC event and allow them the necessary access to specific venues and locations to perform their functions. Credentials are necessary to manage the large numbers of people participating in the AMJRNC, facilitating their movements in a flexible and secure fashion.

The AMJRNC Administrative Credential is the access control device used during the AMJRNC which provides its holder with the right to enter the AMJRNC competition venue. The NTC and Host Entity will identify key individuals that will receive the AMJRNC Administrative Credential to utilize during the AMJRNC. The NTC will determine the number of AMJRNC Administrative Credentials that will be issued based on the AMJRNC administrative needs.

The Athlete Credential is the access control device used during the AMJRNC which provides its holder with the right to take part in the AMJRNC competition. The Athlete Credential is obtained during the AMJRNC check-in with a valid passport or birth certificate. All other credentials will be specific to the needs of the holder (press, media, vendor, judge etc.).

8.3 Security

Ensuring the safe celebration of the AMJRNC is the responsibility of the Host Entity and host city or organization through coordinated planning and organization with the NTC. The Host Entity and NTC should work closely with the host city authorities to provide all the required services, including all financial, planning, and operational aspects, to ensure the safety and security of all those involved in the AMJRNC. The usual split of responsibilities is that the Host Entity takes responsibility for security inside the venue perimeter, whereas the police or other agencies take responsibility for security outside the venue perimeter.

While delivering a safe and secure AMJRNC, it is important to minimize disruption to the normal running of the host city's police service and other security services. When planning the security of the AMJRNC, it is important that equipment is screened and remains protected, and close integration with the logistics committee/department is required to achieve this.

8.4 Technology

Technology is used in all stages of planning, organizing, financing, and delivering the AMJRNC. A mission-critical component of the AMJRNC technology delivery is the integration and distribution of timing, scoring and results data, a very complex task that requires many hours of testing and cooperation with key stakeholders within the NTC. The main areas of technology services and management that the NTC is responsible for providing are:

- the AMJRF management and registration system
- production equipment
- timing, scoring and results systems
- audiovisual systems and venue technology management

The American Jump Rope National Championship Competition and Production committees manage the delivery of technology services at all AMJRNC venues, and the championship cannot operate nor be understood and enjoyed without the right technology. Sharing data and images is crucial in the preparation and delivery of the AMJRNC.

The competition facility must have reliable wired internet connectivity and a consistent throughput of at least 70Mbps up/down and maximum latency of 30ms to the closest major city. If connectivity is interrupted, the flow of the competition will be interrupted as well. As such, this network must be separate from any guest network and this capability must run consistently through the event.

The AMJRNC Competition Committee will work with the Host Entity to map out the competition network with wired connectivity to the competition floor, production room, practice gym, press room, and any video displays in the venue. The Host Entity will be responsible for running the temporary Ethernet cables used to build the on-site network. AMJRF will supply all equipment for the competition network (routes, switches, wireless access points) and all computers. The venue and/or the hosting entity will supply any network equipment (routers, etc) upstream from the AMJRF core router.

Ultimately, the NTC and Host Entity has responsibility for the delivery and operations of a set of robust secure technology services and supporting these services, both centrally through effective command and control and at the venue level. AMJRF supports the NTC in delivering the AMJRNC.

8.4.1 Energy sufficiency

Energy supply capacity, with appropriate level of redundancy, is essential for AMJRNC operations, and is particularly important for broadcasters and providers of technology services, where a high level of resilience is required.

The NTC and the Host Entity are jointly responsible for ensuring the implementation of an appropriate level of power quality and resilience (including temporary and permanent solutions), as well as operational support for all AMJRNC venues.

8.5 Transportation

AMJRNC transport planning is connected with the overall AMJRNC concept, contributing to key decisions on the location of venues, official points of entry, accommodation clusters, and traffic management measures. It is important that the Host Entity's transportation strategy is considered during the early stages of bidding for the AMJRNC.

The Host Entity is invited to present transport solutions that provide a safe, reliable, and efficient system of transportation before, during, and after the AMJRNC. The NTC and the Host Entity, alongside the relevant host city authorities, should ensure that the required airport(s), train stations, and transport infrastructure will be in consideration when planning the AMJRNC transportation.

The implementation of providing airport transportation to and from the venue is a key factor for the AMJRNC. The benefits of facilitating transportation options with travel times will enable athletes to focus on competing rather than commuting. Providing reliable transportation is a key part of the overall experience for the groups of people attending the AMJRNC.

NTC and the Host Entity will work together to ensure that the AMJRNC transportation needs are met for all athletes, spectators, and administrators. The Transportation Committee should consist of an NTC representative, City Transportation Authorities, and a Host Entity Transportation Coordinator or representative. This committee should provide an effective strategic plan that includes venue access, security, load zones, parking, signage and transport policies and procedures.

8.6 People Management

One of the most complicated tasks that every host city faces is the requirement to increase and manage the workforce that is needed to run the AMJRNC and deliver services to all the groups coming to the AMJRNC. Early in the Planning Phase, the NTC and Host Entity should identify the workforce needed and build a recruitment strategy that focuses on attracting the best talent for the event. Ultimately, this requires talented passionate leaders from across the country to come together and inspire their teams to deliver the best environment for the AMJRNC.

The NTC typically grows from the initial planning phase to the final months prior to the AMJRNC. In total, the AMJRNC workforce of paid staff, volunteers, and contractors can be in the neighborhood of 100 people. The event will include the training of administrators to allow the rapid growth of the event planners to ensure the continuation of the AMJRNC for years to come.

8.7 Commercial and Engagement

8.7.1 Brand Identity and Look of the American Jump Rope National Championship

The development of a unique, unified, and comprehensive brand identity for an AMJRNC provides the Host Entity with a visible platform to reflect the vision, image, and values of AMRNF and the host city, while simultaneously strengthening the overall AMJRNC brand. A strong brand identity will facilitate all AMJRNC operational areas and partners, such as marketing partners and city authorities, and allow them to speak with a single voice and vision throughout the entire period of the AMJRNC.

At the time of the AMJRNC, the brand identity should be applied consistently across all venues, across the host city, and across the other cities hosting AMJRNC events, reflecting the vision and positioning of the AMJRNC, and enhancing the experience for the athletes and their audience.

8.7.2 Commercial

The Host Entity and NTC are responsible for three main commercial areas: a domestic sponsor program, ticketing, and licensing. A successful commercial program can generate some of the revenue needed to fund the operational costs of staging the AMJRNC.

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To ensure the commercial and operational success of the domestic sponsor program, the NTC and Host Entity should develop a tiered sponsorship strategy that offers companies different rights packages depending on their desired level of commitment. When developing a commercial strategy, it is important to incorporate the reasons why companies would be interested in becoming an AMJRNK sponsor, which can be related to brand enhancement, revenue generation and legacy-building. The sponsorship team should work closely with the relevant functional areas to also include “value-in-kind” consideration in deals that allow sponsors to supply critical goods and services needed for the AMJRNK in return for sponsorship and association rights.

The Host Entity and NTC should make sure that ticket prices are set at appropriate levels to ensure a high sellout rate and be inclusive of all fans. An effective ticketing strategy will:

- deliver a service-oriented ticketing program
- provide AMJRF fans with the opportunity to have access to the American Jump Rope National Championship event through an effective ticketing operation
- support full venues
- optimize sales revenues

A popular part of the spectator experience at the AMJRNK is the ability to purchase a wide range of officially branded merchandise and souvenirs. Licensed merchandise can include clothing, coins, pins, stamps and any other memorabilia. This licensing and retailing service provides an important revenue stream for AMJRF, while also promoting the AMJRNK and the city. The NTC and Host Entity will determine the items and negotiate the terms of who will manage the merchandise and souvenirs. Host Entities have also successfully raised revenue through the sale of specialty items sold by vendors at the AMJRNK event.

8.7.3 Production

The role of production is important to the success of the AMJRNK from the candidacy process through the execution of the AMJRNK and beyond. Since most people do not experience the AMJRNK first-hand, production is of paramount importance in promoting and supporting the overall message and vision of the AMJRNK.

Selecting the right and most strategically effective platforms for distributing the AMJRNK event is one of the greatest challenges, and with the evolution of the internet and social media, the variety of communications platforms will continue to grow and change. While this means that there is a greater opportunity for communications to be more global than ever before, it also means greater round-the-clock coverage, and more careful management of a larger number of communications (production) opportunities.

The rising prevalence of digital media is taking on increased importance since it provides a way for everyone to engage with and participate in the AMJRNK. To benefit from this, the NTC and Host Entity should deliver a public-facing digital communications (production) campaign, which allows a growing mobile audience to be able to follow the AMJRNK.

The communications (production) team needs to consider a number of planning obligations, such as ticketing and volunteering programs and countdown milestones, while also focusing on competition-time and post-AMJRNK communication (production) plans. The demands of the specific groups coming to the AMJRNK need to be considered, as well as the broad range of activities and tools that may be most effectively deployed, such as media relations, the internet and social media, advertising, events, public relations, film and photography, publications and internal communications.

**Please see Appendix 3 of this document for a listing of required production needs.*

9. GOVERNANCE

9.1 Sustainability

Sustainability refers to ways of working that aim to optimize current activities and achieve long-term benefits for people of the Host Entity and city. Sustainability is much more than environmental considerations, and also embraces social, ethical, and economic aspects. It is a continual process, and is about making informed, balanced decisions that minimize negative impacts and maximize benefits for the hosting entity and AMJRF.

While there are technical elements, sustainability involves a great deal of strategic thinking and practical engagement and communications. As such, sustainability has to be an integral part of the governance and decision-making processes for planning and staging the AMJRNC.

Sustainability is also essential for providing the foundation for achieving a positive Host Entity experience. In order to realize the full benefit of the AMJRNC, sustainability needs to be strongly bound into the organizational structure of all bodies responsible for the delivery of the AMJRNC. Host Entities that host the AMJRNC do so for wider reasons than the event itself. The sport of jump rope is the driver for the event, and it is the focus during the duration of the AMJRNC.

9.2 Finance

In order to stage the AMJRNC, it is important that robust financial systems, processes, and controls are in place to manage AMJRNC expenditures. An effective financial planning team should be in place and work with the NTC and AMJRF finance committee to plan and monitor expenditures, and a risk team should secure adequate insurance cover across all areas of AMJRNC operations.

Procurement is a critical function when the purchasing of goods and services reaches its peak. Procurement processes need to be efficiently designed so that the items that need to be supplied for the AMJRNC can be bought quickly, easily, and at the best price possible.

9.3 Legal

A clear and well-understood legal and contractual framework plays a key role in enabling the effective planning and delivery of the AMJRNC, and in defining the respective responsibilities of all stakeholders and protecting their interests.

During the planning and delivery of the AMJRNC, the legal teams of the Host Entity and AMJRF should be involved in all legal-related delivery areas, in particular:

- Compliance with laws and regulations, including employment and corporate law, brand protection and intellectual property and ethical compliance
- Compliance with AMJRF and AMJRNC obligations
- Protection of AMJRF properties and other intellectual property assets developed in connection with the AMJRNC
- Arrangements with governmental or city entities and other stakeholders, in particular in relation to venues and infrastructure use, accommodation, transport and ceremonies
- Commercial and procurement arrangements, including sponsorship and licensing agreements

9.4 Operational Readiness, including Test Events

The testing of systems and processes to confirm operational readiness through the dress rehearsal provides an invaluable learning process for all those involved in the delivery of the AMJRNC. This dress rehearsal should validate that the people, systems, and processes are ready for the AMJRNC. Readiness exercises test the aspects of

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competition, technology and production, and logistics and help resolve any assumptions or unknown areas of responsibility.

It is also important to develop and test communication, processes, and facilities that are vital to resolving any incidents that might occur during the AMJRNC.

9.5 Complete List of Functional Areas

As described earlier, the functional areas should not be considered an exhaustive list; rather, they constitute the key cost and organizing drivers when planning and delivering the AMJRNC. A list of functional areas is included in section 6.1.

CONCLUSION

Thank you so much for reviewing this RFP. Together, we can provide a mutually beneficial American Jump Rope National Championship that leaves lasting memories for all that attend.

For all interested Host Entities, please log on and submit the [American Jump Rope National Championship Bid Form](#) to start the bidding process. Contact Anita Gabel at anita@amjrf.com for additional questions.

Appendix 1. American Jump Rope National Championship Event Materials

The NTC and the Host Entity will work together to supply all AMJRNC event materials. For the AMJRNC to meet project milestones, this material must be supplied by the start of the AMJRNC event. The following is a complete list of all AMJRF-supplied materials and Host Entity-supplied materials:

AMJRF Committee	AMJRF-Supplied Materials	Host Entity-Supplied Materials
Production Committee	AMJRNC Banner, AMJRF Banner, State Flags, Team Banners, and Video Equipment	To be negotiated.
Competition Committee	American Jump Rope National Championship Awards, administration clipboards, 20 clipboards, pencils, sharpener, 100 pencils, clickers, 16 station flags, signage, calculators, iPads, JumpRopeJudge app, and Android-based devices Miscellaneous administrative supplies	Station Materials - Station stands or chairs and floor tape Judges bottled water & snacks (Totals TBD) Judge shirts (Totals & sizes TBD)
Logistics Committee	Coaches packets, administrative gifts, entry tickets or wristbands for each day for non-participants/non-package guests, office supplies, cardstock paper, pens, pencils, markers, tape, AMJRNC event shirts, color printer, black table clothes, power cords for registration/admissions Participant t-shirts (design must contain the AMJRF logo) and athlete gifts for each athlete Currency for making changes during on-site check-in.	Administration items: Proper signage should be ready and displayed for toilets, transportation pick-up/drop off sites, trainer/first aid and practice gym location/s. On-site facility items for Check-in: (5) 1.5-2 meter long tables with chairs and electrical outlet access. Black tablecloths for all tables in the vendor area.

**We cannot be responsible for cost overruns caused by the Host Entity's failure to deliver materials by agreed-upon due dates.*

Appendix 2. AMJRF Medical Coverage Policy

See the AMJRF Medical Coverage Policy document (submitted at the time of Site Visit).

Appendix 3. AMJRF Production Expectations

[AMJRNK Production Requirements](#)

Appendix 4. COVID Expectations

Check with local and hosting event COVID expectations and see the [AMJRF Return to Play Guidelines](#)