



USRowing - Competition Department

Request for Proposals (RFP) - 2026 USRowing Indoor Rowing Championships

A. Request Summary

USRowing is seeking host site partners for the 2026 USRowing Indoor National Championships.

By partnering with multiple indoor rowing events from around the country, USRowing can continue its goal **to steward, strengthen, and grow American rowing by championing performance and igniting new passion for the sport**. A regional approach allows for athletes from all over the country the opportunity to have an indoor racing experience within close proximity to their home.

By partnering with existing indoor rowing championships such as yours, we're able to spotlight and celebrate the great work that existing regattas are doing by amplifying your event to our large rowing audience, all while supporting you with resources to elevate your event to the next level.

The 2026 USRowing Indoor National Championships is February 7, 2026.

B. Proposal Plan

Interested organizations should submit a proposal to USRowing covering the following:

1. Summary of host organization.

- i. Please include a summary of your organization, points of contact and the staff members and their roles.

2. Summary of owned indoor rowing championships.

- i. Please provide a summary of the regatta's goal, its history up to 2026, plans for future events, the number of entries, how your event will provide the stated requirements in the "Host Site Deliverables" section, and any other relevant details.

3. Event Operations Plan.

- i. Included documents:
 - a. Venue set up (competition area, vendor spaces, parking and other venue specific information)
 - b. Competition schedule and event list
 - c. Registration plan
 - d. Safety plan, medical & emergency
 - e. Spectator policies and procedures
 - f. Volunteer plan

- g. Media, marketing, and communications plan
- h. Vendors and sponsorships
- i. Diversity, equity, and inclusion policies
- j. Awards

C. USRowing Services

Below are the services provided by USRowing in this partnership.

1. USRowing will assist the LOC by offering the following package.

- (i) Event Planning Support:
- (ii) Virtual support during the planning phase of the USRowing Indoor National Championships.
- (iii) Bi-Weekly check-in meetings beginning October 1, leading up to the Indoor National Championships to update USRowing on the status of the planning process.

2. Timing Services:

- (i) Pay for all associated costs for the utilization of the Time-Team timing platform.
- (ii) The LOC will be equipped with the event's timing software.
 - a. The LOC is responsible for learning and operating the timing software.
- (iii) Time-Team Regatta Systems will provide the host site staff with training materials and testing support of the timing system prior to the regatta.
- (iv) Time-Team Regatta Systems will provide virtual technical support during the regatta to assist with any questions or issues related to timing and results.

3. National Leaderboard and Event List:

- (i) The creation of the USRowing national leaderboard.
- (ii) Uploading all local leaderboard results to the national leaderboard.
- (iii) Will provide a universal event list in addition to what the host organization already provides.
 - a. These universal events will be the events for the national leaderboard.
 - b. These events will be clearly denoted on RegattaCentral as "USRowing National Championship Event" to signify them as National Championship events.

4. National Awards:

- (i) USRowing will provide National Championship branded medals for all top three finishers in each national event category. USRowing will ship these medals to the competitors.
- (ii) Only top three finishers on the national leaderboard will receive USRowing medals.

5. Promotion and Marketing:

- (i) Provide marketing, communications, and best practice guidelines and templates to support the amplification and registration efforts for the event.
- (ii) USRowing to allocate resources for Meta (Facebook/Instagram) regionalized advertisements to support event registration and participation.

- (iii) Utilize regionalized email lists of subscribers to send reminders about event deadlines.
- (iv) USRowing will provide the artwork via Canva for multiple differing signage templates.
 - a. The LOC will be responsible for printing any and all signage used for this event.
 - b. When submitting your RFP, please include your events intended logo.
- (v) The event will be promoted on the USRowing media channels as an official host site of the 2025 USRowing Indoor National Championships.
- (vi) Every time the USRowing Indoor National Championships is mentioned in a Newsletter or other USRowing publication, the host site will be listed as an official host site of the National Championship.
- (vii) Links to the official regatta page on the USRowing Indoor National Championship website page.

6. Community:

- (i) Digital Learn-to-row curriculum for multi-week or day of the event.
- (ii) Guidance on the following to execute the learn-to-row experience:
 - a. Best practices on outreach to local school and community partners.
 - b. Marketing templates to reach non-rowers the community.
 - c. Indoor rowing safety tips.
 - d. Other resources in collaboration with Concept 2.
 - e. Inclusion Training for Regatta Leaders via The Launch.

7. Informational Packet:

- (i) USRowing will provide an informational packet for all participants, which will include the following items.
 - a. Event Overview
 - b. Host Site Information
 - c. Important Dates
 - d. National Championship Events
 - e. Event Definitions
 - f. Membership Requirements
 - g. Affiliation Requirements
 - h. Rules
 - i. Results
 - j. Awards
 - k. Event Contacts

8. Referee and Governance

- (i) USRowing Rules of Rowing to govern the event.
- (ii) USRowing hired Virtual Chief Referee to lead host site Chief referees.

9. Membership

- (i) USRowing's system will send automated noncompliance notices [to the email that made the entry] starting 10 days before the event. Email notices are sent daily until compliance is resolved.

- (ii) USRowing will send direct email notices to noncompliant individuals starting 5 days before the event. Emails will be sent daily until compliance is resolved.
- (iii) A USRowing member number is required for all athletes when submitting an entry to ensure compliance at all events.

10. Merchandise

- (i) USRowing shall operate an official online merchandise store for the 2026 USRowing Indoor National Championships. This online store will offer official event-branded merchandise as well as USRowing-branded apparel and gear related to the 2026 USRowing Indoor National Championships
- (ii) USRowing maintains the right to use the name, date, location and logo of the official host site for the purpose of creating merchandise around the 2026 USRowing Indoor National Championships.

USRowing's financial obligations for this event are limited to the items specified above in the USRowing Deliverables. USRowing shall not bear any fiscal liability or responsibility beyond the items specified within the provided package.

D. Host Site Deliverables

Below are the services provided by the Host Site / LOC in this partnership. The LOC assumes full responsibility for managing all aspects of the event on the venue level.

1. Membership

- (i) LOC must ensure that all participants competing at an USRowing Indoor National Championship host site regatta have an active USRowing Membership (Basic or Championship equivalent) and signed electronic waiver. This ensures that all competition participants are covered under applicable USRowing's insurance policies and have access to the full range of benefits and resources provided by the organization.
 - a. Eligible memberships for Indoor Regattas:
 - **Basic Membership:** \$20 for renewal, \$25 for new/lapsed
 - **Championship Membership:** \$55 for renewal, \$65 for new/lapsed
 - **Learn-to-Row Membership:** \$10 (first time members only)
- (ii) USRowing clubs being represented at an indoor sanctioned event must have current organizational membership in good standing. Unaffiliated entries are accepted, however, for insurance purposes, individuals with unaffiliated entries must have Championship membership.
- (iii) For non-rowing participating clubs:

- a. The \$100 Gym Regatta Pass covers the individual memberships and organizational membership otherwise required to participate. It includes liability insurance for the gym and their participants while competing in this event. The product is only available for non-rowing participating clubs at the 2026 USRowing Indoor National Championships. Every athlete competing under the organization will be covered by the Gym Regatta Pass, though standard regatta registration fees still apply.
- b. Athletes competing independently—without affiliation with a gym or fitness organization—must have a USRowing Basic Membership. This ensures they meet the same insurance and eligibility standards as affiliated competitors.

2. Competition

- (i) LOC must use RegattaCentral as their event registration system
 - a. LOC is responsible for all fees associated with the use of RegattaCentral registration services.
 - b. LOC will retain all revenues and expenses from event specific registration fees.
 - c. Registration must open by November 12, 2025.
- (ii) LOC must use the USRowing universal event list and adhere to their event definitions.
 - a. In addition to the events the host organization already provides.
- (iii) Must use Time-Team Regatta Systems & Timing.
 - a. This is free of charge, as USRowing will pay for the timing contract.
 - b. The LOC is responsible for operating the timing software on site.
 - c. The LOC is responsible for coordinating a timeframe that works best for them, the LOC / host site and Time-Team for onsite testing.
 - d. The LOC must attend the Q&A session for training and education of the system.
- (iv) Referee
 - a. A USRowing Referee, with a Chief Referee designation, must be hired to officiate the event.
 - b. This referee will work as a deputy chief under the USRowing hired Chief Referee.

3. Venue Operations

- (i) The LOC assumes full responsibility for managing all aspects of the venue operational plan, which includes the following.
 - a. Venue or site permits required to secure the competition space at the venue.
 - b. Venue Set up.
 - c. Sport Operations.
 - d. Safety, medical, and emergency plan.
 - e. Parking Plan
 - f. Vendor and sponsor management
 - g. Spectator policies and procedures

- h. Volunteer plan
- (ii) Rowing ergometers
 - a. Responsible for securing all Concept2 ergs necessary for the competition and warm up spaces.
- (iii) Onsite audio/visual or production equipment.
- (iv) Any additional infrastructure.
- (v) All operational costs necessary to host the event outside of the USRowing deliverables.

4. Marketing, Content, and Communications

- (i) Use of signage and branding templates that USRowing provides.
 - a. USRowing will provide the artwork via Canva for multiple differing signage and media branding templates.
 - b. The LOC will be responsible for all costs related to printing signage for the event.
 - c. The LOC is required to print and display at least one USRowing-provided signage template (3ft x 5ft) and hang it in a high foot-traffic area, welcoming competitors to the event. This signage helps ensure the host venue aligns with the branding and presentation standards of a USRowing National Championship.
- (ii) In advance of the competition
 - a. Promote selection as a host site on all event communications as an “Official USRowing Indoor National Championships Host Site”.
 - b. Promote registration across all available digital platforms.
- (iii) During the competition
 - a. Collect high quality cell phone or professional photography or video and share with USRowing for amplification.
 - a. Photos should be shared to a Google folder provided by USRowing labeled “2025 USRowing Indoor National Championships - Host Site Event Content
 - b. Event photos should come from the following areas:
 - Full Venue
 - Race Floor
 - Warm-up Area
 - Awards Podium
 - Vendors, Merchandise, and Experiences
 - Learn to Row Session
 - Spectators and Fans
 - Volunteers and Staff
 - b. Amplify and share content on social media. All content should tag “@USRowing”, and on Instagram invite USRowing as a collaborator.
- (iv) Post competition
 - a. Share all content assets collected during and after the event using the Google folder provided by USRowing labeled “2025 USRowing Indoor National Championships - Host Site Event Content”

5. Community

- (iii) All LOC members and event attendees must abide by the USRowing Code of Conduct.
- (iv) The host site is required, as a condition of being a host site for the event, to organize and conduct a Learn-to-Row experience for participants and attendees. This can be multi-sessions leading up to the event or one session on the day-of the event.
 - a. To accommodate people with differing abilities, LOC leaders should make reasonable accommodations during the learn-to-row experience.
 - b. Using the learn-to-row guidebook, the host site must promote a learn-to-row experience on all social platforms and other channels using templates provided by USRowing.
- (v) Comply at all times with the following inclusion procedures.
 - a. All host site points of contact must complete USRowing's Inclusion Training for regatta leadership as directed by USRowing staff.
 - b. Provide USRowing with the LOC's Inclusion Statement that outlines the LOC's vision and values.
 - c. Ensure the venue is ADA accessible, inclusive for athletes and supporters with disabilities and inclusive to USRowing's diverse community.
 - i. Follow best practices to make reasonable accommodation requests from people with disabilities.
 - ii. Provide all-gender restroom options
 - iii. Offering accessible entrances, elevators, bathrooms, award platform/medal stands, and van-accessible parking with extra width for ramps or lifts.

(ii) Awards

- (i) LOC can award trophies, medals, plaques or other awards to the top finishers on the local leaderboard.

E. Naming, Branding, and Usage Rights

1. The event will be an official USRowing host site for the 2026 USRowing Indoor National Championships. Promotion of the event will be incorporated into a USRowing marketing plan, including the appropriate usage of official proprietary marks of USRowing on USRowing's website and digital platforms, and conversely, the 2026 USRowing Indoor National Championships will be marketed by the event name at the location and on their digital platforms.
2. USRowing's logo and all related names, logos, product and service names, designs, and slogans (including, without limitation, each Event Logo) are trademarks of USRowing or its affiliates or licensors. The Local Organizing Committee shall not modify or alter these marks, nor use such marks beyond

the scope of marketing the 2026 USRowing Indoor National Championships without the prior written permission of USRowing.

3. Ownership branding and trademark rights to the name the host site event name belongs to the LOC. The Local Organizing Committee is granted permission by USRowing to utilize the official name, *"Host site for the 2026 USRowing Indoor National Championships"* for official branding and marketing items.
4. The LOC will have the continued right to own and manage their event name or other registered trademarks.

F. Marketing and Communcation

1. All final decisions regarding Indoors publicity, marketing, press conferences, awards, rowing categories and competition, will be mutually agreed upon by the LOC and USRowing.
2. USRowing and the LOC will cooperate on, promote, and create marketing and media plans to maximize competitor and spectator participation at the event.

G. Cancellation

1. In the case that the host site cancels due to extreme weather or any other circumstance, USRowing is not held liable for any expenses incurred, or reimbursements required to the participants of that event.

H. Merchandise

1. USRowing can facilitate an optional agreement between the LOC, USRowing and USRowing's merchandise partner(s) for the creation of merchandise specific to this event.
2. USRowing must approve all merchandise branded with the USRowing or USRowing Indoor National Championships name and logo. To maintain brand integrity, USRowing has the right to veto or require the alteration of event merchandise designs.
3. If the LOC decides to partner with a third-party merchandise vendor that is not USRowing's official partner, the USRowing trademark and USRowing Indoor National Championships event logo may not be used.
4. Under no circumstance shall USRowing naming or branding be used on merchandise without the approval of USRowing.
5. USRowing maintains the right to use the name, date, location and logo of the event name for the purpose of creating merchandise around the 2026 USRowing Indoor National Championships.

I. Selection Criteria

USRowing prioritizes safety and fairness at all National and Regional Championship events. Our goal at USRowing is to champion participation and the passionate pursuit of excellence in the sport of rowing. Our continued mission is to ensure that all events embody the three pillars: **Experience, Inclusion, and Performance.**

Indoor rowing host organizations are welcome to submit a proposal to be selected as a host site for the 2026 USRowing Indoor National Championships. **Proposals are due by October 15, 2025.**

The LOCs selected to be host sites for this event must meet all of the requirements expressed above. Once an RFP is accepted by USRowing, a comprehensive contract outlining all the agreed-upon details will be sent to the LOC for review.

For additional information, please contact:

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