Request for Proposal to Host
US Youth Soccer National Championship Series
Region II Championships
Approved 10-26-13

GUIDELINES FOR HOST ORGANIZING COMMITTEE

APPLICATION

Who May Apply
The Regional Championships shall be awarded to State Associations (SA) located in Region II by the Region II Cup Chairman based on the bid presentations and evaluation of the venue resources. (Chair is sole decider of location)

Timing
State and Local Associations wishing to host a Regional Championship Tournament must submit written applications to the RTC Chairman no later than August 1, approximately 34 months in advance of the tournament. This deadline allows time for review and suggestions two months prior to presentation to the Council.

If after September 1st there are still no bids on file, it will be the responsibility of the RTC Chairman to contact each State Association to notify them of that fact and to solicit bids based on those circumstances.

It will be the responsibility of the RTC Chairman or their designee to visit the bid sites prior to the Fall Meeting to assure their ability to host the event.

Contents: The application addresses the applicant’s capacity for providing required resources and facilities and fulfilling responsibilities.

Site Inspection: The Regional Tournament Chairman or their designee and the Region II Referee Administrator or their designee shall visit the site prior to the Fall Regional meeting and present
a report to the Region II Council on the adequacy of the respective venue sites. This site inspection will be paid for by each state that is bidding on the Region II Championships.

**Roles and Responsibilities**

The National Championships Committee:
*Composition:* The US Youth Soccer National Championship Committee (USYSNCC) consists of a National Chairman and four Regional Representatives as appointed by the Chairman of US Youth Soccer in accordance with US Youth Soccer Administrative Rules.

*Responsibilities and Authority:* The USYSNCC (1) organizes and administers the national finals and semi-finals subject to the approval of the US Youth Soccer Board of Directors, (2) recommends changes to the US Youth Soccer National Championship Rules, and (3) adjudicates disputes concerning the application and administration of these Rules at the national level.

Regional Referee Administrator:
The US Youth Soccer National Referee Committee (USYSNRC) selects, assigns, and oversees game officials at the national finals and semi-finals. The Regional Referee Administrator (RRA), who represents Region II on the USYSNRC, does the same at the Midwest Regional Championship Tournament. In addition, the RRA develops and administers training and assessment programs to promote quality and consistency in officiating at the tournament.

Region II Tournament Committee:
*Appointment and Composition:* The Region II Tournament Committee (RTC) is appointed by the Regional Director of Region II. It consists of the RTC Chairman, who represents Region II on the USYSNCC, and such other members as the Regional Director may appoint. Ordinarily such other members include (1) the director of one of the two sub regions and the Regional Referee Administrator.

*Responsibilities and Authority:* The RTC (1) organizes and administers the Midwest Regional Championship Tournament in accordance with the United States Youth Soccer National Championship Rules and such other guidelines as may be set forth by the Region II Council, (2) recommends changes to the regional rules and guidelines, (3) adjudicates disputes at the regional level concerning the application and administration of national and regional rules and guidelines, (4) assures that the tournament is run in a manner consistent with the high standards befitting this competition. Each Host Organizing Committee (STATE ASSN) (HOC) and Local Organizing Committee (LOC) must take all action required to assure the RTC of their complete follow through.

Local Organizing Committee:
*Appointment and Composition:* The appointment and membership of the Local Organizing Committee (LOC) falls within the jurisdiction of the host State Association. However, the committee's leadership and relationship with both the state and local associations must be clearly specified at the outset.
Responsibilities and Authority: The LOC provides all local facilities, organization, staffing, funding, and other support as required by and agreed with the Host State Association and the Region.

Variations in these responsibilities and authorities will be agreed in advance and specified in writing.

Region II Bid Presentation:

Only sites with adequate motel rooms, transportation and fields and all other requirements will be considered.

Presentation: The SA makes a detailed presentation of all aspects of the Region II Tournament Chairman and designates. The presentation should be supplemented by descriptive brochures or notebooks and other visual aids.

The written material includes the following information:
- Description of host city and surrounding area,
- Description of tournament site(s),
- Map or Maps of game sites and hotel locations,
- Number of double-double rooms available,
- Approximate driving time to fields from hotels,
- Airport access (number of carriers, flights/day)
- Arrangements for renting cars and vans,
- Important dates and deadlines,
- Description of planned social events,
- Description of places to go and things to do in the area,
- Expected weather conditions (temperature, humidity, and precipitation
- Names and telephone numbers of important contacts.
- A listing of other events being held at the same time in the city

Budget: The SA submits an operating budget (i.e., projected sources and uses of funds) to the Regional Director and the RTC Chairman as part of a bid proposal. After a successful bid, updates to this budget should be submitted to and approved by the Regional Director.

LODGING

Players and Team Officials: Depending on the tournament's location, players and team officials will require from 3,300 - 3,500 rooms allowing double to quadruple occupancy. The SA works with local hoteliers to make these rooms available to visiting teams at optimum rates. The SA informs state and team representatives of room availability, location, and rates.

Room Selection: The RTC Chairman conducted a draw at the Fall 2003 meeting, and a new format was approved that will be used to determine the order for room selection. This format is attached to the rules. Each State Association must select their rooms through the Lodging Coordinator within a two-day period. If any State Association fails to reserve their rooms during their assigned days, the next State Association will be served. Each successive State Association
shall select their rooms in this fashion. Any State whose teams fail to utilize the selected rooms without approval of the Regional Director shall be subject to a fine of $500 per team not using said rooms. Those teams may also lose eligibility to participate in the competition.

**Referees:** Out-of-town referees require from 120 to 140(approx: 10 singles and 135 doubles) rooms, preferably in a separate location other than the headquarters hotel. It is recommended that no teams be assigned to the referees' hotel. Referees make their own arrangements, usually based on information provided by the LOC. Referees or sponsoring State Associations pay the cost for these rooms.

**Referee Suite:** Referees require a logistics and communication center in the headquarters hotel or at the referee lodging location. This suite shall be equipped with a high-capacity laser printer and copier for printing and copying referee schedules, game reports, etc. It may also serve as lodging for the RRA.

**Referee Meeting Room:** Referees require a meeting room that can accommodate 275 referees for clinics held the day before the start of the tournament and each night of the tournament. Audio/Video equipment should also be in this room including a PA system capable of filling the entire room. It should be in or near the referee's Lodging.

**Regional Staff:** The members of the RTC require about 8 rooms, preferably in or near the headquarters hotel. The LOC makes all arrangements for these rooms. These should be complimentary rooms; otherwise the LOC is responsible for paying their cost. The Regional Director and the RTC Chairman will require a suite for their operations.

**State Representatives:** Representatives of State Associations require approximately a total of 14 rooms. State Associations shall make their own arrangements, based on information provided by the LOC. These rooms should be in the Headquarters Hotel. State Associations shall pay the cost of these rooms.

**State Presidents:** The Region will host a Presidents meeting during the tournament. A block of (14) rooms will need to be added available at the host hotel.

**MEETING ROOMS AND SUITES:** The tournament requires the use of several meeting rooms and suites. These are typically complimentary; if not, the host is responsible for their cost. The exception will be the cost of meeting space for the Region II Presidents meeting.

**Tournament Headquarters:** The RTC requires a suite to serve as coordination and communication center. This suite may also serve as lodging for the RTC Chairman. The Regional Director also requires a suite to be used for business affairs of the Regional Championships. A meeting room should be made available for a meeting of State Representatives at the Host hotel at a time designated by the RTC. Free Internet service must be available to the RTC.

**Credentials:** The RTC requires a 3000 square foot room for registering teams the day before the first game. An additional room shall be provided for distribution of the team packets and/or tournament shirts.
FIELDS

The HOC is responsible for providing and maintaining fields according to the following specifications:

- Number: at least 20 fields on no more than two sites which must be within 30 minutes of one another;
- Size: for U-16, U-17, U-18, and U-19, at least 70 yards wide by 110 yards long; for U-13 and U-14, at least 65 yards wide by 110 yards long;
- Surface: flat and level with grass cut to no more than 2 1/2 inches high and with no dangerous defects such as exposed sprinkler heads;
- Goals: within one inch of eight feet high by 24 feet wide with white, five-inch-wide posts and cross bars, and secured net;
- Markings: five-inch-wide white lines delineating regulation field including restraint lines for spectators (the restraint lines shall be painted a different color and a minimum of 5 feet from the edge of the touch line. Spectators and players will be on opposite sides of the field.
- Equipment: regulation corner flags and posts and mid-field markers shall be used.

SCHEDULE OF GAMES

The RTC Chairman is responsible for developing the schedule of games. However, the LOC shall provide the RTC Chairman with the following information regarding fields:

- Descriptive field inventory including size, location, and availability;
- Unique three character mnemonics to identify sites and unique two character mnemonics to identify fields;

SCOREKEEPING

Posted Scores: The SA develops, implements, and maintains a reliable means of quickly posting game scores and standings at game sites so that they can be easily read by participants and spectators.

SPECIAL EVENTS:

Opening Ceremonies are no longer required to be held in Region II (July 2008 Meeting).

Social Event for Players: Host associations may organize a social event for players.

College Coaches Tent:
A tent (or other location) with suitable seating area and tables for at least 40 individuals. Parking at no cost. Also at this location food (including but not limited to: coffee, water, Gatorade (or similar sports drink), snacks, and fresh fruit) shall be provided by the LOC or SA. Lunch will also be provided. A roster book is also provided at this location, the Region provides a
limited number and the SA or LOC is responsible for providing any additional roster books. It is imperative that data is collected by individuals who will be working this location, typically 2-3 volunteers. Region II Office staff will train on the proper procedure for collecting data.

PACKETS FOR COACHES AND PLAYERS

The SA shall be responsible for naming an individual for receiving materials from the Sponsors, National Office, and RTC Chairman that will be needed in the Regional Championships. This committee shall be responsible for assembling the packets and distributing them to the teams at check in. The SA must provide a secure area to receive materials in advance of the event with the means to transport materials to the tournament and registration site.

PROGRAMS AND ADVERTISING

The SA is responsible for designing and printing the official tournament programs.

Contents: The program includes the following information:
- A brief description of the tournament as the next-to-last stage of the National Championships;
- Map showing locations of fields, opening ceremonies, and hotels with meeting rooms and suites;
- State Associations, age levels, names, rosters identifying players and their jersey numbers, uniform colors, and season records of teams (if available);
- Schedules and locations of games and other official events;
- register for recording scores and points;
- Identification of sponsors; and
- Other information as desired by the SA, sponsors, and the host.
- The Regional Director shall appoint a person to proof read the program and approve the contents prior to publication.

Financing The host association is responsible for covering the cost of preparing the official programs. This is usually done through the sale of local advertising.

Electronic Publicity: The RTC Chair and staff will maintain the Tournament web site and shall be the sole provider of Internet information relating to the tournament. All items to be posted must be sent to the Committee Chair who will have final approval of all web based posting and social media ventures. The SA will not utilize the name of the event in any fashion to create a web site that might offer conflicting information to the participants. The US Youth Soccer Communications department will oversee all content utilized in any and all Internet formats.

PUBLICITY

The SA is responsible for publicizing the tournament through local media as approved by the US Youth Soccer Senior Manager of Communications.

TRANSPORTATION
Referees: The SA is responsible for providing frequent, reliable, and scheduled transportation between the headquarters’ and referees' hotel(s) and the fields for arrival at the fields no less than 60 minutes before the first game to 30 minutes after the last game. The SA should work with the Regional Referee Administrator to maximize the efficiency.

RTC: The SA shall provide golf carts as needed or other vehicles for on site work of the RTC. One cart must be available at ALL times for the Regional Director, RTC Chairman, RRA, SA Representative, Regional Administrator and three(3) for Regional Tournament staff use. Other carts should be made available for the HOC Committee as required.

PARKING AND TRAFFIC

Regulation: Experience suggests that parking and traffic works most smoothly if it is regulated by the SA.

Parking Spaces: The SA should calculate parking requirements on the basis of 20 vehicles per field.

VIP Parking: The SA shall provide adequate reserved parking in a desirable, close-in location for the RTC. This area should have controlled access via permit, etc. Included VIP’s should be the RTC, State Reps and State Presidents.

Any fees to be charged for parking at any event venue(s), method of presale (if applicable), and distribution of passes should be disclosed during the bid presentation. Any changes to that disclosure must be approved by the Regional Director and those changes documented in writing.

FIELD MARSHALS

Communication and control are greatly enhanced by the presence of field marshals at all games. They should be equipped with two-way radios. The appropriate number depends on the number and layout of fields. The SA or HOC should provide a list of responsibilities and procedures to the RCC to review and distribute to RTC Staff prior to the Field Marshal Meeting on the first day of competition.

Their responsibilities include
- summoning medical assistance when needed;
- relaying scores from field to central scoreboard;
- providing logistical information to spectators, referees, and others; and
- controlling unruly spectators and players
- contacting Regional Cup Staff to clarify bench personal or player/roster issues
- communicate with fourth officials concerning team personal behavior issues
- any other event specific procedures at the confirmation of the Regional Cup Chair.

MEDICAL TREATMENT AND FIRST AID
The SA shall provide the following, at minimum, paramedical facilities and personnel at each field site:

- Trainers or medical personnel trained in sports medicine and CPR; minimum staffing is 1 team of trainers, in sufficient transportation, for each group of 4 fields used.
- Equipment and supplies necessary for treating abrasions, bruises, sprains, insect bites, exhaustion, heat induced problems, and preventive taping
- Communication link with local medical facilities and ambulance services.
- It is required that a Life Squad be on site for transportation.
- It is suggested that the SA Medical Personnel provide preventive taping for players and referees. Emergency services would take precedence over all preventive activity.

Concussion Treatment: Treatment and management of concussion related injuries shall be administered in accordance with the US Youth Soccer Policy Concussion Policy

SECURITY

The SA shall work with local authorities to protect facilities and supplies, to control traffic at games and opening event, and to provide other security services as needed. The SA shall also provide local police contact information to the RTC during the event.

24 hour protection is required at all locations, from set-up day(Thursday prior to event) through the final day of competition.

CONCESSIONS

Food: The LOC shall sell food and non-alcoholic beverages at all field sites. It makes all necessary arrangements with concessionaires and suppliers.

Souvenirs: At its discretion, the SA shall sell souvenirs at game sites. Except for special requests occasionally made by sponsors, selection and quantity are the SA’s responsibility. Previous hosts can provide valuable guidance.

National Sponsors: US Youth Soccer has signed national sponsorship agreements and sale of soccer items are limited to the branded products of our national sponsor. No soccer items competitive to the sponsor may be sold at the game site or tournament headquarters, or opening ceremonies. US Youth Soccer from time to time enters into other sponsorship arrangements and these sponsors have right of first refusal during the tournament.

US Youth Soccer: The SA shall make every effort to sell US Youth Soccer and US Youth Soccer sponsor merchandise at the Regional Championships.

RESOURCES

In order to meet its responsibilities, the SA needs substantial human and financial resources.

Manpower and Committees: The host association should have the ability to call on at least 40 volunteers to head and staff various sub-committees, the chairmen of which comprise the Host Organizing Committee. Possible sub-committees include
- Advisory (soccer and community VIP's),
- Awards,
- Communications,
- Fields,
- Field Marshals,
- Finance,
- College Coach Information and Hospitality
- Concessions (food),
- Concessions, (souvenirs)
- Fundraising (advertising),
- Hospitality
- Housing,
- Information Packets (for players, coaches, referees, others),
- Medical,
- Opening Event,
- Program Preparation,
- Publicity,
- Referees (chaired by state SYRA) or designate,
- Registration & Credentials,
- Sanitation & Waste Removal,
- Score Keeping and Posting,
- Social Event,
- Transportation, and
- Traffic Control & Parking,
- Hydration and Water Distribution

**Finances:** Potential funding sources include (1) concession sales, (2) advertising sales, and (3) sponsorships, some of which might be obtained through the region, (4) hotel room rebates, etc.

**Revenue Sharing:** The SA will pay the Region a hosting fee of $30,000 within 20 days of the completion of the event.

**Subsequent Site Visits:**
Several site visits are conducted by the Cup Chair and staff in months preceding the event. The entire cost of these visits is the responsibility of the SA.

**Communications** Real time communications are essential to a well run tournament.

They should include:
1. Handheld Radios are needed for:
   - HOC Chairman,
   - SA Representative
   - RTC Chairman and designees,
   - Referee Chairman,
   - All active field marshals and on-site Personnel(Medical, Support, etc.),
   - On-site referee headquarters;
PROGRESS REPORTS

The SA keeps the RTC Chairman and the Regional Director informed by submitting monthly progress reports. Minutes of committee meetings serve this purpose especially well. The RTC Chairman, Referee Administrator and Regional Director will conduct site visits to the location in the 12 months leading up to the event. The costs associated with these visits will be the responsibility of the Host State Association.

COMMUNICATION WITH STATES AND TEAMS

The SA sends pertinent information, especially including that related to transportation and lodging, to the RTC Chair for review prior to releasing the information to the Regional Office for distribution to the State Associations and all participating teams as their identities become available.

The HOC should not advise State Associations or teams with regard to playing rules and game schedules, etc. These details will be handled by the RTC Chairman.

FINAL REPORT

By September 15 following the tournament, the HOC Chairman submits a final report to the Regional Director and RTC Chairman. The final report shall include a final income statement of the Regional Championships compared to the approved budget. This report shall also be sent to the next venue site for the Regional Championships.

RESOURCES

The Hosting SA will provide:
- Either air conditioned office space in a building on each site or air conditioned trailers on each site for the RTC to work from. These office spaces must be supplied with internet connectivity, copier and fax machines for use.
- Lunches for referees and staff during the event. These may be donated by local vendors in exchange for advertising.
- A tent to be used for information and hospitality for College Coaches during the event.

The Region will provide the following:
- Corner flags for all fields
- 50 balls for the event
- 75 Polos for the LOC usage at the discretion of the Regional Director
- Pay 50% of the costs associated with the event pin to a maximum quantity of 4500
- All medals, plaques and champions gifts for the event
- A gift for each referee participating in the event at the discretion of the Regional Director

As this event is a major segment of the US Youth Soccer National Championship Series, the SA shall comply with all merchandising and branding restrictions as mandated by the Marketing
staff of US Youth Soccer. The details of these areas are outlined in the attached US Youth Soccer National Championship Series Operations Manual.

Other Issues:
SA and The Region shall agree to any hotel rate room overrides and commission amounts to be paid on rooms used during the event and the ownership of said income in writing. This agreement should be completed prior to bid presentation.

SA and The Region shall agree to the headquarters host hotel. This agreement should be completed prior to the bid presentation. Any subsequent proposed change in the headquarters hotel to be used must be presented to and approved by the Regional Director.

The Region retains the right to provide any component item that was agreed to by the SA and then in fact not provided by the SA. These amounts will be added to and become a part of the agreed hosting fee.

Any additional event components shall be agreed to in writing between the SA and the Region and listed as an addendum to this agreement.

If the SA has an agreement with a designee (HOC) to handle all or part of the SA responsibilities, a copy of said signed agreement must be on file with the Region II Director and attached to this Application.

Calendar: Key Dates

A master calendar or timeline is essential to the smooth and efficient operation of the Regional Championship Tournament. It may be altered from year to year as circumstances dictate. The date “T” represents the first day of regional competition.

✓ T minus 36 months (June): Prospective hosts begin planning and organizing.
✓ T minus 34 months (August 1): Prospective hosts identify headquarters facilities and fields and notify RTC Chairman of their interest in hosting the Regional Championship Tournament.
✓ T minus 22 months (August): Host defines sub-committees and appoints chairmen.
✓ T minus 17 months (January): LOC commences monthly meetings with minutes copied to the RTC Chairman and members of the RTC.

✓ T minus 12 months (June): Host contacts prospective sponsors. All sponsors shall be approved by the Regional Director and the National Office.
✓ T minus 12 months (June): LOC Chairman attends Regional Championships.
✓ T minus 8 months (October): RTC Chairman gives status report to Regional Council.
✓ T minus 8 months (October): Organizational meeting held in host city.
✓ T minus 8 months (October): RTC Chairman recommends changes to playing rules and administrative policies and procedures for consideration and decision by the Regional Council.
✓ T minus 8 months (October): Host reports field inventory and availability to RTC Chairman.
✓ T minus 6 months (December 1): State Associations submit summaries of state formats to RTC Chairman and Regional Director.
✓ January 15: State Associations submit team entry forms and national fees if any to the RTC Chairman and team entry forms and regional cup fees payable to "Region II" mailed to the RTC Chairman.
✓ T minus 5 months (US Youth Soccer Workshop): Host presents status report to the Regional Council and budget to the Regional Director and RTC Chairman.
✓ T minus 5 months (US Youth Soccer Workshop): RTC Chairman conducts draws for tournament match-ups and P&A Committee membership.
✓ T minus 5 months (US Youth Soccer Workshop): RTC Chairman delivers/sends instruction to state cup chairman and state administrators.
✓ T minus 3 months (March): RRA sends referee notices to State Youth Referee Administrators and National State Association Presidents.
✓ T minus 3 months (March): LOC mails information packet to state tournament chairman and to RTC.
✓ T minus 2 months (April): RTC Chairman delivers test schedule to host for review.
✓ T minus 60 days: Deadline for State Associations to withdraw team entries without incurring penalties.
✓ T minus 2 months (April): Deadline for SYRA's to submit referee applications to RRA.
✓ T minus 1 month (Early-May): RTC Chairman submits preliminary schedule to committee members for review.
✓ T minus 1 month (Early-May): LOC mails final information packet to State Tournament Chairman.
✓ T minus 1 month (Mid-May): Deadline for submitting items to host for inclusion in official program.
✓ T minus 1 Month (Mid-May): As State Competitions end, teams start being accepted into the Event within American Eagle Event Management System. (Teams may Submit their Registration at any time for the EMS)
✓ T minus 1 month (Late-May): Host submits draft of proposed program to RTC Chairman and Regional Director for their review.
✓ T minus 14 30 days: Each State Association must submit name of Official State Representative to RTC Chairman and Regional Director.
✓ T minus 21 days: State Associations must submit team rosters, final game reports and bonds for each team to RTC Chairman.
✓ T minus 14 days: RTC Chairman completes final schedule and deliver it to host.
✓ T minus 14 days: RRA begins scheduling referees.
✓ T minus two days: RTC Chairman, Regional Director and RRA arrive at tournament headquarters.
✓ T minus one day: Teams check-in and credentials personnel review their documentation.
✓ T minus one day: RRA chairs referee clinic; all referees attend. RRA distributes referee schedule for first day’s competition.
✓ T minus one-half day: Opening ceremonies followed by mandatory coaches meeting chaired by RTC Chairman.
✓ Completion of semi-final games: RTC Chairman and Regional Director or their designate present third place medals.
✓ Completion of final games: RTC Chairman and Regional Director or their designate present championship and runner-up trophies and medals.
✓ T plus 7 days: RTC Chairman reports official scores to State Associations and the Regional Director.
✓ T plus 7 days: RTC Chairman and RRA verify that referee assignments and assessments have been entered into referee database.
✓ T plus 14 days: RTC Chairman Reports results of P&A Committee action to appropriate State Associations.
✓ T plus 6 weeks (US Youth Soccer AGM): RTC Chairman submits Tournament Report to Regional Director.
✓ T plus 1 month: Payment to Region II is due.
✓ T plus 2 months: Host State Association and LOC Chairman shall submit the Tournament Report including the final Income Statement to the Regional Director and RTC Chairman. The Host State Association and LOC Chairman shall provide a copy of the report to the next venue site of the Regional Championships.

Acknowledgment:
_________________________________ has read this Request for Proposal for hosting
(State Association) The US Youth Soccer Region II Championships and if successful in its bid, agrees to prepare and conduct the event in accordance with these standards.

By: ________________________________ Date: _________________________

Acknowledgment:
The undersigned Facility and /or Host Organizing Committee (HOC) agrees to the proposed items in this agreement unless specifically noted. If this bid is accepted the HOC agrees to prepare and conduct the event according to these standards.

By: ________________________________ Date: _________________________

Confirmation of Award:
The following State Association has been awarded the 20__ US Youth Soccer Region II Championships and will be held to the agreed upon terms detailed above:

_________________________________ _________________________________________
State Association Regional Director Signature Date