



BID TO HOST

GUIDELINES AND PROCEDURES

SUBMITTAL DEADLINE
MAY 24, 2013



US YOUTH SOCCER NATIONAL CHAMPIONSHIPS VENUE SELECTION PROCEDURES

A. Selection of Venue Process

The *US YOUTH SOCCER* Board of Directors shall select the venues for the National Championships. The Board of Directors will solicit proposals to host the National Championships from all State Associations. The Request for Proposal (RFP) will be prepared by the *US YOUTH SOCCER* National Office and sent to each State Association. In order to have their venue considered, State Associations must return their proposals to the National Office by the published deadline.

The National Championships are to be scheduled the **LAST FULL WEEK IN JULY**.

Proposals will then be distributed to the National Championships Committee and will be reviewed by said committee and the National Office. The National Championships Committee Chair and representative(s) from the National Office, as part of the selection process, will conduct site visits to the qualified venue(s). The appropriate Regional Director and Regional Cup Chairman will be invited to the site visit(s), at that region's expense.

Based on the proposal(s) submitted and site visit(s) conducted final recommendations will be made by the National Championships Committee to the Board of Directors. The Board will make a decision at a regular meeting.

The National Championships Committee Chair will make a telephone call to the President of the State Association selected to host the National Championships. A follow up letter will be sent to the State Association President by the *US YOUTH SOCCER* President.

B. Selection Criteria

To be considered to host the National Championships, a State Association must, at a minimum, meet the following criteria:

1. **Fields:** Sixteen (16) fields must be secured, eight (8), which are lighted, and one, which should be the stadium field. [If your city is geographically located so that playing games during the daylight hours is dangerous due to extreme weather conditions, twelve (12) lighted fields are necessary] The stadium must have spectator-seating capacity of at least 4,000. Spectator seating must be separate from the field of play, and offer limited, preferably no access to the field. All fields must be at the same site. Fields must meet the requirements of FIFA Laws of the Game and *US YOUTH SOCCER* Rules regarding the dimensions, markings and equipment. The playing field must be at least 75 yards in width and 110 yards in length, surfaced in natural grass and level.

There must also be at least two (2) warm-up areas in close proximity to the stadium, large enough for a team to warm up prior to their matches. These warm-up areas must be separate from the playing fields to be used for competitions. The areas must be surfaced with natural grass of a similar nature to the playing fields, and it is preferable that they be equipped with goals. Other practice fields at sites other than the competition site must be offered to teams during the week. Two (2) practice fields per each Region must be available for a total of 8 practice fields. These practice fields must be surfaced with natural grass of a similar nature to the playing fields, be in playing condition and be



equipped with goals. The practice fields should be in close proximity to the teams' lodging facility(ies).

Goal posts must meet the requirements of FIFA Laws of the Game. They may be portable but must be stable, safe, substantial and securely attached. The playing field must be free of other hazards or obstacles, such as track and field appurtenances of concrete pads, asphalt and sand pits.

Team benches must be located on one side of the field. One table, for the Fourth Official and for the statistician and state representatives must be located between the two team benches and at the halfway line. An adequate supply of water and ice must be provided at each of the team benches, and the table throughout the competition.

2. **Competition Site:** The playing fields must be located within a limited-access complex, no further than thirty (30) minutes travel time from appropriate lodging facilities. The site must have good access from major highways in the area and ample parking space for teams, referees, tournament officials, spectators, media, and VIPs.

The site must offer a press box on at least the stadium field, large enough to accommodate eight to ten (8-10) press officials, a public address announcer, scorekeeper, one spotter, and a statistician. The stadium must have a good public address announcement system in place, or access to a good system, and power capability of setting up larger sound systems and on-field microphones. The stadium also must have ample power, or access to ample power for television broadcast and camera platforms. The site must have space for a hospitality area to be staffed by volunteers of the host state association during the competition.

3. **Medical Facilities:** Medical personnel must be present at the competition site at all times. Personnel must be at the site one-hour before and one-half hour after all matches. Medical personnel must consist of at least four (4) trainers and two (2) Emergency Medical Technicians trained to recognize and treat trauma. The medical facility must be outfitted with appropriate supplies and equipment to treat emergencies. The medical personnel must have direct communication with trauma center and emergency transportation thereto.

4. **Housing:** Accommodations will be solicited and coordinated by *US YOUTH SOCCER* staff or a *US YOUTH SOCCER* designee. Location must be able to offer approximately 1,440 rooms in not more than six (8) properties. Hotels must be able to guarantee **non-smoking rooms** to all teams and is a full service hotel or higher end limited service hotel property (i.e. Marriott Courtyard, Hilton Garden Inn) providing a swimming pool/spa and workout area. Housing for the following must be identified and reserved:

Please refer to Attachments A & B for detailed requirements.

5. **Host Committee Chairperson:** A Host Committee Chairperson must be selected prior to a state association being chosen to host the championship. Key committee persons should also be identified, if possible.
6. **Player Opening Event Venue:** *US YOUTH SOCCER* national staff will solicit and coordinate. Generally, the location must be able to provide an area for approximately 3,000 seated guests. A hotel or convention center ballroom of at least 30,000 sq. ft. is the preferred location.



7. **Finances:** *US YOUTH SOCCER* allows, through its budget, funding for certain subsidies, gifts, awards, and equipment connected with the National Championships. The budget is submitted annually to and approved by the *US YOUTH SOCCER* Board of Directors. Through this budget and according to the rules of *US YOUTH SOCCER*, the following items are provided by *US YOUTH SOCCER*:
- a. trophies for each National Championship;
 - b. individual medals designating 1st, 2nd, 3rd and 4th place for players and team officials (maximum of 26 per team for all age groups);
 - c. a plaque for each championship and second place team;
 - d. *US YOUTH SOCCER FAIR PLAY* Award (supplies the team plaques);
 - e. shirts for each player and team official participating in the National Championships (maximum of 26 per team for all age groups);
 - f. a gift for the referees and assessors designating participation in the competition;
 - g. game balls;
 - h. corner flags for the 16 fields used during the finals;
 - i. subsidies for participating teams in an amount set each year by the budgeting process;
 - j. banners for the playing field(s) identifying each of the cups for which the teams are competing; and
 - k. gifts for VIPs and sponsors;
 - l. local promotions for event marketing and promotion.

Additionally, *US YOUTH SOCCER* is responsible for the following expenses related to the National Championships meetings, preparations, and operations:

- a. One-(1) continental breakfasts for up to 15 persons during the organizational meeting site visit;
- b. One (1) dinner for up to 15 persons during the organizational meeting site visit;
- c. all expenses related to the Player Opening Event;
- d. all expenses related to the Coaches Reception;
- e. the following equipment and services:
 - 1. golf carts as approved by US Youth Soccer
 - 2. radios and/or cellular phones,
 - 3. PA or upgrading of PA if not available already at the competition site,
 - 4. security, as approved by US Youth Soccer



5. additional telephone lines, Internet WiFi for 12 people, phone service, and equipment which may not be already available at the playing competition site.
- f. all expenses related to production and printing of the official National Championship program, with the exception of expenses related to advertising sales and preparation of advertising art work done by the host state association;
- g. all expenses related to producing and printing of credentials, parking passes, player event program and tickets, and invitations to the Coaches Reception; and
- h. all expenses related to staging, lighting and PA system for the Awards Ceremony, if not available already at the competition site.

The Host Committee is responsible for submitting a preliminary budget with their proposal to host the National Championships. The Host Committee is responsible for the following expenses related to the National Championships meetings, preparations, and operations:

- a. Cities interested in bidding for this event will be required to pay for the site selection committee's initial visit not to exceed four (4) roundtrip airfares from various locations within the United States and complimentary lodging for one (1) night for up to four (4) people;
- b. hotel accommodations for up to three (3) nights for no more than six National Office staff members, the National Championships Committee Chair and the National Youth Referee Committee Chair for the organizational meeting and site visit;
- c. ground transportation during the organizational meeting and site visit;
- d. one (1) lunch and dinner for up to 15 persons during the organizational meeting and site visit;
- e. all expenses related to at least one (1) member of the Host Committee attending the *US YOUTH SOCCER* Workshop and Coaches Convention prior to the National Championships to meet with the National Championships Committee and National Office Staff;
- f. all expenses related to renting the competition site;
- g. all expenses related to meeting the Selection Criteria described in B. 1 and B. 2;
- h. all expenses related to providing the stadium field with lighting that covers the full field and extends at least eight yards outside the field to illuminate the field signage, and has no less than a 50 candle foot average illumination per square foot, if not available already at the competition site;
- i. all expenses related to services provided by qualified soccer PA announcers;
- j. all expenses related to medical requirements listed under Selection Criteria, B.3.;



- k. all expenses related to advertisement sales and preparation of advertisement art work to camera-ready done by the Host, for the official National Championships program;
- l. all expenses related to any field signage sold to local supporters, if available;
- m. local promotional funds for event marketing and promotion; and
- n. responsible for water distribution to ALL games 1 cooler jug with tap water (US Youth Soccer will supply the coolers to 2 team benches, per field immediately following the prior game.)

After *US Youth Soccer* has determined the suitability of a location to provide required housing, function space, amenities and services, a formal contract will be prepared and submitted to the Host State Association, once the Host State Association's proposal has been accepted.

- 8. **Alcoholic Beverages:** No alcoholic beverages may be served at the Competition Site, or during any events attended by players.
- 9. The *US YOUTH SOCCER* National Championships Committee may accept bids which do not fully meet the above selection criteria.

C. Scheduled Events for the National Championships

The National Championships *may* consist of the following events:

- 1. **Pre-Competition Regional Meetings of State Representatives.**
- 2. **Pre-Competition Meeting of Coaches and State Representatives.**
- 3. **Credentials Check-in.** All players and coaches must check in at the field prior to their first game where cards and rosters are checked and verified by National Championships Committee members.
- 4. **Player Opening Event.** This event will include complimentary admission for the following:
 - a. a maximum of 26 per team for U13-U19); (players and coaches) from the 96 teams;
 - b. state representatives;
 - c. tournament officials;
 - d. referees; and
 - e. dignitaries.

If space allows, additional tickets may be sold to parents, friends, and the general public.

- 5. **Round-Robin and Championship games.**
- 6. **Awards Ceremonies.**
- 7. **Coaches Reception.**
- 8. **On-Site *US YOUTH SOCCER* Hospitality.**



9. **Post-Competition Meeting.**

**US YOUTH SOCCER NATIONAL CHAMPIONSHIPS
HOST COMMITTEE**

A. Selection and Authority

The Host Committee Chair will appoint a committee to coordinate all of the arrangements for the National Championships. The Host Committee Chair will coordinate the efforts of the committee, and monitor its progress. The Host Committee Chair will communicate progress, problems, and information to the *US YOUTH SOCCER* national staff. The Host Committee Chair may wish to appoint an assistant or Vice-Chair to closely work with throughout the event.

B. Committee Members and Duties

The Host Committee must be comprised of the following members who will serve as chairs of their respective sub-committees. Each of these persons are responsible for reporting to the Host Committee and Chair at regularly scheduled meetings.

1. **Field Operations Coordinator:** This person is responsible for all field operations at the competition site, including the procurement of the field facilities and equipment (including nets, lining, tents, tables/chairs, and team benches). This person will also be responsible for procuring practice fields. This person will also assign and supervise personnel to staff the field sites as ball boys and girls, parking attendants, field marshals, and medical personnel.
2. **Host Referee Liaison:** This person will arrange for transportation for the referees and assessors to and from the airport, to fields for the Player Opening Event and all games. This person will also coordinate with the National Referee Committee Chair through the National Office, requirements of the officials and assessors assigned to the tournament. This person should have insight into the requirements of the USSF Referee Program and would preferably be the National State Association SRA or SYRA.
3. **Local Supporter/Advertising Coordinator:** This person will work in unison with the US Youth Soccer National Director of Marketing to arrange advertising sales and information collection for printing in the program.
4. **Treasurer:** This person will be responsible for keeping the financial records for the tournament, preparing a budget, maintaining bank accounts, disbursing funds, collecting receipts and making regular reports to the Host Committee and National Office. This person should work closely with the advertising sales people and the Souvenir and Concessions Coordinator.
5. **Media and Public Relations Coordinator:** This person will work in unison with the US Youth Soccer National Office to assist in making contact with the media and public officials regarding the tournament being held within their venue. He or she will, in conjunction with the *US YOUTH SOCCER* staff media liaison, prepare press releases and contact local media for press coverage. This person will be responsible for assembling and distributing media packets during the event. He or she will work closely with the *US YOUTH SOCCER* media liaison during the event to handle questions relating to the games for the media, while providing games statistics and press releases each day.
6. **Statistics Coordinator:** This person will recruit volunteers to serve as statisticians for each game, and coordinate their schedules. This person will also make sure that



statistics are given to the press center in a timely manner following each game. This person will work closely with the Media and Public Relations Coordinator.

7. **Hospitality Coordinator:** This person will make all arrangements for the hospitality area, including adequate volunteer staffing during the hours of operation, and be responsible for arranging any other extra hospitality events the Host wishes to add such as a VIP Tent, VIP reception or Player Party.
8. **Secretary:** This person will record minutes of the meetings and distribute them to the Host Tournament Committee and National Office.
9. **Administrative Coordinator:** This person will be responsible for all activities involved in the administrative office prior to and during the event. This person will arrange for necessary office space, machinery, telephone access, and staff during the event.
10. **Security Coordinator:** This person will be responsible for coordinating all security and traffic control during the event.
11. **Ball Kids Coordinator:** This person will be responsible for recruiting and coordinating ball boys and girls to serve as ball managers during each game. This person will work closely with the Field Operations Coordinator.

C. The US Youth Soccer National Office will serve as coordinator for the following:

1. **Logistics:** Negotiate rates with hotels (or other lodging facilities), and block rooms for teams, referees, *US YOUTH SOCCER* Board of Directors, National Staff and National Championships Committee, State Representatives, VIPs and tournament officials. Arrange for hospitality and meeting rooms as needed.
2. **Player Opening Event:** Make all arrangements for the Players Opening event, including, but limited to site selection, price negotiation, and any and all other aspects of event planning.
3. **Awards Ceremonies:** Coordinate all awards ceremonies.

D. Meetings

The Host Committee Chair and up to two (2) additional key persons involved with hosting the event must make plans to attend the *US YOUTH SOCCER* National Championships Organizational Meeting held preferably in the fall. The Host Committee should then be prepared to host the National Office, National Championships Committee Chair, and sponsor representatives for a site visit in late February, early March. The meeting will also serve as a forum to review marketing responsibilities. Additionally, the Host Committee Chair must make plans to attend the *US YOUTH SOCCER adidas®* Workshop to meet with the National Championships Committee and National Office, to present a detailed report on the progress of the event. The information, which will be placed in the team notebooks, should be ready for review at this time.

The Host Committee should meet as soon after being formed as possible, and every month thereafter through April. In May, the committee should meet every other week and beginning in June, every week.



ATTACHMENT A - HOTEL REQUIREMENTS

The *US YOUTH SOCCER* National Championships Committee may accept bids which do not fully meet the selection criteria listed below.

Team Hotel Room Numbers – Based on each hotel hosting one Region (14 teams)

A minimum of 210 **NON-SMOKING** Rooms for the Regions (4 regions) and a minimum of 600 for National League teams

- Regional Breakdown (per Region)
 - 168 double/double or queen/queen
 - 42 kings
- National League breakdown
 - 480 double/double or queen/queen
 - 120 Kings

At present the US Youth Soccer National Championships is comprised of the following teams:

- Region I: 14 teams
- Region II: 14 teams
- Region III: 14 teams
- Region IV: 14 teams
- National League: 40 teams

Team Hotel Concessions:

- Free parking for all teams.
- Two (2) complimentary team meeting rooms (set for 25 class room with head table) for duration of event (Sunday – Sunday) on a 24-hour hold
- A complimentary white (grease) board in each meeting for the duration
- Complimentary easel for each team meeting room
- Extended continental breakfast for each of the players included in the group rate (grab and go not an acceptable form of breakfast)
- Minimum of a \$5 per room rebate payable to US Youth Soccer
- 10% travel agency commission, if applicable, at US Youth Soccer's discretion
- Value of comp room paid to US Youth Soccer
- Group rates quoted based on a one to quad occupancy
- No attrition clause
- Two late room check outs as late as 4:00 p.m. for each team at no charge

Host Hotel Additional Concessions:

- Hard wall storage room with a minimum of 750 sq. ft. for duration of event.
- One large meeting room to accommodate up to 250 theater: Tuesday 12p – 5p
- Four small meeting rooms to accommodate up to 50 theater: Tuesday 8p – 5p
- Two (2) complimentary Presidential level suites for duration of event
- Five (5) one-bedroom suites at group rate for duration of event
- Ten (10) concierge level rooms at group rate for duration of event
- Fifteen (15) staff rooms at 50% off the group rate
- Free receiving of materials sent in by US Youth Soccer
- If not provided, free in-room Internet access for all VIP rooms (not to exceed 30 rooms)
- No attrition clause

Referee Hotel:

- Up to 55 NON-SMOKING double/double sleeping rooms
- Complimentary white (grease) board for duration of the event
- Meeting space for duration of event to accommodate 80 classroom
- Full breakfast included in quoted rate
- If applicable, free parking for up to ten (14) vehicles

Annual General Meeting requirements:

- Up to 100 sleeping rooms with peak on Friday (room history provided upon request)



- Meeting space needed for Saturday: 8a – 6p
 - Four (4) individual meeting rooms to accommodate 75 classroom
 - One (1) meeting room to accommodate 200 classroom with theater seating for 100, 2-tier head stage for 20 people
 - Reception space following above meeting for 2 hours
 - Additional meeting space as requested

The following phrases will be required to be included in all hotel contracts:

Cut off Date: Due the dates that teams qualify for this event the hotel cut off date will be no earlier than July 9th.

Site Inspections

Upon being awarded the US Youth Soccer National the hotel shall make available up to six (6) guestrooms for one (1) night on a complimentary basis. Any additional rooms required for the additional site visits will be offered at a 50% discount off the Hotel's established corporate rate.

Elimination

As the event proceeds through an elimination format, it is likely that the rooms of eliminated teams will check out starting Friday, July 24, 2015. As there is no way to determine which teams will be eliminated and choose to leave, it is the hotel's discretion regarding overselling rooms for those nights starting on the date referenced.

Rates

The hotel agrees that the contracted rate will be the lowest the hotel will provide during the term of the agreement, excluding any corporate or airline rates. Should a lower rate be provided, other than the excluded rates, during the term of the agreement then all rooms provided under this agreement shall be provided that same lower rate for the duration of the stay. The Hotel also agrees there shall be no other rebates or commissions other than the provided in the agreement without the expressed written permission of US Youth Soccer.

Complimentary rooms

One (1) complimentary room per 40 nights actualized on a cumulative basis. The value of complimentary guestrooms to be paid via check to US Youth Soccer no later than thirty (30) days after groups' departure.

Cancellation Phrase

Should the hotel resell the rooms to another group or individual travelers, the group will have no monetary obligation to the hotel.

C. Insurance and Indemnification

Each party will maintain in effect throughout the term of this agreement a comprehensive liability insurance policy (general, liability coverage, personal injury and property damage) in force with at least \$2,000,000 general aggregate insurance, naming the other party as additional insured. Each party shall provide a certificate of insurance upon request by the other party. The policy shall be written so that the other party will be notified of the cancellation or any restrictive amendment of the policy at least 30 days prior to the effective date of such cancellation or amendment.

Confidentiality

Hotel and US Youth Soccer agree to keep the rates and other terms and provisions of this Agreement confidential and not to disclose such information to any other party.

Changes to Hotel

In the event there is construction or remodeling at Hotel or any changes which may materially and diversely affect the accommodations or service of Hotel, or the guest experience, or if there is a change in ownership, management or flagship of Hotel, US Youth Soccer may, at US Youth Soccer's option, cancel any or all reservations without liability to Hotel.

