



**2023**

**REQUEST FOR PROPOSAL**

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## **Introduction**

This document outlines a Request for Proposals to host the 2023 US Youth Soccer Eastern Presidents Cup. The host organization or city chosen as a host should place primary emphasis on the safety of the participants and quality of the event while also generating community interest and respectfully representing the US Youth Soccer brand.

## **Bid Proposal**

US Youth Soccer will accept bids for the 2023 US Youth Soccer Eastern Presidents Cup. In the event that there are changes to the format of the US Youth Soccer Eastern Presidents Cup, the contract would be revised, allowing the selected host first right of refusal to host the competition under the new parameters.

## **Background and History**

US Youth Soccer is the largest youth affiliate and member of U.S. Soccer, the governing body for soccer in the United States. US Youth Soccer is a non-profit organization whose mission is to make soccer the preeminent youth sport in the United States and exists to transform the lives of America's youth through the game of soccer.

With more than 2,000,000 players, US Youth Soccer has always been recognized as a leader in youth sports organizations. The US Youth Soccer National Presidents Cup competitions are considered one of the crown jewels of US Youth Soccer.

The US Youth Soccer National Presidents Cup provides appropriate competition to teams that may be more community or town based and have players that may exhibit a wider range of skill levels. The US Youth Soccer National Presidents Cup competitions are designed for teams seeking a higher level or play against teams of similar abilities as they compete for a National Championship. The National Presidents Cup competitions provide a progressive, competitive experience to teams that might not otherwise get the opportunity to participate in the sequence of state, regional and national US Youth Soccer events. The National Presidents Cup competitions highlight competition, camaraderie, and community. Each summer, US Youth Soccer crowns a boys and girls National Presidents Cup champion in seven different age divisions: 13U, 14U, 15U, 16U, 17U, 18U and 19U.

## **Event Ownership**

US Youth Soccer owns and operates the US Youth Soccer Eastern Presidents Cup, and will serve as the event management, while working closely with the local organizing committee (LOC) to ensure a successful event. The LOC will serve a vital role in the planning and connecting US Youth Soccer to the right individuals and agencies with the community. US Youth Soccer reserves the right to use a housing service to secure the necessary hotel room needs for the event. US Youth Soccer is responsible for pre-competition registration/check-in, pre-team official meetings and all games during the competition. US Youth Soccer shall make all determinations of player eligibility and interpret the rules of the competition consistent with all policies approved by the US Youth Soccer Board of Directors. US Youth Soccer shall provide guidance to the host organization and must approve all final plans prior to their dissemination and implementation. Furthermore, for any expenses that US Youth Soccer is financially responsible for, US Youth Soccer must approve and sign all contracts including, but not limited to, sponsorships, hotels, facilities, vendor/labor needs and concessions.

## **2023 Event Dates and Schedule**

Friday, June 16<sup>th</sup> – Group Play  
Saturday, June 17<sup>th</sup> – Group Play  
Sunday, June 18<sup>th</sup> – Group Play  
Monday, June 19<sup>th</sup> – Semi Finals  
Tuesday, June 20<sup>th</sup> – Finals

### **Competition Site Accommodations**

It is required that the playing fields be located within a limited access complex no further than thirty (30) minutes travel time from the appropriate lodging facilities. The site must have convenient access from major highways in the area and with ample parking spaces for teams, referees, tournament officials, spectators, media and VIP's.

The site must have space for hospitality, college coaches, referees and volunteers to be staffed by volunteers provided by the hosting group during the competition. The host organization must provide an air-conditioned building, pavilion or trailer to serve as the onsite headquarters at each competition site. See Appendix A for more details.

Furthermore, the host organization must provide equipment, supplies, etc. at each competition site and cover all associated costs. See Appendix B for more details.

### **Water and Ice**

The Host Organization must provide adequate water and ice for each team bench in order to sustain players and team officials. Referees, referee coaches and college coaches must also be accounted for.

### **Awards Ceremonies**

The Host Organization must provide the following at the Event site headquarters:

- Lockable facility to store trophies, patches, medals and other presentation items.
- A 40 by 60-foot area to accommodate the setting/staging area for the awards presentation.
- Tables to display trophies, medals, patches and other awards.
- A covered stage large enough to comfortably accommodate 30 people. See Appendix B for further detail.
- Sound system including speaker(s) and microphone.
- An area near the awards ceremony site to facilitate pictures of participating teams. This area must also have the ability to display banners of the US Youth Soccer sponsors.

### **Medical Facility and Personnel**

The Host Organization is required to provide all medical personnel, which must be at the site one (1) hour before the first scheduled match and one (1) hour after all scheduled matches have been completed. Medical personnel must consist of a **minimum** of one (1) licensed athletic trainer per every two (2) fields based on the field layout, one (1) Medical Doctor specially trained in concussion treatment and management and two (2) Emergency Medical Technicians (EMT's) trained to recognize and treat trauma in addition to being trained in sports medicine and CPR. The medical facility must be outfitted with appropriate supplies and equipment to treat emergencies common to the game of soccer to include, but not limited to, abrasions, bruises, sprains, insect bites, exhaustion, heat and induced problems. The medical personnel must have direct communication with a local trauma center and emergency transportation vehicle must be on-site at all times that matches are being played. The Host Association and US Youth Soccer will work together to make a final decision on the actual number of athletic trainers that will be required at the event.

### **Event Marketing**

The event will be marketed throughout the country by US Youth Soccer, which will market the event through its electronic media outlets. For increased event recognition, the event will include a webpage, with links to its partners, sponsors and the host city CVB/Sports Commission.

Because US Youth Soccer sees this as a partnership, the LOC logo will appear in conjunction with all marketing, advertising and promotion for the event. US Youth Soccer reserves the right to review and approve all collateral material for the event prior to its production. The LOC also may use the US Youth Soccer logo in conjunction with its printed information but only with prior approval from US Youth Soccer.

## US Youth Soccer Selection Criteria

US Youth Soccer will use the following guidelines in reviewing the proposal and in the selection process.

**Weather:** Moderate and reliable (minimal threats of hurricanes, wildfires, etc.)

**Competition Venue:** The playing field site must contain quality fields that can adequately host approximately 120 teams, coaches, families and friends, volunteers and administration. Additionally, the playing field site must be located within a limited-access complex. US Youth Soccer must have exclusive rights to the complex during the event. No other competitions, camps, leagues or other events may be held during the Eastern Presidents Cup without prior approval from US Youth Soccer. The Host Organization is responsible for usage and/or any other fees associated with use of the field complex for the event.

**Competition Fields:** A minimum of sixteen (16) fields must be secured, six (6) of which must be lighted. If your city is geographically located so that playing games during the daylight hours in June or July is dangerous due to extreme weather conditions, then a minimum of eight (8) lighted fields are required. Training fields are permitted to be located off site.

All fields must meet the requirements of IFAB Laws of the Game and US Youth Soccer policies and rules regarding the dimensions, markings and equipment. The playing field for all 13U-19U games must be at least 70 to 75 yards in width and 110 to 115 yards in length, surfaced in natural grass or synthetic grass and level. The playing field for all 12U games must be at least 55 to 60 yards in width and 75 yards in length, surfaced in natural grass or synthetic grass and level. Grass type must be consistent by age group throughout group play stages.

The fields must be properly maintained to the satisfaction of the US Youth Soccer Eastern Presidents Cup committee and US Youth Soccer, including, but not limited to, the cleanliness of the fields and surrounding areas, general turf maintenance, fencing, goals, nets, team benches, and field painting, with the Host Organization responsible for the expense and execution of these activities. US Youth Soccer will provide corner flags, team tents, and water coolers, which must be utilized.

All complex services, including but not limited to, trash pickup and removal, field and ground maintenance and the general management of the complex and any employees is the responsibility of the Host Organization for the duration of the event.

All fields intended for use during the US Youth Soccer Eastern Presidents Cup may not be used by any entity or for any purpose except the preparation of the field surfaces for a minimum of two (2) weeks prior to the start of competition.

**Warm-up Areas:** There must be at least two (2) warm-up areas large enough for a team to warm up prior to their matches in close proximity to the game fields. The warm-up areas must be separate from the playing fields that are being used for competition. The warm-up areas must be surfaced with natural grass or synthetic turf of a similar nature to the playing fields and it is preferred that they be equipped with soccer goals.

**Practice Fields:** Two (2) practice fields must be offered to teams during the week of competition. The practice fields may be at the competition venue if additional fields beyond those designated for matches are available or they may be located at a different complex. These practice fields must be surfaced with natural grass of a similar nature and quality as the playing fields, must be in playing condition and be equipped with soccer goals. The practice fields should be in close proximity to the teams' lodging facilities.

**Soccer Goals:** All goals must meet the requirements of IFAB Laws of the Game. They may be portable but must be stable, safe, substantial and securely attached and anchored. All fields must be free of hazards or obstacles, such as drainage covers, exposed sprinkler heads, and/or any kind of track and field appurtenances including, but not limited to, concrete pads, asphalt, and sand pits.

**Team Benches:** Team benches with seating for 25 people must be provided in each technical area. One table and three (3) chairs for the Fourth Official and other authorized individuals must be located between the two team benches and at the halfway line. One additional table for each team bench must be provided for hydration. An adequate supply of water and ice must be provided at each of the team benches including the Fourth Official table, by the LOC, throughout the competition. Tents will be provided by US Youth Soccer.

**Hotels:** Should be able to service 2,500 players plus coaches, staff, friends and families. Home stays and campgrounds are not alternative housing options. Dorms can be an option for referees and referee coaches. Attempts should be made to minimize the cost of the hotel room block. Hotels must be able to guarantee non-smoking rooms to all teams and be a full-service hotel or higher end limited-service hotel property providing a hot breakfast, swimming pool/spa and a workout area.

US Youth Soccer or their designee will solicit and coordinate the accommodations and enter into agreements with the properties. US Youth Soccer, or its designee, is responsible for blocking rooms for teams, referees, the US Youth Soccer Board of Directors, National Staff, the Eastern Presidents Cup Committee, and other VIPs. US Youth Soccer or its designee will also arrange for hospitality and/or meeting rooms at those hotels as needed. Revenue share options will be discussed with the Host Organization during the bid review process based on the budget submitted within the proposal.

**Venue:** Must contain adequate space for teams to warm up, a medical room or similar area, spectator viewing, parking and bathrooms. Venue should also have space for vendors, merchandise sales and an award area. Venue should not be more than a 30-minute drive from the hotels.

#### **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.

#### **Workers Compensation**

The Host Organization must provide US Youth Soccer with evidence of Workers Compensation insurance for all employees and contractors utilized during the event.

#### **Force Majeure**

US Youth Soccer nor the Host Organization, State Association, LOC and/or Venue shall be considered in default in the performance of its obligations under this agreement to the extent that performance of its obligations is prevented or delayed by any cause beyond its reasonable control, including, without limitation, acts of God; acts or omissions of governmental authorities; strikes (accept those involving employees or agents of the party seeking the protection of this clause), lockouts, or other industrial disturbances; acts of public enemy; wars; acts or threatened acts of terrorism; blockades; riots; civil disturbances; floods; hurricanes; tornadoes; earthquakes; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions and any other similar events, acts, or omissions beyond the control of the parties.

#### **Termination of Agreement**

US Youth Soccer reserves the right at any time to withdraw the US Youth Soccer Eastern Presidents Cup from the selected location if US Youth Soccer determines it is in best interests of the event. US Youth Soccer will provide written notification a minimum of 30 days in advance of any decision to withdraw. If the Host Organization, State Association, LOC and/or Venue is unable to promptly resolve the cause of the intent to withdraw, then US Youth Soccer Eastern Presidents Cup Committee and/or the US Youth Soccer shall have the right to terminate the US Youth Soccer Eastern Presidents Cup by providing formal written notice to the host site/city selected, which shall go into effect immediately upon receipt.

## **Bid Process Timeline**

Following is a schedule of activities/meetings, which comprise the bid process. As needed, adjustments in the schedule and logistics may be made, at the discretion of US Youth Soccer.

All bids will be accepted through February 18<sup>th</sup>, 2022, at 5:00PM CST. Upon receiving the bids, the National Office and US Youth Soccer Eastern Presidents Cup Committee will meet to review, score and compare the bids. No later than March 18<sup>th</sup>, 2022, the Eastern Presidents Cup Program Manager and representative(s) from the National Office, as part of the selection process, will conduct site visits to the two most qualified venue(s), as needed. Site visits deemed necessary by the US Youth Soccer Eastern Presidents Cup Program Manager are to be coordinated with the bidding organization(s) and all direct expenses are to be covered by the bidding organization(s) (e.g. airfare, hotel, per diem, etc.).

Based on the proposal(s) submitted and site visit(s) conducted, the final decision will be made by the US Youth Soccer Eastern Presidents Cup Committee and the US Youth Soccer National Office.

Once a decision is made, US Youth Soccer will advise the Host Organization of their winning bid. Host Organizations that are awarded the US Youth Soccer Eastern Presidents Cup will be required to enter into a Hosting Agreement/Memorandum of Understanding outlining the responsibilities of the Host Organization, the US Youth Soccer State Association (if applicable), any appointed Local Organizing or Host Committee and US Youth Soccer.

## **LOC/Host Site Benefits**

Hosting the US Youth Soccer Eastern Presidents Cup provides exposure and financial rewards or benefits to the host organization as well as the community. US Youth Soccer has provided a breakdown of the financial impact of hosting an event of this caliber in the Economic Impact Projections section of this document:

- Economic Impact
- Raises the profile and brand image of the city
- Regional benefit – cost savings for local teams
- Future Field Complex enhancements/initiatives
- Puts the host site/city selected and field complex in the limelight, provides an opportunity to advertise and attract new membership
- Positive image to the host city, perhaps reflected in additional events from different areas (conventions, other sports, etc.)
- Opportunity to attract new players to the sport with the publicity that comes with hosting, especially if local media do stories on the event.
- Emphasizes the benefits of sports tourism
- Local businesses benefit from people in town – shops, restaurants, hotels, other attractions
- Civic pride in seeing the local entities working together to benefit the city

## **Economic Impact Projections**

If desired, an economic impact calculator is available at [this link](#).

## **US Youth Soccer Investment**

- Provide all field equipment including, but not limited to: team sideline tents, soccer balls, corner flags, and signage
- Provide all medals, awards, tablecloths, backdrop and trays for award ceremony
- Facilitate game schedule, trainings and all team communication
- All US Youth Soccer required Certificates of Insurance
- All social media marketing communications

## **LOC/Host Site Investment**

- Usage fees and/or any other costs associated with use of the field complex.
- Logistics costs of the event.
  - Permits and all costs associated with the permitting process.
  - Police – Used for traffic control, road closures and security.
- Field/Complex maintenance and upkeep for the duration of the event.
- If complex does not allow tent/signage staking, it is a requirement of the LOC/Host Site to provide a minimum of 30 sandbags per field for tents and signage.
- Medical staff, equipment and supplies
- Waste Management (trash and recycling costs).
- Volunteer support for the event – recruitment of volunteers to operate under the supervision of the US Youth Soccer Operations team.
- Golf cart rental for all US Youth Soccer Staff, Medical Staff, Committee Members, Referee Transport and Event Staff.
- Meeting rooms for registration, state meetings, board meetings, storage.
- Temporary storage shed on complex grounds to house US Youth Soccer equipment and crates if no permanent structure is available.
- Expenses for a minimum of two (2) to a maximum of three (3) US Youth Soccer representatives to visit and inspect the site before any bids are awarded.
- Event Logistic Planning travel expenses.
- Following the conclusion of the competition, the Host Organization is required to present a final report, including a detailed economic impact study and a financial statement, submitted no later than October 1.

## Proposal Bid Questions

The following are items should be included within your bid proposal.

### 1. Introduction

- a. Please include information as to why the event should be hosted by your organization, including any qualities that make your site unique.
- b. Describe other events hosted or supported by your organization, which demonstrates your ability to successfully host this event.
- c. How will you attempt to get the community to embrace this event?

### 2. Venue

- a. Describe the complex – including the number and size of fields, the number of fields with lights, headquarters facilities, referee headquarters, awards area space, parking, bathrooms, security, etc. Please include a facility map with photos.
- b. Please include your Severe Weather and/or Emergency plan.
- c. Please include options for potential back-up fields that can accommodate weather delays.
- d. Questions to be answered:
  - i. Do you allow scaffolding for match streaming?
  - ii. Do you allow tent and signage staking? If not, it is a requirement of the LOC/Host Site to provide a minimum of 30 sandbags per field for tents and signage.
  - iii. Do you have any vendor protocols or issues?
  - iv. Where are golf carts allowed within the complex?

### 3. Financial

- a. Please confirm your ability to accept the LOC/Host Site Investment by submitting:
  - i. a preliminary budget
  - ii. an estimated economic impact projection
  - iii. outline how the LOC/Host Site will fulfill the investment obligations for this event.

### 4. Accommodations

- a. Detail the hotels within a 30-mile radius, including
  - i. Number of rooms with two beds
  - ii. Hotel Class by Star Rating
  - iii. Amenities of the property
  - iv. Restaurant hours
  - v. Swimming Pool/Workout Facilities
  - vi. Meeting rooms and square footage
  - vii. Parking fees
  - viii. Distance from complex, primary airport, local restaurants
- b. Highlight the hotels that fulfill the required needs of the US Youth Soccer Host Hotel and Referee Hotel
  - i. Host Hotel
    1. Hotel Accommodations for 20 guests made up of staff, VIP and state representatives
  - ii. Referee Hotel
    1. Hotel Accommodations for 140 guests made up of referees, referee coaches and mentors
    2. One (1) meeting space that can accommodate 140 people, classroom style, for the duration of the event

### 5. Transportation

- a. Primary Airport and airlines serving it.
- b. Airport shuttle services.



- c. What rental car companies service the airport? Do you have any relationships with them?
6. Local Support
- a. What local businesses might support the event and in what fashion?
7. Promotions/Media Exposure
- a. How does your organization plan to promote the event?
  - b. What local media might cover the event? What is your relationship with each?
8. Letters of Support, Intent and/or Commitment
- a. Please provide an acknowledgement from the US Youth Soccer State Association that you are placing a bid to host.
  - b. Please provide the following letters of commitment:
    - i. Mayor/City Council
    - ii. Police, Fire/Rescue, Medical
    - iii. Local Sports Commission/CVB
    - iv. The US Youth Soccer State Association
  - c. Letter of Intent – Signature by President/CEO of your organization

**Contact Information**

Please keep in mind that this document is meant as a guideline for cities/venues interested in preparing a bid proposal. If you feel your city/venue is unable to meet certain criteria as outlined on the previous pages, please contact us as we are always open to alternative and creative ideas. We are committed to working with each, and every, potential host city/venue to explore the possibility of bringing US Youth Soccer Eastern Regional Championships to the area.

The deadline to submit your bid proposal is February 18th<sup>th</sup>, 2022. Please submit four (4) copies via mail and an email copy to the following contact:

US Youth Soccer  
Attn: Chris Webb  
9220 World Cup Way  
Frisco, TX 75033  
[cwebb@usyouthsoccer.org](mailto:cwebb@usyouthsoccer.org)

In the event there are additional questions, please feel free to contact Shaun Fleming via email at [sfleming@usyouthsoccer.org](mailto:sfleming@usyouthsoccer.org). The anticipated date to announce the site selection would be no later than of April 1<sup>st</sup>, 2022.

## Appendix A: Event Operations Requirements

- US Youth Soccer
  - Air-conditioned space for ten (10) people to work out of with sufficient electrical outlets and high-speed wireless internet
  - The room must lock or be made private from non-staff
  - Storage closest for gear, balls and awards
- Host Organization, if desired by LOC
  - Space for staff to work
- Referees/Referee Coaches
  - Air-conditioned tent or room for referee check in, with the ability to fit up to 3 tables, 10 chairs and other equipment. Access to high-speed wireless internet access for the duration of the event. Adequate power supply for printers and laptop computers.
  - Large room for ref hospitality/meals (Min size 40' x 40')
  - Easy access to restrooms
  - Sufficient tables and chairs to accommodate approximately 140 individuals.
  - Adequate meals, snacks, water, ice and fresh fruit.
- Medical Facility/Personnel
  - Room/area for Medical personnel to assist with treatments, injuries, pregame wraps, etc.
- Sponsors
  - Large room/common area for sponsors to set up a headquarters
  - Area must have electrical outlets
- College Coaches
  - Hospitality room for college coaches to check in, eat, mingle, etc. (Min size 30' x 30')
  - Sufficient tables and chairs to accommodate approximately 25 people.
- VIPs/State Representatives
  - Air-Conditioned hospitality room for VIPs and State Reps to check in, eat, mingle, etc. (Min size 30' x 30')
  - Sufficient tables and chairs to accommodate approximately 25 people.

## **Appendix B: Additional Requirements, Standards and Expectations**

- Tents/tables/chairs to accommodate headquarters for US Youth Soccer Staff and Committee Members. A layout map must be provided to US Youth Soccer after field location has been finalized.
- Tents/Tables/chairs to accommodate work area for referees and referee coaches.
- Copier/Printer with paper for the US Youth Soccer headquarters.
- Internet access or Wi-Fi capability for US Youth Soccer and any attending Sponsors.
- Adequate power supply for copier, printer, monitors and laptop computers.
- Adequate bathroom facilities for all game days.
- Field Marshals (minimum one person for every two fields) on all game days.
- Security must be provided at all times for the duration of the event. This includes traffic control inside and outside the complex, general patrol in parking areas, around all fields, equipment, signage and tents.
- If storage space is available on site, the Host Association shall provide that space to US Youth Soccer without cost. If storage space is not available on site, an area within the park must be made available so that Host Organization can obtain one or more storage containers at its expense to be located on site for US Youth Soccer equipment and crates.
- A list of activities, events, area restaurants and shopping areas in the general area of the Eastern Presidents Cup that are scheduled or available during the event.
- No alcoholic beverages may be served at any US Youth Soccer Eastern Presidents Cup venue or during any events attended by players.
- Unless otherwise specified, the host organization must provide all of the above accommodations, supplies, equipment, and volunteers at the competition site and cover all associated costs.

### Appendix C: Financial Requirements

Please list the anticipated expenses for each of the below line items. This will help us better evaluate the costs associated with hosting the Eastern Presidents Cup in your city.

Item	Notes	Estimated Costs
Fields	A minimum of sixteen (16) fields	
Benches	2 benches per team, enough for 25 players and coaches	
Practice fields	Two (2) practice fields must be offered to teams during the week of competition	
Fields - Tables & Chairs	Three (3) Chairs and One (1) Table per field at midfield	
Hospitality Area Tents - Volunteers, College Coaches and VIP's	One (1) air-conditioned tent with min size of 40' x 40' or suitable other structure to comfortably seat 75 people	
USYS Headquarters	One (1) air-conditioned trailer or a sufficiently sized permanent structure with min size of 20' x 20'	
HQ - Tables and Chairs	Sufficient tables and chairs to seat 10 people	
Referee Area tent	One (1) tent with min size of 40' x 40'	
Referee area - Tables & Chairs	Sufficient tables and chairs to seat 140 referees, referee coaches and mentors	
Team Benches - Ice & Water	Ice & Water to supplement one (1) cooler per team	
Athletic Trainers	A minimum of one (1) Athletic Trainer for every two (2) fields or based on field layout	
Golf cart (6 passenger)	Three (3) - Referees	
Golf cart (4 passenger)	Two (2) – PCUP Staff, Two (2) – Referees, Two (2) – Medical, Four (4) – LOC, Two (2) – VIP, Three (3) – Handicap Transport. Fifteen (15) total	
Golf cart (2 passenger)	Two (2) – Referees, One (1) – Media, Four (4) – Medical, Two (2) – LOC, One (1) – USYS. Ten (10) total	
Golf cart (Gator/Flatbed)	One (1) – USYS Operations, Two (2) – Medical. Three (3) total	
Hospitality meals	Breakfast & lunch for up to 75 people each day	
Referee meals	Snacks & Lunch for up to 140 people each day	
Awards Stage / Sound System	Minimum of a 20' wide by 24' deep stage & covered. Must fit 8' tall by 15' wide backdrop	
Security	Overnight for each day	
Miscellaneous		

**In your proposal, please note any grants, sponsorships or funding that might financially enhance your bid.**