



REGION I CHAMPIONSHIPS

Eastern Region Championships Hosting Requirements Bid Manual

2019/2020

The US Youth Soccer Eastern Region Championships is the property of US Youth Soccer and the Eastern Region not withstanding any language to the contrary. All decisions of the US Youth Soccer Eastern Region Championships are within the preview of the Eastern Region General Manager or his/her designee.

NOTE: This Hosting Requirements Bid Manual is reviewed and possibly updated as needed by the Eastern Region General Manager or his/her designee due to movement of this event throughout the Region.

I. ADMINISTRATION

A. EASTERN REGION CHAMPIONSHIPS COMMITTEE

The Eastern Region Championships Committee shall consist of a Chairperson, and other committee members who will be appointed by the Eastern Region General Manager or his/her designee. The Eastern Region Championships Chair and the committee shall administer the competition and report to the Eastern Region General Manager (or his/her designee).

The Committee will attend the Eastern Region Championships as official representatives of Eastern Region. The committee members are responsible for pre-competition registration/check-in, pre-team official meetings and all games during the competition. The committee members shall make determination of player eligibility and interpret the rules of the US Youth Soccer National Championships Series consistent with proper interpretation by the US Youth Soccer Board of Directors. The Eastern Region Championships Chair and committee members shall provide guidance to the host organization and must approve all final plans prior to their dissemination and implementation with approval from the Eastern Region General Manager.

B. CONTRACTS

The Eastern Region General Manager (or his/her designee) **MUST** approve and sign all contracts.

1. Sponsorship
2. Hotel
3. Food concessions

C. FINANCE

1. US Youth Soccer Funding

US Youth Soccer allows, through its budget, funding for certain items connected with the US Youth Soccer National Championships Series. The budget is submitted annually by the US Youth Soccer National Championships Committee and approved by the US Youth Soccer Board of Directors. Through this budget and according to the Rules of US Youth Soccer, US Youth Soccer provides the following items.

- a. State Champion patches for players – 13U & Older
- b. Individual medals designating 1st and 2nd Place
- c. Individual patches for 1st Place
- d. Individual medals for Semi-Finalists – 12U through 17U age groups
- e. Team Awards for the 1st and 2nd Place Teams
- f. Game Balls, Sponsor banners, tents, inflatable etc.

2. Eastern Region Funding

The US Youth Soccer Eastern Region will allow, through its budget, funding for certain items connected with the Eastern Region Championships. The budget is submitted annually by the Eastern Region Championships Chairperson and approved by the Eastern Region General Manager. The following items are provided through this budget.

- a. Perpetual trophy to be used for award ceremony and photo opportunities by champion teams. Trophy will be kept and housed by the Eastern Region throughout the year. Teams advancing to Nationals will receive a championship plaque.
- b. Participation pin for every player
- c. State Champion patches for players in the 12U Age Group
- d. Game Balls – if not provided by US Youth Soccer
- e. A gift designating participation in the competition for referees.
- f. A gift designating participation in the competition for assessors.
- g. A gift for referees chosen to officiate the finals in each age group/gender.
- h. Funding to host organization to provide Referees/Assessors with lunch at the complex each day during competition.
- i. Subsidy for the Eastern Region team's going to the National Championships.
- j. Eastern Region will guarantee a minimum \$10,000.00 profit for the host organization for the combined two years.

3. Host Organization Funding

The host organization is responsible for raising all other necessary funding. The manner in which these funds are spent must be submitted in the form of a budget with the bid to host and approved by the Eastern Region General Manager.

4. Profit Sharing

- a. Eastern Region will provide \$2,500.00, which is refundable from the profits.
- b. Eastern Region will receive 50% of the first \$10,000.00 profits and 25% thereafter.

II. VENUE

A. Selection of Venue

The Eastern Region General Manager shall select the venue for the Eastern Region Championship. The Eastern Region Championships Chair shall solicit bids from all interested organizations wishing to host the competition. Such bids shall be submitted to the Eastern Region Championships Chair for proper dissemination. See below the format on which an organization may submit a bid to host.

The organization awarded the bid will be given the opportunity to host for two (2) consecutive years, the second year upon recommendation from the Eastern Region Championships Chair along with the approval of the Eastern Region General Manager (or his/her designee). Listed below is the Schedule of Events for the six-day competition.

- Day 1:** Team Registration on first day of the event
Team official Meeting space on first day of the event
Opening Ceremonies – Parade of States (not mandatory, but optional based on availability and location).
Eastern Region Championships Committee meeting each day/evening of the event.
Pre-tournament meeting of referees and assessors
Referees meeting each day/evening of the competition
Assessors meeting each day/evening of the competition
- Day 2:** Preliminary Games – 1 game each team all age groups both boys and girls
- Day 3:** Preliminary Games – 1 game each team all age groups both boys and girls
- Day 4:** Preliminary Games – 1 game each team all age groups both boys and girls
- Day 5:** Semi-Finals and Award Ceremonies all age groups both boys and girls (17 & younger)
- Day 6:** Finals and Award Ceremonies all age groups both boys and girls

Event and Meeting Space to be provided as follows:

1. Team Registration on first day of the event
2. Team Official Meeting space on first day of the event
3. Pre-Tournament meeting of Tournament Officials
4. Pre-tournament meeting of referees and assessors.
5. Eastern Region Championships Committee meeting each day/evening of the event.
6. Referees meeting each day/evening of the competition.
7. Assessors meeting each day/evening of the competition.

B. CRITERIA for VENUE SELECTION

To be considered, an organization must provide fields and facilities as defined within this manual. Sufficient volunteer manpower must be available to fulfill the duties of the host organization as defined within this manual.

- C.** US Youth Soccer must have exclusive rights to the complex. No other competitions, camps, leagues or events may be held in conjunction without prior approval of US Youth Soccer.

III. HOST ORGANIZATION

The host organization will be responsible for all finances of the tournament except those specifically provided by US Youth Soccer and the Eastern Region (in kind services). The host organization must prepare a budget for the competition based on the plans they have made and submit this budget with their bid for approval by the Eastern Region General Manager.

The host organization and their committees do not have the authority to enter into any contractual agreements without the final approval of the Eastern Region General Manager (or his/her designee).

Non-compliance by the host organization with the requirements set forth within the Eastern Region Championships Manual for Hosting Requirements shall result in possible fines and

or disciplinary action as recommended by the Regional General Manager and approval by the US Youth Soccer CEO.

A. HOST COMMITTEE MEMBERS and DUTIES

The host organization will appoint a Host Tournament Chairperson and a committee to coordinate all of the arrangements for the competition. The committee members shall be assigned specific duties. Meetings should be held periodically to review the status of each task.

The following tasks need to be assigned to specific personnel. Each item may be covered in more detail within this manual.

1. **Host Tournament Chairperson:** This person shall coordinate the efforts of all other members and monitor progress. The Host Tournament Chair shall communicate progress, problems and information to their organizations most senior leader and the Eastern Region Championships Chair.
2. **Host Tournament Co-Chairperson:** This person shall assist the Host Tournament Chair in the execution of duties and perform other duties as assigned.
3. **Host Referee Liaison:** This person should have insight into the requirements of the USSF Referee Program. This person shall coordinate with the Eastern Region Referee Administrator any needs or comforts of the referees and assessors assigned to the tournament.
4. **Field Operations Coordinator:** This person is responsible for all operations at the field sites, including the procurement of the field facilities and equipment (including nets, lining, corner flags and tents.) This person shall also assign and supervise personnel to staff the field sites, parking, Field Marshals (Field Marshals must be provided for each field to call in scores etc.) and Medical Personnel.
5. **Program and Advertising Coordinator:** This person shall arrange for the printing of the program and the selling of advertisements, collect information for printing in the program, such as tournament date, history of the cups, schedule of events and completion of the schedules. This person will work with the US Youth Soccer Liaison as to all US Youth Soccer Sponsor requirements for program ads etc.
6. **Treasurer.** This person shall be responsible for keeping the financial records for the tournament, preparing the budget, maintaining bank accounts, disbursing funds, collection receipts and making periodic reports. This person should work closely with the advertising sales people and the Souvenir and Concessions Coordinator.
7. **Souvenir and Concessions Coordinator.** This person shall arrange for food and souvenir concessions at the field sites and other sites where teams and officials will be, for example hotels and hospitality rooms. This person shall keep inventory and record of sales, arrange for pre-tournament purchases by teams, assign and supervise sales personnel. This person shall also work with the US Youth Soccer Liaison as to all US Youth Soccer sales requirements.

8. **Secretary.** This person shall record minutes of the meetings and distribute them to the host organizations Officers, Tournament Committee, the Eastern Region General Manager (or his/her designee) and the Eastern Region Championships Chair.
9. **Awards Ceremony Coordinator.** This person shall arrange for the set-up of the Award Ceremonies for both the Semi-Finalists, Finalists and the Champions. This person shall coordinate with the Eastern Region Championships Chair and US Youth Soccer for any needs associated with the Award Ceremonies.

B. FIELDS for the COMPETITION

A minimum of 20 grass soccer fields are required for the 12U through 19U age groups both boys and girls (turf fields can be used in place of grass fields. In addition, a minimum of 2 small-sided grass soccer fields will be required for the 12U 9v9 competition for both boys and girls (turf fields can be used in place of grass fields). The fields should be located on no more than two 2 complex sites. The sites should be approximately no more than 30 minutes from each other. In addition, adequate back up fields must be available, in case of bad weather, or other field problems. Practice fields (4 to 5 with 1 being small-sided) must also be available the day before the start of the event and the morning of registration.

Detailed maps denoting exact field locations, team bench and spectator sidelines, and location of Committee Headquarters, Medical tents etc. must be submitted to the Eastern Region Championships Chair no later than May 1st.

C. FIELD SIZE REQUIREMENTS

- (1). 13U & Older Age Groups: Minimum 70-75 yards wide and 110-115 yards long
- (2). 12U 9v9: Minimum 45-55 yards wide and 70-80 yards long
- (3). 12U Goal Size Recommendation: 6.5 x 18.5 (max 7x21)
- (4). ALL Fields **MUST** be provided with nets, corner poles and the proper markings.
- (5). Goalposts may be portable but **MUST** be stable and substantial.
- (6). Corner poles **MUST** extend five (5) feet out of the ground.
- (7). The playing pitch shall be free of any hazards or obstacles, such as track and field appurtenances of concrete pads, asphalt and sandpits.

D. MEDICAL TREATMENT and FIRST AID

The host organization or the local organization committee shall provide the medical facilities and personnel at each venue used for the competition

E. MEDICAL FACILITIES and MEDICAL PERSONNEL

Medical personnel **MUST** be present at each venue used during the competition. The medical personnel **MUST** consist of both trainers and medical technicians.

The medical personnel **MUST** be trained and recognized to treat trauma. Trainers and medical personnel **MUST** be trained in sports medicine and CPR.

The medical personnel shall have direct communication with Trauma Centers and transportation thereto.

Ambulance(s) **MUST** be located at each venue used in the competition.

The medical facility **MUST** have the equipment and supplies necessary for treating abrasions, bruises, sprains, insect bites, exhaustion, heat and induced problems and other emergencies.

F. ALCOHOLIC BEVERAGES

It is the Eastern Region POLICY that **NO** alcoholic beverages be served or brought in to any of the Venue Sites. Violators of this policy will be removed from the venue site.

IV. HOUSING

The Eastern Region Housing Coordinator (Contracted to this position by the Eastern Region General Manager (or his/her designee)) shall identify appropriate lodging facilities and room blocks for all tournament participants including teams, referees, assessors, Eastern Region Championships committee, referee committee, Eastern Region General Manager, State Association Officials and Dignitaries.

The Eastern Region Housing Coordinator should arrange these accommodations within a reasonable distance from the playing fields. The location of the Headquarters Hotel where all official functions will take place must have the approval of the Eastern Region General Manager (or his/her designee) and the Eastern Region Championships Chair.

A. TEAM HOUSING

To house teams (minimum of 250) for the Eastern Region Championships, the Eastern Region Housing Coordinator must arrange for sleeping rooms which can accommodate up to four (4) persons per room. A minimum of 4000 Double-Double Hotel rooms **MUST** be provided. Dormitories can be used as part of required amount of hotel rooms but cannot exceed 20% of the total rooms needed.

B. REFEREE AND ASSESSOR HOUSING

To house the referees and assessors (minimum of **185**) for the Eastern Region Championships, the Eastern Region Housing Coordinator must arrange for sleeping rooms, which can accommodate up to two to four persons per room. (A minimum of 95 Double-Double rooms in a hotel separate from the teams or in College dorms)

NOTE: In addition, the Eastern Region Housing Coordinator must reserve meeting room space at the Headquarters Hotel for the Eastern Region Referee Committee.

C. Eastern Region Championships Committee Housing

The Eastern Region Housing Coordinator must provide a minimum of eight (8) complimentary rooms and a suite to be used as an office at the Tournament Headquarters Hotel for a period of six (6) nights.

D. Meeting Room Facilities

The following meeting rooms must be provided.

1. **Team Registration**. This will require a large meeting room in the Tournament Headquarters Hotel, which can accommodate approximately ten (10) to twelve (12) tables. In addition, the Eastern Region Housing Coordinator must provide a copier with paper for registration. This room must be available for set-up the day before Team Registration. Team registration approximate times: 7:30am to 5:00pm.
2. **Team Officials Meetings**. Availability will be needed for three (3) meetings at the Tournament Headquarters Hotel. Approximate seating for each meeting would be 100 people in theater style format with a head table, a podium and a microphone provided. Approximate times: 10:00am, 11:15am and 12:30pm.
3. **Referees Meetings**. Seating for 155 people with a head table to accommodate seating for five (5) people. A podium and a microphone are to be provided. This meeting would be used for the pre-tournament meeting immediately after dinner and for each evening meeting after dinner for the duration of the tournament. This meeting space needs to be at the same location that referees are housed.
4. **Assessors Meetings**. A meeting room to hold approximately 35 people with a head table to accommodate seating for four (4) people. A podium and a microphone are to be provided. This meeting would be used for the pre-tournament meeting and for the duration of the tournament. This meeting space needs to be at the same location that the assessors are housed.
5. **Championships Committee Meetings**. A room every day in the Tournament Headquarters Hotel to accommodate the meeting needs of the Committee.

V. LOGISTICS

A. OPTIONAL OPENING CEREMONIES

The host organization IS ENCOURAGED to provide an adequate site to march and display all teams, referees and assessors. The site must be able to seat the parents and additional spectators. The site can either be indoor or outdoor. The site must also have the ability to display banners and inflatable of the US Youth Soccer Sponsors. In addition, if the host organization is coordinating an opening ceremony, it must provide the following:

1. Signs to display the names of the State Associations.
2. Appropriate music for the parade.
3. An announcer for the parade.
4. An adequate PA system for the parade.
5. Adequate parking for all involved in the Opening Ceremonies.
6. VIP Parking for Eastern Region Officials, NSA Presidents, Eastern Region Championships Committee, Referee Committee, Sponsors, US Youth Soccer Officials, National Office Staff and invited dignitaries.

B. ON SITE NEEDS

The host organization **MUST** provide shaded on-site headquarters tent/pavilion (at each complex site) for each of the following:

1. Eastern Region Championships Committee
2. Host Organization
3. Referees
4. Assessors
5. Medical
6. Sponsors
7. College Coaches

The host organization **MUST** provide the following equipment, supplies, etc. (**at each complex site**).

1. Tents/Tables/Chairs in the Championships Committee HQ to accommodate a work area for the Committee. A layout map **MUST** be provided to the Eastern Region Championships Chair after field location has been finalized.
2. Tents/Tables/Chairs to accommodate work area for referees and assessors.
3. Walkie Talkies for Championships Committee.
4. Walkie Talkies for Referee Committee.
5. Copier with paper for Championship Committee HQ
6. Printer for Championships Committee and National Office attendees
7. Internet Access or Wi-Fi Capability for Eastern Region Championships Committee, Sponsors and National Office Staff attending.
8. **Adequate power supply for copier, printer, Monitors and lap top computers.**
9. Adequate bathroom facilities for all game days.
10. Field Marshals (minimum one person for every two fields) on all game days

Mandatory Site Inspection: There will be a Mandatory Site Inspection by the Eastern Region Championships Committee Chair the day prior to Team Registration. This inspection is to ensure that all above criteria has been met.

Water, Ice and Fruit: The Host Committee must provide adequate water, ice and fresh fruit to sustain the referees and assessors throughout the competition as well as the college coaches. In addition, the Host Committee must also provide adequate water for each team bench area.

C. AWARD CEREMONIES

The host organization must provide at the Tournament on Site Headquarters the following:

1. Facility to store trophies, patches, medals and other presentations.
2. Two (2) shaded areas with covered tables to accommodate the setting/staging area for the awards presentation. (Tablecloths for the tables)
3. Additional tables to display trophies, medals, patches and additional awards.
4. An area near the awards ceremony site to facilitate the taking of pictures of the teams in all Finals. This area must also have the ability to display banners and inflatable of the US Youth Soccer Sponsors.

D. PROGRAM and ADVERTISING

The host organization must arrange to have a souvenir tournament program available for distribution to participants either printed or electronic and for sale to

spectators (if applicable). The format, size and design of the program is at the discretion of the host organization with the approval of the Eastern Region General Manager (or his/her designee) and the Eastern Region Championships Chair.

The souvenir tournament program should have the space for the schedules and the recording of the game scores. Other items, which should be included:

1. Letters from dignitaries
2. Ads from US Youth Soccer Sponsors
3. History of Regional Cups
4. Schedule of Events
5. Team Rosters **ONLY** if adequate time permits before going to press
6. Recognition of Sponsors
7. Field Maps
8. Area map indicating restaurants, entertainment and hotels

E. FINAL TOURNAMENT REPORT

The US Youth Soccer Eastern Region requires that the host organization present a Final Tournament Report, a financial statement and a profit check no later than October following the conclusion of the event.

F. COMPLIANCE

Each organization when submitting their Bid to Host the US Youth Soccer Eastern Region Championships **MUST** also attach the compliance clause with the signature of the organizations highest ranking official.

US YOUTH SOCCER
EASTERN REGION CHAMPIONSHIPS

I certify that our organization _____ shall comply with
all the requirements of the Eastern Region Championships Manual for Hosting Requirements for

(insert first and second year as needed)

Signature (highest ranking official)

Date

Printed Name (highest ranking official)

**This page must be submitted with your organizations
Bid to Host the US Youth Soccer Eastern Region Championships**