



**AGREEMENT TO HOST  
OR  
REQUEST FOR PROPOSAL TO HOST  
MIDWEST REGIONAL CHAMPIONSHIPS**

**GUIDELINES & PROCEDURES**

SUBMITTAL DEADLINE: JUNE 1<sup>ST</sup> IN AN RFP YEAR

*Updated: November 16, 2017*

# GUIDELINES FOR HOST ORGANIZATION

## APPLICATION

### WHO MAY APPLY

The US Youth Soccer Midwest Regional Championships shall be awarded to a State Association (SA) and/or Host Organization located in the geographic area of the Midwest by the Regional Championships Committee (RCC) Chair, per the guidelines listed within this document. The RCC Chair may solicit bids directly from a SA and/or interested parties, hosted at a venue that has previously hosted the event, without first soliciting a Request for Proposal (RFP), if deemed to be in the best interest of the event.

In order for an SA's and/or Host Organization's bid to be considered, that State Association must have materially participated in the Midwest Regional Championships for at least two (2) years prior to bidding and must continue to materially participate in the years following the awarding of the bid prior to and including the year that they host. Materially participate shall be defined as entering teams in a minimum of eight (8) divisions in the event. Following the awarding of a bid, should a State Association fail to materially participate in the event, they will be subject to the loss of hosting rights, or an increase in the Midwest Hosting Fee by \$15,000, should it be determined too late to adjust the host State Association.

### TIMING

Should the RCC Chair deem necessary for a particular year, US Youth Soccer staff and/or the RCC Chair will notify the Midwest Regional Council that the RFP process will be utilized at the annual fall meeting approximately 44 months in advance of the event. In order for State and Local Associations to have their venue(s) considered to host a Midwest Regional Championships during an RFP year, they must submit their intent to bid in writing or electronically to both the RCC Chair and the staff liaison no later than June 1, approximately 36 months in advance of the event. The SA's and/or Host Organization are to receive official notice of bidders within seven (7) days of said deadline. If after July 1st there are still no bids on file, it will be the responsibility of the RCC Chair to contact each SA to notify them of that fact and to solicit bids based on those circumstances. The RCC Chair and/or Designee(s) will review the proposals received and make final recommendations to the Midwest General Manager and/or Designee before the final bid is awarded by the RCC Chair. Every effort will be made to award the bid approximately 32 months in advance of the event.

**Contents:** The application addresses the applicant's capacity for providing the minimum required resources and facilities as well as fulfilling responsibilities outlined herein. This document serves as a guideline and a basis for quantifying the basic data regarding a bid. Once a list of qualified sites is determined based on-site information supplied through RFP responses, many other factors are also weighed into a site decision. Items such as prior experiences, gauging community support, geographic location, relationship between the SA and/or Host Organization and the Local Organizing Committee (LOC), costs involved with travel for participants, discussions with trusted resources, discussions with the Midwest Referee Administrator, etc. are all components of a well thought out decision. 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 from US Youth Soccer.

**Site Inspection:** The RCC Chair or Designee, the staff liaison or Designee, and/or the Midwest Referee Administrator or Designee, as part of the RFP selection process, may conduct visits to sites, as needed, complying with the provisions of the RFP except in cases where the location(s) has had recent prior use as a US Youth Soccer venue and no major venue changes have occurred. Any site inspections will be

paid for by the SA's that are bidding on the Midwest Regional Championships through the RFP process. Associated expenses will be invoiced directly to the SA and/or Host Organization by US Youth Soccer.

## **ROLES AND RESPONSIBILITIES**

In this document, you will find guidelines for the Host Organization and the details of the partnership between the Host Organization, the US Youth Soccer Midwest Regional Championships Committee/Staff, and the US Youth Soccer National Office Staff. We will all work with you to help maximize the potential for this event.

**The National Championships Committee:** The US Youth Soccer National Championship Committee (USYSNCC) consists of a National Chair and four (4) Regional Representatives as appointed by the Chair of US Youth Soccer, or designee, 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 Championships Policy, and (3) adjudicates disputes concerning the application and administration of these policies at the national level.

**Midwest Referee Administrator:** The US Youth Soccer National Referee Advisory Group (USYSNRAG) selects, assigns, and oversees game officials at the national finals and semi-finals. The Midwest Referee Administrator (RRA), who represents the Midwest on the USYSNRAG, does the same at the Midwest Regional Championships. In addition, the RRA develops and administers training and assessment programs to promote quality and consistency in officiating at the event.

### **Regional Championships Committee:**

*Appointment and Composition:* The RCC shall consist of the RCC Chair, who is appointed by the Midwest General Manager, or Designee, and represents the Midwest on the USYSNCC, and such other members the Midwest General Manager, or Designee, may appoint.

*Responsibilities and Authority:* The RCC (1) organizes and administers the Midwest Regional Championships in accordance with the US Youth Soccer National Championships Policies and such other guidelines as may be set forth by the Midwest Council, (2) recommends and implements changes to the regional rules and guidelines (except in such cases where US Youth Soccer approval is required for any recommendations that have financial implications to the budget and/or SAs and/or Host Organization), (3) adjudicates disputes at the regional level concerning the application and administration of national and regional rules and guidelines, (4) assures that the event is run in a manner consistent with the highest standards befitting this event. Each SA and/or Host Organization must take all action required to assure the RCC of their complete follow through.

### **Local Organizing Committee (LOC):**

*Appointment and Composition:* The SA and/or Host Organization shall be responsible for the appointment and membership of the LOC to perform any and all responsibilities. 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 SA and/or Host Organization and US Youth Soccer.

## **BID PRESENTATION**

**Presentation:** In an RFP year, the SA and/or Host Organization makes a detailed presentation of all aspects of the Midwest Regional Championships for and/or to the RCC Chair and staff liaison; however, in instances where the SA and/or Host Organization has recently previously bid, they shall consult the RCC Chair to verify what, if any, additional data and/or materials are needed for a subsequent bid involving significant changes from the prior year bids. The presentation should be supplemented by descriptive brochures and other visual aids.

### **The written material should include the following information:**

- Description of host city and surrounding area
- Description of event venue(s)
- Map or maps of event venue(s) 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, emails and telephone numbers of important contacts
- A listing of other events being held at the same time in the city
- Budget (see below)

**Budget:** The SA and/or Host Organization submits an operating budget (i.e., projected sources and uses of funds) to the staff liaison and RCC Chair as part of a bid proposal. After a successful bid, updates to this budget should be sent to the staff liaison and RCC Chair and approved by the Midwest General Manager.

## **LODGING & MEETING ROOMS**

**Players and Team Officials:** Players and team officials will require approximately 3,200 rooms allowing double to quadruple occupancy (double/double rooms are essential) within a maximum 45-minute driving radius of the soccer venues. Hotels must be able to guarantee non-smoking rooms. The SA and/or Host Organization works with local hoteliers to make these rooms available to visiting teams at optimum rates. The SA and/or Host Organization informs state and team representatives of room availability, location, and rates.

**Room Selection:** A policy for the order of room selection for each participating SA was adopted in 2003 and is included in Appendix III of the Midwest Regional Championships Policy. Each SA must select their rooms through the official housing provider of the Midwest Regional Championships, as determined by the host SA and/or Host Organization and/or RCC Chair. Any state whose teams fail to utilize the selected rooms without approval of the Midwest General Manager shall be subject to a fine per team not using said rooms, per the event policy. Those teams may also lose eligibility to participate in the event.

**Meeting Rooms and Suites:** The event requires the use of several meeting rooms and suites. These should be complimentary rooms; otherwise the SA and/or Host Organization is responsible for paying their cost. The exception will be the cost of meeting space for the Midwest Presidents meeting, if applicable.

**Event Headquarters:** The RCC requires a suite to serve as a coordination and communication center. If suitable, this suite may also serve as lodging for the RCC Chair. A meeting room must be made available for a State Representatives meeting at the headquarters hotel at a time designated by the RCC Chair, if applicable.

**Regional Championships Committee and Staff:** The members of the RCC and staff require eight (8) rooms in the headquarters hotel. The SA and/or Host Organization makes all arrangements for these rooms. These should be complimentary rooms; otherwise the SA and/or Host Organization is responsible for paying their cost. The Midwest General Manager, or Designee, and the RCC Chair will require suites for their operations. Complimentary WiFi service must be available to the RCC and staff.

**State Representatives:** Participating SA representatives require approximately 20 rooms. SA's shall make their own arrangements, based on information provided by the SA and/or Host Organization. These rooms should be in the headquarters hotel. Participating SA's shall be responsible for the cost of these rooms.

**State Presidents:** The Midwest Region may host a Presidents meeting during the event. A block of 14 rooms may need to be added and made available at the headquarters hotel, if applicable.

**Referee Housing:** Referees, assessors, and mentors require approximately 135 air-conditioned rooms (approx. 10 singles and 135 doubles). A hotel facility is preferred; however, a college dormitory facility may also be considered. It is recommended that no teams be assigned to the referees' housing facility. State Referee Committees and/or SA's make their arrangements, based on information provided by the SA and/or Host Organization and pay the cost for these rooms. These rooms should be exempt from any event-specific hotel commissions and rebates. A nutritious breakfast must be provided and available starting at 5:30am. Ample free parking within walking distance is required. The housing facility must be within a 30-minute driving radius of the venue(s). Complimentary WiFi service must be available to all participants.

**Referee Suite:** The Referee Advisory Group requires a private Referee Operations Center (ROC) suite or meeting room, in the headquarters hotel or at the referee housing location, capable of accommodating meetings for up to 12 individuals. This meeting space shall be equipped with a high-capacity laser printer and copier for printing and copying referee schedules, game reports, etc. If a suitable suite is available, it may also serve as lodging for the RRA.

**Referee Meeting Room:** The referee program requires a large lecture-style meeting room that can accommodate 280 referees, assessors, and mentors for meetings and clinics held the day before the start of the event and each night of the event, as well as the day of rest in between round robin play and semifinals. Suitable audio/video equipment should be in this room, including a minimum of two (2) wireless microphones, capable of filling the entire room. It should be in or near the referee housing facility. A water station must be setup for each scheduled meeting. Support personnel must be available to help troubleshoot any issues. WiFi must be available for the referee advisory group on approximately five computers.

## **SPECIAL EVENTS**

Host SA and/or Host Organization's may organize an opening ceremony or other social event for players, at their cost. No alcoholic beverages may be served at the field site(s) or during any events attended by players. *Note: opening ceremonies are no longer required to be held (per a 2008 Regional Council meeting).*

## GOODY BAGS FOR COACHES AND PLAYERS

The SA and/or Host Organization shall be responsible for naming an individual for receiving materials from the sponsors, the National Office, and RCC Chair that will be needed for the Midwest Regional Championships. A committee shall be responsible for assembling the goody bags and distributing them to the teams. The SA and/or Host Organization must provide a secure area to receive materials in advance of the event with the means to transport materials to the event and registration site.

## FIELDS

The SA and/or Host Organization is responsible for providing and maintaining fields per the following specifications:

- **Number:** At least 21 fields at no more than two (2) sites, which must be within 30 minutes of one another (one site is preferable)
- **Size:** Preferably 70 yards by 120 yards; however, the following minimum sizes are required: for 16 and Under through 19 and Under, at least 70 yards by 110 yards; for 13 and Under through 14 and Under, at least 65 yards by 110 yards
- **Surface:** Flat and level with grass cut to no more than two (2) inches high if grass fields, and with no dangerous defects such as exposed sprinkler heads
- **Goals:** Must meet the requirements of the FIFA Laws of the Game; they may be portable, but must be stable, safe, substantial, and securely anchored to the ground
- **Markings:** Five-inch-wide white lines delineating regulation fields, 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; marked technical areas per the US Youth Soccer template; spectators and teams will be on opposite sides of the field
- **Equipment:** Regulation corner flags and posts and mid-field markers shall be used
- **Practice / Backup Fields:** A minimum of 12 practice / backup fields must be prepared and readily available

Additionally, two (2) fields, completely lined and setup for soccer, must be made available for a referee clinic to be scheduled in conjunction with the event. These fields may either be at the venue or a facility located near the referee housing location (i.e. college campus).

## COLLEGE COACH TENT

A hospitality tent (or other location) with suitable seating area and tables for at least 50 college coaches at any given time must be provided. Parking for college coaches must be available at no cost. Refreshments, including, but not limited to coffee, water, Gatorade (or similar sports drink), snacks, and fresh fruit shall be provided by the SA and/or Host Organization. Lunch must also be provided. A limited number of roster booklets, provided by the Midwest Office, are also distributed at this location. Access to electronic booklets may also be available from US Youth Soccer. It is imperative that college coach data is collected by individuals who will be working this location, typically 2-3 volunteers. US Youth Soccer will provide the proper procedure and documents for collecting this data.

## TRANSPORTATION

**Referees:** The SA and/or Host Organization is responsible for providing frequent, reliable, and scheduled shuttle transportation between the referee housing location and the venue(s) for arrival at the fields no less than 75 minutes before the first game to 30 minutes after the last game. The SA and/or Host Organization should work with the RRA to maximize the efficiency.

**RCC:** The SA and/or Host Organization shall provide golf carts, or other similar vehicles, at ALL times for each of the following: the Midwest General Manager, RCC Chair, RRA, Referee Site Coordinator, SA and/or Host Organization Representatives, staff liaison and four (4) for RCC and event staff use. Approximately four additional 6-8 passenger carts must be available for shuttling referees to/from fields, depending on proximity of the referee tent to the furthest fields. Other carts should be made available for the SA as required.

Participating State Representatives shall be responsible for securing their own carts through the SA and/or Host Organization and/or Designee.

## **PROGRAMS AND ADVERTISING**

At the time of this document, the SA and/or Host Organization is responsible for the official event program. US Youth Soccer creates a digital program on the SA and/or Host Organization's behalf. The fee includes the digital app and all design/production associated. The SA and/or Host Organization may solicit ads to help offset the cost. All ads must be approved by US Youth Soccer. US Youth Soccer to determine ad specs, deadlines and pricing for consistency throughout all events associated with the National Championships Series.

The electronic program will feature exclusive content, team rosters and schedules in addition to any ads. The event program will be available through the US Youth Soccer FUEL Magazine app online and through the app store for Apple and Android products.

**Financing:** The SA and/or Host Organization is responsible for covering the cost of the official digital event program. This is typically done through the sale of local advertising and is coordinated with US Youth Soccer's Marketing and Communications Department.

*The US Youth Soccer Marketing and Communications Department and/or Designee(s) shall proofread the program and approve the contents prior to publication.*

## **PUBLICITY**

The SA and/or Host Organization is responsible for working in unison with the US Youth Soccer's Marketing and Communications Department to assist in making contact with the media and public officials regarding the event being held within their venue.

## **PARKING AND TRAFFIC**

**Regulation:** Experience shows that parking and traffic works most smoothly if regulated by the SA and/or Host Organization.

**Parking Spaces:** The SA and/or Host Organization should calculate parking requirements based on approximately 25 vehicles per field, per game time slot. Each time slot consists of a change over in teams, therefore, the number should be doubled to account for incoming vehicles during matches already in play.

**VIP Parking:** The SA and/or Host Organization shall provide adequate reserved parking in a desirable, close-in location for the RCC and staff. This area should have controlled access via permit, etc. Included VIP's should be the Midwest General Manager, RCC, Referee Administrators, State Representatives, 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 RCC Chair and those changes documented in writing.*

## **SECURITY**

The SA and/or Host Organization 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, as well as provide overnight security as required by US Youth Soccer for their event merchandising tent. The SA and/or Host Organization shall also provide local police contact information to the RCC 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.

## **MEDICAL TREATMENT AND FIRST AID**

The SA and/or Host Organization shall provide, at minimum, Health Care Professionals (certified Emergency Medical Technicians (EMT) and/or certified Athletic Trainers (ATC)), all trained to recognize and treat trauma; knowledgeable in the diagnosis and management of concussions; and must be present at each venue:

- Health Care Professional (HCP) minimum staffing is one (1) trainer, for each group of three (3) fields used, with sufficient transportation dependent on weather/temperature
- HCP's must be at the site one-hour before and one-half hour after all matches
- HCP's must provide their own equipment and supplies necessary for treating abrasions, bruises, sprains, insect bites, exhaustion, heat induced problems, and preventive taping
- HCP's must have direct communication with local medical facilities and ambulance services
- It is required that an EMT-staffed ambulance be onsite for emergency transportation
- It is suggested that the SA and/or Host Organization HCP's 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 Concussion Protocol.

## **FIELD MARSHALS**

Communication and control are greatly enhanced by the presence of field marshals at all games. They will be equipped with two-way radios, provided by US Youth Soccer. The appropriate number of field marshals required depends on the number and layout of fields, but a minimum of one (1) field marshal per every two (2) fields is required. The SA and/or Host Organization should provide a list of responsibilities and procedures to the RCC to review and distribute to RCC staff prior to the Field Marshal meeting on the first day of competition. The field marshals must remain in the technical areas for their assigned fields.

Field Marshall responsibilities include:

- Summoning medical assistance when needed;
- Relaying scores from field to headquarters;
- Providing logistical information to spectators, referees, and others;
- Summoning RCC assistance in controlling unruly spectators and players;
- Contacting RCC to clarify bench personal or player/roster issues;
- Communicate with fourth officials concerning team personal behavior issues, and;
- Any other event-specific procedures at the confirmation of the RCC Chair.

## **CONCESSIONS & MERCHANDISE**

**Food:** The SA and/or Host Organization shall sell food and non-alcoholic beverages at all field sites. It makes all necessary arrangements with concessionaires and suppliers. Vendors must be approved by the RCC Chair and US Youth Soccer to avoid conflicts with sponsor agreements.

**Souvenirs:** The SA and/or Host Organization is not permitted to sell merchandise or souvenirs. All merchandise sales will be conducted by the US Youth Soccer preferred vendor. At the time of this document, the minimum revenue guarantee is \$30,000; paid to the SA and/or Host Organization following the National Office's reconciliation of the event.

### **National Sponsors:**

US Youth Soccer reserves the right to protect the contractual agreements with its national sponsors. It is important to note that local supporters cannot be solicited if they are competitors of current US Youth Soccer partners. Local supporters of the Midwest Regional Championships must be coordinated with and have approval from US Youth Soccer, and are prohibited from selling any merchandise at any event-associated locations, except for food and beverage concessionaires. If there are any questions regarding local supporters, please contact the US Youth Soccer Marketing Department at 1-800-4-SOCCER.

## **RESOURCES**

In order to meet its responsibilities, the SA and/or Host Organization need substantial human and financial resources.

**Manpower and Committees:** The SA and/or Host Organization should have the ability to call on at least 40 volunteers to head and staff various sub-committees, the chair of which comprise the LOC. Possible sub-committees include:

- Advisory (soccer and community VIP's)
- Awards
- Communications
- Fields
- Field Marshals
- Finance
- College Coach Information & Hospitality
- Concessions (food)
- Fundraising (advertising)
- Hospitality (refreshments / lunches)
- Housing
- Information Packets (for players, coaches, referees, others)
- Medical
- Opening Event / Social Event
- Program Preparation
- Publicity
- Referees, typically chaired by the host SA's SYRA, or designee
- Registration & Credentials
- Sanitation & Waste Removal
- Transportation
- Traffic Control & Parking
- Hydration & Water Distribution

**Finances:** Potential funding sources include:

- (1) Concession sales
- (2) Advertising sales
- (3) Local sponsorships, as approved by US Youth Soccer
- (4) Hotel room commissions/rebates
- (5) Parking fees

**Revenue Sharing:** The SA will pay US Youth Soccer a hosting fee of \$35,000 upon invoice within 30 days of the completion of the event.

**Subsequent Site Visits:** Several site visits are conducted by the RCC Chair, RRA, staff liaison, or designee(s) in the months preceding the event. The entire cost of these visits is the responsibility of the SA and/or Host Organization. Associated expenses will be invoiced directly by US Youth Soccer.

## **PROGRESS REPORTS**

The SA and/or Host Organization keeps the RCC Chair and the staff liaison informed by submitting monthly progress reports. Minutes of committee meetings serve this purpose especially well.

## **FINAL REPORT**

By September 1 following the event, the SA and/or Host Organization Chair submits a final report to the RCC Chair and the staff liaison. The final report shall include a final income statement of the Midwest Regional Championships compared to the approved budget. This report shall also be sent to the next venue site for the Midwest Regional Championships.

## **RESOURCES**

**The Host SA and/or Host Organization will provide:**

- Either air-conditioned office space in a building or air-conditioned trailers at each venue for the RCC and staff to manage the event;
- These office spaces must be supplied with WiFi and a high capacity laser printer/copier for use by the RCC and staff;
- Lunches for referees, RCC, and staff during the event (these may be donated by local vendors in exchange for advertising);
- Adequate restroom facilities; if permanent restroom buildings are not available, mobile restroom trailers are preferred but porta-potties with hand washing stations are acceptable, including for near referees and staff tents/headquarters;
- Either space in a building or a tent, or combination of multiple tents, totaling approximately 5,000 square feet with 50 tables and 280 chairs to be used for referee administration, check-in, post-game debriefs, and lunch service; a minimum of eight (8) restrooms must be accessible near the referee tent;
- A tent to be used for information and hospitality for College Coaches;
- A suitable stage for the awards ceremony, tables and chairs for the awards area, and volunteers to assist with the setup as needed by US Youth Soccer;
- Golf carts, as previously defined and;
- Meeting rooms, suites, and RCC and staff hotel rooms, as previously defined;
- Provide volunteers for setup and tear down for the event as required by US Youth Soccer.

**US Youth Soccer will provide the following:**

- US Youth Soccer branded popup tents to cover the bench areas for each field;
- Additional popup tents as needed to accommodate multiple site needs;

- Any additional signage, banners, a-frames, etc.;
- Corner flags for all fields;
- Game balls for the event;
- Shirts for SA and/or Host Organization usage up to \$2,000, at the discretion of the RCC Chair and Midwest Regional Championships budget;
- Reimbursement of 50% of the costs associated with the event pin, up to 5,300 pins, ordered through the US Youth Soccer preferred vendor;
- All medals, plaques, and champions gifts for the event, ordered through the US Youth Soccer preferred vendor;
- A gift for each referee participating in the event, at the discretion of the RCC Chair and Midwest Regional Championships budget and;
- Handheld radios, as required, to help ensure a well-run event.

The Midwest Regional Championships is a major segment of the US Youth Soccer National Championships Series, the SA and/or Host Organization shall comply with all merchandising and branding restrictions as mandated by the Marketing staff of US Youth Soccer, including sponsorship agreements entered after the signing of this agreement to host document. The details of these areas are outlined in the US Youth Soccer National Championship Series Operations Manual provided to prospective hosts.

**Other Issues:**

The SA and/or Host Organization and Midwest General Manager or Designee shall agree to any hotel rate room overrides, commissions, and/or rebate amounts to be paid on rooms used during the event and the ownership of said income in writing. This agreement should be completed as part of the bid presentation.

The SA and/or Host Organization and Midwest General Manager or Designee shall agree to the headquarters hotel. This agreement should be completed prior to the bid being awarded. Any subsequent proposed change in the headquarters hotel to be used must be presented to and approved by the RCC Chair.

US Youth Soccer retains the right to provide any component item that was agreed to by the SA and/or Host Organization and then in fact not provided by the SA and/or Host Organization. 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/or Host Organization and US Youth Soccer and listed as an addendum to this agreement.

If the SA and/or Host Organization has an agreement with a designee (LOC) to handle all or part of the SA and/or Host Organization responsibilities, a copy of said signed agreement must be on file with the RCC Chair and Midwest Office and attached to this application.

## APPENDIX I PRE-EVENT MEETING MODEL AGENDA

- I. Review event objectives and format
- II. Review roles, responsibilities and authorities
  - A. National Championships Committee
  - B. Midwest Referee Administrator
  - C. Regional Championships Committee
  - D. Host State Association and/or Host Organization
  - E. Host Local Association/Local Organizing Committee
- III. LOC Organization: Identify sub-committees and chair(s)
- IV. Status
  - A. Credentials
  - B. Fields (include site visit(s))
  - C. On-site facilities
  - D. Communication facilities
  - E. Game schedules
  - F. Scorekeeping
  - G. Recording red and yellow cards
  - H. Awards
  - I. Award ceremonies
  - J. Referee programs
  - K. Meeting rooms
  - L. Field Marshals
  - M. Medical and first-aid facilities
  - N. Security
  - O. Food and souvenir concessions
  - P. Housing accommodations
  - Q. Local transportation
  - R. Opening ceremonies
  - S. Publicity
  - T. Digital or Printed Program and advertising
  - U. Team packets
  - V. Team social event
  - W. Appreciation dinner
  - X. Hospitality for college coaches and referees/staff
  - Y. Event timeline (dates and deadlines)
  - Z. Final reports
- V. Finances
  - A. Contributions and responsibilities
    - 1. US Youth Soccer
    - 2. Host State Association and/or Host Organization
    - 3. Location Association
- VI. Written Agreements
  - A. "Letter of Understanding" among region, state and local associations
  - B. Vendors

**APPENDIX II**  
**LOCAL FINAL REPORT (SUGGESTED FORMAT)**

- I. **Event Summary**
  - A. Promotion & Sponsors
  - B. Team Packets
  - C. Opening Ceremonies
  - D. Communications
  - E. Transportation
  - F. Concessions
  - G. Fields & Site Amenities
  - H. Injuries & Medical Treatment
  - I. Detailed Report: Resources & Used of Funds
  - J. Committee Structure & Effectiveness
  - K. Hotel Accommodations
  - L. Meeting Rooms
- II. **Recommendations**
- III. **Sub-Committee Reports**

## APPENDIX III CALENDAR OF KEY DATES

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

- ✓ T minus 42 months (January): Prospective hosts begin planning and organizing.
- ✓ T minus 36 months (June 1): Prospective hosts identify headquarters facilities and fields and notify RCC Chair of their interest in hosting the Midwest Regional Championships.
- ✓ T minus 22 months (August): Host defines sub-committees and appoints chair(s).  
T minus 17 months (January): LOC commences monthly meetings with minutes copied to the RCC Chair and staff liaison.
- ✓ T minus 12 months (June): Host contacts prospective sponsors. All sponsors shall be approved by the US Youth Soccer National Office.
- ✓ T minus 12 months (June): LOC Chair attends Midwest Regional Championships.
- ✓ T minus 8 months (October): RCC Chair provides status report to Midwest General Manager and/or Regional Council.
- ✓ T minus 8 months (October): Organizational meeting held in host city.
- ✓ T minus 8 months (October): RCC Chair makes any necessary changes to playing rules and administrative policies and procedures in consultation with the staff liaison for distribution to the State Associations.
- ✓ T minus 8 months (October): Host reports field inventory and availability to RCC Chair.
- ✓ T minus 6 months (December 1): State Associations submit summaries of state formats to RCC Chair and Midwest General Manager and/or Designee.
- ✓ January: State Associations submit their team entries and State Representative name(s) online and remit their entry fees directly to US Youth Soccer upon invoice.
- ✓ T minus 5 months (US Youth Soccer Workshop): Host presents status report and budget to the staff liaison and RCC Chair.
- ✓ T minus 3 months (March): RRA sends referee notices to State Youth Referee Administrators (SYRAs) and National State Association Presidents.
- ✓ T minus 2 months (April): RCC Chair delivers test schedule to host for review.
- ✓ T minus 2 months (April): Conference call for SA/HO/LOC/RCC Chair/staff liaison/US Youth Soccer to discuss status report.
- ✓ 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): RCC Chair submits preliminary schedule to committee members for review.
- ✓ T minus 1 month (Early-May): LOC emails RRC Chair final information packet to staff liaison and RCC Chair for electronic distribution to State Associations.
- ✓ T minus 1 Month (Mid-May): As state competitions end, teams start being accepted into the designated Event Management System. (Teams may submit their registration at any time for the EMS.)
- ✓ T minus 21 days: State Associations must submit team rosters, final game reports and bonds for each team to RCC Chair or Designee.
- ✓ T minus 14 days: RCC Chair completes final schedule and deliver it to host.

- ✓ T minus 14 days: RRA begins scheduling referees.
- ✓ T minus 1-2 days: RCC Chair, staff liaison and RRA arrive at event headquarters.
- ✓ T minus 2 days: US Youth Soccer event collateral arrives at a pre-determined storage site.
- ✓ T minus 2 days: US Youth Soccer/volunteers set up fields/interactive area.
- ✓ T minus one day: RRA chairs referee clinic; all referees attend. RRA distributes referee schedule for first day's competition.
- ✓ Completion of final games: RCC Chair and Midwest General Manager and/or Designee(s) present championship and runner-up plaques and medals.
- ✓ Completion of final games: US Youth Soccer collateral packed up and shipped back to Frisco.
- ✓ T plus 7 days: RCC Chair and RRA verify that referee assignments and assessments have been entered into referee database.
- ✓ T plus 14 days: RCC Chair Reports results of Regional Protest and Appeals Committee action to appropriate State Associations.
- ✓ T plus 6 weeks (US Youth Soccer AGM): RCC Chair submits Event Report to staff liaison
- ✓ T plus 1 month: Hosting Fee to US Youth Soccer is due.
- ✓ T plus 2 months: Host State Association and LOC Chair shall submit the Event Report including the final Income Statement to the staff liaison and RCC Chair. The Host State Association and/or Host Organization and LOC Chair shall provide a copy of the report to the next venue site of the Midwest Regional Championships.



## US YOUTH SOCCER MIDWEST REGIONAL CHAMPIONSHPS HOSTING AGREEMENT

The following acknowledges your agreement to host the US Youth Soccer Midwest Regional Championships subject to the final bid award. This is not a binding agreement or contract until the final bid is awarded so that the Regional Championships Committee can begin to plan for future events.

1. Host Organization understands that the Midwest Regional Championships is a US Youth Soccer event and must follow all current rules, policies, and best practices of operations during the event year.
2. Host Organization understands that the Midwest Regional Championships must honor all current sponsorships and partnerships during the event year.

### TERMINATION RIGHTS

US Youth Soccer may terminate this agreement upon degradation in the quality of the playing fields by any cause, such as, but not limited to, poor maintenance due to reduced financial support, personnel changes, damage due to natural causes, etc., with a minimum 1-year notice by US Youth Soccer.

#### Host Organization Acknowledgment:

The undersigned State Association and/or Host Organization has read this Request for Proposal for hosting the US Youth Soccer Midwest Regional Championships and if successful in its bid, agrees to prepare and conduct the event in accordance with these standards.

\_\_\_\_\_  
Host Organization Representative (Print)

\_\_\_\_\_  
Host Organization Representative (Signature)

\_\_\_\_\_  
Date

#### Confirmation of Award:

The following Host Organization has been awarded the 20\_\_\_\_ US Youth Soccer Midwest Regional Championships and will be held to the agreed upon terms detailed above:

\_\_\_\_\_  
State Association/Host Organization (Print)

\_\_\_\_\_  
State Association/Host Organization (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Midwest General Manager (Print)

\_\_\_\_\_  
Midwest General Manager (Signature)

\_\_\_\_\_  
Date