

US Youth Soccer Eastern Region Presidents Cup

Manual for Hosting Requirements

The US Youth Soccer Eastern Region Presidents Cup is the property of the Eastern Region in consultation with US Youth Soccer, notwithstanding any language to the contrary. All decisions of the Eastern Region Presidents Cup are within the purview of the Eastern Region General Manager (or his/her designee).

I. Administration

A. Eastern Region Presidents Cup Committee

The Eastern Region Presidents Cup Committee shall consist of a Chairperson, Host Committee Chairperson and other committee members who will be appointed by the Eastern Region General Manager (or his/her designee). The Eastern Region Presidents Cup Chairperson 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 Presidents Cup as official representatives of the Eastern Region. The committee members are responsible for assigned tasks prior to the event according to the prescribed timeline, pre-competition check-in of players and team officials prior to the preliminary games and final matches and any additional duties as assigned by the Presidents Cup Chairperson or the Eastern Region General Manager. The committee members shall make determinations of player eligibility and interpret the rules of US Youth Soccer consistent with proper interpretation by the US Youth Soccer Board of Directors. The Eastern Region Presidents Cup Chairperson and committee members shall provide guidance and enforce timeline responsibilities to the host organization and must approve all final plans prior to their dissemination and implementation. Additionally, all final plans, including changes and adjustments, will be provided to the Eastern Region General Manager (or his/her designee) for review and approval.

B. Contracts

The Eastern Region General Manager (or his/her designee) **MUST** approve and sign all contracts including but not limited to:

1. Sponsorship
2. Hotel
3. Food concessions
4. Fields and/or site contracts

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 Presidents Cup. The budget is submitted annually by the US Youth Soccer 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: banners, tents 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 Presidents Cup. The budget is submitted annually by the Eastern Region Presidents Cup Chairperson and approved by the Eastern Region General Manager. The following items are presents and are provided through this budget.

- a. A team award for the 1st and 2nd place teams.
- b. Eastern Region will guarantee a minimum of \$ 10,000.00 profit for the host organization for the combined two years. This is separate from the vendor rebate.

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 (or his/her designee). This budget must include all costs that are to be associated with running of the Eastern Region Presidents Cup.

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 approve the venue for the Eastern Region Presidents Cup. The Eastern Region Presidents Cup Chairperson shall solicit bids from all organizations wishing to host the competition. Such bids shall be submitted to the Eastern Region Presidents Cup Chairperson for proper dissemination. See below the format in 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 Presidents Cup Committee along with the approval of the Eastern Region General Manager (or his/her designee). The Eastern Region General Manager (or his/her designee) has the authority to take away the second year of the hosting. Listed below is the Schedule of Events for the three to four day competition.

- Day 1: Team Registration. Times to be set by the Eastern Region Presidents Cup Committee.
Eastern Region Presidents Cup 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.
Possible Preliminary Games in afternoon & evening – 1 game each team
- Day 2: Preliminary Games – 1 or 2 games each team
- Day 3: Preliminary Games – 1 game each team and Semi-Finals
- Day 4: Finals – Award Ceremonies following the Finals

Event Dates. The dates for the US Youth Soccer Eastern Region Presidents Cup shall be:

- Year One: Friday, June 14, 2019 through Monday, June 17, 2019
- Year Two: Friday, June 19, 2020 through Monday, June 22, 2020

Meeting Space. Meeting space will have to be provided as follows:

1. Pre-competition meeting of Tournament Officials.
2. Pre-tournament meeting of referees and assessors.
3. Eastern Region Presidents Cup Committee meeting each day/evening of the event.
4. Referees meeting each day/evening of the competition. Meeting space should be at same location where Referees are being housed (if possible).
5. Assessors meeting each day/evening of the competition. Meeting space should be at same location where Assessors are being housed (if possible).

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.

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 preliminary budget for the competition based on the plans they have made and must submit this budget with their bid for approval by the Eastern Region General Manager. Upon acceptance of the bid, the host organization will submit to the Eastern Region General Manager (or his/her designee) a final budget for the event.

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 regards to the requirements set forth within this Eastern Region Presidents Cup Manual for Hosting Requirements shall result in possible fines and or disciplinary action as recommended by the Regional Manager and approval by the US Youth Soccer CEO.

A. 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 Chairperson shall communicate progress, problems and information to their organizations highest ranking official in addition to the Eastern Region Presidents Cup Chairperson and the Eastern Region General Manger (or his/her designee).
2. **Host Tournament Co-Chairperson.** This person shall assist the Host Tournament Chairperson 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. The Referee Liaison shall work with the Eastern Region Housing Coordinator, and the Field Operations Coordinator for meeting rooms, facilities, and lodging for referees and assessors.

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.
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 except for official gear mandated by US Youth Soccer, 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.
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 Presidents Cup Chairperson.
9. **Tournament Check-in Coordinator.** This person shall arrange for the set-up of the tournament check-in room and will insure that an adequate number of volunteers will staff the tournament check-in tables during the Friday check-in times. This person shall coordinate with the Eastern Region Presidents Cup Chairperson any needs associated with the tournament check-in.
10. **Awards Ceremony Coordinator.** This person shall arrange for the set-up of the Award Ceremonies for both the Runners-Up and Champions. This person shall coordinate with the Eastern Region Presidents Cup Chairperson any needs associated with the Award Ceremonies.

B. Fields for the Competition

A minimum of 18-20 grass soccer fields are required for the 13U, 14U, 15U, 16U, 17U and 18U and younger, age groups both boys and girls. A minimum of 2 soccer fields are required for the 12U small sided age group. The fields can be located on no more than two (2) complex sites. The sites should be approximately 30 minutes or less 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 for 12U) must also be available the day of registration.

Detailed maps denoting exact field locations and dimensions must be submitted to the Eastern Region Presidents Cup Chairperson no later than **March 15th**.

C. Field Size Requirements

The following criteria are required:

1. 12U Age Group – Small Sided – 9v9 – per US Youth Soccer recommendation.
2. 13U Age Group. Minimum 65-70 yards wide and 110 yards long

3. 14U-18U Age Groups. Minimum 70-75 yards wide and 110 yards long
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. All goal posts must be anchored to the ground to prevent them from tipping over and becoming a safety hazard. Weights may be used to anchor the goal posts provided more than one weight is used. Additional anchors may be required if the referees deem the goals to be unsafe.
6. Corner poles must extend five (5) feet out of the ground
7. The playing pitch shall be free of other hazards or obstacles, such as track and field appurtenances of concrete pads, asphalt and sandpits
8. Grass should be no higher than 3 inches and must be no higher than 2 inches at the beginning of the event.

D. Medical Treatment and First Aid

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

E. Medical Facilities and Medical Personnel

Medical personnel **MUST** be present at each venue 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. They must know and administer the US Youth Soccer concussion policy and protocol.

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

A local ambulance must be available at each complex, if needed

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

The US Youth Soccer Eastern Region requires that **NO** alcoholic beverages be served at Venue Sites.

G. Smoking

The US Youth Soccer Eastern Region requires that the Venue Sites be SMOKE-free sites. **NO** Smoking or Tobacco-related products are allowed at Venue sites.

H. Unmanned Aircraft Systems (Drone)

The use of non-approved Unmanned Aircraft Systems (UAS) or drones at any event that is sanctioned by US Youth Soccer is strictly prohibited. The use of UAS/drones at US Youth Soccer Events may be approved by US Youth Soccer (1) for a specified promotional activity at an Event, and (2) in a designated area or areas that are away from youth soccer players, spectators and over any field of play or practice.

IV. Housing

The Eastern Region Housing Coordinator shall identify appropriate lodging facilities and block rooms for all tournament participants including teams, referees, assessors, Presidents Cup committee, referee committee, Eastern Region General Manager (or his/her designee), and invited dignitaries. The Eastern Region Housing Coordinator should arrange these accommodations within a reasonable distance from the playing fields and designate one hotel to be the tournament headquarters (HQ) where all official functions will take place. HQ Hotel will be approved by the Eastern Region Presidents Cup Chairperson.

A. Team Housing needed

Housing of teams (minimum of 100) for the Eastern Region Presidents Cup. The Eastern Region Housing Coordinator must arrange for sleeping rooms which can accommodate up to four (4) persons per room. A minimum of 1000 Double-Double Hotel rooms MUST be provided.

Referee and Assessor Housing

To house the referees and assessors (minimum of 125) for the Eastern Region Presidents Cup, the Eastern Region Housing Coordinator must arrange for sleeping rooms which can accommodate up to two to four persons per room. (A minimum of 63 Double-Double rooms in a hotel separate from the teams or in College dorms).

B. Eastern Region Presidents Cup Committee Housing –

The Eastern Region Housing Coordinator must provide a minimum of Five (5) complimentary rooms and a suite to be used as an office at the Tournament Headquarters Hotel for a period of four nights.

Meeting Room Facilities –

The following meeting rooms must be provided.

Team Registration. This will require a large meeting room in the Tournament Headquarters Hotel, which can accommodate approximately six (6) to eight (8) tables. This room must be available for set-up the day of Team Registration. Team registration approximate times: 5:00 pm to 9:00 pm

Referees Meetings. Seating for 125 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.

Presidents Cup Committee Meetings. A room every day in the Tournament Headquarters Hotel to accommodate the meeting needs of the Committee.

C. Logistics –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 Presidents Cup Committee
2. Host organization
3. Referees
4. Assessors
5. Medical
6. Sponsors

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

1. Tables and chairs in the Presidents Cup Committee Headquarters to accommodate a work area for the Presidents Cup Committee. A layout map **MUST** be provided to the Eastern Region Presidents Cup Chairperson after field location has been finalized.
2. Tables and chairs to accommodate work area for referees and assessors.
3. Walkie Talkies Presidents Cup Committee.
4. Walkie Talkies for Referee Committee.
5. Internet Access or Wi-Fi Capability Adequate
6. Adequate bathroom facilities for all game days
7. 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 Presidents Cup Chairperson and Committee the day prior to Team Registration. This inspection is to ensure that all above criteria have 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. In addition, the Host Committee must also provide adequate water for each team bench area.

D. Award Ceremonies

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

1. Facility to store 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 medals and additional awards.
4. An area near the awards ceremony site to facilitate the taking of pictures of the teams in the finals. This area must also have the ability to display banners of the US Youth Soccer Sponsors.

E. 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 Presidents Cup Chairperson.

The souvenir tournament program can be digital as provided by US Youth Soccer, should have the space for the schedules and the recording of the game scores. Other items, which should be included, are:

1. Letters from dignitaries
2. Ads from US Youth Soccer Sponsors
3. History of the Presidents Cup
4. Schedule of Events
5. Team Rosters
6. Recognition of Sponsors
7. Field Maps
8. Area map indicating restaurants, entertainment and hotels

F. 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.

G. Compliance

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

US Youth Soccer

Eastern Region Presidents Cup

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

_____.

(Insert Year One and Year Two as needed)

Signature (highest ranking official)

Date

Printed Name (highest ranking official)

**This page must be submitted with your organization's
Bid to Host the US Youth Soccer Eastern Region Presidents Cup**