



East Region ODP Championship
Hosting Requirements Bid Manual
2019/2020

The US Youth Soccer East Region ODP Championship is the property of US Youth Soccer and the East Region notwithstanding any language to the contrary. All decisions of the US Youth Soccer East Region ODP Championship are within the purview of the East Region General Manager or his/her designee.

The US Youth Soccer East Region is looking for a professional organization to provide comprehensive soccer Championship services for our US Youth Soccer East Region ODP Championship for both 2019 and 2020.

The dates for the ODP Championship are as follows:

2019 ODP Championship- June 7-9, 2019

2020 ODP Championship- June 5-7, 2020

A service provider that can provide all of the services requested is being sought. The successful bidder will exercise their expertise to provide the US Youth Soccer East Region with a professional, cost effective Championship. Bidders may submit a proposal with a team of providers so long as one of the team members is the prime contractor. A hybrid Firm-Fixed-Price contract with some Time and Material components is being sought.

Proposals will be evaluated on the criteria contained within Section VI, Proposal Evaluation Criteria. Organizations that submitted the three top rated proposals may be invited to provide oral presentations to the selection committee. A contract will be awarded based on Best Value, not necessarily the lowest price.

Calendar of Events:

November 27, 2017	Proposal Release Date
December 4, 2017	Mandatory Pre-Bid Meeting
December 11, 2017	Written Question Due Date
December 20, 2017	Written Answers Distributed
March 1, 2018	Proposal Due Date
March 8, 2018	Oral Presentations (if needed)
March 30, 2018	Contract Award

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

I. ADMINISTRATION

A. EAST REGION ODP CHAMPIONSHIP COMMITTEE

The East Region ODP Championship Committee (referenced in this document as “the Committee”) shall consist of the ODP Administrator, ODP Boys Head Coach and ODP Girls Head Coach collectively serving as the Chairperson, and other committee members who will be appointed by the East Region General Manager or his/her designee. The East Region ODP Championship Chairs and their committee shall administer the competition and report to the East Region General Manager (or his/her designee).

The Committee will attend the East Region ODP Championship as official representatives of the East 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 consistent with proper interpretation by the US Youth Soccer Board of Directors. The East Region ODP Championship Chairs 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 East Region General Manager.

B. CONTRACTS

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

1. Sponsorship
2. Hotel
3. Food concessions
4. Other contracts if needed.

C. FINANCE

1. East Region Funding

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

- a) Game Balls – if not provided by US Youth Soccer
- b) US Youth Soccer branded tents
- c) 5-gallon water containers to have at least one at each field
- d) Awards for teams

2. 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 East Region General Manager.

3. Profit Sharing

- a) East Region may provide up to \$10,000 in advance as seed money to be paid back from the host organizations portion of the proceeds.
- b) East Region will provide up to 50% of all proceeds back to the host organization.

II. VENUE

A. SELECTION OF VENUE

The East Region General Manager shall select the venue for the East Region ODP Championship. The East Region ODP Championship Chairs shall solicit bids from all interested organizations wishing to host the competition. Such bids shall be submitted to the East Region ODP Championship Chairs 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 East Region ODP Championship Chairs along with the approval of the East Region General Manager (or his/her designee). Listed below is the Schedule of Events for the three-day competition.

- Day 1:
- Team Registration on first day of the event
 - Team official Meeting space on first day of the event
 - Pre-Championship meeting of referees and assessors
 - Referees meeting each day/evening of the competition
 - Assessors meeting each day/evening of the competition
 - 1 game each team both boys and girls 15U, 16U and 17U age groups

Day 2: 1 game each team both boys and girls 15U, 16U and 17U and 2 games each team 13U and 14U

Day 3: 1 game each team all age groups both boys and girls

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. Additionally, the site must meet the following criteria:

1. The playing field site or sites must be located within a limited-access complex, no further than 30 minutes travel time from team lodging and no more than one hour from an airport that is recognized as a hub by a major airline.
2. The site must have good access from major highways in the area and ample parking space for teams, referees, Championship officials, spectators, media, and VIP's.
3. If more than one site is used, one site will be designated as the primary site with the secondary venue being no more than thirty (30) minutes away.
4. 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, defined as the entity (e.g. state association, facility etc.) having been awarded the bid, will be responsible for all finances of the Championship except those specifically provided by US Youth Soccer and the East Region (e.g. 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 East 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 East Region General Manager (or his/her designee).

Non-compliance by the host organization with the requirements set forth within the East Region ODP 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 Chief Executive Officer (CEO).

A. HOST COMMITTEE MEMBERS and DUTIES

The host organization will appoint a Host Championship 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 with routine status reports provided to the East Region ODP Championship Committee and the East Region General Manager.

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

1. Host Championship Chairperson: This person shall coordinate the efforts of all other members and monitor progress. The Host Championship Chair shall communicate progress, problems and information to their organizations most senior leader and the East Region ODP Championship Chair's.
2. Host Championship Co-Chairperson: This person shall assist the Host Championship 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 East Region Referee Administrator any needs or comforts of the referees and assessors assigned to the Championship.
4. Field Operations Coordinator: This person is responsible for all operations at the field sites, including the procurement of the field facilities, to include back up fields in the event of inclement weather, 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 Championship 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 Championship, 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. Routine financial reports are to be made available upon request at any time and a final accounting of the event is due no later than 60 days after the conclusion of the event.

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-Championship 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, Championship Committee, the East Region General Manager (or his/her designee) and the East Region ODP Championship Chair's.

B. FIELDS FOR THE COMPETITION

A minimum of 20 grass soccer fields are required for the 12U through 18U 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.

Detailed maps denoting exact field locations, team bench and spectator sidelines, and location of Committee Headquarters, Medical tents etc. must be submitted to the East Region ODP Championship Chair's no later than 60 days prior to the event.

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 and must be securely anchored.
6. Team benches on each field
7. Corner poles MUST extend five (5) feet out of the ground.
8. 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 East 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.

G. COST PROPOSAL

Each bidder is required to provide a detailed cost proposal with line item costs needed to successfully provide the facilities, fields, services, equipment, and personnel needed to perform the technical requirements detailed within this manual. Firm-fixed-price is preferred. Please indicate services that will be provided on a time and material basis.

IV. HOUSING

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

The East Region Housing Coordinator shall 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 East Region General Manager (or his/her designee) and the East Region ODP Championship Chairs.

A. TEAM HOUSING

To house teams (minimum of 250) for the East Region ODP Championship, the East Region Housing Coordinator must arrange for sleeping rooms which can accommodate up to four (4) persons per room. A minimum of 4,000 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 170) for the East Region ODP Championship, the East 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 East Region Housing Coordinator must reserve meeting room space at the Headquarters Hotel for the East Region Referee Committee.

C. EAST REGION ODP CHAMPIONSHIP COMMITTEE HOUSING

The East Region Housing Coordinator must provide a minimum of eight (8) complimentary rooms and a suite to be used as an office at the Championship Headquarters Hotel for a period of three (3) nights.

D. MEETING ROOM FACILITIES

The following meeting rooms must be provided.

1. Referees Meetings. Seating for 170 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-Championship meeting immediately after dinner and for each evening meeting after dinner for the duration of the Championship. This meeting space needs to be at the same location that referees are housed.

2. 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-Championship meeting and for the duration of the Championship. This meeting space needs to be at the same location that the assessors are housed.
3. ODP Championship Committee Meetings. A room every day in the Championship Headquarters Hotel to accommodate the meeting needs of the Committee.

V. LOGISTICS

A. ON SITE NEEDS

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

1. East Region ODP Championship 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 ODP Championship Committee HQ to accommodate a work area for the Committee. A layout map **MUST** be provided to the East Region ODP Championship Chair's after field location has been finalized.
2. Tents/Tables/Chairs to accommodate work area for referees and assessors.
3. Walkie Talkies for ODP Championship Committee.
4. Walkie Talkies for Referee Committee.
5. Copier with paper for ODP Championship Committee HQ
6. Printer for ODP Championship Committee

7. Internet Access or Wi-Fi Capability for East Region ODP Championship 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 East Region ODP Championship Committee Chairs the day prior to the start of the event. 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.

B. PROGRAM AND ADVERTISING

The host organization must arrange to have a souvenir Championship 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 East Region General Manager (or his/her designee) and the East Region ODP Championship Chairs.

The souvenir Championship program should have 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 Past East Region ODP Championships
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

C. FINAL CHAMPIONSHIP REPORT

The US Youth Soccer East Region requires that the host organization present a Final Championship Report and a financial statement no later than 60 days following the conclusion of the event.

D. COMPLIANCE

Each organization when submitting their Bid to Host the US Youth Soccer East Region Championships MUST also attach the compliance clause with the signature of the organizations highest ranking official (see page 13).

VI. PROPOSAL EVALUATION CRITERIA

The East Region ODP Championship Committee will review each bid and grade them on key areas. The areas and point value are:

1. Technical Merit:
The proposal will be reviewed to determine if all the criteria have been addressed and met. A Maximum of 35 points will be awarded for technical Merit.
2. Past Performance:
Past Performance of equivalent or greater Championships will serve as a major portion of the bidder's grade. References may be contacted to determine the quality of service provided. A maximum of 25 points will be awarded for Past Performance.
3. Key Personnel:
The qualifications of the two key personnel submitted will count for a maximum of 10 points.
4. Cost:
The Cost of the services will be evaluated against the technical requirements. Cost will be awarded a maximum of 30 points.
5. Best Value:
Overall best value of each bid shall be determined by a cumulative assessment of the collective merits of the above criteria.

VII. PROPOSAL FORMAT

One electronic copy in pdf format is required. Each proposal will have the following sections:

- A. Introduction Letter
- B. Technical Proposal
- C. Key Personnel including required resumes
- D. Cost Proposal
- E. Terms and Conditions

For the Oral Presentations, each selected bidder will have the opportunity to showcase their team's ability. The format for the oral presentation will be provided after the selection of finalists.

Submit proposals electronically to Katia Sarokon, East Region ODP Administrator, at katiasarokon@gmail.com.

**US YOUTH SOCCER
EAST REGION ODP CHAMPIONSHIP**

I certify that our organization _____ shall comply with

all the requirements of the East Region ODP Championship 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 East ODP Championship**