



# NATIONAL CUP HOSTING REQUIREMENTS

United States Amateur Soccer Association National Cups Committee

State Association: \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home

Business

Phone Numbers: \_\_\_\_\_

Fax Numbers: \_\_\_\_\_

Fax Numbers \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The following items are those which are desired for the hosting of the National Cup tournament to be held at your facility in July. Please read the following items carefully and initial those which you can supply as part of your proposed bid package.

**FIELDS:** Not less than five (5) fields are needed for the games over the three days. It is preferable to have at least one or two lighted fields

- \_\_\_\_\_ 1) Length of the field shall not be more than 120 yards, nor less than 100 yards, and the width of the field shall not be more than 80 yards nor less than 65 yards
- \_\_\_\_\_ 2) Goals must have nets securely in place.
- \_\_\_\_\_ 3) All fields must be properly marked and have a flag on a post not less than five (5) feet high with a non-pointed top placed at each corner of each field.

\_\_\_\_\_ **PRACTICE FIELDS:** Practice fields available for those teams desiring to practice from Thursday through Saturday at a nearby location.

\_\_\_\_\_ **BENCHES:** Two 10 foot player benches on one side of each playing field for the teams. Benches or bleachers on opposite side of the field for spectators

- \_\_\_\_\_ 1) Player's benches, warm-up area, and access to fields to be roped off from all others, especially spectators.
- \_\_\_\_\_ 2) Canopies or small tents over each player bench.
- \_\_\_\_\_ 3) Field marshals for each field to allow access only to players, tournament officials and VIP'S. field marshals are also to escort ejected players from the field.
- \_\_\_\_\_ 4) 5-Gallon containers of water on each player bench with cups. Water to be continuously re-filled with water and ice

\_\_\_\_\_ **ADMINISTRATION TENT;** One large tent or trailer to serve as tournament command center.

- \_\_\_\_\_ 1) Two 6-8 foot long tables and a minimum of twenty chairs in the administrations area.
- \_\_\_\_\_ 2) Fresh water and ice, with cups, provided throughout the day.
- \_\_\_\_\_ 3) Snacks and drinks provided for the administrators and VIP's throughout the day.
- \_\_\_\_\_ 4) Snacks and drinks provided for the administrators and VIP's throughout the day
- \_\_\_\_\_ 5) Bulleting Boards provided in a convenient location for all teams to see. Boards will be used for the posting of tournament schedule and game results. Boards should also be available for the posting of messages, and telephone numbers.
- \_\_\_\_\_ 6) Administrators to be provided with a complete list of addresses and telephone numbers of the following:

- 1. \_\_\_\_\_ *Filed contact person and alternate*
- 2. \_\_\_\_\_ *Hotel contact person(s)*
- 3. \_\_\_\_\_ *Hospital in area with directions to each one.*
- 4. \_\_\_\_\_ *Emergency telephone numbers*
- 5. \_\_\_\_\_ *Emergency centers in area*
- 6. \_\_\_\_\_ *Hosting Association contacts*
- 7. \_\_\_\_\_ *Trainers*
- 8. \_\_\_\_\_ *Office supply stores in are with directions to each one.*
- 9. \_\_\_\_\_ *Sponsor contacts*
- 10. \_\_\_\_\_ *Tournament volunteers and positions*

- \_\_\_\_\_ 7) Storage facility for balls, trophies, medals and banners which can be kept locked at all times
- \_\_\_\_\_ 8) Access to telephone service for emergencies

\_\_\_\_\_ **RREFEREE TENT:** One large tent or trailer away from players and spectators for the referees.

- \_\_\_\_\_ 1) Water, ice and cups provided continuously throughout the tournament
- \_\_\_\_\_ 2) Fruit and snacks for referees throughout the tournament (oranges, Gatorade, bananas, raisins)
- \_\_\_\_\_ 3) Lunches for referees each day
- \_\_\_\_\_ 4) Changing room for referees
- \_\_\_\_\_ 5) Tent should have four small-sized tables (one in each corner) for pre game orientations and post game evaluations, with 4 chairs at each table.
- \_\_\_\_\_ 6) One large table provided for Referee Administrator. A minimum of eight (8) additional chairs

\_\_\_\_\_ **TRAINER'S TENT:** One tent provided for trainer at a central location for taping and injuries.

- \_\_\_\_\_ 1) Trainer on duty at least 45 minutes prior to the first game of the day until the end of game activities.
- \_\_\_\_\_ 2) Equipment and supplies needed for taping and injuries
- \_\_\_\_\_ 3) Two large tables and six chairs
- \_\_\_\_\_ 4) One Large chest of ice for injuries
- \_\_\_\_\_ 5) Plastic bags (baggies) for treating injuries with ice pack
- \_\_\_\_\_ 6) Golf cart or other transportation devise for use by trainer
- \_\_\_\_\_ 7) Container of water, ice and cups to be freshened throughout the day.

\_\_\_\_\_ **COMFORT FACILITIES:**

- \_\_\_\_\_ 1) Port-a-let or permanent bathroom facilities. Enough to accommodate 16 teams, spectators and administrators at any given time.

\_\_\_\_\_ **STAGING AREA:**

- \_\_\_\_\_ 1) A central location for the presentation of trophies. PA system is desired
- \_\_\_\_\_ 2) Trophies and medals to be brought to the area as needed.
- \_\_\_\_\_ 3) Video-taping of all final games.

\_\_\_\_\_ **HOTEL:** Secure host hotel with final approval by the National Cups Committee chairman. Host hotel should have the following:

- \_\_\_\_\_ 1) Meeting Room for team managers on Thursday evening at 9:00 PM.
  - \_\_\_\_\_ a) Overhead projector and screen
  - \_\_\_\_\_ b) Seating for approximately 60 people
- \_\_\_\_\_ 2) Meeting room for referees for all three days
  - \_\_\_\_\_ a) TV / VCR and other AV equipment as requested
  - \_\_\_\_\_ b) Classroom seating for approximately 40 referees
- \_\_\_\_\_ 3) One Suite for National Cups chairman
- \_\_\_\_\_ 4) Four (4) rooms for National Cups Committee members
- \_\_\_\_\_ 5) Fifteen (15) rooms for Executive Committee members
- \_\_\_\_\_ 6) Five (5) rooms for Referee Administrators
- \_\_\_\_\_ 7) Fifteen (15) rooms for Referees
- \_\_\_\_\_ 8) Approximately 200 rooms (double beds) for 800 players

\_\_\_\_\_ **TRANSPORTATION:** Transportation arrangements from airport to hotel. Provide each team with information and directions for driving to and from the airport to hotel, the fields to hotel, and of area restaurants.

- \_\_\_\_\_ 1) Buses between fields and hotel throughout tournament.
- \_\_\_\_\_ 2) Transportation arranged to shuttle referees between fields and hotel
- \_\_\_\_\_ 3.) Have volunteers at the airport to greet teams and provide them with information

\_\_\_\_\_ **PROGRAMS & T-SHIRTS:** If the hosting Association wishes to sell T-shirts, the design must first be approved by the national Cups Chairman. Programs must also be approved by the National Cups Chairman

\_\_\_\_\_ **Miscellaneous :**

- \_\_\_\_\_ 1) Ball boys/girls provided at games (youth clubs, boy scouts, girl scouts etc) to collect balls at each field.
- \_\_\_\_\_ 2) Concession stand to be provided
- \_\_\_\_\_ 3) Equipment sales (retail) are to be first approved by National Cups Chairman
- \_\_\_\_\_ 4) Banners to be placed around the fields (provided by National Cups Committee.
- \_\_\_\_\_ 5) Provide Press Releases to the nearest new media and provide National Cups Committee with copies of all releases and articles.
- \_\_\_\_\_ 6) Provide a hospitality room or party room for the Saturday night fete.
- \_\_\_\_\_ 7) Provide sponsors, if possible, to help defray the cost of the tournament.

\_\_\_\_\_ **BUDGET:**

- \_\_\_\_\_ 1) Document all expenses for the tournament and provide receipts and written documentation to the National Cups Chairman

\_\_\_\_\_ **PLAYING FIELDS / COMPLEX:** The National Cup games will be held at:

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FIELD OR COMPLEX Name City

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FIELD OR COMPLEX Address City State Zip

**HEADQUARTERS HOTEL NAME:** \_\_\_\_\_

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Address City State Zip

**TRANSPORTATION:**

NEAREST AIRPORT NAME IS \_\_\_\_\_

Located about \_\_\_\_\_ Miles for the HQ Hotel Approximately \_\_\_\_\_ Minutes Drive

Hotel location is \_\_\_\_\_ miles from playing fields Approximately \_\_\_\_\_ Minutes Drive

# BID PROPOSAL

Having been able to meet the majority of criteria listed on the previous pages, we would like to host the \_\_\_\_\_ National Cup Competition \_\_\_\_\_ at the \_\_\_\_\_ facility in the City of \_\_\_\_\_ State of \_\_\_\_\_ The estimated costs are as follows:

FIELD RENTAL .....	\$	_____
PORT-A-LETS .....	\$	_____
HOTEL MEETING ROOMS: Team Managers .....	\$	_____
Referees .....	\$	_____
BLEACHERS & BENCHES .....	\$	_____
TENTS: Administration.....	\$	_____
Referees .....	\$	_____
Trainer .....	\$	_____
Player Benches (8).....	\$	_____
WATER / ICE / CUPS .....	\$	_____
ADMINISTRATIVE REFRESHMENTS .....	\$	_____
REFEREE REFRESHMENTS .....	\$	_____
OFFICIAL T-SHIRT FOR FIELD MARSHALS .....	\$	_____
PRINTING COSTS .....	\$	_____
PRACTICE FIELD RENTALS .....	\$	_____
PUBLIC ADDRESS SYSTEM RENTAL .....	\$	_____
TABLES AND CHAIRS RENTAL.....	\$	_____
SHUTTLE VANS .....	\$	_____
CELL PHONES RENTAL .....	\$	_____
GOLF CART RENTAL .....	\$	_____
STORAGE FACILITY RENTAL.....	\$	_____
HOTEL ROOMS FOR NAT'L CUPS COM. ....	\$	_____
SECURITY .....	\$	_____
MISCELANEOUS		
Referee Transportation.....	\$	_____
Staff & Volunteer Food/Expenses .....	\$	_____
<hr/> <hr/>		
<b>TOTAL</b> .....	\$	<u>_____</u>

Having read and reviewed the requirements in making this bid presentation, we, the following undersigned, do agree to the terms and conditions of hosting this tournament as listed in the hosting requirements of this document.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Regional Director Date

Having read and reviewed the content of this application to host the National Cup competition: your application has been \_\_\_\_\_ approved \_\_\_\_\_ rejected for this year.

\_\_\_\_\_  
National Cups Committee Chairman Date

Send two (2) signed copies to the National Cups Chairman