



KANSAS STATE CUP

2010

BID TO HOST

**SUBMITTAL DEADLINE
BIDS MUST BE RECEIVED IN THE KSYSA OFFICE
BY DECEMBER 1, 2009**

Bid to Host Kansas State Cup Championships

Event Dates*

June 4-6	U12-U14 Boys and Girls	Pool Play
June 4-6	U15-U18 Boys	Preliminary Single Elimination
June 12-13	U12-U14 Boys and Girls	Semis and Finals
June 12-13	U15-U18 Boys	Semis and Finals
June 12-15	U15-U18 Girls	Single Elimination, Semis and Finals
June 12-15	U19 Boys and Girls	Single Elimination, Semis and Finals

***Fields must be available beyond dates listed until completion of tournament.
Must be able to start on the Friday of a weekend if needed.**

Contact Information:

Association: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Numbers: Home: _____ / _____ Work: _____ / _____

Mobile: _____ / _____ Fax: _____ / _____

Email Address: _____

The following items are those which are required and/or desired for hosting the Kansas State Cup as part of the US Youth Soccer National Championship Series.

Please read the following items carefully and initial those that will be supplied as part of your proposed bid package. Bid award will be made by the Tournament Committee based upon the best-perceived value and facilities for KSYSA and its players.

Specific Minimum Field Requirements, field specifications and goal size shall be determined and published by the Tournament Director. These shall be supplied to each potential bidder.

Minimum of four 8 v 8 fields. Size of each 8 v 8 field -- 50 x 80 minimum.
Minimum of six 11 v 11 fields. Size of each 11 v 11 field – 65 x 110 minimum. 70 x 110 preferred.

Host organization will be responsible for make fields game ready.
If act of God suspends play, hosting organization will work with KSYSA to make fields available as needed. Tournament will be played to completion within timeframe.

Number of Fields and available sizes: List the field, size, age group assigned, location, normal use

Location	Size	Age Groups
Field 1. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 2. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 3. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 4. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 5. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 6. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 7. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 8. _____	____X____	U- ____ through U - ____
Normally Used for: _____		

Number of Fields and available sizes: List the field, size, age group assigned, location, normal use

Location	Size	Age Groups
Field 9. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 10. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 11. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 12. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 13. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 14. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 15. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 16. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 17. _____	____X____	U- ____ through U - ____
Normally Used for: _____		
Field 18. _____	____X____	U- ____ through U - ____
Normally Used for: _____		

Number of Fields and available sizes: List the field, size, age group assigned, location, normal use

Location	Size	Age Groups
Field 19. _____	_____X_____	U- _____ through U - _____
Normally Used for: _____		
Field 20. _____	_____X_____	U- _____ through U - _____
Normally Used for: _____		

The following items are those, which are **REQUIRED** and desired for the hosting any Kansas State Cup. Please read the following items carefully and **initial those that will be supplied as part of your proposed bid package.**

_____ **Volunteers**

1. _____ **Minimum of 75 volunteers to work in various areas (ball boys and girls, field marshals, site preparation and maintenance, team check-in, awards ceremonies, t-shirt sales, referee and staff hospitality, parking control, etc.). REQUIRED**
2. _____ **Field marshals (Minimum of one per field) to allow access only to players, tournament officials and VIP's. Field marshals are also to escort ejected players from the fields. REQUIRED**

_____ **Benches**

1. _____ **Two player benches on one side of the playing field, separated by 15-20 feet on each side of the half-line for the teams. REQUIRED**
2. _____ Seating for the spectators on the opposite side of the fields.
3. _____ Canopies or small tents over each player bench.
4. _____ **Water: 5 gallon containers of water and ice on each player bench, with cups. Water to be continually re-filled with water and ice. REQUIRED**

_____ **Administration: One large tent or trailer (minimum 10' x 20') to serve as tournament headquarters. REQUIRED**

1. _____ **Two 6-8' long tables and a minimum of 6 chairs in the administrators area. REQUIRED**
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. _____ Lunch provided for administrators each afternoon.

5. _____ Boards provided in a convenient location for all teams to see. Boards will contain tournament game schedules and standings. Boards also available for posting messages and telephone numbers.
6. _____ **Must have access to at least four (4) 110v electrical outlets available. REQUIRED**

_____ **Tournament Administrator to be provided with a complete list of address and telephone numbers of the following.**

1. _____ **On-site Event Director (no-cost) and alternate to work with KSYSA Cup Chairperson(s). On-site Event Director will coordinate all items to host games. REQUIRED**
2. _____ **Hotel contact person(s). REQUIRED**
3. _____ **Hospitals in area with directions to each one. REQUIRED**
4. _____ **Emergency telephone numbers. REQUIRED**
5. _____ **Emergency centers in area. REQUIRED**
6. _____ **Hosting association contacts. REQUIRED**
7. _____ **Trainers, trained to recognize and treat trauma, must be present at the competition at all times. REQUIRED**
8. _____ Office supply stores in the area with directions to each one.
9. _____ Sponsors contacts.
10. _____ **Tournament volunteers and positions. REQUIRED**
11. _____ **Storage Facilities for the balls, trophies, medals and banners which can be kept locked at all times. Administrator will require one key for easy access. REQUIRED**
12. _____ Access to telephone service for emergencies.

_____ **Referee Tent**

1. _____ **One large tent, trailer, or room (minimum 10' x 20') away from players and spectators for the referees. REQUIRED**
2. _____ **Water, ice and cups provided continuously throughout the tournament. REQUIRED**
3. _____ Snacks provided for referees throughout the tournament (oranges, Gatorade, bananas, raisins).
4. _____ Lunch provided for referees each day.
5. _____ Changing room for referees.
6. _____ Tent should have four small-sized tables (one in each corner) with 4 chairs at each table for pre-game and post-game evaluations.
7. _____ **Two large tables provided for Referee Administrator. A minimum of 8 additional chairs. REQUIRED**

_____ **Trainer's Tent**

1. _____ One tent provided for trainer at a central location for taping and injuries.
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 injuries.
6. _____ **Golf cart or other transportation device for use by the trainer. REQUIRED**
7. _____ **Container of water, ice and cups to be freshened and refilled throughout the weekend. REQUIRED**

_____ **Comfort Facilities**

1. _____ **Port-a-lets or permanent bathroom facilities. Enough to accommodate the approximate number of teams, spectators and administrators expected to be present. REQUIRED**

_____ **Staging Area**

1. _____ A central location for the presentation of the trophies. PA system is desired.
2. _____ Trophies and medals to be brought to the area as needed.
3. _____ Location for sponsor inflatables.

_____ **Hotels**

1. _____ **Secure host hotel with final approval by the KSYSA Tournament Director. Accommodations will be solicited and coordinated by KSYSA or its designee. REQUIRED Host hotel should have the following:**
 - a. _____ **Meeting room for team managers on Friday evening. Overhead and projector screen and seating for approximately 100 people. REQUIRED**
 - b. _____ Meeting room for referees for Friday evening. TV/VCR and other AV equipment as requested. Classroom seating for approximately 100 referees.
 - c. _____ One suite provided for the KSYSA President.
 - d. _____ **One suite provided for the KSYSA Tournament Director. REQUIRED**
 - e. _____ **One room provided for the Referee Administrator. REQUIRED**
 - f. _____ **One room provided for the Director of Coaching. REQUIRED**
 - g. _____ 10 rooms blocked for KSYSA officers (In KC area only block three).
 - h. _____ **20 rooms blocked for Referees (In KC area only block 7). REQUIRED**

- i. _____ **Approximately 900 rooms blocked for teams (In KC area only block 300). REQUIRED**

_____ **Transportation**

1. _____ **Golf carts needed. One for the KSYSA President, one for the KSYSA Tournament Director, two for the Referee Administrator, one for the Director of Coaching, and one for the Trainer for any injuries. Additional transportation may be required if remote fields are used. Maximum of 10 total. REQUIRED**

_____ **Programs and T-Shirts**

1. _____ If the hosting association wishes to sell T-Shirts, the design must first be approved by the KSYSA Tournament Director and Corporate Sponsor. T-shirts must be purchased from the KSYSA T-shirt sponsor.
2. _____ Programs will be provided. Must be approved by the KSYSA Tournament Director and Corporate Sponsor.

_____ **Parking**

1. _____ Must provide adequate parking -- no parking fees. Adjacent to park or available with shuttle.

_____ **Miscellaneous**

1. _____ **Concession stand to be provided with approval concession bid by KSYSA Tournament Director. REQUIRED**
2. _____ Equipment sales (retail) are to be first approved by the KSYSA Tournament Director.
3. _____ Space provided for (mutually agreed upon) vendors.
4. _____ **Banners to be placed around the field (provided by the KSYSA Office and KSYSA Sponsors). REQUIRED**
5. _____ Provide press releases to the nearest news media and provide Tournament Director with copies of all releases and articles.
6. _____ Provide sponsors, if possible, to help with the cost of the tournament.
7. _____ **Host will provide staff for Friday check-in (minimum of two people per age group). REQUIRED**

_____ **Communications – Host Requirement**

_____ Radios or Cell Phones will be provided for Communication between remote field sites and Tournament headquarters.

_____ Radios or Cell Phones will be provided for the following Tournament Officials:

- a. _____ KSYSA President
- b. _____ KSYSA Tournament Director

- c. _____ Referee Administrator
- d. _____ KSYSA Discipline Chairman
- e. _____ KSYSA Scoring Staff
- f. _____ Trainer

_____ **Budget**

1. _____ **Document all expenses for the tournament and provide receipts and written documentation to the KSYSA Tournament Director. REQUIRED**

Playing Fields/Complex:

The Tournament will be held at _____

in the City of _____, Please attach drawing of the fields and a photograph. Digital versions of these would be appreciated as well.

Hotel:

The host hotel will be the _____

in the City of _____, It is located _____ miles from the playing fields.

Transportation:

The closest airport is _____.

It is located _____ miles and approximately _____ minutes from the host hotel.

BID PROPOSAL

Having been able to meet the majority of the criteria as listed above and on the previous pages, we would like to host the Cup Competition Listed above at the _____

_____ facility in the City of _____,

The estimated costs to KSYSA are as follows:

Field Rental (includes lining of fields)	\$ _____
Port-A-Lets	\$ _____
Hotel Rooms:	
Tournament Officials	\$ _____
Referees	\$ _____
Golf Carts	\$ _____
Communications	\$ <u>No cost to KSYSA...</u>
Tent or Trailer Rental (Administrative)	\$ _____
Tent or Trailer Rental (Referee)	\$ _____
Meals:	
Tournament Officials Lunches	\$ _____
Referee Snacks	\$ _____
Referee Meals	\$ _____
Meeting Room Rental	\$ <u>No cost to KSYSA...</u>
Miscellaneous: List Separately	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Projected Expenses	\$ _____
Minus revenue for local Sponsors or Conventions and Visitor Bureaus paid directly to KSYSA	\$ _____
Total Projected Bid Cost to KSYSA	\$ _____

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 under Bid Requirements of this document.

For this tournament, we acknowledge that games will be played on Sunday Morning and that the playing fields required for the Sunday Morning Games will be available. If a City Recreation Department controls the fields, their signature agreeing to this requirement is affixed below. We agree that all costs associated with the fields and / or their preparation will be paid by our organization. We acknowledge that we will receive all proceeds from the sales of concessions and souvenirs sold at the tournament **with the exception** of the proceeds from the sale of official KSYSA, US Youth Soccer and USSF Souvenirs, which will be sold at the tournament headquarters. We acknowledge that KSYSA will be responsible for the referee fees, official KSYSA Tournament awards, expenses for the KSYSA officials and staff, and all administrative costs of the tournament that we have not agreed to supply as a part of our bid. We agree to honor all KSYSA Contracts with National and / or State Sponsors.

Signature of Hosting Association President

Date

Signature of Facility Administrator or City Official

Date

Having read and reviewed the contents of this application to host the above listed tournament; The Tournament Committee has reviewed this application and it has been

Approved Rejected

Thank you for your bid.

Tournament Committee Chairman

Date