

United States Power Soccer Association (USPSA)



Premier • Champions • Presidents • Founders
Conference Cup Bid Packet

2018-2019

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*Tournament Selection Committee

** Local Organizing Committee

USPSA TIMELINE FOR CONFERENCE CUP BID PROPOSAL 2018-2019

Conference Cup bid package available	July 30, 2018
Due date to return Conference Cup bid package to TSC*	September 30, 2018
Conference Cup sites announced	October 30, 2018
Team Cup Registration Deposits to LOC** from USPSA	February 28, 2019
Registration materials submitted for approval to	90 days min. prior to Cup
Conference Cup invitations to qualified USPSA teams	60 days min. prior to Cup
Referee Coordinator & Center Referee names to LOC	90 days min. prior to Cup
Proof of insurance for the facility used to USPSA	30 days prior to Cup
Games and meetings schedules announced	30 days min. prior to Cup
Registered team rosters to USPSA Secretary	21 days min. prior to Cup
Conference Cup results/score sheets to Secretary	72 hours post Cup
Final report, final budget due to USPSA	30 days post Cup
High Resolution Photographs of all team and individual winners to USPSA	10 days post Cup

FACILITY and GAMES

LOC must arrange for and underwrite the expenses involved in the provision of a suitable game facility for three (3) days with four (4) equal courts for a 2-conference cup tournament or three (3) or four (4) days with 4-8 equal courts for a 4 conference cup tournament, meeting rooms and equipment. Information concerning the facility, including the name of the game facility, location, floor surface, floor size, space between courts, spectator areas and accessibility must be included in bid document. Please include photos of court areas and floor plan of games facility. **It is the desire of USPSA to have a 4-conference cup tournament.**

1. If an LOC bids on two (2) or more Conference Cups to be run concurrently in the same facility, the bid can be combined in one (1) document. For a Multi-conference Cup bid the LOC must meet all the requirements as described in this document with adequate provisions detailed for the additional needs of a larger event (2 Cups = 4 courts, etc.). Non-concurrent Multi-conference Cup bids must be submitted separately. Bids will be accepted for either 2 conference cups or 4 conference cups.
2. Facility/LOC should provide scoreboards/time clock for all games.
3. LOC must indicate dates secured for event (include optional dates if possible). Conference Cup season is June 1 to July 31.
4. No later than 30 days prior to the event, the LOC will notify each participating team's representative of the official match and meeting schedule. The TSC will determine format, match schedule and seeding of teams and send to LOC and USPSA Secretary prior to the 30 day announcement.
5. LOC will provide a charging area to support minimum of 20 teams (2 Conference Cups) or 36-40 teams (4 Conference Cups) simultaneously. This area must be verified to have the appropriate amount of power to charge all chairs even if that means extra sources of power, (generators), are brought in.
 - a) LOC will provide individual team areas for equipment and storage.
6. LOC will provide one new USPSA **approved** tournament ball for each court used and have a minimum of one new such ball in reserve.
7. LOC will provide scores by email to the USPSA IT Committee and Secretary at mid-day and end of each tournament day via the Electronic Score sheet (ESS) form to be posted on the USPSA website.
8. LOC will provide proof of insurance for the facility used 30 days prior to the event. The USPSA and MK Battery must be listed as additionally insured. Please contact the USPSA Secretary if insurance needs to be furnished through the USPSA.
9. LOC will provide a plan for first aid at the facility and a plan for emergency services if required.
10. LOC will provide accessible meeting rooms for coaches meeting and referees meeting prior to start of event. All meetings to be scheduled in consultation with the TSC.
11. Your Conference Cup may be selected to host the Annual General Meeting (AGM). LOC must include provisions for that possibility in their bid. A private room will be required at the hotel to accommodate a minimum of 100 people. Scheduling of the meeting will be done by the Executive Board.
12. LOC will provide a private, secure referee room at the facility with snacks and drinks for the length of the event.

13. The LOC should have a dedicated space in the facility for speed testing. The speed test area requires a power source for 2 speed test machines and laptops. The area should have an easy entrance and exit path for all athletes.

REFEREES and VOLUNTEERS

1. USPSA will send the LOC the names of the USPSA approved Referee Coordinator and the Center Referees a minimum of 90 days prior to the cup. 8 Center Referees for a 2 cup conference tournament and 16 Center Referees for a 4 cup conference tournament.
2. The LOC will provide the names, qualifications and the available times of the Assistant Referees being recommended. A minimum of 8 Assistant referees for a 2 conference cup tournament and a minimum of 16 Assistant Referees for a 4 conference cup tournament. If necessary, to meet the USPSA Assistant Referee qualifications, the LOC will arrange a training clinic prior to the event for Assistant Referees and recruit enough responsible trainees to provide the Referees needed. The clinic must be led by a USPSA approved Referee Trainer.
3. USPSA will pay the referees a per-game rate set by the USPSA for Conference Cups. The referee game rate is set at \$15.00 per Assistant Referee and \$25.00 per Center Referee. The Referee Coordinator will be paid a flat fee which is determined by multiplying the total number of games in the Conference Cup times \$10.
4. LOC will provide lodging, meals while at site, meal allowance for meals while not at site, including travel days (\$10 breakfast, \$15 lunch, \$25 dinner), banquet and transportation to and from facility, hotel and airport for the Referee Coordinator and all Center Referees necessary for the Conference Cup.
5. LOC will provide meals while at site for Assistant Referees.
6. LOC will provide reimbursement for either gasoline or airline fare to host city for the Referee Coordinator and Center Referees. USPSA recommends you base your budget on bringing in one referee coordinator and four center referees per conference cup.
 - a. Referees will be required to turn in receipts to receive monies for covered expenses within 14 days of the end of the Cup.
 - b. LOC will be required to reimburse Referees within 30 days of the end of the Cup.
7. LOC must provide two trained volunteers for each score table to keep score sheet and run scoreboard.

AWARDS

1. The USPSA will provide awards for:
 - a. First, second, and third place teams (1 team and 8 individual*),
 - b. Most Valuable Player
 - c. Golden Guard (high scorer)
 - d. Sportsmanship
 - e. All Tournament Team Certificates
- * Individual medals may be designed by the LOC. Title sponsor protocol must be met.

REGISTRATION OF TEAMS

1. At least 90 days prior to the Conference Cup start, the LOC shall submit its Registration Packet for review. The Registration Packet must include:

- a. Registration forms, this may be an online registration form, or hard copy
- b. Proposed fees
- c. Tentative schedule
- d. Detailed information about hotel accommodations
- e. An overview of the closing ceremony banquet facility
- f. Please include any additional “perks” you may have planned, i.e. closing ceremony entertainment, giveaways,
- g. Detailed information about emergency medical services
Medical equipment: LOC will investigate and include information about items such as (lifts, shower chairs, etc.) rental options in the registration packet.
- h. Competition facilities, photographs are welcomed
- i. Meeting rooms for annual meeting (AGM), coaches and referee
Transportation: LOC will investigate and include information about accessible transportation rental options in the registration packet. LOC will make sure sufficient accessible vehicles are potentially available.

2. Once approved, this information will be distributed by the LOC to the USPSA teams who are qualified to compete in the respective Conference Cup. The USPSA Secretary will provide the LOC with the contact information of each team.

3. At least 21 days prior to the Conference Cup, the LOC will send all registered team rosters to the USPSA Secretary for verification.

ACCOMMODATIONS

1. A block of rooms to accommodate all teams/staff/referees and board members must be secured through one (1) or more hotels within a 30- minute radius of the game facility. Information on a secondary hotel must be made available for those athletes who require a private accessible room.

2. Consideration should be kept in mind for hotels that have open bed platforms so the use of a Hoyer lift can be accommodated.

3. Hotel should have open public space for teams to congregate in the evenings.

4. When selecting your hotel, please keep in mind that your Cup may be selected to host the Annual General Meeting. If your site is selected, a private room will be required at the hotel to accommodate a minimum of 100 people. Scheduling of the meeting will be done by the Executive Board.
 5. Parking lot should be a consideration, as vehicles will utilize at least 2 spaces if all of the handicap spaces are filled.
 6. LOC should reserve all of the accessible rooms and assign them in consultation with the TSC.
 7. Elevator access and size should be reviewed with expected attendance in mind.
- Please refer to the accommodations and gym checklists included with the application form.

MEALS & BANQUET

1. LOC will provide nutritious on-site meal(s) for all rostered team members (players, coaches, team manager, and equipment manager) and referees during game times. Please note the LOC will be responsible for offering meals for participants with dietary restrictions. These options will be required to be listed by the LOC within the registration documentation
2. LOC will provide breakfast at gym or hotel on game days if complimentary breakfast is not included in hotel rate. Breakfast must be available early enough for teams and referees with early games.
3. For limited service hotels where breakfast is provided, review the options of additional space to accommodate wheelchairs/teams.
4. LOC will arrange for the holding of a Closing Awards Banquet at LOC expense (up to 8 players, 2 coaches and 2 support personnel) for the presentation of awards, and the honoring of Conference Cup sponsors and supporters. Adequate space for friends, family and other guests to attend shall be provided (for a fee). The protocol for the USPSA Closing Banquet will be provided as an official SOP by the Executive Board.
5. The LOC will have a dedicated table at the closing banquet to accommodate the Center Referees, the Referee Coordinator, MK Battery, major sponsors and Executive Board. The LOC will be responsible for the cost of banquet meals for the Center Referees and the Referee Coordinator and any major sponsors secured by the LOC. USPSA will be responsible for the cost of banquet meals for MK Battery, major sponsors secured by USPSA and the Executive Board.
6. The LOC has the option to arrange for a Welcome Ceremony, or any other gathering during the tournament dates as they see fit. This is optional for team participation and should be done in consultation with the TSC so it does not conflict with other activities and events.
7. If a stage is used in the presentation of awards at the closing ceremony, it must be accessible for all participants.

MARKETING

1. LOC must use USPSA name and logo on all promotional materials for the event. All Conference Cup apparel must have USPSA logo in prominent location.
2. MK Battery Logo, (and / or other major sponsors of USPSA), must be prominent (secondary to USPSA) on all marketing materials, to include but not limited to; t-shirt, flyers, brochures, banners, and program book.
3. LOC will provide official Conference Cup t-shirts to the referees and the rostered members of each competing team.
4. LOC will provide a Conference Cup program with USPSA, MK Battery logo and other major sponsors secured by USPSA included on cover. The Conference Cup program shall include the team rosters with player names and uniform numbers, plus information that is pertinent to power soccer, and will recognize all sponsors and those who have helped and supported the event.
5. If a Conference Cup logo is created for the tournament by the LOC it must be approved by the USPSA.
6. In the event that a Conference logo (not Conference Cup logo) is developed and approved by the USPSA the mandated and suggested uses of the logo will be described in a follow-up document.

SPONSORSHIP

1. MK Battery and other major sponsors secured by USPSA has Exclusive Title Sponsorship rights to all Conference Cups.
2. No other battery sponsor may be secured that would compete with MK Battery.
3. The LOC will include the MK Battery and any other major sponsors, on all marketing materials. Three color logo is desired but not required.
4. The LOC will provide a vendor table at the tournament for MK Battery.
5. MK Battery has first right of refusal to providing the Equipment Repair Station.
*Please see Sponsorship Guidelines document for more detailed information.
6. Other sponsors designated by USPSA will have priority as to exposure.

FINANCIALS

1. The LOC is responsible for submitting the stipend request form to the USPSA.
2. Team deposits will be sent to the LOC at the end of February for all teams that have confirmed their attendance with a deposit.
3. LOC may choose to include a late fee and/or a no-refund policy. Additional fees must be detailed in the bid document application.
4. LOC will include their proposed Conference Cup budget with their bid. This budget will include any proposed fees, which must be approved by the USPSA.
5. LOC shall provide the TSC a final budget within 30 days post Conference Cup.
6. LOC will provide reimbursement for either gasoline or airline fare to host city for the Referee Coordinator and Center Referees. USPSA recommends you base your budget on bringing in one referee coordinator and four center referees per conference (2 conferences=8 center referees, 4 conferences =16 center referees).
7. Referees will be required to turn in receipts to receive monies for covered expenses within 14 days of the end of the Cup.
8. LOC will be required to reimburse Referees within 30 days of the end of the Cup

USPSA RESPONSIBILITIES

1. The USPSA Executive Committee shall approve the selection of Referee Coordinators and Center Referees for Conference Cups from recommendations made by the Deputy Vice President. The DVP will send the recommendations to the Executive Committee a minimum of 120 days prior to each Cup. The Chairperson of the TSC will send the names of the Referee Coordinator and Center Referees to the LOC a minimum of 90 days prior to the event. *The Referee Coordinator will be responsible for referee assignments at the Cup, referee assessments and serve on the Conference Cup Competition Commission. The Referee Coordinator's duties as a supervisor preclude him/her from working as a Center or Assistant Referee except in an emergency.*
2. The TSC will be responsible for the Conference Cup Rules and Regulations, Conference Cup format, match schedule and the seeding of teams and will provide those to the LOC a minimum of 30 days prior to the event.
3. The TSC will establish the Conference Cup Competition Commission, consisting of a representative of the LOC, the Referee Coordinator, and an Executive Committee member (when possible).
4. The TSC will provide an electronic version of the Official Score Sheet, Sponsorship Packet, Protest Form, Tournament Evaluation Survey, Closing Banquet Protocol, and Referee Reimbursement/game Payment Form to the LOC.
5. The USPSA will send a check to the LOC for the registration deposits (\$500.00 X number of confirmed teams) collected from the Conference Cup participating teams by February 28.
6. The USPSA will provide all Team Trophies, Individual Medals, Golden Guard, Sportsmanship Award, MVP Award and All Tournament Team Certificates for the Conference Cup.
7. The USPSA will conduct the Closing Banquet Ceremony based on the Closing Banquet Protocol. This will be done in collaboration with the LOC.
8. The USPSA will verify that all athletes are registered members in good standing.
9. The TSC and Executive Board will be available throughout the planning stages to assist you with questions, concerns and advice as needed.

LOCAL ORGANIZING COMMITTEE'S RESPONSIBILITIES

1. Notify TSC and Executive Board of any media exposure planned or otherwise, either prior to or during the tournament itself. All media exposure should include mention of MK Battery as the title sponsor, where appropriate.
2. Communicate to the TSC and USPSA Secretary if there is any difficulty in dealing with attending teams, such as payment, communication, accommodations, etc.

FOLLOW-UP

1. Within 72 hours following the Conference Cup, the LOC is responsible for forwarding all event results including official score sheets, team-finishing orders, Golden Guard and MVP selections, Sportsmanship Award and All Tournament Team to the USPSA Secretary. This information will become the official Conference Cup scorebook, which will be included in the files of the USPSA.
2. LOC must submit complete post Conference Cup reports including event evaluations, final budget and any incident reports to the Executive Board within 30 days post event.
3. LOC will provide electronic photographs of all winning teams and individuals to the Executive Board.

FREQUENTLY ASKED QUESTIONS

How do I know which Conference Cup to Bid on?

Due to the overlap in timing with USPSA Team Registration the USPSA may not know the conference team assignments when Conference Cup bids are due. If you don't know the conference and would like to host the Conference Cup that a specific team will participate in, please indicate that on the **Conference Bid Form** (and include your relationship to that team).

Example: I am the Head Coach of the Hawaii Five-Os and would like to host the Conference Cup for the Conference to which my team is assigned.

Can I secure sponsors in addition to the designated Title Sponsor?

See Sponsorship Guideline Protocol

What if a team cancels, do we keep the registration money?

If a team cancels after paying their \$500.00 deposit, the canceling team will not receive a refund and the LOC will keep the deposit.

If a team cancels after all registration has been paid, it will be based on the policy the LOC has put in place as well as the discretion of the LOC.

How many Referees should I plan to bring in?

USPSA recommends you base your budget on bringing in one Referee Coordinator and four Center Referees per conference cup. Assistant Referees are usually local and do not receive travel reimbursement or meal expenses. They do receive meals while at site and game pay.

MEMORANDUM OF UNDERSTANDING

Bids to host a **USPSA Conference Cup** must be submitted on the bid form included in this packet, (see page 11 and 12). In addition, a signed copy of this understanding must also be included in the LOC bid submission. **Any changes to the terms of this agreement after the bid is awarded must be made with the consent of both the USPSA Executive Committee and the LOC.**

The LOC will be 100% responsible for all financial agreements and contracts with the hotel, gym facility, caterers, merchandising vendors. If required items are not presented to the USPSA for proofing purposes and said items are inappropriate, distorted, incorrect or do not meet the standards of the USPSA, the LOC will assume full financial responsibility for reprinting.

Please return completed application and supporting documents in electronic format to USPSA Secretary Tari Carpenter (uspsasecretary@gmail.com) by September 30, 2018.

A hard copy of the signed MOU must be mailed to Tari Carpenter by September 30, 2018

Please mail to:
Tari Carpenter
1416 Shell Flower Dr.
Brandon, FL 33511

I have read and understand the guidelines and responsibilities of hosting a **USPSA Conference Cup**.

Name: _____

Title: _____

Signature: _____ Date: _____

Please keep a copy of all these documents for your records.

BID DOCUMENT CHECKLIST

! This Bid package to be completed and mailed by **September 30, 2018**

- Research appropriate facility for games
- Research hotel options, availability and prices
- Research transportation options and pricing
- Select proposed dates (include optional dates if possible)
- Include proposed budget
- Include detailed gym facility floor plan
- Include digital photographs of the courts and surrounding areas.
- Include Memorandum of Understanding (Page 13 of Bid Packet).

2019 USPSA CONFERENCE CUP TOURNAMENT BID APPLICATION

HOST INFORMATION

Host organization (LOC): _____

Will any other organizations be involved with this event? _____

Contact person: _____

Preferred phone #: _____ Is this a cell number? _____

Alternate phone #: _____ Is this a cell number? _____

E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

DATE AND FACILITY INFORMATION

Proposed dates of Cup: June July Dates _

Alternate dates: June July Dates _

Facility Name: _____

Address: _____ City _____

State _____ Zip _____ Phone _____

Website: _____

Total number of courts: _____ Number of courts plan to use for games _____

Court size: _____ Floor surface _____

Space between courts: _____, please diagram if different

Space between boundary line and wall or bleachers: _____

Will the speed test area have a separate area? Yes _____ No _____ If yes, please include on floor plan

Please describe the team storage area and include on floor plan: _____

Is there electricity in the team storage area? Yes _____ No _____

If wheelchair charging takes place elsewhere, please show on floor plan.

Will sport chairs and equipment be able to be conveniently securely stored at the facility overnight?

Yes _____ No _____

Does the facility have accessible bathrooms? Yes _____ No _____ How many? _____

Are you able to enter the bathroom with a wheelchair guard on? Yes _____ No _____

Please describe the Referees' designated area.

Is this a private, secured room? Yes _____ No _____

Where will lunches be served? Please show on floor plan. _____

How many people/wheelchairs can the lunch area accommodate at one time? _____

How many spectators & wheelchairs can you fit comfortably? _____

Bleachers? _____ Chairs? _____ Please show on floor plan.

Have you hosted tournaments in the past? Yes_____No_____if yes, please describe._____

Do you have a strong volunteer base? Please describe?

How far is the closest Emergency Medical Facility to the gym?_____

Will the gym have a Public Announcement System?_____Wifi?_____

Do you have plans to broadcast some or all of the games? _____

If yes, please describe your plans for doing so.

Is there livestream capabilities at the facility? Yes_____No_____

Is there space in the facility, either in the lobby or in the gymnasium for vendor tables?

Yes_____No_____

If yes, please show on floor plan.

Do you have access to insurance or will it be provided through USPSA?_____

HOTEL AND TRANSPORTATION INFORMATION

Host Hotel: _____ Phone: _____

Address: _____

Room rate: _____ is this for : Single Double Triple Quadruple

Additional taxes and fees? _____

How many accessible rooms does the hotel have in total? _____

How many with accessible bathtubs? _____ Accessible showers? _____

Accessibility rating (1-5) _____

Are meeting rooms available for the coaches/referee meeting? Yes _____ No _____

How far is the hotel/facility from the closest major airport? _____

Host Hotel #2 (if needed): _____ Phone: _____

Address: _____

Room rate: _____ is this for : Single Double Triple Quadruple

Additional taxes and fees? _____

How many accessible rooms does the hotel have in total? _____

How many with accessible bathtubs? _____ Accessible showers? _____

Accessibility rating (1-5) _____

Are meeting rooms available for the coaches/referee meeting? Yes _____ No _____

How far is the hotel/facility from the closest major airport? _____

Host Hotel #3 (if needed): _____ Phone: _____

Address: _____

Room rate: _____ is this for : Single Double Triple Quadruple

Additional taxes and fees? _____

How many accessible rooms does the hotel have in total? _____

How many with accessible bathtubs? _____ Accessible showers? _____

Accessibility rating (1-5) _____

Are meeting rooms available for the coaches/referee meeting? Yes _____ No _____

How far is the hotel/facility from the closest major airport? _____

How will transportation be handled for athletes/teams traveling in by airplane?

How will Referee transportation be handled?

CLOSING BANQUET

Where will the closing banquet be held? _____

Address: _____

What is the size of the room? _____

If outside the hotel property, what is the proximity to the hotel? _____

Will there be a sound system? Yes No Podium? Yes No

Will you use a stage? Yes No Is it accessible? Yes No

Do you plan on entertainment? Yes No If yes, describe:

Do you plan to offer any other “perks” that are not mentioned in this document?

Please explain:

Is there anything you would like to add?

MK BATTERY SPONSORSHIP GUIDELINES

USPSA has secured the Title Cup sponsor, MK Battery for all tournaments to benefit the USPSA. All funds received will be paid directly to the USPSA and will be used at the discretion of the USPSA.

MK Battery will have the naming rights to the tournament they are sponsoring. ie “MK Battery USPSA Conference Cup Tournament.”

The USPSA will work in conjunction with the Tournament Local Organizing Committee (LOC) to ensure all sponsorship obligations are met.

The LOC may be responsible for the following:

1. The Tournament will be named after MK Battery, therefore it will be the LOC's responsibility to print/distribute/market all materials with the correct name.
2. MK Battery's name and logo prominently placed on program book. Proofing required by the USPSA before program book is printed
3. A full page ad provided to the MK Battery in the program book
4. Prominent space at gym facility reserved for MK Battery, i.e., vendor table.
5. MK Battery's name/logo prominently placed on the tournament t-shirt, proofing required by USPSA.
6. MK Battery representative may be a guest speaker at the Awards Ceremony
7. All event banners printed by LOC will feature the name/logo of the MK Battery.

2019 Sponsorship Guidelines for tournaments

The LOC may solicit any number of sponsors to assist with the funding of their tournament within these guidelines:

1. The LOC may not solicit any sponsors that are current sponsors of USPSA.
2. Only the MK Battery will have naming rights
3. No Event Sponsor will exceed the MK Battery's billing in print, banners, ort-shirt design.
4. All promises to sponsors must be met, as the LOC represents not just themselves but the USPSA.

2019 Insurance Requirements

MK Battery and USPSA are to be named as additionally insured on the Proof of Insurance.