



SUBMISSION OF BID TO HOST ONTARIO CUP SEMI-FINALS

Ontario Soccer is providing interested districts with the opportunity to submit an application to host the Ontario Cup Semi-Finals. The Competitions Management Committee will consider bids for the 2024 Ontario Cup Semi-Finals provided the following timelines are met.

The following Information Pages are attached:

- 1) **The Bid Process for Hosting the Ontario Cup Semi-Finals;** and
- 2) **Criteria for Hosting the Ontario Cup Semi-Finals.**

In brief, the bid process includes:

	If bidding to host in 2024
Deadline for submitting a bid to host the Ontario Cup Semi-Finals.	November 30, 2023
Deadline for Ontario Soccer facility inspection	TBC
Competitions Management Committee selects host organization.	January, 2024
The Site of the Ontario Cup Semi-Finals is publicly announced.	April, 2024
The " Agreement To Host The Ontario Cup Semi-Finals " is signed by the Host District Association and Ontario Soccer.	April, 2024

Also enclosed is the Application Form to be used if you apply to host the Ontario Cup Semi-Finals.

HOSTING THE ONTARIO CUP SEMI FINALS

1.0 Application to Host the Ontario Cup Semi Finals

- 1.1 Only a District Association may apply to host an Ontario Cup Semi Final.
- 1.2 A District Association applying to host an Ontario Cup Semi Final must do so on the application form provided by Ontario Soccer
- 1.3 A letter of support from the Municipality and/or Stadium Owner must be included as part of the application

2.0 Facility Inspection

- 2.1 Ontario Soccer may send a delegation to inspect the facilities of all Acceptable Applicants at its discretion
- 2.2 The facility inspection will include an inspection of the following facilities:
 - 2.2.1 any fields on which games will be played during the Cup Semi Finals;
 - 2.2.2 any warm-up fields;
 - 2.2.3 the four dressing rooms for the teams;
 - 2.2.4 the dressing room for the match officials;
 - 2.2.5 the headquarters room for the Local Organizing Committee;
 - 2.2.6 the room for conducting discipline hearings;

3.0 Presentation to Ontario Soccer's Competitions Management Committee

- 3.1 Acceptable Applicants will have the opportunity to make a presentation to Ontario Soccer's Competitions Management Committee at the January Competitions Management Committee meeting.
- 3.2 The presentation may not exceed 15 minutes and may utilize audio-visual, or other, aids.
- 3.3 Following the presentation, the members of the Competitions Management Committee will ask the presenters questions about the Bid Site. This question-and-answer period will be no longer than 30 minutes.

4.0 Recommendation of Ontario Soccer's Competitions Management Committee

- 4.1 The Competitions Management Committee will review the applications of all Acceptable Applicants and recommend its choice of District Association to host the Ontario Cup Semi Finals. It will provide the rationale for this choice.

5.0 Agreement to Host the Ontario Cup Semi Finals

- 5.1 The Host District Association and Ontario Soccer will sign such agreement by no later than April of that year.

CRITERIA FOR HOSTING THE ONTARIO CUP SEMI FINALS

1.0 Host Organization

- 1.1 The Host Organization must be a District Association. However, the District Association may delegate the hosting responsibility to one of its Clubs.
- 1.2 The Agreement to Host the Ontario Cup Semi Finals must be signed by the President of the Host District Association. This also applies if the District Association delegates the hosting responsibility to one of its Clubs.

2.0 Organization

- 2.1 The Host Organization will appoint a Local Organizing Committee (L.O.C.), including a Chair of the L.O.C. and other positions as required in the Organization Chart for the L.O.C.
- 2.2 Ontario Soccer representative(s) will serve on the L.O.C.
- 2.3 The L.O.C. shall plan the hosting of the event and shall make all of the necessary arrangements regarding the responsibilities of the Host District Association.
- 2.4 The L.O.C. will recruit additional personnel to work on the days of the Ontario Cup Semi Finals.
- 2.5 Ontario Soccer representative(s) shall make all of the necessary arrangements regarding the responsibilities of Ontario Soccer

3.0 Finances

- 3.1 The L.O.C. will be responsible for collecting the admissions fees, depositing all gate receipts, remitting a cheque in the total amount of gate receipts to Ontario Soccer and submitting a financial statement summarizing all gate receipts and expense payments.
- 3.2 Ontario Soccer will pay to the Host District Association an amount equal to 25% of the gross gate receipts. Such payment will be made after the completion of all financial transactions and a statement is prepared summarizing all transactions.



4.0 Facilities

- 4.1 The Host District Association must provide an enclosed stadium with seating for a minimum of 1,000 spectators.
- 4.2 The Host District Association must provide a warm-up field for the teams.
- 4.3 The stadium must include four dressing rooms for the teams, dressing rooms for the match officials (i.e. separate rooms for male and female officials), a headquarters room for the L.O.C. and Ontario Soccer officials, and a room for discipline hearings.
- 4.4 The stadium must include washroom facilities and concession facilities.
- 4.5 There must be a bench (to seat 11 persons) provided on the sideline for each team.
- 4.6 A table and chairs must be provided on the sideline for the 4th official and Ontario Soccer Game Supervisors
- 4.7 A restraining barrier (fence, rail, rope, etc.) must be placed around the field.
- 4.8 A Public Address System must be available.
- 4.9 A scoreboard and clock is required.
- 4.10 The Host Municipality or Facility Owner must guarantee that the playing condition of the field will be top quality. In the application process, the Host Municipality or Facility Owner must provide a letter in which it commits to providing a top quality field and outlines the steps it will take to ensure a top quality playing surface on the designated dates of the Semi Finals.
- 4.11 The Host Municipality or Facility Owner must permit signage rights to Ontario Soccer sponsors.
- 4.12 The Host Municipality and Facility Owner must be receptive to marketing projects of the competition sponsor at the facility during the Ontario Cup Semi Finals.



5.0 Host District Association Responsibilities

- 5.1 To appoint a L.O.C. and a L.O.C. Chair.
- 5.2 To recruit members of the L.O.C.
- 5.3 To recruit additional personnel to work on the days of the Ontario Cup Semi Finals.
- 5.4 To liaise with the Local Municipality or Facility Owner regarding the facility requirements.
- 5.5 To ensure that all facilities meet the required standards by the date of the Ontario Cup Semi Finals.
- 5.6 To ensure that the nets and corner flags are erected and the field(s) is (are) properly lined.
- 5.7 To ensure that the washroom facilities are available for the teams, officials, and spectators.
- 5.8 To provide a map illustrating the location of the facilities.
- 5.9 To provide information about local hotels.
- 5.10 To appoint personnel to assist Ontario Soccer with discipline at the competition.
- 5.11 To appoint a person to coordinate + liaise with Match Officials
- 5.12 To sell admission tickets; take tickets at the gate; ensure the safety of the gate receipts; deposit gate receipts; and remit a payment equal to the total gate receipts with a financial statement to Ontario Soccer
- 5.13 To provide field marshals to assist with field preparation and maintenance.
- 5.14 To provide personnel to assist Ontario Soccer personnel with the checking of player identification.
- 5.15 To provide medical and emergency assistance.
- 5.16 To assist with the erection of banners and signs.



- 5.17 To provide stadium security; control spectators; liaise with police; provide direction to assigned police on duty; to ensure gate control; to ensure the safety of the teams, match officials, and organizing officials; and to prevent thefts from the dressing rooms by controlling access to such dressing rooms.
- 5.18 To operate the stadium Public Address System; control the scoreboard; play music, including the national anthem; and operate the clock.
- 5.19 To liaise with, and assist, any news media attending the games.
- 5.20 To promote the Ontario Cup Semi Finals through the local news media, schools, Club system, and soccer network, by distributing flyers and posters.
- 5.24 To provide refreshments for workers, ball retrievers, and officials and to provide meals at appropriate times.
- 5.25 To perform other tasks, as required.
- 5.26 To assist with the marketing of the event and to ensure the marketing needs of the competition's sponsor.
- 5.27 To perform other functions as required and agreed upon by the L.O.C. and Ontario Soccer

6.0 Ontario Soccer Responsibilities

- 6.1 To coordinate all planning and organizational details.
- 6.2 To liaise with the L.O.C. Chair and if necessary, with the Host District Association.
- 6.3 To have a representative(s) on the L.O.C.
- 6.4 To control all disbursements related to the staging of the Ontario Cup Semi Finals
- 6.5 To promote the competition through its news release system, marketing programs, and sponsor involvement.



- 6.6 To coordinate the administration of the competition including, but not limited to, communications, meetings, providing administration information, and ensuring proper coordination and supervision.
- 6.7 To be responsible for the implementation of the Ontario Cup Rules; to handle all protests; to ensure player eligibility requirements are met; and to make all Semi Final decisions regarding the competition rules.
- 6.10 To liaise with the sponsor; coordinate marketing programs; to display banners and signs; and to conduct sponsor promotions.
- 6.11 To provide the game balls
- 6.12 To provide the Chair for any required discipline hearings.
- 6.13 To provide an Ontario Cup Semi Finals Program.
- 6.14 To provide all promotion materials including posters and flyers.
- 6.15 To communicate with the participating teams and provide them with all of the relevant information.
- 6.16 To pay the travel expenses of the teams and match officials, in accordance with the approved rates.
- 6.17 To perform other functions as required.



APPLICATION TO HOST THE ONTARIO CUP SEMI FINALS

Name of District Association: _____

Name and Location of Stadium: _____

The dimensions of the playing field are: _____ by _____

The following is included in the Stadium facilities:

- | | |
|---|---|
| <input type="checkbox"/> Seating for 1000 spectators | <input type="checkbox"/> warm-up fields |
| <input type="checkbox"/> Four dressing rooms for the team's | <input type="checkbox"/> dressing room for match officials |
| <input type="checkbox"/> Washroom facilities for spectators' | <input type="checkbox"/> concession facilities |
| <input type="checkbox"/> A bench (11 persons) for each team | <input type="checkbox"/> table and chair at sideline (centre field) |
| <input type="checkbox"/> Scoreboard | <input type="checkbox"/> clock |
| <input type="checkbox"/> Press box | <input type="checkbox"/> hospitality room for meals and breaks |
| <input type="checkbox"/> Stadium Public Address System | <input type="checkbox"/> Room for discipline hearings |
| <input type="checkbox"/> Signage Rights for Ontario Soccer Sponsors | <input type="checkbox"/> Restraining Barrier |
| <input type="checkbox"/> Headquarters room for officials' | |

The total cost to rent the stadium and provide **ALL** of the above checked items is: \$ _____

Please be advised that the Host District Association shall be responsible for the payment of any costs related to the above items which exceed the above amount.

The Municipality or Stadium Owner has guaranteed that the playing condition of the field will meet Ontario Soccer Standards. Attached is a letter of support from our Municipality and/or Stadium Owner in which it (they) make a commitment to ensure that the playing condition of the field will be top quality. The letter also outlines the steps that will be taken by it (them) to ensure a top quality playing surface for the designated dates.

Submitted by: _____

Name of President

Signature of President

Date

NOTE: ADDITIONAL DOCUMENTS OUTLINING THE BID ARE / ARE NOT ENCLOSED.



Play. Inspire. Unite.

