



Championship Request for Proposal

Men's & Women's Soccer 2025

Deadline to submit bid: February 28, 2025

The HBCU Athletic Conference (HBCUAC) is seeking a host site for its Men's & Women's Soccer Championships. The Commissioner will select the host on or before March 15, 2025

Preferred tournament dates are (dates are subject to change based on HBCUAC Athletic Directors/Coaches Meetings):

- October 29- Nov 1, 2025 (Wed-Sat)
- November 4-7, 2025 (Tues-Fri)

Number of participating teams (subject to change based on the total number of participating teams in the Conference):

- 8 minimum
- 12 maximum

This bid form requests all pertinent information required of a host site and outlines the minimum expectations needed to provide a first-class experience for our student-athletes, coaches, and fans.

It is understood the financial matters in this proposal are negotiable with the consultant/conference and any questions from either the proposer or the conference may be clarified upon request from either party.

Should you have any questions or problems completing the form please get in touch with Don Staley, HBCUAC Consultant, at 205-394-0700 or email dstaley@snapsportstourism.com.

Part I. General Information

Proposal submitted by: _____

Title: _____

Email: _____

Preferred phone number: _____

Name of organization
submitting proposal: _____

Mailing address:

Street Address Line 1

Street Address Line 2

City

State

Zip

This proposal is for:

_____ 1 year (2025)

_____ 2 years (2025, 2026)

_____ 3 years (2025, 2026, 2027)

If an HBCUAC college/university member is partnering with you on the bid, please provide a letter of support from the college/university and answer the following two questions:

HBCUAC Member College/University: _____

Athletics Director: _____

Is there a local Soccer association, community group, or college/university from which you can obtain volunteer workers, if needed? _____ Yes _____ No

Insurance:

Do you have liability insurance? _____ Yes _____ No (if yes, a copy of the liability policy is required)

What are the limits of the policy and are there any unusual terms in the policy?

Part II. Facility

General Information

Name of facility:

Address:

Street Address Line 1

Street Address Line 2

City

State

Zip

Is there a charge for facility rental? _____ Yes _____ No If yes, how much? _____

Are you providing the facility at no charge or paying the rental fee? _____ Yes _____ No

List of previous Soccer tournaments and other special athletic events held at your facility:

Can you accommodate the tournament being played on two fields if needed? _____Yes _____No

Seating-Surface-Availability

Total Capacity: _____ Surface _____
Practice Availability _____Yes _____No

Connectivity

Is your facility equipped with video-streaming capability? _____Yes _____No

If yes, describe the available connectivity.

If not, how will you accommodate the Conference requirement for video-streaming connectivity?

Space-Rooms

How many team locker rooms are available? _____

How many public restrooms are available? _____Men _____Women

Is a separate dressing room and showers available for officials? _____Yes _____No

Do you have space designated to serve as a hospitality room? _____Yes _____No

Is a meeting room available for the HBCUAC Office Staff? _____Yes _____No

Are additional meeting rooms available? _____Yes _____No If yes, how many? _____

Part III. Auxiliary Services

Event Management Personnel

As host, I understand it is my responsibility to secure the following game management personnel: public address announcer, scoreboard operator, ball persons, and individuals to work the gate and concessions.

_____Yes _____No

Game Officials/Referees - estimated expenses are \$8,500

Are you able to provide payment for the Game Officials/Referees? _____Yes _____No

Sport Medicine

Per HBCUAC policy, any host of a Conference Championship event is responsible for providing a certified/licensed athletic trainer for the entirety of the event, including any practice days, as well as an AED (Automated External Defibrillator). Please explain how you will meet this requirement:

Is a dedicated athletic training room and/or treatment space available? Yes No

Do participating teams have access to ice for injuries? Yes No

How close is the nearest emergency medical facility? _____

Marketing & Promotions

Please give a brief plan on how you will market the HBCUAC and the Championship to your local community:

Ticketing & Concessions

Hosts will retain 100% of all on-site concession revenues & ticket sales.

Parking

of paved parking spaces: _____

of other parking spaces: _____

Is space available for team transportation? Yes No

Will there be a charge for spectator parking? Yes No If yes, how much?

Security

What type of security is available? _____

Requirements

Fields

- 1-2 Regulation Fields: Prefer small stadium or facility with bleachers
- 70 * 110 (minimum); 75 * 120 (maximum)

- All goals have nets securely in place with no holes
- All fields properly lined and have corner flags
- All fields have bench technical areas marked and spectator lines
- Each field must have 2 covered team benches with ice water/cups

Sponsors

- All proposals should list the bidding facility's current sponsorship agreements to determine any potential HBCUAC sponsor conflicts.

Other

- Inclement Weather – The decision to play or not rests solely on the HBCUA Conference & Head Tournament Official/Referees.
- 'Goodie Bags' – Host will provide goodie bags to the teams/players.

Part IV. Tournament Operations

Lodging

Approximately 250-300 hotel rooms must be available and blocked for housing the teams, HBCUAC Office staff, and referee staff. The host will keep 100% of the revenue from the hotels, if applicable. Comp rooms will be provided for HBCUAC Office staff and referee's staff.

After the host is chosen, you are required to provide a list of possible hotels for teams, conference officials, and fans.

Reception

The host provides the venue and catering for the Teams Welcome Reception/Regular Season Awards Ceremony. The reception/awards ceremony is for all competing teams, Conference Office Staff, and Host Staff.

Part V. Finances

HBCUAC Bid Fee/Guarantee - **\$7,500 (**Negotiable**)**

Part VI. Additional Information

Please share anything else that would be relevant to the Conference when considering you as a potential host site.

A decision will be made by the HBCUAC Commissioner on or before March 15th, 2025.

