



Elite Tournaments
Request for Proposals | Apparel Vendor
2024 Calendar of Events

Friday, September 15, 2023



Confidentiality Statement

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Cover Letter

Issuance Date: September 15, 2023

Closing Date: October 20, 2023

Closing Time: 5:00 PM EST

Subject: Request for Proposals (RFP) for Apparel Vendor

Dear Prospective Vendors,

Elite Tournaments is excited to begin the RFP process that will allow us to select a Vendor that best represents innovative apparel solutions to help take our events to the next level. We are seeking a creative and unique vendor to produce visually appealing and high-quality apparel that will capture the spirit of the game and the essence of the high caliber events we manage nationwide.

At Elite, we pride ourselves on our relationships with our Clients and in doing so are representing their best interest in this RFP. We've been as transparent with the information in this RFP as possible. We understand that by doing so, the information presented may come with questions of need further clarification. We are available to field questions that may arise throughout your evaluation and comment period, and in any case can provide more information if necessary.

Please take note of key dates:

1. RFP Distribution: RFP will be made available for interested vendors on **September 15, 2023**
2. Questions & Clarifications: Vendors may seek clarifications and ask questions regarding the RFP between **September 18 - 26, 2023**
3. Submission Deadline: All proposal submissions must be received no later than **October 20, 2023, at 5:00 PM EST**
4. Vendor Presentations: Finalists will be invited to present their proposals during the week of **November 6-10, 2023**
5. Provider Selection: Elite Tournaments will finalize and announce the selected vendor by the end of 2023

Thank you for your time and consideration of the information in this RFP. We look forward to hearing from you about creating a mutually beneficial and long-lasting partnership.

Kyle Scranton | Director of Operations

Kyle Scranton

Table of Contents

- Contact Information..... 5
- Elite Tournaments..... 6
- General Tournament Conditions 7
 - Event Schedule for Two Day Event 7
 - Event Schedule for Three Day Events 7
 - Teams & Attendance 7
 - Field Locations..... 7
- Open for Bid: Elite Tournaments Events 8
 - Event Dates..... 8
 - Event History 8
 - Field Location(s) 9
- Open for Bid: US Club Lax National Championship 10
 - Event Dates..... 10
 - Event History 10
 - Field Location 10
- Open for Bid: Gettysburg Youth Soccer Club 11
 - Event Dates..... 11
 - Event History 11
 - Field Location(s) 11
- Open for Bid: McLean Youth Soccer 12
 - Event Dates..... 12
 - Event History 12
 - Field Location(s) 12
- Open for Bid: Olney Boys and Girls Club 13
 - Event Dates..... 13
 - Event History 13
 - Field Location(s) 13
- Open for Bid: Soccer Association of Columbia..... 14
 - Event Dates..... 14
 - Event History 14
 - Field Location(s) 15
- Proposal Submissions to Include 16
 - Artwork & Design 16
 - Brand Access 16
 - Staff..... 16
 - Onsite Presence 16
 - Online Ordering 17
 - Equipment 17
- Elite Tournaments Obligations to Vendors..... 18
 - Marketing..... 18
 - Communication..... 18
 - Onsite Presence 18
 - Miscellaneous..... 18
- Financial Arrangements 19
- Proposal Submission Checklist..... 20



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Elite Tournaments

Elite Tournaments is an event management company specializing in the youth sports tourism industry. Our primary book of business for the past 23 years has been in the youth soccer market, with events ranging from grass roots tournaments to international operations. More important than specializing in youth soccer tournaments, we understand what it takes to operate a successful event from start to finish while representing our valued partners as a cohesive brand. In 2020, we expanded that book of business into the sport of lacrosse and since that time have managed and operated over 25 successful youth lacrosse events.

Our mission as a company is to provide professionalism to youth sporting events through organizational efficiency, specialized management, and operational proficiency. Our core values are as follows:

Bold

We are not afraid to stand up and say what we mean. We want everyone to know who we are and what we stand for. Our goal is to leave a lasting impression on everyone we meet.

Energetic

We take our work very seriously but are not afraid to have fun doing it. Our up-beat and can-do attitude allows us to host professional and well organized events even when things don't go as planned.

Innovative

Our company was founded on innovation. Elite Tournaments was created to fill a void in the soccer tournament industry back in 2000. To this day, we're still finding ways to break the mold.

Authentic

With Elite Tournaments what you see is what you get. We are down to earth, clear, and direct. We are confident in our ability to host amazing events but we are humble enough to acknowledge when we make mistakes.



General Tournament Conditions

The information included below can be considered standard for events included and detailed further below:

Event Schedule for Two Day Event

Day	Event
Friday	Elite Tournaments staff arrive onsite Assist with facility setup
Saturday	Games being at 8 AM Continue throughout day
Sunday	Games begin at 8 AM Conclude mid-day with award ceremonies Elite Tournaments Staff Breakdown and departure post event

Event Schedule for Three Day Events

Day	Event
Thursday	Elite Tournaments staff arrive onsite Assist with facility setup
Friday	Facility setup continues Games begin in the evening
Saturday	Games being at 8 AM Continue throughout day
Sunday	Games begin at 8 AM Continue throughout day
Monday	Games begin at 8 AM Conclude mid-day with award ceremonies Elite Tournaments Staff Breakdown and departure post event

Teams & Attendance

Please consider the following factors when considering the size and scope of each event

- Average team size is 18 players and coaches
- Average travel party size is 2.5 per player

Field Locations

The information provided below on field locations are to give a general idea of size and scope of the event(s). Field locations can vary year to year depending on permitting restrictions, scheduling, weather, etc. Provided with the named field locations are links to the Google listing, however additional field maps are available upon request.



Open for Bid: Elite Tournaments Events

The following listing are events that are owned and operated by Elite Tournaments:

Event Dates

Event Name	2024	Notes
McLean Premier Cup – Full Sided Weekend	March 9-10	Hosted annually the second weekend in March in Fairfax, VA; games begin Saturday AM and conclude Sunday afternoon.
Baltimore Mania – Boys Weekend	March 16-17	Hosted annually the third weekend in March in Baltimore, MD; games begin Saturday AM and conclude Sunday afternoon.
Baltimore Mania – Girls Weekend	March 23-24	Hosted annually the fourth or last weekend in March in Baltimore, MD; games begin Saturday AM and conclude Sunday afternoon.
Nation’s Capital Cup – Girls Weekend	November 16-17	Hosted annually the third weekend in November in Fairfax, VA; games begin Saturday AM and conclude Sunday afternoon.
Nation’s Capital Cup – Boys Weekend	November 23-24	Hosted annually the fourth weekend in November in Fairfax & Stafford, VA; games begin Saturday AM and conclude Sunday afternoon.
Southampton Cup – Baltimore	December 7-8	Hosted annually the first weekend in December in Baltimore, MD; games begin Saturday AM and conclude Sunday afternoon.
Baltimore College Showcase	December 14-15	Hosted annually the second weekend in December in Baltimore, MD; games begin Saturday AM and conclude Sunday afternoon.

Event History

Event Name	Gender	Age	2023 Team Count	2022 Team Count	2021 Team Count
McLean Premier Cup – Full Sided Weekend	Boys & Girls	U13 – U19	197 Teams	190 Teams	179 Teams
Baltimore Mania – Boys Weekend	Boys	U9 – U19	391 Teams	386 Teams	286 Teams
Baltimore Mania – Girls Weekend	Girls	U9 – U19	362 Teams	336 Teams	214 Teams
Nation’s Capital Cup – Girls Weekend	Girls	U9 – U19	*200 Teams	166 Teams	200 Teams
Nation’s Capital Cup – Boys Weekend	Boys	U9 – U19	*250 Teams	242 Teams	241 Teams
Southampton Cup – Baltimore	Boys & Girls	U9 – U16	*250 Teams	241 Teams	208 Teams
Baltimore College Showcase	Boys & Girls	U15 – U19	*75 Teams	50 Teams	65 Teams
*Projected team count based on current applications for these upcoming events.					



Field Location(s)

Our events utilize between 15-20 field locations; the main locations are listed below:

Maryland:

- [Blandair Regional Park](#)
- [Covenant Park](#) | Considered the main location for each of these events
- [Liberty Sports Park](#)
- [OBGC Community Park](#)
- [Troy Park](#)
- [Western Regional Park](#)

Virginia:

- [Embrey Mill Park](#)
- [Lewinsville Park](#)
- [Spring Hill Rec Center](#)
- [VA Revolution Sportsplex](#)
- Additional permitting is required for vendors through Fairfax County, VA



Open for Bid: US Club Lax National Championship

[US Club Lax](#) has announced a partnership with Elite Tournaments to host the first official US Club Lacrosse National Championship, August 1-4, 2024, in Richmond, VA. Determined by the US Club Lax Rating based Rankings, the top 16 teams in each age group will earn berths to participate in this tournament, which will mark the culmination of the yearlong Club Lacrosse seasonal calendar.

From September to August, there are over 10,000 club teams who participate in over 250 club lacrosse events each season. US Club Lax uses its algorithm to compute a rating for each individual club team. The goal is to improve the competitiveness of club lacrosse by helping teams and tournaments schedule appropriate competition. These ratings will now additionally be utilized as a metric to bring together the top ranked teams across North America to compete, based on their seasonal ranking.

Elite Tournaments currently holds an Agreement with US Club Lax for three (3) years. Initially, US Club Lax is interested in a one-year deal with a provider and after successful completion of year one, they will consider a multi-year extension.

Event Dates

Event Name	2024	Notes
US Club Lax National Championship	August 1-4	Hosted annually over the first weekend in August in Richmond, VA; opening ceremonies will take place on Thursday, with pool play games being played on Friday and Saturday, and consolation, semi-finals and finals concluding on Sunday afternoon.

Event History

Event Name	Gender	Age	2024 Team Projection
US Club Lax National Championship	Boys & Girls	U12 – U17	*192 Teams
*Projected team count based on current applications for these upcoming events.			

Field Location

This event will utilize one (1) location:

- [River City Sportsplex](#)



Open for Bid: Gettysburg Youth Soccer Club

The [Gettysburg Youth Soccer Club \(GYSC\)](#) provides soccer training and playing opportunities for both boys and girls in Gettysburg, Pennsylvania, and surrounding areas of south-central Pennsylvania. The GYSC coaching staff includes professional trainers as well as qualified non-professional coaches – all with the aim towards providing amazing opportunities for kids to enjoy the “beautiful game.”

Elite Tournaments currently holds an Agreement with GYSC for three (3) years. Initially, GYSC is interested in a one-year deal with a provider and after successful completion of year one, they will consider a multi-year extension.

Event Dates

Event Name	2024	Notes
Blue Gray Cup Tournament	May 25-26	Hosted annually over Memorial Day weekend in Gettysburg, PA; games begin Saturday AM and conclude Sunday afternoon.
Battlefield Blast	August 24-25	Hosted annually the last weekend in August prior to Labor Day weekend in Gettysburg, PA; games begin Saturday AM and conclude Sunday afternoon.

Event History

Event Name	Gender	Age	2023 Team Count	2022 Team Count	2021 Team Count
Blue Gray Cup Tournament	Boys & Girls	U8 – U19	167 Teams	154 Teams	138 Teams
Battlefield Blast	Boys & Girls	U8 – U19	308 Teams	276 Teams	266 Teams

Field Location(s)

These events utilize four (4) field locations; the main locations are listed below:

- [Biglerville High School](#)
- [Gettysburg Area High School](#) | Considered one of two main locations
- [Mount St. Mary’s University](#)
- [Oaks Community Park](#) | Considered one of two main locations
- Additional permitting is required for vendors through Straban Township, PA



Open for Bid: McLean Youth Soccer

The [McLean Youth Soccer \(MYS\)](#) club philosophy is based on the decision that playing an attractive, attacking way will produce the highest percentage of skillful, thoughtful players. Coaches are teachers first. The coaches of our younger teams (U8-U12) will be good demonstrators, have a positive influence, and be team builders. For our older teams, coaches will be motivators, understand the physical demands of the modern game, and be able to read the "details" in the match.

Elite Tournaments currently holds an Agreement with McLean for two (2) years. Initially, McLean is interested in a one-year deal with a provider and after successful completion of year one, they will consider a multi-year extension.

Event Dates

Event Name	2024	Notes
McLean Premier Cup – Small Sided Weekend	March 16-17	Hosted annually the third weekend in March in Fairfax, VA; games begin Saturday AM and conclude Sunday afternoon.

Event History

Event Name	Gender	Age	2023 Team Count	2022 Team Count	2021 Team Count
McLean Premier Cup – Small Sided Weekend	Boys & Girls	U8 – U12	126 Teams	100 Teams	131 Teams

Field Location(s)

This event utilizes around 5-6 field locations; the main locations are listed below:

- [Lewinsville Park](#)
- [Linway Terrace Park](#)
- [Spring Hill Rec Center](#) | Considered a main location for this event
- Additional permitting is required for vendors through Fairfax County, VA



Open for Bid: Olney Boys and Girls Club

The [Olney Boys and Girls Club](#) (OBGC) has house and travel teams in eight (8) different sports with teams appropriate for all levels of play. The mission of OBGC is to provide children with safe after-school sports programs that emphasize physical and emotional development, build self-esteem, and cultivate a lifelong interest in sports, health, and teamwork.

Elite Tournaments currently holds an Agreement with OBGC for three (3) years. Initially, OBGC is interested in a one-year deal with a provider and after successful completion of year one, they will consider a multi-year extension.

Event Dates

Event Name	2024	Notes
OBGC Capital Cup	August 31 – September 2	Hosted annually over Labor Day weekend in Olney and Columbia, MD; games begin Friday evening and conclude Monday afternoon.

Event History

Event Name	Gender	Age	2023 Team Count	2022 Team Count	2021 Team Count
OBGC Capital Cup	Boys & Girls	U8 – U19	547 Teams	495 Teams	483 Teams

Field Location(s)

This event utilizes around 15 field locations; the main locations are listed below:

- [Blandair Regional Park](#)
- [Cedar Lane Park](#)
- [Covenant Park](#) | Considered one of two main locations
- [OBGC Community Park](#) | Considered one of two main locations



Open for Bid: Soccer Association of Columbia

The mission of the [Soccer Association of Columbia](#) is to provide boys and girls from age 3 to 19 with both instructional and competitive youth soccer opportunities that will build character, enhance community, and promote an appreciation of the game of soccer. The vision also emphasizes the core values of self-esteem, confidence, teamwork, and respect along with support for the inherent benefits that physical exercise brings.

Elite Tournaments currently holds an Agreement with SAC for four (4) years. Initially, SAC is interested in a one-year deal with a provider and after successful completion of year one, they will consider a multi-year extension.

Event Dates

Event Name	2024	Notes
Amanda Post Memorial Tournament	March 9-10	Hosted annually the second weekend in March in Columbia, MD; games begin Saturday AM and conclude Sunday afternoon.
Columbia Invitational	May 25-27	Hosted annually over Memorial Day weekend in Columbia, MD; games begin Friday PM and conclude Monday afternoon.
SAC Columbus Day Tournament	October 12-13	Hosted annually over Columbus Day weekend in Columbia, MD; games begin Friday PM and conclude Sunday afternoon.
Columbia Fall Classic – Boys	November 16-17	Hosted annually the third weekend in November in Columbia, MD; games begin Saturday AM and conclude Sunday afternoon.
Columbia Fall Classic – Girls	November 23-24	Hosted annually the fourth weekend in November in Columbia, MD; games begin Saturday AM and conclude Sunday afternoon.

Event History

Event Name	Gender	Age	2023 Team Count	2022 Team Count	2021 Team Count
Amanda Post Memorial Tournament	Boys & Girls	U8 – U12	170 Teams	Cancelled due to weather	130 Teams
Columbia Invitational	Boys & Girls	U8 – U19	408 Teams	477 Teams	455 Teams
SAC Columbus Day Tournament	Boys & Girls	U8 – U15	*480 Teams	506 Teams	462 Teams
Columbia Fall Classic – Boys	Boys	U8 – U19	*400 Teams	413 Teams	438 Teams
Columbia Fall Classic – Girls	Girls	U8 – U19	*300 Teams	285 Teams	283 Teams
*Projected team count based on current applications for these upcoming events.					



Field Location(s)

These events utilize between 15-20 field locations; the main locations are listed below:

- [Blandair Regional Park](#)
- [Cedar Lane Park](#)
- [Covenant Park](#) | Considered the main location for each of these events
- [Howard Community College](#)
- [OBGC Community Park](#)
- [Troy Park](#)
- [Western Regional Park](#)

Proposal Submissions to Include

Proposals are considered independently and evaluated with no one element taking precedence over another. Proposals should address all the required elements as identified in this RFP.

Artwork & Design

Vendor will be responsible for the design and development of the tournament logo and/or variations of the logo if it has been created. Vendors should provide multiple unique artwork designs that match the tournament theme. Logo(s) will be approved by Elite and respective Client(s) where applicable.

Brand Access

Vendor should provide a listing of all brands for which they have a relationship or purchasing power. Or at a minimum a list of brands Vendors are willing to see access to based on Elite or Client request(s).

Staff

Vendor will provide one singular Account Manager (or applicable job title) as the main point of contact between organization and Elite Tournaments. This should be a senior level staff member to oversee event(s) from start to finish. Additionally, vendor should provide high quality staff to operate and manage apparel sales onsite from setup until breakdown. Vendor staff must be identified by a company uniform at all times during event(s).

Onsite Presence

Vendor should describe in detail and provide examples of onsite event setups to include tents, tables, displays, racks, etc. Unique onsite setups that create a welcoming sales experience are looked upon as favorable with Elite and Clients. Vendors should address how they plan to coordinate multiple locations throughout an event. Other items of note:

- Vendor's booth must operate from the start of the first game to the start of the last game of the event(s) unless an Elite representative approves an altered schedule.
- Loud music will not be allowed at event(s) unless otherwise approved by Elite.
- Vendor may only sell within their designated work area. Vendor setup shall be designed to be non-permanent to allow it to be moved as a unit when necessary.

- Set-up of Vendor space must be completed at least one (1) hour prior to the start of the first game. Breakdown of Vendor space must be completed within 30 minutes of the final game. Vendor is responsible for tearing down its setup and properly disposing of all trash within its designated area upon conclusion of the event(s). Elite will not be responsible for damage that occurs before, during or after the event(s) to Vendor equipment, merchandise, etc.
- Vendor shall comply with all applicable federal, state, and municipal laws, codes, ordinances, and regulations required in connection with event(s). Vendor shall collect and pay all applicable federal, state, and municipal taxes license fees, or permit fees as required by law.
- As evidence that Vendor has the required coverage, certificates of insurance shall be presented to Elite for review one (1) month prior to the event(s).

Online Ordering

Vendor will be responsible for offering an online ordering process to take place prior to the event(s) as well as post event to ensure that all consumers have access to apparel sales. Vendor will be responsible for all fees associated with website management and any additional costs not billed to the consumer such as shipping and customer service.

Equipment

Vendor will be responsible for all equipment needed to create and manage onsite setups. Setup sizing for event(s) needs to be approved by Elite based on facility restrictions / outside vendors. Vendor shall be responsible for all transportation and storage costs associated with event(s). This includes tables, chairs, power, signage, and other supplies necessary to perform duties for the event(s).

Elite Tournaments Obligations to Vendors

Elite Tournaments will provide the following to Vendors:

Marketing

Vendors company logo will be placed on the event(s) website with a direct link to Vendor website. On behalf of Vendor, Elite will send email communications to all accepted teams per event with information on tournament apparel (i.e., pre-orders, sizing, onsite sales locations, etc.). Elite will also use social media channels to promote apparel sales and inform consumers of product availability.

Communication

Vendor will receive an "Important Vendor Information" email prior to the start of the event(s) that details all pertinent information including contact information, onsite setup dates and times, final team numbers, live link to the schedule, field maps, etc.

Onsite Presence

Vendor will have first selection of location in vendor area(s) to maximize sales efficiency onsite at event(s). Elite will provide best options and recommendations to Vendor about high traffic areas, paved surfaces, game schedule insight, etc. in order for Vendor to make the best use of resources onsite at event(s). Elite will communicate to Vendor designated parking areas to be use throughout the course of the event(s) to include setup times, during the event(s), and breakdown times.

Miscellaneous

Elite Tournaments will provide Vendor with the exclusive right to sell tournament branded apparel for the selected event(s) in this RFP. Additionally, when, and where available, Elite will provide Vendor with one (1) hotel room for the duration of the event(s). Elite will communicate this to Vendor at a minimum of two (2) weeks prior to the start of the event(s).

Financial Arrangements

Elite Tournaments is seeking requests for the following financial arrangements. We want Vendors to provide their best offer from the options we have provided below. Vendors can submit a proposal for all of the events in this proposal, or a combination of Elite Tournaments events, and Client-owned events as detailed below.

As most of our Clients detailed in the pages above, they are seeking one (1) year contracts and after successful completion of a probationary first year, they may be willing to discuss a multi-year extension. Elite Tournaments is following the same first year probationary period structure.

Proposals should address one of the following options:

1. Elite Tournaments 2024 calendar of events
2. US Club Lax National Championship (ONLY)
3. Elite Tournaments 2024 calendar of events, US Club Lax National Championship, and all Client-owned events
4. Per Client 2024 calendar of events – all events for each Client should be included
 - a. For example, all events for GYSC should be proposed if you're interested in either of their two (2) events.
 - b. For example, all events for SAC should be proposed if you're interested in any of their five (5) events.
 - c. Combination of multiple Client-owned events are permitted. For example, McLean & OBGC.

Proposal Submission Checklist

Proposals are considered independently and evaluated with no one element taking precedence over another. Vendors are recommended to address all items in the proposal including optional items even if it is to say that such an option is not available.

Proposals should address all the required elements as identified in this RFP. We've included quick information for each topic, but please be sure to refer to the specific section within the above information to address all items requested:

- I. Elite Tournaments Events**
 - a. Proposals should address interest in bidding on these events.
- II. US Club Lac National Championship**
 - a. Proposals should address interest in bidding on these events.
- III. Gettysburg Youth Soccer Club (GYSC)**
 - a. Proposals should address interest in bidding on these events.
- IV. McLean Youth Soccer (MYS)**
 - a. Proposals should address interest in bidding on these events.
- V. Olney Boys & Girls Club (OBGC)**
 - a. Proposals should address interest in bidding on these events.
- VI. Soccer Association of Columbia (SAC)**
 - a. Proposals should address interest in bidding on these events.
- VII. Artwork & Design**
 - a. Provide visual examples and address the requested information from page 16 of this document.
- VIII. Brand Access**
 - a. Address the requested information from page 16 of this document.
- IX. Staff**
 - a. Identify pertinent staff and address the requested information from page 16 of this document.
- X. Onsite Presence**
 - a. Provide visual examples and address the requested information from page 16-17 of this document.
- XI. Online Ordering**
 - a. Address the requested information from page 17 of this document.
- XII. Equipment**
 - a. Address the requested information from page 17 of this document.
- XIII. Elite Tournaments Obligations to Vendors**
 - a. Provide any additional requests from Elite Tournaments and/or Clients necessary to create a successful partnership.
- XIV. Financial Arrangements**
 - a. Address the requested information from page 19 of this document.
- XV. References**
 - a. If not provided previously, please provide three (3) references for work done within the last three (3) years with your organization for a similar business in the youth or adult sports industry.