

2017 Under-21 Men's Pan-American Cup

Request for Proposal for Host Organization

Overview

Volleyball Canada (VC) is seeking a potential Host for the 2017 Under-21 (U21) Men's Pan-American Cup to be held May 15-20, 2017. The 2017 Under-21 (U21) Men's Pan-American Cup involves the top-ranked teams in North, Central and South America competing to win a berth in the U21 Men's World Championships. It is anticipated that the following teams will compete in the event:

<u>Country</u>	<u>World Ranking</u>
Argentina	#2
Brazil	#4
Canada	#7
Cuba	#11
USA	#14
Chile	#17
Puerto Rico	#20
Mexico	#23

The purpose of this document is to solicit a potential Host Organization for this event to be hosted in Canada.

The Host Organization would be responsible for hosting the teams as well as the officials from airport arrival to airport departure, including all local transportation, accommodation and meals. The Host would also be required to provide both competition and training facilities including a competition venue that meets the appropriate technical standards while being able to accommodate a minimum of 1000 spectators. Additionally, the Host must take on the local responsibilities for promoting the event to ensure maximal attendance and media coverage. Finally the Host Organization must undertake a financial contribution commitment (from provincial and/or municipal sources) of a minimum of \$75,000 to obtain the hosting rights for this event.

Anticipated Schedule

The venue must be available 2 days prior to the first competition day. Matches must take place on Thursday, Friday and Saturday or Friday, Saturday and Sunday. There will be 2 matches per day.

Day	Activity
1	<ul style="list-style-type: none"> Teams and delegate arrives Team training Site set up starts
2	<ul style="list-style-type: none"> Completion of site set up Team training Meeting with supervisors Site inspection Practical Training Clinic
3	<ul style="list-style-type: none"> Team Training Competition day #1 (Round Robin; four matches)
4	<ul style="list-style-type: none"> Team Training Competition day #2 (Round Robin; four matches)
5	<ul style="list-style-type: none"> Team Training Competition day #3 (Round Robin; four matches)
6	<ul style="list-style-type: none"> Team Training Competition day #4 (1/4 final playoffs; 3 matches)
7	<ul style="list-style-type: none"> Team Training Competition day #5 (Semi- final playoffs/consolations; four matches)
8	<ul style="list-style-type: none"> Team Training Competition day #6 (Finals, Bronze medal games) Start of the site take down
9	<ul style="list-style-type: none"> Teams and delegates depart

Objectives

Bidders should consider how best to meet Volleyball Canada's objectives for this event:

- Create an attractive and exciting entertainment event that will highlight our team, athletes and sport;
- Maximize exposure of the event through the media, television and spectators at the event;
 - Minimum of 500 spectators for each preliminary round day and 1000 for playoffs;
 - Prominent promotion and exposure in local media;
 - Strong viewership for streamed matches;
- Operate a financially viable event, including achieving/exceeding the following targets:
 - \$50,000 in ticket sales revenue
 - \$75,000 in provincial/municipal hosting grant support
 - \$15,000 in sponsorship revenue (or in-kind)
- Ensure there is a legacy for the Host Community

Response Requirements

Potential Host Organizations must submit a Proposal that outlines the following:

1. The proposed organization that would take on responsibility for hosting the event, and the key individuals proposed for the Local Organizing Committee;
2. The proposed venue for the competition, including a description of its ability to meet the requirements set out in this document;
3. One or more accommodation options including pricing quotations. For each option, a description should be provided of how the meal service requirements would be met. Preference will be given to the proposed option that meets the hosting requirements at the lowest cost;
4. A breakdown of the anticipated financial contributions from both public and private authorities towards the hosting of the event. Contributions can be in direct cash contributions or through in-kind contributions.
5. Bidders must propose a profit (loss) sharing arrangement. Preference will be given to bidders who are willing to partner with Volleyball Canada in sharing responsibility for the financial success of the event.
6. Support from the Provincial/Territorial Volleyball Association;

Timelines

The following timelines have been established by Volleyball Canada for the bid process:

- Sept 26, 2016 Request for Proposal Released
- October 21, 2016 Deadline for Proposal submission
- November 10, 2016 Finalization of selection of Host City for 2017 U21 Men's Pan-Am Cup

Assessment Criteria

Bidders will be assessed according to the following criteria:

- Venue compliance: the venue satisfies the requirements set out for host venues as set out;
- Financial: the proposed financial commitment as well as the overall anticipated cost for the venue and host city;
- Organizational capacity: the ability of the host to meet the organizational requirements for the event;
- Potential for maximal exposure: the potential of the host to ensure maximal exposure of the event in terms of spectator attendance, media coverage, etc.

Overview of Requirements

The following section describes the requirements and obligations on the Hosting Organization.

Financial support

Hosting the U21 Men's Pan-Am Cup event requires a contribution of financial support by the bidder.

Host cities must commit to a minimum of \$75,000 of public funding - this can be from municipal and provincial public funding sources. This may also include in-kind contributions of products or services required to stage the event. Volleyball Canada will be pursuing federal hosting support of an equivalent amount. Federal funding requires matching contributions from provincial/municipal sources.

Private funding sources and sponsorships are accepted as long as they do not conflict with current Volleyball Canada partners and sponsors. Volleyball Canada must approve any private funding sources.

Volleyball Canada encourages bidders to share in the rewards (and risks) of hosting this event. Bidders are encouraged to propose a profit/loss sharing framework between the host and VC for the hosting of the event.

Proposed Costs

Bidders must consider all proposed costs including:

- Venue rental cost and all additional costs related to services charges, etc anticipated in use of the venue. This should include any fee schedule for supplemental time/materials costs charged for use of the venue.
- Anticipated accommodations and room rental costs
- Food services costs
- Transportation Costs

Details on requirements for those areas are in the following sections.

Local Organizing Committee

In order to successfully plan and execute an event of this scale, an experienced and competent local organizing committee is required. The members of this committee should have some previous experience in the planning of volleyball events and/or other sporting events.

The committee should be made up of people with expertise and knowledge in a variety of different fields. The members can come from various organizations, including the Provincial/Territorial Association (PTA), local tourism board, local sport tourism agency, local volleyball clubs, local college or university volleyball programs, etc.

The following positions are ones that each local organizing committee is required to fill.

- **Event Chairperson**
This person is the main point of contact between the local organizing committee and Volleyball Canada, and is responsible for submitting the bid and managing the rest of the committee members.
- **Court & Equipment Floor Manager**
This person is responsible for all technical aspects of the event, including the acquisition of facilities, competition equipment, and the set-up and tear-down of courts.
- **Volleyball Information System (VIS) Manager**

This person is responsible to help recruit, train and oversee the VIS volunteers. (NOTE: VIS is a required volleyball statistics system mandated for use at all international volleyball events.)

- **VIP Manager**

This person looks after the special guests and their needs. They are also responsible to oversee the welcome table at the venue.

- **Marketing and Promotion Manager**

This person is responsible for driving the communications and marketing strategies at the local level so as to create market awareness. They are the local contact for all promotional initiatives in the markets prior to the event. The Marketing and Promotion Manager will be responsible to and work with the Volleyball Canada Marketing Director.

- **Local Media Manager**

This person is in charge of generating media awareness for the event and for maximizing media coverage in the local market. They must also write press releases and ensure their distribution and uptake by local media. They are also the main PR contact in the region. This person is also responsible for the organisation of the press conferences. The Local Media Manager will be responsible to and work with the Volleyball Canada Media Director.

- **Volunteer Director**

This person is responsible for the recruitment, training, and scheduling of all local staff members and volunteers, as well as finding a set-up and tear-down crew.

- **Referee Manager**

This person is responsible for assuring that the recruitment, scheduling, and transportation of the referees is taken care of.

Local Staff and Volunteers

The local organizing committee will be responsible for the recruitment, training and scheduling of all local event staff and volunteers. These staff members and volunteers will work in a variety of capacities to ensure that the event is planned and executed to the standards of Volleyball Canada.

The following areas/roles are ones that we feel should be considered when creating a staffing plan:

- **Field Of Play**

16 volunteers per session

The volunteers assigned to this task will be located in the general field of play. They will have the responsibility of assuring the games run smoothly. The 3-ball system, the moppers, the quick wipes, the ball shaggers, scoreboard operator and flag bearers are all included in this task.

- **Set-Up/ Take Down**

10-12 volunteers per session

The volunteers assigned to this function will help set-up the court at the start of the event and take down the court at the end of the event.

- **VIS**
8 volunteers per match
The volunteers assigned to VIS will be responsible for keeping the match statistics with the international statistics program and will be supervised by the VIS managers. Prior knowledge of volleyball or strong keyboarding skills are an asset.
- **Promotions**
12-14 volunteers per session
The volunteers assigned to this task will have the responsibility of selling competition programs and will lead the in-match entertainment, including games during time-outs, interviews with members of the crowd, handing out promotional material, etc.
- **Volunteer Services**
2-3 volunteers per session
The volunteers assigned to this task will be responsible for the volunteers' room along with checking in, distribution of t-shirt and accreditations.
- **Other / Runner**
1-2 volunteers per session
The volunteers assigned to this task will be the jack-of-all-trades. They will be assigned tasks based on emergencies and other volunteers' unexpected absences.

As a national sport organization, Volleyball Canada is committed to offering services in both official languages. We recommend that a fluently bilingual staff member or volunteer be on-site at all times to help assure that this commitment can be met. This is especially important for the Eastern and Atlantic events; however there is always a chance that French-speaking teams or athletes are in attendance at events based in the western part of the country.

Accommodations / Rooms

Following are the requirements for accommodating the athlete, officials and support personnel.

Rooms:

For the FIVB U21 Men's Pan-Am Cup, the accommodations can be in hotels or university/college residences. Around 88 rooms are needed per day - 20 singles and 68 doubles, broken up accordingly:

- Teams - 2 singles & 7 doubles per team x 8 teams
- FIVB Delegates & Referees – 8 double and 2 single rooms
- VC Staff, Delegates & Organizing Committee – 4 doubles and 2 singles

Meeting Rooms:

- Preliminary Inquiry Room for the day before the competition, for a total of 30 persons, with 12 tables, 30 chairs, and power and internet capability.
- Team Video Rooms - two meeting/video rooms at the disposal of the teams, for their use for team preparation meetings. The room should be able to accommodate about min. 20 people.

- U21 Men's Pan-Am Cup Operational Office also needs to be available at the hotel with computer, printer, photocopier and internet.

Volleyball Canada has a partnership with IHG and will prioritize their partner hotels when evaluating the options.

Food Services

Food in sufficient quantity and of adequate quality for athletes must be guaranteed, according to the recommendations of the FIVB Medical Commission. Athletes will be guaranteed three healthy meals a day, plus a supplementary snack prior to the matches on competition days. Bidder should be aware that meal/snack times could be required at non-typical times and thus accommodations should be made for that possibility.

Sample menus from past events will be distributed to the potential hotels to ensure that they can offer similar items.

All meals for teams, Delegates and Referees as well as VC Staff and Organizing Committee members will be provided at the hotel, ideally with specific seating arrangements.

Venue Requirements – Competition Venue

For this level of international volleyball competitions, the following venue technical aspects must be in place:

- Minimum 1,000 capacity air-conditioned venue
- Ceiling height clearance minimum of approximately 11-12m
- Competition Flooring is Sportcourt on Sub-floor or Ice Deck
- Scoreboard capable of volleyball scoring
- Sound System for music and announcer
- Internet/Wifi access throughout the venue
- webstreaming capability
- Forklift Access, min. 5,000 lb
- Team Video Area with power above end of court
- Light intensity minimum 1000 lux (approx. 140 candle power)
- VIP Seating area

Venue Requirements – Rooms and Equipment

In addition to meeting the venue requirement for the competition side of things, the required rooms and spaces include the following spaces:

- 4 change-rooms for Teams, with toilets & showers
- 1 change-room for International Referees (with toilet & showers)
- 1-2 change-room(s) for National Referees (with toilet & shower)
- Press Conference & Press Working Room with internet connection and international phone lines

- Organizing Committee Operational Room with internet connection
- FIVB Supervisor Operational Room with internet connection and international phone line
- Volunteer room
- Medical Examination / Anti-doping room
- VIP Reception Area

Equipment:

- Forklift and operator
- Courtside sound system (music and PA operations)
- WiFi throughout the building
- Laundry machine
- Ice machine
- Refrigerator
- Minimum of 60 tables and 120 chairs
- Stanchions (for crowd control)

Others:

- Security services
- Parking for staff and volunteers

Venue Requirements – Services and Amenities

Medical Services

- venue(s) should have a permanent medical or first-aid room available on-site, or if a temporary medical area would need to be created. If it is a temporary medical area, please provide details and a location.

Parking and Transportation

- venue should have dedicated free parking available for Organizing Committee needs, and suitable shuttle transportation for officials and organizers.

Media and Communications

The Host is responsible for generating media interest for the event, including print, radio, television, and social media. Ideally, local media would provide coverage for the duration of the event, from pre-event coverage during the host announcement, to on-site photos and stories during the event, to post-event coverage of the results and the impact on the local community and economy.

Volleyball Canada will assist and support the local media organizer with event specific stories, athlete/team information and other information to support local media interest.

Webstreaming Support

All U21 Men’s Pan-Am Cup matches are required to be web streamed. Volleyball Canada will work with the Host Organization to engage a Host Producer to produce the webstream coverage. The Venue Host must ensure the venue can accommodate the requirements for the Host Broadcaster, including the accommodation of equipment and resources for production of the broadcast. This includes the ability

for the venue to accommodate the camera and sound plan, announcer positions, broadcast crew, cabling and power, and lighting.

Commercial Rights

NORCECA and Volleyball Canada would retain marketing rights to this event and would encourage that the Host obtain sponsors for the event. VC will work with the Host to promote the event and to assist in the commercialization of this opportunity. VC retains the right to offer commercialization opportunities to their existing sponsors or to any sponsors they may source for this event.

Site Visits

Bidders shall be responsible for covering the airfare and accommodation costs for up to two (2) people designated by Volleyball Canada to undertake site visits as part of the proposal assessment process.

Contact Information

If you have any questions or require any additional information about this opportunity, please direct them to:

Alan Ahac

Volleyball Canada
Director - International Events
Tel: 778-386-6762
Fax: 613-748-5727
Email: aahac@volleyball.ca

Mark Eckert

Volleyball Canada
Executive Director
Tel: 613-748-5681 x225
Fax: 613-748-5727
Email: meckert@volleyball.ca