

# 2017 FIVB Volleyball Women's Grand Prix

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## *Request for Proposal for Host Organization*

### **Overview**

Volleyball Canada (VC) is seeking a potential Host for the 2017 FIVB Volleyball World Grand Prix to be held July 20-23, 2017. The 2017 World Grand Prix will run through the month of July in 2017 and is the premier event for women's volleyball in the world. Canada will participate and will host one weekend of matches in Canada on July 20-23. During this weekend Canada will host six matches amongst 4 teams – Canada, Germany, Kenya and Peru. The purpose of this document is to solicit a potential Host Organization for this event to be hosted in Canada.

The FIVB World Grand Prix is unlike any other global competition in the world. Established in 1993, the FIVB World Grand Prix is an annual women's national team volleyball tournament that reaches all corners of the planet, offering millions in prize money, professional organization and worldwide TV coverage. The FIVB World Grand Prix is synonymous with fantastic matches and top-class sport and entertainment. The 2017 FIVB Volleyball World Grand Prix will be the 24th edition of the annual women's international volleyball tournament, with 32 teams participating.

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 2500 spectators as well as TV broadcast requirements. 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 of a minimum of \$150,000 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"> <li>Teams and delegate arrives</li> <li>Team training</li> <li>Site set up starts</li> </ul>
2	<ul style="list-style-type: none"> <li>Completion of site set up</li> <li>Team training</li> <li>Meeting with supervisors</li> <li>Site inspection</li> <li>Practical Training Clinic</li> </ul>
3	<ul style="list-style-type: none"> <li>Team Training</li> <li>Competition day #1 (two matches)</li> </ul>
4	<ul style="list-style-type: none"> <li>Team Training</li> <li>Competition day #2 (two matches)</li> </ul>
5	<ul style="list-style-type: none"> <li>Team Training</li> <li>Competition day #3 (two matches)</li> <li>Start of the site take down</li> </ul>
6	<ul style="list-style-type: none"> <li>Teams and delegates depart</li> </ul>

## 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 2500 spectators for each match;
  - Prominent promotion and exposure in local and national media;
  - Strong television ratings for the broadcasted event
- Operate a financially viable event, including achieving/exceeding the following targets:
  - \$200,000 in ticket sales revenue
  - \$150,000 in hosting grant support
  - \$25,000 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 hotel accommodation options including pricing quotations. For each hotel, a description should be provided of how the meal service requirements would be met. Preference will be given to the proposed hotel 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 World Grand Prix

## 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 World Grand Prix event requires a contribution of financial support by the bidder.

Host cities must commit to a minimum of \$150,000 of public funding - this can be from municipal or provincial 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 World Grand Prix, the accommodations must be 3+ or 4 stars hotels. Around 75 rooms are needed - 30 singles and 45 doubles, broken up accordingly:

- Teams - 4 singles & 8 doubles per team x 4 teams
- FIVB Delegates & Referees – 3 double and 2 single rooms
- Television production crew – 8-10 single rooms
- VC Staff, Delegates & Organizing Committee – 10 doubles and 2 singles

### Meeting Rooms:

- Preliminary Inquiry Room for the day before the competition, for a total of 10 persons, with 2-3 tables, 12 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.
- World Grand Prix 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 2,500 capacity air-conditioned venue
- Ceiling height clearance of 12.5m
- Competition Flooring is Gerflor on Sub-floor or Ice Deck
- Scoreboard with current set scores, previous set scores, time clock, set #, time outs and substitutions
- Sound System for music and announcer
- Internet/Wifi access throughout the venue
- Television capability (see TV requirements section)
- Forklift Access, min. 5,000 lb
- Team Video Area with power above end of court
- Light intensity minimum 1500 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
- FIVB Lounge area

- Volunteer room
- Television Broadcasting Operation Room
- Medical Examination Room
- 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.

## Television Support

All World Grand Prix matches are required to be broadcast to both a national and international audience in accordance with FIVB standards. Volleyball Canada is responsible for engaging a Host Producer and Broadcaster to produce the television 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, TV announcer positions, broadcast crew, cabling and power, signal transmission, production truck/room and lighting.

Bidders shall describe television facilities at the proposed venue and the fee structure for using or providing any or all of the following.

a) Describe parking for crew and television mobile. The TV crew size is typically 30 to 35 people. Our Television Production Mobile is approximately 40 feet and needs to be close to the building for cable runs.

b) What video or audio infrastructure do you have in the building that we can utilize? (i.e. HD video tie lines, XLR Audio tie lines, Fibre, Triax, Data, phone lines) How do you charge for this infrastructure or services?

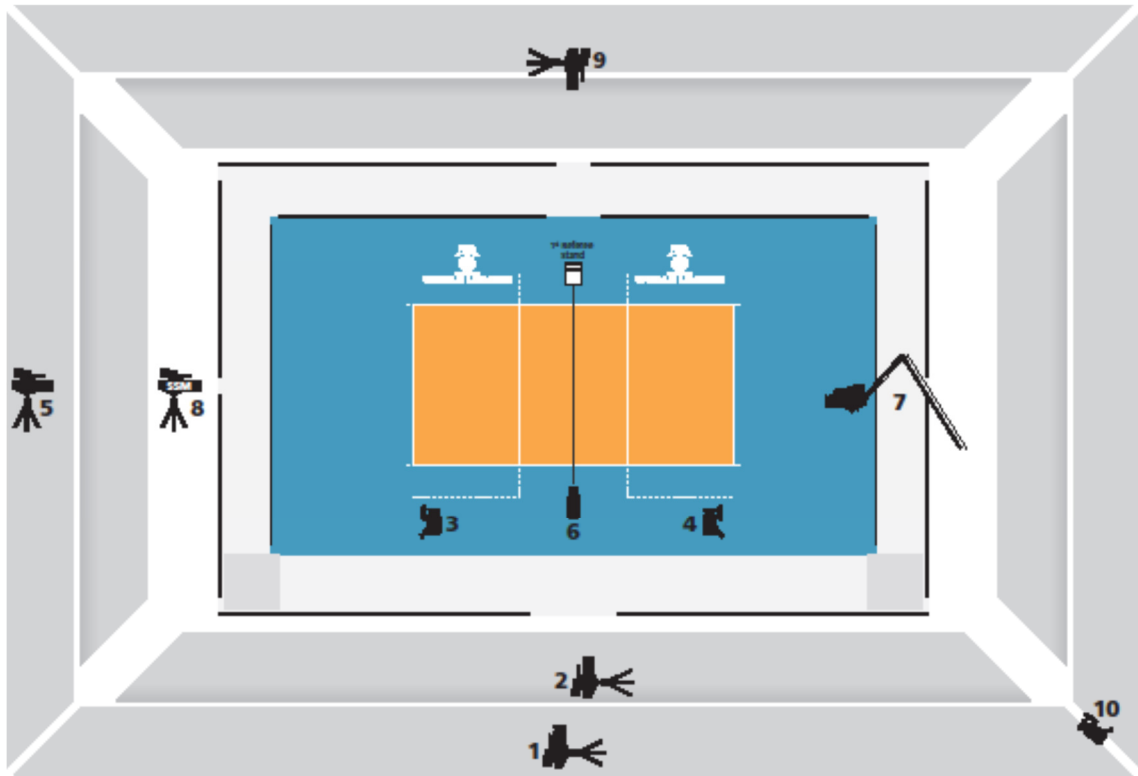
c) Does your venue have any lighting designed for television purposes. If yes please describe and if possible include photos of lighting fixtures and any photos taken from other television events that have been hosted at the venue in the past). If no, please describe what support systems you have in place for hanging lighting including how much weight and weight distribution can be handled.

d) Does the venue have a video screen or jumbotron that can display the TV signal. If yes, please describe the technical specs that your system requires. (i.e.. video resolution and format)

e) Power. Our television mobile typically uses a single or 3 phase 200 amp service. We also require standard 15 amp power drops at various TV positions around the court. How does your venue charge for power?

f) Camera platforms and announcer positions. Does the venue have existing camera platforms or announcer positions that can be used. If yes, please provide an announcer and camera platform layout. If we are required to build camera platforms or an announcer platform, how does the venue charge for building any of our staging requirements?

g) Transmission. Does the venue have Fibre lines used for transmitting High Definition television signals to the networks? If yes, do you have on site encoders? If no, please describe what has typically happened at other televised events at your venue. (i.e. has the television network brought in a satellite truck?)



## Commercial Rights

The FIVB 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:

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