

# Youth Beach National Championships 2017-2018



**Request for Proposal**



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## Event Information

Volleyball Canada hosts Beach National Championships annually, the 2017 & 2018 events will feature athletes from across the country in five age categories (14U, 15U, 16U, 18U, 22U). Beach National Championships occurs over a 4 day period (Thursday-Sunday), which includes one day of check in/practice times, and 3 days of competition. All teams are guaranteed 7 matches throughout the 3 days, with everyone advancing to playoffs.

## Bidding Procedure

### General Procedure

All parties interested in hosting the Youth Beach National Championships are required to submit a comprehensive bid document addressing all requirements displayed in this manual. Youth Beach National Championships will be hosted on one of the last two (2) weekends of August each year.

All bids for the 2017-2018 Youth Beach National Championships must be submitted by December 2<sup>nd</sup>, 2016 to the Volleyball Canada head office in Ottawa, ON. No bids will be accepted after the deadline, no exceptions.

Once all bids are submitted, the Selection Committee will make recommendations to the Volleyball Canada's Board of Directors, who will evaluate all bids. All applicants will be notified on or before December 23<sup>rd</sup>, 2016. The successful host will be announced publicly on or before January 27<sup>th</sup>, 2017.

Bids must be submitted to the attention of Andrea Bailie via e-mail at [abailie@volleyball.ca](mailto:abailie@volleyball.ca) or mail at 1A-1084 Kenaston Street, Ottawa, ON, K1B 3P5. Any changes to a submitted bid must be reported immediately via e-mail or phone.

The prospective host is responsible for providing the Bid Evaluation Committee with the following aspects for a site visit:

- 2 economy class round trip domestic travel for Bid Evaluation Committee Members
- Lodging
- Local transportation to/from airport and between hotel/site(s)

### Documents to be provided

Bids must contain the following information and documents

- Information on the hosting committee and its partners
- Information on the host city (not to exceed 8 pages)
- Site/Beach information answering to the requirements stated in the "Technical Aspects" section
- Accommodation information
- Detailed projected itemized budget
- Letters of support
- A comprehensive listing of media outlets in your city, region, province
- Signed Memorandum of Agreement

## Financial Considerations

Event hosting must be a financially sustainable business for both the host and Volleyball Canada. It is with this in mind that Volleyball Canada has put together the following guidelines regarding financial considerations.

### Revenue Sources

The Host will receive a hosting fee which will be determined by the number of teams registered. The payment details are to be negotiated with the successful host as they are dependent on the facility costs. Payment of this fee will be paid out at the completion of the event.

Before hosting agreements are signed, the host and VC are to communicate to each other which sponsor categories or specific sponsors they intend to pursue. It is important to note that VC already has the rights to certain categories. The categories currently consist of:

- Oil Transportation
- Drink and Water bottle
- Hotel
- Apparel
- Flip flop and Sandal
- Beach Volleyball

One hundred percent of the revenue generated by VC via sponsorship, federal support and/or merchandise remains the property of VC and will not be shared with the host. The same applies for revenues generated by the host, given that they respect the sponsorship limitations.

Any revenues generated by food and beverage sales will remain with the host.

### Host Projected Expenses

#### Site

The host is responsible for the site, playing area, equipment, city permits (if needed), as well as personnel related to event management, court maintenance, setup/take down. This includes, but is not limited to sand maintenance before, during and after the tournament, equipment management, and labour resources.

#### Volunteers

The host is responsible for the recruitment of local volunteers to help run the following elements:

- Set-up/Take Down
- Court Maintenance
- Result management
- Game Management
- Centre-court
- Check in

## Local Transportation

The host is responsible for providing local transportation for referees and Committee representative. Accommodations will be paid for by VC, however transportation between the venue and the hotel will need to be organized by the host.

## Staff/Volunteer Clothing

The host is required to provide staff and volunteer clothing for the event. If Volleyball Canada can provide a source via sponsorship, efforts will be made to do so. Shirt design must be approved by Volleyball Canada.

## Technical Aspects

### Playing Venue

The playing venue is a very important factor in the selection process. With the open format events, it is important to ensure that the majority of courts can be found within one main site. The playing area will be the main criteria, which includes the playing courts and the free zones.

### Number of Courts

The number of courts required depends on the number of teams anticipated at the event. For Youth Beach National Championships, court numbers are calculated on a 4-teams-per-court basis (as an estimate). Site with more than 25 courts are preferred, to allow for a minimum of 100 teams.

### Risk Management

The host must demonstrate that a risk management plan has been established based on the site that will be used for the event. Security and safety measures for the participants are of prime importance. For instance, crowd control, access to the competition site, access to the playing courts, distance between courts, and emergency services response time, etc...

### Quality of Courts

The quality of the courts includes the playing area, the free zones, the sand quality and quantity and the equipment. It is preferred that the site have the capacity to set up a feature court, in which stands can be put around the court to optimize viewing area. The feature court should also have the capacity of setting up audio for music and an announcer, as well as signage.

### Proximity between Venues

Should the use of two (2) sites be required, the proximity between these playing venues becomes increasingly important. Playing venues should be no more than 15 minutes apart under regular driving conditions. Please note that venues with courts all on one site are preferred.

## Beach Requirements

Here are some factors to consider when selecting a playing venue:

### Venue

- Number of available courts
- Quality of playing surface
- Free space around courts
- Proximity to hotels, city centre, and airport
- Lavatory facilities on site
- Free space for the tents needed to run the event
- Any venue restrictions (i.e. advertising, sponsors, retail sales, food services, etc...)
- Drinking water access

### Equipment

Note that Volleyball Canada will provide balls for the competition. Specific quantities will be established once the number of venues, courts and teams are finalized. Equipment will be shipped 2 to 4 weeks prior to the event.

The following equipment is required at each venue. Volleyball Canada is to approve anomalies prior to the start of the competition.

- Nets, poles, antennas and lines in good condition on every court
- Free space around the court and the sand requirements are respected
- Lines must be 5 to 8cm in width and made of flexible material
- Antennas must be manufactured and made of fibreglass or a similar material and fasten to the net mechanically
- Space between courts must be adequate
- Permanent posts are preferred, however portable nets are also acceptable

## Selection Criteria

Selection Criteria	Description	Weight
<b>1. Competition Venues</b>	Number of courts	20
	Number of venues	10
	Proximity between venues	5
	Quality of venue	20
	Quality of equipment	20
	Facility amenities (e.g. showers, toilets, tents, feature court, internet capability, spectator capacity, etc...)	15
	Risk Management and Emergency plan	5
<b>2. Host Organizing Committee</b>	Experience/Expertise	10
	Depth of committee	15
	Volunteer base	15
	Community support	15
<b>3. Geographic consideration</b>	Access to sufficient number of referees	10
	Ease of ground transportation during event	10
	Proximity to a national airport	5
	Media opportunities	15
<b>4. Hospitality and Services</b>	Services available for athletes	5
	Services available for referees	5
	Availability of reasonable accommodations	10
	Possibility of merchandising/booth space	20
<b>Total</b>		<b>210</b>

## Memorandum of Understanding

I, (name) \_\_\_\_\_, faithfully submit this bid application on behalf of (host organization) \_\_\_\_\_. I contend that, to the best of my knowledge, all information contained herein is accurate and has been submitted in accordance with the mission and values of the National Championships Committee and in conjunction with the strategic direction of Volleyball Canada.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

This bid can be sent to Andrea Bailie, Events Coordinator by e-mail at [abailie@volleyball.ca](mailto:abailie@volleyball.ca) or by mail at 1A-1084 Kenaston Street, Ottawa, ON, K1B 3P5.