

# 2024 Men's Pan-Am Cup

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## *Request for Proposal for Event Host*

### **Overview**

Volleyball Canada (VC) is seeking a Host for the 2024 Men's Pan Am Cup to be held in August 2024. The 2024 Men's Pan Am Cup involves the top-ranked teams in North America, Central America, South America and the Caribbean. It is anticipated that eight (8) teams will compete in the event, including:

- Canada
- USA
- Cuba
- Puerto Rico
- Mexico
- Dominican Republic
- Brazil
- Argentina

The purpose of this document is to solicit a potential Host City for this event. An Organizing Committee (OC) would be established comprising Volleyball Canada representatives as well as local host organization representatives.

The OC 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 City 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 1500 spectators. Additionally, the OC must take on the responsibilities for promoting the event to ensure maximal attendance and media coverage. Finally, the local hosts must undertake a contribution commitment (from municipal and provincial sources, through financial or in-kind contributions) of a minimum of \$150,000. Volleyball Canada will be pursuing a federal hosting grant support through the ISSE program.

### **Anticipated Schedule**

The proposer may propose dates in the latter half of August 2024, based on the following schedule.

| Day | Activity |
|-----|----------|
|-----|----------|

|           |   |
|-----------|---|
| Friday    | <ul style="list-style-type: none"> <li>• VC Staff arrive</li> </ul>   |
| Saturday  | <ul style="list-style-type: none"> <li>• Commence venue setup</li> <li>• Delegates arrive</li> </ul>  |
| Sunday    | <ul style="list-style-type: none"> <li>• Venue Set up</li> <li>• Teams and referees arrives</li> <li>• Team training at training hall</li> </ul>                                      |
| Monday    | <ul style="list-style-type: none"> <li>• Completion of venue set up</li> <li>• Team training at competition hall</li> <li>• Site inspection</li> <li>• Practical Rehearsal</li> </ul> |
| Tuesday   | <ul style="list-style-type: none"> <li>• Competition day #1 (Round Robin)</li> <li>• Training at training hall</li> </ul>   |
| Wednesday | <ul style="list-style-type: none"> <li>• Competition day #2 (Round Robin)</li> <li>• Training at training hall</li> </ul>   |
| Thursday  | <ul style="list-style-type: none"> <li>• Competition day #3 (Round Robin)</li> <li>• Training at training hall</li> </ul>   |
| Friday    | <ul style="list-style-type: none"> <li>• Competition day #4 (playoffs)</li> <li>• Training at training hall</li> </ul>  |
| Saturday  | <ul style="list-style-type: none"> <li>• Competition day #5 (playoffs)</li> <li>• Training at training hall</li> </ul>  |
| Sunday    | <ul style="list-style-type: none"> <li>• Competition day #6 (finals)</li> <li>• Training at training hall</li> <li>• Teardown of competition venue</li> </ul>                         |
| Monday    | <ul style="list-style-type: none"> <li>• Departure of teams, officials, staff</li> </ul>  |

Preferable competition dates would be Aug 20-25 or Aug 27- Sep 1.

## 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 800 spectators for each preliminary round day and 1500 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:
  - \$140,000 in ticket sales revenue
  - \$150,000 in municipal/provincial hosting grant support
  - \$15,000 in sponsorship revenue (or in-kind)
- Ensure there is a legacy for the Host Community

- Examples of legacy components: equipment donations, coaching symposium, coaching development workshops, referee development workshops, community engagement disadvantaged groups.

## Response Requirements

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

1. The proposed venue for the competition, including a description of its ability to meet the requirements set out in this document;
2. 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;
3. 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.
4. Key individuals proposed for the Organizing Committee;
5. Bidders must propose a business model for the event hosting 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:

- |                     |  |
|---------------------|--|
| • November 3, 2023  | Request for Proposal Released          |
| • November 27, 2023 | Deadline for Proposal submission       |
| • December 8, 2023  | Finalization of selection of Host City |

## 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 OC.

### Financial support

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

Host cities should target a minimum of \$150,000 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 (for example, discounted/subsidized venue rental and services). Volleyball Canada will be pursuing federal hosting support of a comparable amount.

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 but limited to:

- 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 similar sporting or cultural 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 volleyball clubs, local college or university volleyball programs, etc.

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

- **Local 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.

- **Venue 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.
- **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.
- **Local VIP Director**  
This person looks after the special guests and their needs. They are also responsible to oversee the welcome table at the venue.
- **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**  
*10 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 ball retrieval system, the floor wipers, the ball shaggers, scoreboard operator and flag bearers are all included in this task.
- **Set-Up/ Take Down**

*12-15 people per session; usually a local club or university program*

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.

- **Volleyball Statisticians**

*2 per match*

The volunteers assigned to statistics will be responsible for keeping the match statistics with the international statistics program and will be supervised by the VIS managers.

- **Promotions**

*6 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.

All Local Committee members & volunteers over the age of 18 will be required to comply to Volleyball Canada's screening policy and will be required to complete a Screening Disclosure Form to participate in the event.

## **Accommodations / Rooms**

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

### **Rooms:**

For the Men's Pan Am Cup, the accommodation can be in hotels or university/college residences.

The total maximum of rooms per participating teams is:

- Players: 7 double rooms or 4 triple rooms.
- Team Technical Staff: 2 double rooms.
- Team Manager, Doctor and Team Physiotherapist: 3 single rooms.

Around 115 rooms are needed per day - 36 singles and 79 doubles:

- Teams - 3 singles & 9 doubles per team x 8 teams
- NORCECA Delegates & Referees – 5 doubles and 8 single rooms
- VC Staff, Delegates & Organizing Committee – 2 doubles and 4 singles

Following is a summary of the room/meal requirements:

|                             | Day -3    | Day -2     | Day -1     | Day 1<br>(Comp<br>starts) | Day 2      | Day 3      | Day 4      | Day 5      | Day 6      | Day 7    |
|-----------------------------|-----------|------------|------------|---------------------------|------------|------------|------------|------------|------------|----------|
| TOTAL Singles               | 12        | 36         | 36         | 36                        | 36         | 36         | 36         | 36         | 36         | 0        |
| TOTAL doubles               | 2         | 79         | 79         | 79                        | 79         | 79         | 79         | 79         | 79         | 0        |
| <b>TOTAL ROOMS:</b>         | <b>14</b> | <b>115</b> | <b>115</b> | <b>115</b>                | <b>115</b> | <b>115</b> | <b>115</b> | <b>115</b> | <b>115</b> | <b>0</b> |
| Meal days -<br>teams        | 0         | 84         | 84         | 168                       | 168        | 168        | 168        | 168        | 168        | 84       |
| Meal days -<br>officials/OC | 14        | 23         | 23         | 23                        | 23         | 23         | 23         | 23         | 23         | 15       |

### Meeting Rooms:

- Preliminary Inquiry Room for the day before the competition, for a total of 12 persons, with 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 and be equipped with projector, screen, power, internet & HDMI adaptors.
- Men's Pan Am Cup Operational Office also needs to be available at the hotel with computer, printer, photocopier and internet.

### 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. Meals should be served buffet/cafeteria style with a dedicated eating area for teams.

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 1500 spectator capacity; air-conditioned venue
- Ceiling height clearance minimum of approximately 12m



- Competition Flooring is Sportcourt on a Sub-floor of Ice Deck or equivalent (Sportcourt to be supplied by Volleyball Canada, sub-floor to be provided by local host)
- Scoreboard capable of volleyball scoring
- Sound System for music and announcer
- Internet/Wifi access throughout the venue
- Web-streaming 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 areas with internet connection
- Organizing Committee Operational Room with internet connection
- NORCECA Control Committee Operational Room
- 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.
- Venue should have a dedicated area for bus staging for team transportation

### **Media and Communications**

The OC 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.

### **Web-streaming Support**

All 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 web-stream 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, high speed internet access 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, accommodation and meal 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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