

2020
Volleyball Canada
National Championships



Volleyball
Canada

Request for Proposals

Prepared August 2017



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National Championships Introduction

Volleyball Canada is proud to have hosted successful National Championships since 1953. Since the Open format was introduced nearly 20 years ago, teams from all over the country have been competing for the national title in a variety of age categories, from 14U to 35+. There are now over 900 teams that participate in the National Championship events annually.

The Volleyball Canada National Championships operate with an open format meaning that any team from across the country has the opportunity to participate without restriction. The open format has made these true national events with participation from nearly every province and territory. The current format welcomes club teams competing in the 14U to 18U age category across the country. These championships are held on an annual basis offering the opportunity for Canadian teams to compete for the title of National Champions.

In 2012, Volleyball Canada hosted their first Festival Event in which all age groups participated over 6 days under one roof in Toronto Ontario. The success of this event led to the next festival event held in Calgary, AB in 2015 with the latest version to be held in Edmonton, AB in 2018. Due to the success of the Festival Event format for Nationals, Volleyball Canada will begin hosting the Festival Event on a two year cycle starting in 2020.

Festival Event History

2012 Toronto

- 686 teams
- 600 staff
- 10,000 fans
- 54 volleyball courts
- 15,154 room nights

2015 Calgary

- 787 teams
- 530 staff
- 15,000 fans
- 58 volleyball courts
- 21,456 room nights
- Economic Impact (Alberta): \$36 million
- Economic Impact (Calgary): \$27 million

2018 Edmonton – anticipated

- 800+ teams
- 550+ staff
- 15,000+ spectators
- 55 courts
- 25,000 + room nights



02

National Championships Objectives

The objectives of the Volleyball Canada National Championships are to:

1. Declare a champion in all age categories for both genders
2. Offer a unique participation opportunity
3. To create a competitive environment with meaningful competition
4. To support development and high performance programs
5. To promote the game of volleyball

03

National Championship Hosting Opportunities

Volleyball Canada is currently searching for a local hosting partner for the 2020 Volleyball Canada National Championships. These Championships will be hosted as a Festival Event with all age categories 14U – 18U participating in one city, under one roof. This event would be organized and executed by Volleyball Canada staff with help from the successful hosting partner.

The Bid Package for these events can either be submitted by a Provincial/Territorial Volleyball Association, a local volleyball club, a tourism agency, municipality and/or event promoter.

Dates:

The proposed competition dates for hosting the Volleyball Canada National Championships are May 13- 19 2020

Event summary

- Up to 65 volleyball courts
- 800+ teams
- 20,000 room nights
- 25,000 participants
- \$36 million economic impact (*Alberta, 2015*)
- \$27 million economic impact (*Calgary, 2015*)

04

Host City Benefits

All parties involved will benefit from financial and economic impacts, many of which are listed below.

- **The local host will receive financial compensation for services rendered – specifications will be outlined via the signed agreement with Volleyball Canada.**
- A true national event, with over 10,000 athletes and coaches and an estimated 15,000 spectators from across the country are expected to attend this event.
 - Each event will also engage a large number of local and traveling officials (about 350 people), and will also engage the local volunteer community.
- A range of participants, with athletes between the ages of 12 and 18 years old, as well as spectators composed of both adults and children (family members and friends).



- Each event participant traveling with the team will require transportation, housing, and food. They are also likely to visit local tourist attractions during their free time.
- A detailed economic impact study was conducted by the Canadian Sport Tourism Association on the Calgary 2015 event which revealed that the impact for the province was \$37 million and the impact for the host city was \$26 million
 - Each event will require an estimated 25,000 room nights at local hotels, with each visitor staying an average of 3 nights.
 - The Volleyball Canada Stay to Play policy generated \$1,892,400 of total hotel revenue for our 8 host cities in 2017.
- The opportunity for your city to gain national visibility through exposure on various media platforms, including print, web, and social media.

05

Bid Timelines

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

Date	Requirements
Friday, September 8 th , 2017	Letter of intent must be received by Volleyball Canada (17:00 EDT)
Friday, October 6 th , 2017	All bid packages must be received by Volleyball Canada (17:00 EDT)
Friday, November 10 th 2017	Evaluation of bids and site visits completed
Friday, November 24 th 2017	Host cities selected
Friday, December 8 th , 2017	Volleyball Canada will announce the successful hosts

06

Bid Documents

Volleyball Canada requires the following bid documents to be submitted in accordance with the timelines listed above. The Bid Package can either be submitted by a Provincial/Territorial Volleyball Association, a local volleyball club, a tourism agency, municipality and/or event promoter.

6.1

Letter of Intent

The **Letter of Intent** must include the following information, and should be submitted to show your interest and capacity to host a Volleyball Canada National Championship event. (*Must be submitted by 17:00 EDT on September 8th, 2017*)

- Introduction to Local Host



- Proposed Dates of Event
- Proposed Competition Venue
 - Location and Number of Courts Available
- Host City Information

6.2

Bid Package

The **Bid Package** must include the following information and must be submitted by 17:00 EST on October 6th, 2017. **Please note that your bid submission must provide information in the following order:**

Host City Profile

The Bid Package must include the following information about the host city:

- Transportation Hubs (airports, highways, etc.)
- Public Transportation Networks (trains, buses, etc.) with access to the competition facility and airport
- Accommodations and Hotels (quantity, quality, quad room capacity)
 - Destination Marketing Fee requirements
 - Projected quote and block size from hotels vs hotel capacity & bonus hotel offerings (comp rooms, parking)
 - Access to small meeting rooms for team use (at no cost)
 - Parking fees
 - Complimentary breakfast
- Restaurants (with extended hours, available for group bookings, proximity to venue, etc.)
 - Access to online team booking services
- Media Interest (local, regional, national, etc.)
- Event hosting human resources
 - Local volleyball clubs, sport volunteers, event hosting staff

Letters of Support

The Bid Package must include letters of support from the following organizations:

- Municipal Government
- Provincial Government
- Competition facility with the stated venue access during the proposed dates
- Local transit authority
- Referee Organizing Committee
- Local Tourism Board and/or Local Hotel Association
 - Confirming contact person for Volleyball Canada
 - VC will be responsible for contracting the Stay to Play Housing Provider



Funding

The following Host City funding requirements must be clearly outlined in the bid submission:

- Financial support from host city; it is expected that the host city will cover the cost of the base rent of the competition site
- Minimum hosting fee of \$500,000.00.
- Contribution towards staff accommodations (2,400 room nights, maximum of 2 properties).
- Funding opportunities, including any municipal, provincial, and third-party grants.
- Additional or VIK sponsorship of event expenses that may be provided by the host city. See Section 8 for other VIK suggestions.

Competition Venue(s)

- Location and Map
- Court Layout (Courts, Free Space, CAD Drawing, etc.)
- Other Rooms (Washrooms, Meeting Rooms, etc.)
- Parking
- Vendor/merchandise areas
- Catering and Food/Beverage
- Sponsor/branding restrictions

Access to Volleyball Equipment

- Courts (Temporary sport courts or permanent courts)
- Net Systems (Poles, Nets, Antennas)
- Referee Stands and Padding
- Other (Flip Cards, Line Judge Flags, etc.)
- Details regarding non VC branding on proposed equipment

Access to Rental Equipment

- Tables and Chairs
- POS Systems
- Staging (Pipe and Drape, Awards Stage, etc)
- Electronics (Radios, Laptops/Tablets, Printers, Speakers, Microphone)

Local Host Details

Volleyball Canada will provide lead staff and act as the primary host of the VC National Championships. The local host will provide local expertise along with staffed skilled in specific areas. See section 7.4 for



further details on Local Host composition.

- o Key Staff Members and Roles
- o Event Experience of Staff Members
- o Access to Event Staff/Volunteers
- o Access to Set-Up and Tear-Down Crews

07

Hosting Requirements

This section reviews the hosting requirements for the Volleyball Canada National Championships. Please be sure to reference this information when building your bid package.

7.1

Dates

The venue(s) will be required for three (3) competition days, and will also be needed up to three (3) days prior to the first competition day for set-up and check-in and up to two (2) days after the final day of competition for tear-down.

Move-In	Check-In/ Practice Day – Tournament 1	Competition – Tournament 1	Check-In - Tournament 2	Competition – Tournament 2	Move-Out
May 9 -12	May 13	May 14-16	May 16	May 17-19	May 20-21

7.2

Venue Requirements - Competition

National Event

The following items outline the competition requirements for hosting VC Nationals. Please note that preference is given to hosting in one facility.

- Sufficient space for 60-65 volleyball courts
 - o 500,000 square feet in a maximum of 2 venues
 - o See Annex 2 for court measurements
- A minimum ceiling height of 9 meters. This clearance distance is to be measured from the playing service to the lowest impairment or overhanging obstruction of the ceiling.
- The facility must have temperature controls and adequate lighting in order to satisfy Sections 1.5 and 1.6 of the Volleyball Canada Indoor Volleyball Rulebook.
- A loading dock with dock plates or a loading bay with large vehicle access is required. This space will be used to load in and load out numerous trailers of equipment, including flooring and net systems.



- An adequate amount of space is required to store the empty equipment crates while the event is running. These crates can be stored in the loading area, away from the competition venue. They could also be placed in the competition venue itself, so long as they do not interfere with the flow of people or the playing areas.
- A CAD-based floor plan must be part of the Bid Package. This drawing should outline the position of the courts, along with the location or any additional rooms or spaces outlined in the requirements section below.

International Event

- Minimum 5,000 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

7.3

Venue Requirements – Rooms & Services

In addition to meeting the venue requirement for the competition, the venues must also have the following spaces available for various ancillary activities.

National Event

- Parking spaces (including costs) for 400 teams per day + spectators
- food vendors with a variety of options for 25,000+ people
- Secure spaces for :
 - Control Centre with a minimum capacity of 20.
 - Referee Lounge, with a minimum capacity of 80.
 - Referee Development Team and Assignors, with a minimum capacity of 15.
 - Staff Lounge, with a minimum capacity of 20.
 - Results Room, with a minimum capacity of 10.
 - Executive staff, minimum capacity of 6.
 - The storage of equipment, awards, and merchandise - four spaces should each be a minimum of 40' x 60' in size and should be located close to, and on the same level as, the appropriate party using the space (e.g.: staff, vendors, etc.).
 - Finance/accounting room with a safe.
 - Medical evaluations by the medical services staff (minimum of 2 spaces).Medical room
 - Meeting room for with a minimum capacity of 100.
- Public spaces for:
 - A Results Centre,



- Coach/Team registration area for 400 coaches in 8 hours.
 - Award stage with a PA system to be used for the medal ceremonies.
 - Treatment areas for athletic therapists. Required? General space around courts
 - Exhibition space for vendors, sponsor displays, food and seating.
 - A common area near the main entrance to be used as the Ticketing Booth and Will Call.
 - A common area near the main entrance to be used as a Welcome Area, with space for an Information Booth.
- Loading docks with dock plates or a loading bay with large vehicle access is required. This space will be used to load in and load out numerous trailers worth of equipment, including flooring and net systems.
 - Hall of Fame ceremony/reception space (approx. 10,000 square feet) with catering service.

International Event

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



General Facility

- In the case that the employees at the venue(s) are represented by a labour and/or trade union, the costs associated with having these staff members on-site during the event should be included in the rental agreement or in a document that accompanies the rental agreement.
- A release from the venue(s) that would permit Volleyball Canada to bring 'outside' food into the venue(s) in order to feed staff, volunteers, and officials.
- A release from the venue(s) that would permit Volleyball Canada sponsors to sample and/or sell their merchandise, food, and beverage products.

7.4

Local Host Staff Requirements

The Local Hosting will be required to identify experienced individuals in the following roles:

- Court Set Up & Tear Down
- General Event Staff to assist with
 - Admissions and Ticketing
 - Results management
 - Awards ceremonies
 - Onsite promotions
- Court management
 - General court management
 - Managing issues with temporary court (if applicable)
 - Managing net height changes
- Other positions as requested by Volleyball Canada

08

Value-Added Bid Enhancements

In addition to meeting the minimum venue requirements set forth in the sections above, a Bid Package can be enhanced by offering donations and/or discounted prices on other products, equipment, and services that will likely be needed to run the event. These enhancements will be taken into consideration by the Bid Evaluation and Selection Committees when evaluating the host(s).

Equipment

- Access to audiovisual equipment (radios, earpieces, projectors, speakers, microphone, etc)
- Access to tables and chairs for all required meeting rooms, lounges, common area, and vendor hall.
- Access to tables (small) and chairs for the scorekeeper tables on each court.
- Access to gym benches and/or chairs for the courtside player benches.
- Access to bleachers for seating around courts
- Access to netting for the separation of courts
- Access to staging equipment for the awards ceremonies and vendor hall (pipe and drape, awards stage, stanchions, tents, table cloths, etc).



- Access to tools and equipment to assist with set-up and tear-down (motorized forklifts, scissor lifts, electrically powered pallet jacks, manual pallet jacks, and electrically powered floor scrubbers, etc).
- Access to 50-65 gallon water barrels to help weigh down the net systems for temporary courts
- Access to a water filling source such as a water truck or large capacity fire hose.
- Sport Court (flooring, underlay, shipping and handling, etc)
- Net systems (poles, padding, referee stands, antennas, nets)
- The procurement of office equipment to be used on-site:
 - Photocopiers and Printers (two sided printing/copying, collating, colour copying/printing, etc)
 - Computers (laptops and/or tablets for event staff and public results areas)
 - Tablets for electronic scoring systems (one per court plus back-ups)
 - Telephones (to be used by staff in the control centre)
 - Radios for staff and referees

Services

- Access to printing services – preferably on-site (large quantities of documents, large sized documents, etc).
- Access to signage and banner services (ability to print banners, pennants, coroplast, etc).
- Access to bilingual services (translation, welcome/information booth, awards ceremonies, volunteers, etc).
- Access to local transportation for staff and officials (airport pick-up and drop-off, shuttle buses or vans to transport referees to the venue(s), rental cars for staff, public transportation passes for referees, etc).
- Access to complimentary accommodations for travelling staff.
- Access to complimentary parking privileges at the venue(s).
- Access to live-streaming services

Other

- A release from the venue(s) that would permit Volleyball Canada to bring 'outside' food into the venue(s) in order to feed staff, volunteers, and officials.
- A release from the venue(s) that would permit Volleyball Canada sponsors to sample and/or sell their food and beverage products.

09

Items Provided By Volleyball Canada

The host is not responsible for the following items as they will be provided by Volleyball Canada:

- Registration System
- Draws and Schedules
- Results System
- Event Program
- Accreditation Passes
- Signage
- Sponsor Banners



- Volleyballs
- Awards and Prizing (Medals, Plaques, Pennants, etc)
- Website
- Volleyball Canada representatives
- Event Merchandise
- Referee gifting & clothing
- Staff/volunteer clothing

10

Bid Evaluation and Selection

In order to evaluate each bid package objectively, Volleyball Canada will assemble a Bid Evaluation Committee made up of the following individuals:

- Volleyball Canada – National Indoor Committee Representatives
- Volleyball Canada Senior Staff Members

Any representatives with a perceived conflict of interest will be excused from making a recommendation on behalf of the Bid Evaluation Committee.

The final host city selection will be based on the recommendations brought forth by the Bid Evaluation Committee. The Bid Selection Committee will be comprised of the following individuals:

- Volleyball Canada President/CEO
- Volleyball Canada Senior Staff Member(s)
- Volleyball Canada Board of Directors

Bids will be evaluated based on the grid presented in Appendix 3

Site Visit

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

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

Selection

The selection of successful host organizing committees will be based upon the most responsive Bidder whose offer will be the most advantageous to Volleyball Canada in terms of cost, deliverables, experience in providing similar services and any other factors outlined in the evaluation grid in Appendix 3.

All submissions in response to this RFP will be incorporated into the final agreement between Volleyball Canada and the selected host organizing committee. The successful bidder will be required to sign a contract with Volleyball Canada for services provided.

Volleyball Canada reserves the right to:



- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Bidder.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

The 2020 Volleyball Canada National Championships represent an excellent opportunity for your group and we look forward to receiving your proposal.

Proposals are to be submitted to:

Sandra de Graaff

Director of Domestic Competitions

Volleyball Canada

Tel: 613-748-5681 x227

Email: competitions@volleyball.ca

Proposals are to be submitted via e-mail, in PDF format to the e-mail address listed above. Proposals will not be accepted after the deadline.

All materials submitted in response to the RFP become the property of Volleyball Canada and will not be returned. Proposals will be submitted at the sole expense of the sender. It is the applicant's responsibility to secure proof that his/her proposal has been received by the Volleyball Canada within the prescribed time limit.

Any questions concerning requirements, contractual terms and conditions or proposal format must be directed to the contact persons listed above. Please ensure that the bid is submitted in the order described in section 6.2.

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Bid Information

If you have any questions or require any additional information about the Volleyball Canada National Championships, please direct them to:

Lucie Leclerc-Rose

Volleyball Canada

Manager, National Office

Tel: 613-748-5681 x236

Email: lucie@volleyball.ca

Please note that all questions and answers will be shared amongst all interested parties.



Appendix 1

National Championships Participation

2015

Age Category	Gender	Province/Territory												Total
		BC	AB	QC	SK	MB	ON	NB	NS	NL	NW	YT	Int'l	
14U	M	4	16	0	3	8	5	0	0	0	0	0	0	36
	W	12	46	3	6	20	12	1	2	0	1	0	1	104
15U	M	10	18	1	2	11	7	1	0	1	0	0	0	51
	W	27	44	2	8	15	18	3	3	1	0	1	1	123
16U	M	10	18	1	6	8	12	1	1	2	0	1	0	60
	W	33	50	4	10	18	23	4	7	4	1	1	0	155
17U	M	4	11	0	3	7	12	1	0	0	0	0	0	38
	W	10	29	2	7	11	17	2	4	1	0	0	1	84
18U	M	8	13	2	5	5	9	1	3	3	0	0	0	49
	W	15	29	1	11	9	15	2	3	0	1	0	0	86
Total		133	274	16	61	112	130	16	23	12	3	3	3	786

2016

Age Category	Gender	Province/Territory											Total	
		AB	BC	MB	NB	NL	NS	NW	ON	QC	SK	YT		
14U Atlantic	M	0	0	0	0	0	0	0	0	0	0	0	0	0
	W	0	0	0	9	6	17	0	0	0	0	0	0	32
14U East	M	0	0	0	0	0	0	0	13	3	0	0	16	
	W	0	0	0	0	0	0	0	53	11	0	0	64	
14U West	M	6	2	18	0	0	0	1	0	0	3	0	30	
	W	17	1	30	0	0	0	0	1	0	7	0	56	
15U East	M	0	0	0	0	0	0	0	20	1	0	0	21	
	W	3	0	1	4	1	6	0	59	10	0	0	84	
15U West	M	12	3	10	0	0	0	0	0	0	6	0	31	
	W	30	11	23	0	0	0	1	0	0	21	0	86	
16U East	M	0	0	0	1	1	3	0	20	4	0	0	29	
	W	0	0	0	4	2	9	0	52	13	0	0	80	
16U West	M	19	9	11	0	0	0	0	1	0	4	0	44	
	W	44	28	14	0	0	0	0	0	0	9	1	96	
17U girls	W	28	11	9	1	0	2	0	14	3	12	0	80	
18U girls	W	35	15	11	4	0	5	1	11	0	10	0	92	
17U boys	M	11	3	5	0	2	0	0	8	1	5	0	35	
18U boys	M	14	4	4	1	1	2	0	10	0	7	0	43	
Total		219	87	136	24	13	44	3	262	46	84	1	919	

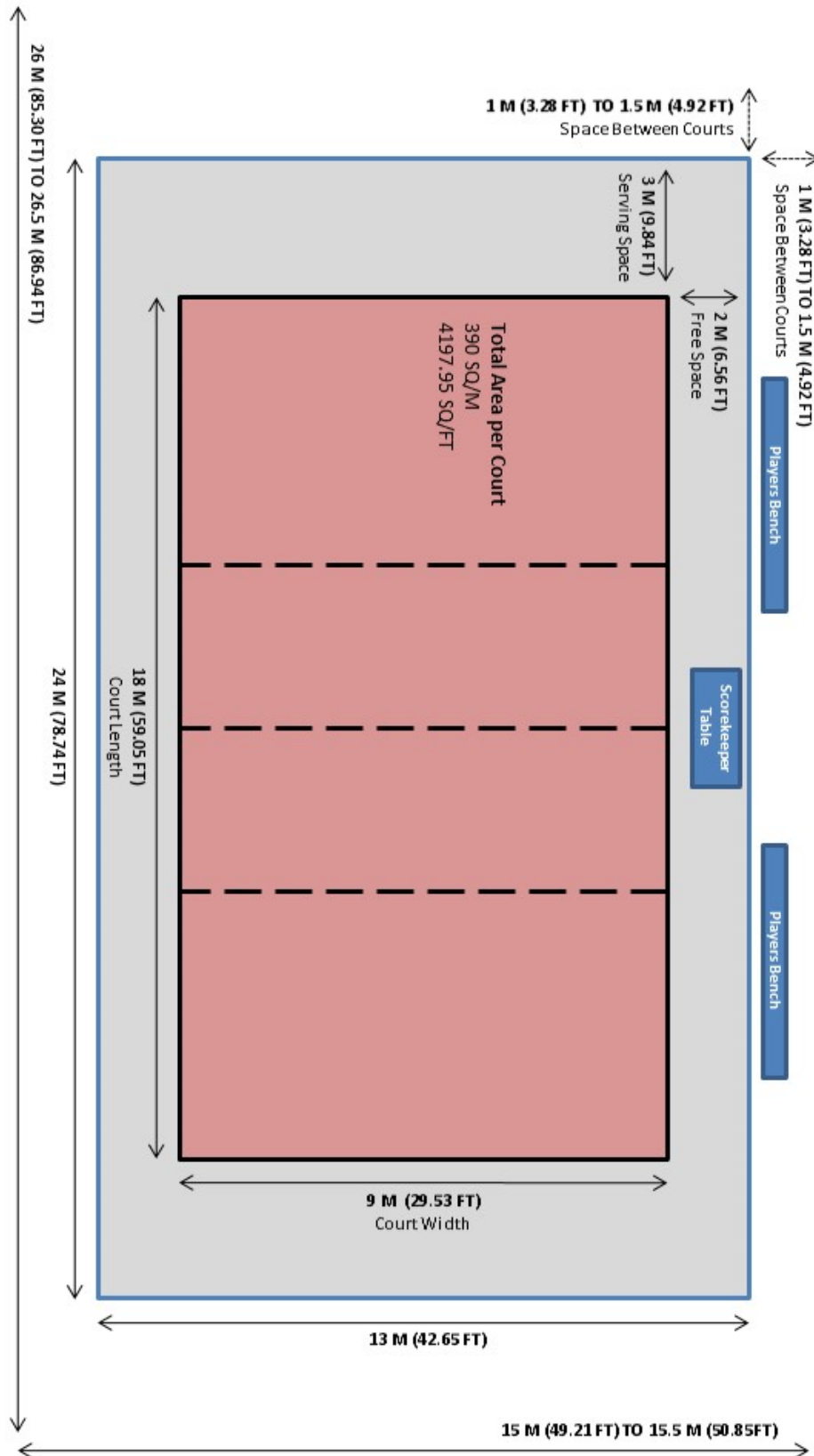
2017

Age Category	Gender	Province/Territory												Total
		AB	BC	MB	NB	NL	NS	NW	ON	QC	SK	PEI	YT	
14U Atlantic	W	0	0	0	7	5	17	0	1	0	0	0	0	30
14U East	M	0	0	0	0	0	1	0	11	8	0	0	0	20
	W	0	0	0	0	1	1	0	47	7	0	0	0	56
14U West	M	7	16	6	0	0	0	1	0	0	0	0	0	30
	W	24	33	13	0	0	0	1	0	0	1	0	0	72
15U East	M	0	0	0	0	0	0	0	19	1	0	0	0	20
	W	0	0	0	3	4	4	0	59	8	0	0	0	78
15U West	M	11	3	13	0	0	0	0	0	0	5	0	0	32
	W	41	11	20	0	0	0	0	0	0	24	0	0	96
16U East	M	0	0	0	0	2	4	0	16	6	0	0	0	28
	W	2	0	0	5	3	4	0	45	11	0	0	0	70
16U West	M	21	9	9	0	0	0	0	2	0	7	0	0	48
	W	49	26	17	0	0	0	1	0	0	10	0	1	104
17U girls	W	26	19	9	0	0	1	0	11	2	10	0	1	79
18U girls	W	32	18	10	1	1	2	0	16	1	13	1	0	95
17U boys	M	11	4	7	0	0	0	0	6	1	3	0	0	32
18U boys	M	15	4	3	0	0	2	0	8	1	5	0	1	39
Total		239	143	107	16	16	36	3	241	46	78	1	3	929



Appendix 2

Sport Court Dimensions





Appendix 3

Bid Evaluation Grid

Category	Total
Host Organizing Committee (HOC)	45
Local Event Staff	30
Host City Profile	35
Accommodations	50
Competition Venue	170
Venue Services	120
Referees	50
Marketing and Sponsorship	100
Financial Information	100
Support	100
Value Added Bid Enhancement	100
	900