

2020 NORCECA Continental Olympic Qualification Tournament

Request for Expression of Interest for a Host Organization

Overview

The final qualification opportunity for teams to qualify for the 2020 Tokyo Olympic Games will be through continental qualification tournaments to be held January 6-13, 2020. The 3 top ranked teams in the continent (that are not already qualified) plus a tournament host will play off for one berth to the Tokyo Games. The purpose of this document is to solicit interest in a potential Host for this event in Canada.

Volleyball Canada and the event host is 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 competition facilities including a competition venue that meets the appropriate technical standards while being able to accommodate a minimum of 3000 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 to obtain a financial contribution commitment of a minimum of \$200,000 in provincial and municipal hosting grants.

Based on the response to this Expression of Interest, Volleyball Canada will request proposals from selected potential Host Organizations who have responded to the RFEOI.

Anticipated Schedule

The venue must be available 3 days prior to the first competition day. Matches must take place on January 10-12, 2020. There will be 2 matches per day.

Date	Activity
January 7	<ul style="list-style-type: none">• Delegates/Officials begin arrival• Site set up starts
January 8	<ul style="list-style-type: none">• Team arrivals• Team training• Site set up continues

January 9	<ul style="list-style-type: none"> • Completion of site set up • Team training • Site inspection • Practical Training Clinic
January 10	<ul style="list-style-type: none"> • Team Training • Competition day #1 (two matches)
January 11	<ul style="list-style-type: none"> • Team Training • Competition day #2 (two matches)
January 12	<ul style="list-style-type: none"> • Team Training • Competition day #3 (two matches) • Start of the site take down
January 13	<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 3000 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
 - minimum of \$200,000 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 are requested to express their interest in hosting this event and provide responses to the following:

1. The proposed organization that would take on responsibility for hosting the event;
2. The proposed venue for the competition;
3. Sample hotel accommodation options including approximate pricing;
4. A breakdown of the anticipated financial sources from public authorities towards the hosting of the event. Contributions can be in direct cash contributions or through in-kind contributions.
5. Summary of their experience in hosting similar events.

Expressions of Interest must be submitted by filling in and submitting the online form at:

Timelines

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

- August 23, 2019 Request for Expression of Interest
- September 16, 2019 Deadline for Expression of Interest
- Sept 23, 2019 Notification of selected potential bidders
- October 7, 2019 Deadline for Proposal Submission
- October 11, 2019 Selection of Host City

Assessment Criteria

Respondents 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 potential 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 this event requires a contribution of public hosting grant support by the bidder.

Host cities must commit to a minimum of \$200,000 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.

- **Medical Services Director**

This person is responsible for assuring that the recruitment, scheduling, and provision of medical services personnel.

- **Sponsorship Manager**

This person is responsible for the acquisition of local sponsors for the event.

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**

12 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 quick moppers, the ball retrievers, scoreboard operator and flag bearers are all included in this task.

- **Set-Up/ Take Down**

20-25 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:

The accommodations must be in 3+ or 4 stars hotels. Around 70 rooms are needed - 30 singles and 40 doubles.

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 Room - one meeting/video room at the disposal of the teams, for their use for team preparation meetings. The room should be able to accommodate about min. 20 people.
- Organizing Committee 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.

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 3,000 capacity air-conditioned venue
- Area of field of Play: 42m x 33m
- Ceiling height clearance of 12.5m
- Competition Flooring is Taraflex (supplied by Volleyball Canada) on Sub-floor or Ice Deck
- Large format scoreboard with current set scores, previous set scores, time clock, set #, time outs and substitutions
- Sound System for music and announcer
- High-speed Internet/Wifi access for Statistics System, e-scoresheet, etc.
- Television capability (see TV requirements section)
- Forklift Access, min. 5,000 lb
- Team Video Area with power at end of court
- Light intensity minimum 1500 lux, preferably 2000 lux
- 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 Working Room with internet connection and international phone lines
- Organizing Committee Operational Room with internet connection
- NORCECA Supervisor Operational Room with internet connection and international phone line
- NORCECA Lounge area
- Volunteer room
- Medical Room
- Anti-doping room
- VIP Reception Area
- Media Facilities, including media work area with free high-speed internet

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, ushers and field of play 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.

Fitness Gym

Teams must have access to a fitness training facility within reasonable proximity of the hotel and competition venue, including weights, fitness machines and warmup/stretch area.

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.

Broadcast Coverage Support

In Canada, CBC has the broadcast rights for the Olympic Qualifier. NORCECA provides a broadcast production company to produce the coverage. The Venue Host must ensure the venue can accommodate the requirements for the production company, 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 facilities 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:

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