

# 2019 Senior Women's NORCECA Challenge Cup Qualifier

---

## *Request for Proposal for Host Organization*

### **Overview**

Volleyball Canada (VC) is seeking a potential Host for the 2019 Senior Women's NORCECA Challenge Cup Qualifier to be held in May or June 2019. The 2019 Senior Women's NORCECA Challenge Cup Qualifier involves the top-ranked teams in North and Central America, and the Caribbean not already qualified to the FIVB Volleyball Nations League. The winner of this earns the right to compete in the FIVB Challenge Cup for a potential berth in the FIVB Nations League in 2020. It is anticipated that four (4) teams will compete in the event, including:

- Canada
- Cuba
- Puerto Rico
- Mexico

The purpose of this document is to solicit a potential Host Organization for this event to be hosted in Canada. The Host may propose a hosting date in late May or early June 2019.

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 1500 spectators. 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 contribution commitment (from provincial and/or municipal sources, through financial or in-kind contributions) of a minimum of \$75,000 to obtain the hosting rights for this event.

### **Anticipated Schedule**

The venue must be available 2 days prior to the first competition day. Matches should take place on Thursday through 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 (Round Robin; two matches)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Team Training</li> <li>• Competition day #2 (Round Robin; two matches)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Team Training</li> <li>• Competition day #3 (Round Robin; two matches)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Team Training</li> <li>• Competition day #4 (Finals, Bronze medal games)</li> <li>• Start of the site take down</li> </ul>
7	<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 1000 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:
  - \$100,000 in ticket sales revenue
  - \$75,000 in provincial/municipal hosting grant support
  - \$15,000 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 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;
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 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:

- July 6, 2018 Request for Proposal Released
- August 31, 2018 Deadline for Proposal submission
- Sept 28, 2018 Finalization of selection of Host City for 2019 Senior Women's Challenge Cup Qualifier

## 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 the Senior Women's Challenge Cup Qualifier event requires a contribution of financial support by the bidder.

Host cities must commit to a minimum of \$75,000 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. 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 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 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.
- **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.
- **VIP Manager**  
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**  
*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 floor wipers, 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.
- **Volleyball Information System (VIS) Statisticians**  
*6 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**  
*8-10 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 Senior Women's Challenge Cup Qualifier, the accommodations can be in hotels or university/college residences.

The total maximum of rooms per participating teams is:

- Players: 6 double rooms or 4 triple rooms.
- Team Technical Staff: 2 double rooms.
- Team Manager, Doctor and Team Physiotherapist: 3 single rooms.

Around 56 rooms are needed per day - 16 singles and 40 doubles, broken up accordingly:

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

### 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.
- Senior Women's Challenge Cup Qualifier 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 capacity air-conditioned venue
- Ceiling height clearance minimum of approximately 12m
- Competition Flooring is Sportcourt on Sub-floor or Ice Deck (Sportcourt to be supplied by Volleyball Canada)
- Scoreboard capable of volleyball scoring
- Sound System for music and announcer
- Internet/Wifi access throughout the venue
- webstreaming 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.

## 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.

## Webstreaming Support

All Senior Women’s Challenge Cup Qualifier matches are required to be web streamed. Volleyball Canada will work with the Host Organization to engage a Host Producer to produce the webstream 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:

**Alan Ahac**  
Volleyball Canada  
Director - International Events  
Tel: 778-386-6762  
Email: [aahac@volleyball.ca](mailto:aahac@volleyball.ca)

**Mark Eckert**  
Volleyball Canada  
Executive Director  
Tel: 613-748-5681 x225  
Email: [meckert@volleyball.ca](mailto:meckert@volleyball.ca)