

2016 FIVB World League Volleyball

Request for Expression of Interest for Host Organizations

Overview

Volleyball Canada (VC) is seeking potential Hosts for the 2016 FIVB World League Volleyball Season. The 2016 World League is expected to run from early June to mid-July in 2016 and will be the premier event for teams preparing for the 2016 Olympic Games. Canada expects to participate and we anticipate to host up to 3 weekends of matches in Canada during this period. Each weekend will have Canada hosting two matches against one team. The purpose of this document is to solicit potential Host Organizations for each of these events to be hosted in Canada.

The FIVB World League is unlike any other global competition in the world. Established in 1990, the FIVB World League is an annual men's national team volleyball tournament that reaches all corners of the planet, offering millions in prize money, professional organization and worldwide TV coverage. The FIVB World League is synonymous with fantastic matches and top-class sport and entertainment. The 2016 FIVB Volleyball World League will be the 27th edition of the annual men's international volleyball tournament, and it is anticipated that 28 countries will once again participate. While the format and participants for the 2016 World League will be formalized at World League Council Meetings to be held on August 18, 2015 we do expect that the event will be similar in format to that of previous years.

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 4000 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 a financial contribution commitment of a minimum of \$125,000 to obtain the hosting rights for this event.

Anticipated Schedule

The schedule is the same for all World League weekends. The venue must be available 2 days prior to the first competition day. Matches must take place on Friday and Saturday or Saturday and Sunday.

Day	Activity
1	<ul style="list-style-type: none"> • Teams and delegate arrives • Team training • Site set up starts
2	<ul style="list-style-type: none"> • Completion of site set up • Team training • Meeting with supervisors • Site inspection • Practical Training Clinic
3	<ul style="list-style-type: none"> • Team Training • Competition day #1
4	<ul style="list-style-type: none"> • Team Training • Competition day #2 • Start of the site take down
5	<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 4000 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:
 - \$120,000 in ticket sales revenue
 - \$125,000 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 must submit an Expression of Interest that outlines the following:

1. The proposed organization that would take on responsibility for hosting the event;
2. The proposed venue for the competition, including a description of its spectator capacity and a commitment that it meets the technical specifications;
3. Proposed dates that the host would be prepared to host the competition (June to mid July 2016);

4. Support from the Provincial/Territorial Volleyball Association;

Timelines

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

- July 28, 2015 Request for Expression of Interest released
- August 16, 2015 Deadline for receipt of Expression of Interest
- August 18, 2015 World League Council Meeting
- August 28, 2015 Request for Proposal Released
- September 25, 2015 Deadline for Proposal submission
- October 16, 2015 Finalization of selection of Host Cities for 2016 World League

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 World League event requires a contribution of financial support by the bidder.

Host cities must commit to a minimum of \$125,000 of public funding - this can be from municipal or provincial sources. 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.

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.

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**

16 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 moppers, the quick wipes, 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.

- **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:

For the FIVB World League, the accommodations must be 3+ or 4 stars hotels. Around 50 rooms are needed - 24 singles and 26 doubles, broken up accordingly:

- Teams - 4 singles & 8 doubles per team x 2 teams
- FIVB Delegates & Referees – 4 single rooms
- Television production crew – 8-12 single rooms
- VC Staff, Delegates & Organizing Committee – 10 doubles and 2 singles

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 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.
- World League Operational Office also needs to be available at the hotel with computer, printer, photocopier and internet.

Volleyball Canada has a partnership with IHG and will prioritize the partner hotels when evaluating the options.

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 – Dates

Team Canada will play on home soil for three weekends and away for three weekends. A weekend of competition includes two games. Bids are only being accepted for Rounds 1 through 6. In their Expression of Interest Bidders must describe any weekend they would NOT be able to host an event and may also describe any weekends which might provide a preferred circumstance for hosting in their community.

Weekends	
June 10-12	Round 1
June 17-19	Round 2
June 24-26	Round 3
July 1-3	Round 4
July 8-10	Round 5
July 15-17	Round 6

Venue Requirements – Competition Venue

For this level of international volleyball competitions, the following venue technical aspects must be in place:

- Minimum 4,000 capacity air-conditioned venue
- Ceiling height clearance of 12.5m
- Competition Flooring is Taraflex (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

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:

- 2 change-rooms for Teams, with showers (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

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

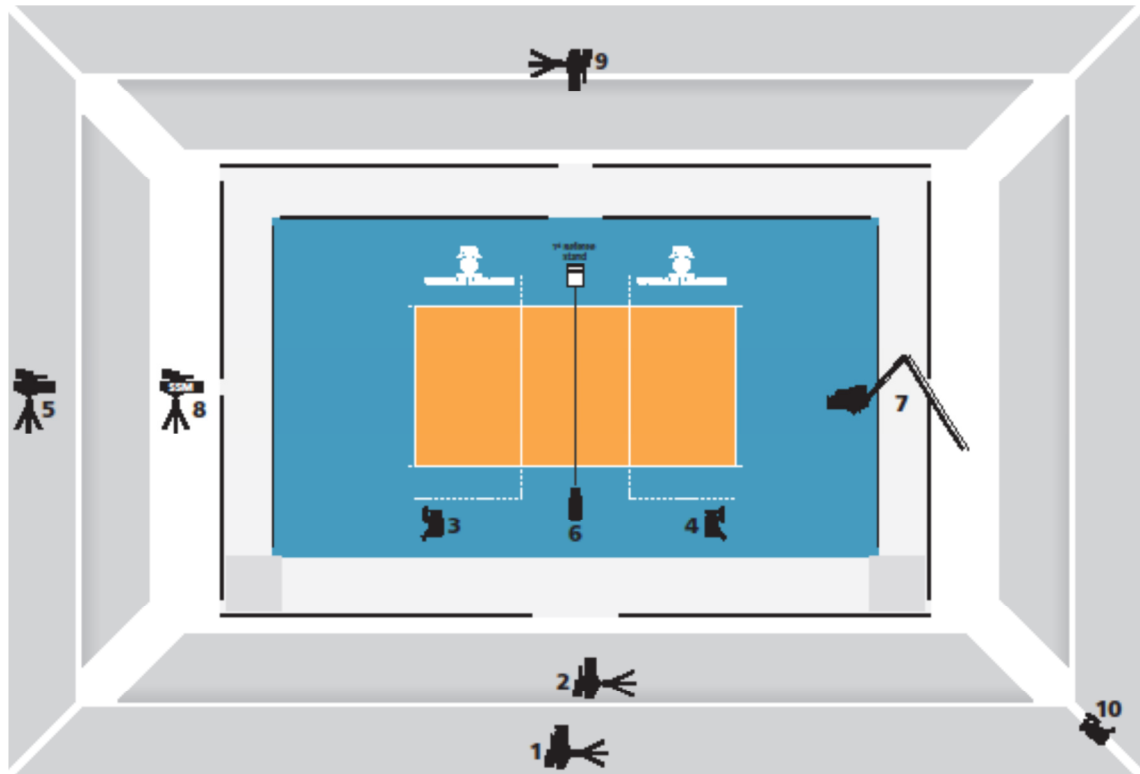
The Host is responsible for generating media interest for the event, including print, radio, television, and social media. Ideally, local media would provide coverage for the duration of the event, from pre-event coverage during the host announcement, to on-site photos and stories during the event, to 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.

Television Support

All World League matches are required to be broadcast to both a national and international audience in accordance with FIVB standards. Volleyball Canada is responsible for engaging a Host Broadcaster to produce the television 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, TV announcer positions, broadcast crew, cabling and power, signal transmission, production truck/room and lighting.



Commercial Rights

The FIVB 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.

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
Fax: 613-748-5727
Email: aahac@volleyball.ca

Mark Eckert
Volleyball Canada
Executive Director
Tel: 613-748-5681 x225
Fax: 613-748-5727
Email: meckert@volleyball.ca