

# 2023/2024 Volleyball Nations League

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## *Request for Proposal for Host City*

### Overview

In 2022 the Federation Internationale de Volleyball (FIVB) in conjunction with Volleyball World launched a new version of the top international Volleyball Nations League (VNL). The VNL will involve the top 16 teams in the world (for both men and women) and will run from early June to mid-July. The VNL is the premier world event for teams preparing for the World Championships and the 2024 Olympics. Canada will participate for both men and women, and we wish to host at least one week of matches in each of 2023 and 2024. Each week will involve 8 teams competing in 16 matches from Tuesday through Sunday. The purpose of this document is to solicit potential Host Cities for this event to be hosted in Canada in each of 2023 and 2024.

Volleyball Canada and the hosting 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. They 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 local hosting committee must take on the local responsibilities for promoting the event to ensure maximal attendance and local media coverage. Finally, the Host City must undertake a financial contribution commitment of a minimum of \$125,000 to obtain the hosting rights for this event, and the provincial government provide a minimum of \$150,000 in provincial hosting grant support. (Note: financial contribution can be partially attributed through value-in-kind contributions that reduce the overall event costs.)

### Anticipated Schedule

Date	Activity
<b>Saturday</b>	<ul style="list-style-type: none"><li>• Delegates begin arrival</li><li>• Team training</li><li>• Site set up starts</li></ul>
<b>Sunday</b>	<ul style="list-style-type: none"><li>• Teams and delegates arrival continues</li><li>• Team training</li><li>• Meeting with FIVB Supervisor(s)</li></ul>

	<ul style="list-style-type: none"> <li>• Site set up continues</li> </ul>
<b>Monday</b>	<ul style="list-style-type: none"> <li>• Completion of site set up</li> <li>• Team training</li> <li>• Site inspection</li> <li>• Practical Training Clinic</li> </ul>
<b>Tuesday</b>	<ul style="list-style-type: none"> <li>• Competition day #1 (two matches)</li> <li>• Team Training</li> </ul>
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>• Competition day #2 (two matches)</li> <li>• Team Training</li> </ul>
<b>Thursday</b>	<ul style="list-style-type: none"> <li>• Competition day #3 (three matches)</li> <li>• Team Training</li> </ul>
<b>Friday</b>	<ul style="list-style-type: none"> <li>• Competition day #4 (three matches)</li> <li>• Team Training</li> </ul>
<b>Saturday</b>	<ul style="list-style-type: none"> <li>• Competition day #5 (three matches)</li> <li>• Team Training</li> </ul>
<b>Sunday</b>	<ul style="list-style-type: none"> <li>• Competition day #6 (three matches)</li> <li>• Team Training</li> <li>• Start of the site take down</li> </ul>
<b>Monday</b>	<ul style="list-style-type: none"> <li>• Teams and delegates depart</li> </ul>

## Dates

### 2023 VNL

<b>Women's</b>	<b>Men's</b>
Week 1 (30 May to 4 June) 2023	Week 2 (6 June to 11 June) 2023
Week 3 (13 June to 18 June) 2023	Week 4 (20 June to 25 June) 2023
Week 5 (27 June to 2 July) 2023	Week 6 (4 July to 9 July) 2023

### 2024 VNL

<b>Women's</b>	<b>Men's</b>
Week 1 (14-19 May) 2024	Week 2 (21 June to 26 May) 2024
Week 3 (28 May to 2 June) 2024	Week 4 (4 June to 4 June) 2024
Week 5 (11 June to 16 June) 2024	Week 6 (18-23 June) 2024

Bidders may propose multiple dates in both 2023 and 2024.

## Host Community Benefits

Host communities can expect consider benefits from hosting these events:

- Total economic impact of approximately \$2.8 million
- Over 1000 room nights of accommodation
- Domestic broadcast coverage with CBC Sports; extensive international viewership through broadcast coverage of all matches
- Community engagement opportunities through matches and accompanying programs
- Community/regional promotion opportunities both nationally and internationally
- Unique fan demographic for volleyball: large representation of females and families

## 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:
  - \$350,000 in ticket sales revenue
  - \$125,000 (minimum) in Municipal hosting grant support
  - \$150,000 (minimum) Provincial hosting grant support
  - \$25,000 in sponsorship revenue (or in-kind)
- Ensure there is a legacy for the Host Community with parallel programs creating opportunities in the following areas:
  - coach development
  - referee development
  - Youth engagement

## Response Requirements

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

1. The proposed organization(s) that would take on local responsibilities 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 hotel accommodation options including pricing quotations. For each hotel, anticipated pricing should be provided for rooms, meals, meeting rooms and parking. Preference will be given to the proposed hotel 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. Volleyball Canada would encourage bids that propose to share in both the financial rewards and risks for the event. 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:

- March 4, 2022 Request for Proposal released
- April 1, 2022 Deadline for Proposal submission
- April 15, 2022 Proposals selected by Volleyball Canada
- April 29, 2022 Volleyball Canada submits proposals to the FIVB and Volleyball World

## Assessment Criteria

Bidders will be assessed according to the following criteria:

- Facility compliance: the facilities proposed satisfy the requirements 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 VNL event requires a contribution of financial support by the bidder.

Host cities must commit to a minimum of \$125,000 of financial support, and provide indication of the likely level of provincial financial support. This may also include in-kind contributions of products or services required to stage the event. Volleyball Canada will be pursuing federal hosting support. Federal funding may require 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.
- **Venue Operations 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 and drive ticket sales. 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.
- **VIP Manager**  
This person looks after the special guests and their needs.

## 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.
- **Volleyball Statisticians**

*3 volunteers per match*

The volunteers will be responsible for keeping the match statistics (DataVolley system) with the international statistics program and will be supervised by the Volleyball Canada and FIVB 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.

- **Team Attaches**

*1 per team*

Each team would require an attaché who would assist the team delegation. Ideally the attaché would speak the native language of the team they are working with.

- **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 VNL, the accommodations must be 3+ or 4 stars hotels. Following is a breakdown of the room and meal requirements.

	<u>Day -4</u>	<u>Day -3</u>	<u>Day -2</u>	<u>Day -1</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day +1</u>	<u>TOTAL</u>
<u>Hotel Rooms</u>												
<u>Teams</u>												
singles	0	0	24	24	24	24	24	24	24	24	24	
doubles	0	0	72	72	72	72	72	72	72	72	72	
	0	0	96	96	96	96	96	96	96	96	96	0
<u>Officials/CC/OC</u>												
singles	2	27	27	27	27	27	27	27	27	27	27	
doubles		2	2	2	2	2	2	2	2	2	2	
	2	29	29	29	29	29	29	29	29	29	29	0
total singles	2	27	51	51	51	51	51	51	51	51	51	0
total doubles	0	2	74	74	74	74	74	74	74	74	74	0
<b>TOTAL ROOMS:</b>	<b>2</b>	<b>29</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>0</b>
												<b>1031</b>
Meal days - team delegations	0	0	160	160	160	160	160	160	160	160	160	0
Meal days - officials/CC/OC	2	31	40	40	40	40	40	40	40	40	40	0
												<b>1633</b>

### 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.
- VNL 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.

A sample food menu is provided in Appendix B.

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 4,000 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
- Two Large format digital display screens for video, promotions, challenge system, etc.
- LED courtside signage

- 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 2000 lux
- VIP Seating area

See attached Appendix A for overall venue layout.

## 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
- FIVB Supervisor Operational Room with internet connection and international phone line
- FIVB/Volleyball World Lounge area
- Volunteer 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
- Access to Laundry facilities
- 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.

### **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 VNL matches are required to be broadcast to both a national and international audience in accordance with Volleyball World standards. Volleyball World is responsible for providing a TV Production company to produce the television coverage. The Venue Host must ensure the venue can accommodate the requirements for the TV 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 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.

### **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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