

Bid Manual

2024 & 2025



ONTARIO
Volleyball

ONTARIO CHAMPIONSHIPS

A Property of Ontario Volleyball Association

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COMMENTARY

This Bid Manual is based on the requirements and challenges in managing the Ontario Volleyball Association's Ontario Championships. This manual was created to address the needs of all the Ontario Championship events and assure their continued growth and superior quality.

This Bid Manual is relevant to the Bidding process for the years 2024 and 2025. The bid process is open to submissions for either one year or both. Priority will be given to bids for both 2024 and 2025.

This Bid Manual will undergo annual review and updates to ensure content remains current. Comments and suggestions are welcomed and should be directed to the OVA's Director of Operations.

Revised July 2021.



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INTRODUCTION

Bid Manual

This document will familiarize potential Bidders with (1) the Ontario Volleyball Association (OVA); (2) the requirements for hosting the 2024 and 2025 Ontario Open Championships in your city, and finally; (3) the Bid requirements (4) process for filling a Bid Application. It should be noted that while the term “city” or “municipality” is frequently used, the potential host location is not limited to a city government. Once a host/city has been awarded the event, this manual can be converted into a basic planning and operating manual. It can also be a valuable tool for the host in their planning efforts and subsequent program operation.

Bid Application

The Bid Application is the companion document to the Bid Manual. The application is in a questionnaire format and responds to the requests and requirements outlined in the Bid Manual. In addition to submittal of the Bid Application, prospective hosts are asked to attach other materials and information. These are important supplements to the total fact-finding process Ontario Volleyball uses to make their best-informed decision on selecting host cities.

The OVA’s Ontario Championships

Established in 1929, the Ontario Volleyball Association (OVA) is the official governing body for the sport of volleyball in the province of Ontario. The OVA is involved in every facet of the sport by offering programs at all levels for both indoor, beach and sitting volleyball. The organization strives to provide all Ontario residents with fair and equal access to participation and personal growth through recreational, competitive, elite, instructional, administrative, coaching and officiating programs. OVA programs and volunteer activities are funded and supported by the Government of Ontario’s Ministry of Heritage, Sport, Tourism and Culture Industries, membership fees, user fees, corporate partners, municipalities and fundraising activities.

Since inception in 2008, when the first festival, open-style Ontario Championship events were introduced at RIM Park Financial Sportsplex in Waterloo, the Championships have provided an opportunity for all athletes and teams from across the province to compete on the provincial stage, under one roof. The number of teams participating has grown exponentially; we have seen an increase of almost 700 teams since 2009! Today, over 35,000 athletes, coaches, officials, organizers, volunteers, and spectators participate in 15 events spread across as many as four (4) weekends. In total, the event will require over 12,500+ hotel room nights and will have an over \$18+ million-dollar economic impact on the host community (if hosted in one city).



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Currently, the Ontario Championships are divided into age groupings (12 & Under (4v4 Rallyball) up to 18 & Under) with up to five (5) divisions per age group. The tournaments feature the best indoor volleyball athletes in the Province. These young athletes are the future of volleyball in Canada and one day could play on the National team.

Although the Association would like to keep the festival, under one roof experience, due to the growth in participation we recognize that the 2024 & 2025 Ontario Championships may have to be split up across Regional events to ensure maximum participation of teams. The OVA would like to host as many age groups together as possible but realize the Championships may be split up over different cities and on different weekends. Over 900 teams will compete in seven (7) age categories, over the month of April in the biggest Provincial Championship event in the country.

Objectives of Ontario Championships

The objectives of the Ontario Championships are to:

- Declare a Provincial Champion in all age categories for both males and females.
- Act as a vehicle for the promotion of volleyball throughout the province.
- Provide an opportunity for athletes and teams to achieve excellence.
- Offer a unique participation opportunity in a festival like atmosphere at a few locations as possible.
- Provide an athlete centered environment that promotes competition in a fair manner.
- Provide an opportunity for Ontario communities to showcase Ontario's top athletes and their communities' infrastructure and hosting abilities.

Each year, volleyball activity has increased, and having the Ontario Championships event in your area will help increase the awareness and appreciation of volleyball in the local community. Below you will see the Host city and registration information. You will note the rapid growth of the number of teams that have participated, from year to year.

Previous Host and Team Registration				
Year	Host city	# of Girls Teams	# of Boys Teams	Total # of Teams
2008	City of Waterloo at RIM Park	118 Girls Teams	35 Boys Teams	153 Teams
2009	City of Waterloo at RIM Park	295 Girls Teams	116 Boys Teams	411 Teams
2010	City of Waterloo at RIM Park	317 Girls Teams	109 Boys Teams	426 Teams



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2011	City of Waterloo at RIM Park	341 Girls Teams	120 Boys Teams	461 Teams
2012	City of Waterloo at RIM Park	389 Girls Teams	129 Boys Teams	518 Teams
2013	City of Waterloo at RIM Park	399 Girls Teams	144 Boys Teams	543 Teams
2014	City of Waterloo at RIM Park	445 Girls Teams	151 Boys Teams	595 Teams
2015	City of Waterloo at RIM Park	478 Girls Teams	170 Boys Teams	648 Teams
2016	City of Waterloo at RIM Park	547 Girls Teams	166 Boys Teams	713 Teams
2017	City of Waterloo at RIM Park	594 Girls Teams	180 Boys Teams	774 Teams
2018	City of Waterloo at RIM Park	638 Girls Teams	200 Boys Teams	838 Teams
2019	City of Waterloo at RIM Park	623 Girls Teams	211 Boys Teams	834 Teams
2020	City of Toronto at Enercare Centre*	627 Girls Teams	210 Boys Teams	841 Teams
		4 Mixed Sitting Volleyball Teams		
2021	No event due to the ongoing COVID-19 pandemic			

**Event cancelled in March 2020 due to the COVID-19 pandemic*



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GENERAL BID INFO

- Minimum Court requirement: 12+ volleyball courts
 - One Olympic sized arena fits four (4) volleyball courts, with the end boards removed (20,000+ sq ft)
 - One regulation sized soccer pitch fits eight (8) volleyball courts (41,200+ sq ft)
- An average of 65% of teams will be staying over in a hotel
- Each team books an average of 10 hotel rooms
- Each team travels with an average of 2 family members
- A tournament with 12 courts will host an average of 30 referees and 96 teams
- Potential Host Cities can utilize permanent gymnasiums, skating rinks (ice in if there is event deck available), soccer facilities (with event deck laid over the pitch) or any wide-open convention centre with 27+ ft ceilings and open playing space

Hosting Opportunities

Ontario Volleyball is seeking interested local hosting partners to assist in hosting the 11U, 12U, 13U, 14U, 15U, 16U, 17U, 18U and Sitting Volleyball 2024 and 2025 Ontario Championships. The OVA is asking groups to submit the maximum event space capabilities for their respective venue(s). From the information received, the OVA will designate age groups to selected hosts based on the available court space and in a manner that best suits the Ontario Championship hosting needs.

Hosting Formats

Local hosts are welcome to submit their bid in one or more of the following hosting formats. These formats allow the OVA the opportunity to allocate additional age groups to a host city while reducing operational expenses. These extended formats also provide economic benefits such as additional tourism income for host cities.

- 3 Day Event (One tournament)
 - Check-in/practice day plus three competition days. I.e. competitions days Friday to Sunday
- 6 Day Event (Two Tournaments – Festival Event style)
 - Check-in the previous night plus three competition days immediately followed by 3 additional competition days. This format allows for 2 tournaments to be run back-to-back with the check-in for the 2nd tournament occurring on the last competition day of the 1st tournament. I.e., Event 1 competitions days run Thursday to Saturday and Event 2 competitions days run Sunday to Tuesday.
- Back-to-Back weekends (Two Tournaments)
 - Two 3-day events on back-to-back weekends I.e. Competition days Thursday to Sunday for each event
 - Courts remain set up in between both tournaments

Ontario Volleyball is asking groups to submit the maximum event space capabilities for their respective venue(s). From the information received, Ontario Volleyball will designate age groups to selected hosts based on the available court space and in a manner that best suits the Ontario Championships hosting needs.

ONTARIO CHAMPIONSHIPS BIDDING PROCESS

Ontario Volleyball is interested in confirming a Host city for this event a minimum of two years in advance of the events. For convenience of the Bidder, a time schedule has been included in this Bid Manual. It is imperative that the Bidder conforms to this timeline. Any non-conformance to the timelines and other requirements will jeopardize your Bid. Bidders must follow the procedures listed in this manual unless an action initiated by the OVA is necessary because of emergency circumstances.

If you need assistance or have questions regarding the information in this Manual, please contact the Director of Operations at the OVA. It will be presumed by the OVA that upon receipt of a formal Bid, the Bidder and its partners have read and fully understand the terms to which the Bidder will agree and the responsibilities that the Bidder is prepared to assume. This is especially important because these components will be included in the Agreement between the OVA and the Host city.

- 1. Letter of Intent** – Municipalities interested in submitting a Bid for the Ontario Championships are requested to submit a signed Letter of Intent to the Director of Volleyball Operations by September 14, 2021, by 5:00 PM. The Letter of Intent will provide an opportunity for the OVA to make direct contact with you to provide any necessary assistance in preparation for the Bid and answer any questions that a bidding group may have. The letter may be sent via email to:

OVA Director of Volleyball Operations
alidums@ontariovolleyball.org
or (416) 426-7431

The Letter of Intent must include the following information and should be submitted to show your interest and capacity to host an Ontario Championship event. (Must be submitted by 17:00 EST on September 14, 2021)

- Introduction to local hosting group
- Proposed dates of event(s)
- Proposed competition venue
 - Location and number of courts available
 - Number of hotels located within a 15-minute drive of the competition venue

Please note: Submitting a letter of intent does not commit a community to submitting a bid. It simply provides an opportunity to consult with the OVA to determine if it is the right opportunity for your community and pose any questions that the Bidding group may have to the Association.

- 2. Bid Submission** – Municipalities must prepare a bid submission that includes ALL items listed under the *Bid Requirements* section. One (1) hardcopy and one (1) electronic copy must be received by the OVA office.



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Upon receipt of the Bid Application, and witnessed by authorized signature, a bid will be considered as an official invitation for Ontario Volleyball to proceed with these assumptions in place.

3. Bid Review– The OVA will appoint a Site Review Group (SRG) which will review and evaluate the bid submissions based on the requirements outlined in the *Bid Guidelines* and evaluation criteria as set forth by the SRG. The SRG is comprised of staff from the OVA who are experienced in hosting open-style Championship events.

If more information is needed, and the time permits, the Bidder will be contacted and given the opportunity to submit additional information.

Complete Bids will be evaluated and analyzed in detail. Those Bids deemed to be in the best interest of the OVA and the event will be scheduled for a site visit.

4. Site Visits - Following an assessment of the written Bids, the SRG will coordinate a visit with prospective host cities. All expenses for this site evaluation will be borne by the prospective host, including, but not necessarily limited to accommodation, meals and transportation.

Site Visits shall consist of:

- Three (3) economy class round trip domestic airfares for OVA event staff or mileage for one (1) car for the duration of the site visit, paid at the OVA mileage rates
- Three (3) single rooms for OVA staff for overnight visits, if required in a hotel proposed to be used for the event accommodations
- Three (3) meals per day for three (3) people or \$45 per person, per day meal per diem
- Complimentary housing for a maximum of two (2) additional staff planning visits, for a maximum of two days (2) and three (3) nights
- OVA Staff shall not accept gifts totalling more than \$75 in value.
- OVA Staff shall not accept inappropriate or extravagant entertainment.

The site visits will provide the SRG with an opportunity to further assess the strengths and weaknesses of each Bid Submission, inspect the recommended venue(s) and hotels and discuss issues important to the events. The site visits will allow the SRG to ask any questions and get clarification on the Bid Submission, including, but not limited to housing rates, venue particulars regarding competition and ancillary space requirements, capability to provide support personnel and volunteers, publicity and public relations capabilities, and related matters.

Serious Bidders will be expected to host and provide all expenses for up to three (3) persons from the OVA. This site evaluation visit will inspect all the facilities to determine the adequacy of a city to serve as the potential Host city. This visit will follow receipt of the Bid application and occur prior to final site selection.

The OVA Director of Volleyball Operations will coordinate details of the visit with the local Bidding representative.

5. Site Selection Recommendation to the Board of Directors – After completing all site evaluation visits, the SRG will analyze the merits of each prospective Bidding organization. Based on their findings, they will submit their recommendation(s) to the OVA Executive Director, who will present the bid(s) to the Board of Directors for



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ratification. Once this decision has been ratified, the successful city(ies) will be notified verbally as soon as possible, followed by a formal written invitation to host the event. Upon full acceptance by both parties, other bidding cities will be sent a written notification of the award.

6. Official Announcement of Successful Community – Following the evaluation of the written submission and site visits, and upon receiving the necessary final approval, the SRG will notify the successful community and plan for a formal announcement.

Immediately after the event is awarded and announced, the Host city is requested to forward all copies of all publicity related to the event to the Director of Operations.

7. Contracts and Agreements - The OVA wishes to finalize all contracts as soon as possible after the site has been awarded. Major contracts include:

1. Agreement with the Local Organizing Committee (LOC). This agreement will be based on the amenities and staffing that the Bidder proposed to the OVA.
2. Agreement with the venue management for the playing site.
3. If appropriate, agreement with the local Sport Tourism office.

The OVA reserves the right to submit all proposed agreements to its corporate attorney and insurance carrier for review, comments and direction prior to signature.

Potential Variables - Please understand that these Bid specifications precede the actual dates of announcement of the final decision. The Host and OVA need to be flexible and adapt to new circumstances, should they arise.

Contract Approval - The Executive Director of the OVA must approve all contracts that commit to a financial encumbrance.

8. Use of OVA Logo - Once the event has been assigned to a Host city, the host may use certain OVA logos upon approval, in conjunction with the promotion of the event. In all cases, the approval must be obtained by the OVA Director of Operations, prior to use.

9. Promotion and Publicity - Immediately after the event is awarded, the Host city is requested to forward copies of all publicity relevant to the event to the OVA Communications Coordinator (Dylan Brennand) at dbrennand@ontariovolleyball.org

Selection Process Timelines

The OVA is interested in confirming a host city for this event a minimum of two years in advance of the event. For the convenience of the bidder, a time schedule has been outlined below. It is important that bidders conform to this schedule.



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Cities, Municipalities and/or Sport Groups interested in submitting a Bid for the Ontario Championships must submit a Letter of Intent to the OVA Director of Operations by September 14, 2021, by 5:00pm.

All Bids must be received by October 31, 2021, by 5:00 PM, sent to the attention of Alishia Lidums, Director of Volleyball Operations at Ontario Volleyball. An electronic copy must be sent to alidums@ontariovolleyball.org, as well as One (1) hardcopy to:

Ontario Volleyball Association
60 Scarsdale Road, Unit 111
Toronto, ON M3B 2R7

Any proposal received by the OVA office after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Candidates who are short listed will be contacted to set up site visits by November 12, 2021.

Schedule of Events

Event	Date
1. RFP Distribution to OVA Membership, Club Contacts, Municipalities & Sport Tourism Boards	August 16, 2021
2. Letter of Intent due to the OVA	September 14, 2021, by 5:00pm
3. Question Period open for Groups that submitted a letter of intent	September 15 to September 19, 2021
4. Written response of questions to be sent to all Bidding parties.	September 24, 2021
5. Bid Proposals and Application Due Date	October 31, 2021, by 5:00pm
6. Target Date for Review of Proposals	November 8, 2021
7. Short listed Candidates will be contacted to set up site visits	November 12, 2021
8. All site visits completed	December 10, 2021
9. Host city recommendation to the Board	December 31, 2021
10. Winning Bid Group notified	January 14, 2022



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11. Press release regarding 2024 and 2025	February 2022
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Note: *These deadlines may be extended if insufficient bids are not received by these target dates.*

Proposal Evaluation Process and Award

The selection committee will consist of the following representatives:

Selection Committee Members:

- Jo-Anne Ljubicic, Executive Director
- Alishia Lidums, Director of Volleyball Operations
- Carrie Campbell, Manager of Indoor Programs & Special Events

Criteria:

- The Host city must be easily accessible by train, car and bus.
- Hotels must be convenient to the playing venues and surrounding activities.
- Adequate meeting space with flexibility for programming needs must be available to the event organizers.
- It is preferred that the Host Venue must have at least 80,000 square feet of open space to host as many events as possible under the same roof i.e. At least 12+ volleyball courts set up preferably at one (1) location, per event.
- Local hotel blocks must be sufficient to service an average of 2,500 room nights per 12 court event (inclusive of all divisions and gender).
- Support from the local/regional and provincial sport community is encouraged.
- Sponsorship and revenue generation potential will be considered.

Common Reasons for Non-acceptance:

- The selection committee received many strong proposals, not all of which could be accepted due to timing / space considerations.
- The facilities at the venue site may not accommodate the technical needs of the Championships.
- The proposal is too narrowly focused or may not have a wide appeal.
- The proposal does not appear to meet the goals of the Championships.
- The proposal was not submitted per the submission guidelines.
- The proposal was vague or did not provide enough information about the bid requirements
- The proposal is not competitive against others received.

The OVA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Bidder.
- Accept other than the lowest priced offer.
- Award a contract based on initial offers received, without discussions or requests for best and final offers.

The OVA will evaluate all timely submitted bids, based on the evaluation criteria found in the Bid Application and submitted Proposal.

HOST OBLIGATIONS

Event Dates

The Host city can submit a proposal based on the estimated dates below. Please note, that the OVA suggest the dates listed below for each year; however, if venue space and timing allow, other options will be considered. Up to three set up days are required before the event (depending on number of courts) and up to two days for take down after depending on the number of courts used.

Proposed 2024 Dates

The proposed dates for hosting the 2024 Ontario Volleyball Championships are as follows:

	Move-In	Set up	Check-In/Practice Day	Competition	Move-Out
Event 1*	Tuesday April 2	Wednesday April 3	Thursday April 4	Friday April 5 to Sunday April 7	Monday April 8
Event 2*	Tuesday April 9	Wednesday April 10	Thursday April 11	Friday April 12 to Sunday April 14	Monday April 15
Event 3*	Tuesday April 16	Wednesday April 17	Thursday April 18	Friday April 19 to Sunday April 21	Monday April 22
Event 4*	Tuesday April 23	Wednesday April 24	Thursday April 25	Friday April 26 to Sunday April 28	Monday April 29

**The events can be either one three-day tournament or two three-day tournaments back-to-back, in which case the dates of competition would fall from Thursday to Tuesday of each "weekend". I.e., Thursday April 4 – Tuesday April 9th*

Proposed 2025 Dates

The proposed dates for hosting the 2025 Ontario Volleyball Championships are as follows:

	Move-In	Set up	Check-In/Practice Day	Competition	Move-Out
Event 1*	Tuesday April 1	Wednesday April 2	Thursday April 3	Friday April 4 to Sunday April 6	Monday April 7
Event 2*	Tuesday April 8	Wednesday April 9	Thursday April 10	Friday April 11 to Sunday April 13	Monday April 14
Event 3**	Tuesday April 15	Wednesday April 16	Thursday April 17	Friday April 18 to Sunday April 20	Monday April 21
Event 4*	Tuesday April 22	Wednesday April 23	Thursday April 24	Friday April 25 to Sunday 27	Monday April 28

**The events can be either one three-day tournament or two three-day tournaments back-to-back, in which case the dates of competition would fall from Thursday to Tuesday of each "weekend".*



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***Easter weekend (April 18-20 weekend)*

Please note: If the facility that is being proposed by the Bidder has more than 200,000+ sq ft of column free space with 27+ ft ceilings and can fit over 35 volleyball courts per three (3) day event, there could be an option of hosting the events over a shorter period (if bidding on all age groups and or weekends).

The Ontario Championships are a major program of the Ontario Volleyball Association and currently involve over 840 teams plus spectators. While the OVA will be responsible for running the event, the Host city is expected to provide the basic ancillary elements associated with conducting the Championships.

It is important that the Bidding group is fully aware of the following expectations when considering whether to host this event. These will be primary issues in the final negotiations, as well as integral components of the operating agreements.

Upon submission of the Bid, the OVA will assume that the Bidder has read and fully understood these expectations and is prepared to assume the responsibilities outlined in this document and the complete Bid Manual. Upon receipt of the Bid Application, and witnessed by signature, a Bid will be considered as an official invitation for the OVA to proceed with these assumptions in place.

GUIDELINES FOR PROPOSAL PREPARATION

The OVA is looking for formal Bids from local and provincial government agencies, Municipalities or Sport Tourism Boards that are interested in hosting Ontario Championships, in accordance with the provisions detailed in this Bid Manual. Bidders must follow the procedures listed in this manual unless an action initiated by Ontario Volleyball is necessary because of extenuating circumstances.

Note: *It will be presumed by the OVA that upon receipt of a formal Bid, the Bidder has read and fully understands the terms to which the Bidder will agree and the responsibilities that the Bidder is prepared to assume. This is extremely important as these components will be included in the Agreement between the Host city and the OVA.*

The OVA is looking for municipalities to Bid on two (2) to four (4) weeks of event coverage at one (1) location for either one (1) year or both years. If the facility included in the Bid submission has in excess of 200,000 sq ft of open space, and additional sport courts can be set up, the option to reduce the number of competition days is open to consideration.

The Bid submission must provide a clear indication of how your community would successfully host the Ontario Championship events. When preparing your Bid, there are seven (7) critical areas of responsibility that must be addressed for running successful Championship events. Under each section, there is a list of mandatory requirements for your Bid submission that must be included in your final document. These critical areas are:

1. Introduction
2. Information about the Host city

3. Competition requirements & location(s)
4. Event Accommodations
5. Human Resources
6. Marketing, Communications and Revenues
7. Other Value-Added Bid Enhancements
8. Filling out the Bid Application in full

Award of the contract resulting from this RFP will be based upon the Bidder whose offer will be the most advantageous to the OVA in terms of cost, deliverables, experience in providing similar services and any other factors as may be specified their submitted Bid.

SECTION 1: Introduction

The delivery of Ontario Championships is an exciting opportunity to showcase your community to the rest of the province. It is important to provide rationale for your municipality's decision to bid on Ontario Championships in your proposal.

SECTION 2: Information About the Host City

Each Bid must include the following information about their city:

- Community overview (including past sporting achievements).
- The city's demographic data.
- Public transportation networks (inner city, airports, train, etc.).
- Media access (local, regional, national, etc.).
- Tourism attractions.
- Hotel and other accommodation available (# of hotels and # of hotel rooms per night and estimated costs per night).
- Any additional information the city feels is pertinent to their Bid – Not to exceed ten (10) pages.

The Bidding municipality should also include letters of support from:

- Local governments.
- Provincial government.
- Facilities.
- As well as any groups that support their Bid i.e., Tourism Boards.

SECTION 3: Competition Venue Requirements

After reviewing the competition facility requirements for these events (section 3), the Bidding group should include as much information, both in print and image, that can be used to illustrate how their facility(ies) can fulfill the 2024 and 2025 Ontario Championship requirements.

The cornerstone of a Bid for the OVA's Ontario Championship events is the playing site or venue. Cities may submit Bids where the venue may have separate areas within the building or in a maximum of three (3) different locations, as long as all other criteria are met.

Bidders are requested to submit a detailed floor plan of all proposed venues. The floor plan must include all relevant building and interior space dimensions and other information as specified in the Bid Manual. A CAD (Computer-Aided Design) floor plan drawing, illustrating the sport court set up is an enhancement, but not a requirement of the Bid submission.

The Bid application and all attachments, upon receipt, become the property of the OVA, unless the Bidder specifically requests a return of any portion of the submittal.

Event Competition Venue Requirements

- The Host city will secure at **substantially reduced or no cost** to the OVA an open space of a minimum 80,000 square feet of column-free playing space; however, columns spaced at 90-foot minimum intervals are acceptable. Room for spectator seating will also be needed, on top of the playing space requirements (bleachers or chairs).
- A minimum ceiling height of 27 feet from the playing space to the lowest impairment or overhanging obstruction of the ceiling is required.
- Each playing court area requires 13 meters x 24 meters in space and must be free of all obstructions.
- Spacing between court areas must allow for traffic patterns and spectator viewing without congestion for participants. Preference is two (2) meters between each court, and at least three (3) meters from the baseline to spectator seating.
- A maximum of two (2) facilities may be used to house a minimum of 12 volleyball courts in one city. See *Appendix A* for court layout.
- If three (3) facilities are to be used, a map outlining facility locations including travel distances between accommodations and venues must be provided.
- In the case that labour and/or union costs are not included in the rental of the facility, they must be clearly outlined in the Bid documentation provided to the OVA. These details should include, but are not limited to:
 - General Labourers/Cleaners
 - Carpenters
 - Electricians
 - Plumbers
 - Production Technicians
 - Audio/visual work (IATSE)
- The facility must have air conditioning and adequate lighting.



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- There must be seating for a minimum of fifty (50) people at each court (through use of chairs or bleachers), except for feature courts (a minimum of 500 seating capacity). All seating will be set off the volleyball court (outside the safety area) – at least three (3) meters from the playing surface.
- Loading docks, dock plates, and adequate storage to receive multiple equipment tractor trailers up to four (4) days prior to the first set-up day must be available.
- Access to forklifts / forklift operators, pallet jacks, flatbed dollies during set up and tear down days is required.
- Please outline the main entry and access points to all playing floor surfaces of the venue(s)
- Athletes' performances are very dependent on the quality and quantity of food they receive. As many of the tournament schedules differ, it is important to have food services available at the competition venue at all times. It is also important that all meals are well balanced and nutritious.

Playing Surface

The OVA will supply portable courts and will be responsible for set up of the courts at the facility. To assist with the layout design, venue management must provide a floor plan (CAD preferable, but not mandatory) at the time of the Bid. Facilities with gymnasium volleyball courts and equipment to supplement OVA courts are helpful.

Installation, tear down and repackaging of portable floors will be the responsibility of OVA staff and hired equipment personnel. **If there are restrictions on set up and tear down based on Labour Unions, this must be noted in the bid.**

Available Playing Site Hours

The playing site must be available for set up as many as three (3) days prior to the first day of competition, no later than 8:00AM local time depending on number of courts used. Set up time, including sport court installation, taping playing courts and installing net support systems is approximately three (3) working days for 25+ courts. Set up days will be shortened if there are less than 12 courts and/or have permanent gymnasiums available.

Each day of the event, competition begins at 8:00AM and continues until approximately 11:00PM. Facility doors and court areas must be open to participants at 6:45AM. Staff may be on site up until 12:00AM daily.

The venue must be available for occupancy by OVA staff, no later than 6:30am daily for competition and remain open through 12:00AM, or until the close of competition. Equipment will remain setup on-site between events.

In-Venue Support Facility and Equipment Requirements

(OVA staff must have key access to all these rooms/areas)

- Minimum of four (4) secure storage areas of a minimum 20' x 40' for miscellaneous equipment, awards, merchandise, sponsors, etc. These areas must be located on the same level as the appropriate party using the space and must be keyed off.
- Five (5) secure office spaces for use as the officials' lounge, officials' assignor room, volunteer lounge, result centre, and control centres. Please refer to Appendix B for additional information.
- Areas for the control desk, result boards, sport therapist area, photographer area, merchandise area, vendor space, award area, ticket booths, will call area and information centre must be available. Please see Appendix B for more details.
- Adequate parking space to sustain large quantities of spectators (minimum of 1200 parking spaces based on a 12-court facility). If a cost is associated with the public parking, please outline costs in Bid.
- List of any sponsorship exclusivity agreements in place with facility and/or city sponsors.



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- Set-up consists of three (3) days prior to the first competition day and tear down can be completed in two (2) days following the last competition. Upwards of four (4) consecutive weekends of three (3) competition days per weekend or six (6) days straight per event (Thursday to Tuesday competition days) are needed for the Championships. Again, the option of successive competition events over multiple weeks is an option.
- Three (3) motorized forklifts, two (2) scissor lifts, one (1) electrically powered pallet jack, two (2) manual pallet jacks, and one (1) electrically powered floor scrubber made available to OVA from the first set-up day to the last take-down day. An added bonus would be the use of one (1) golf cart for the duration of the set up and tear down of the event.
- Access to water filling stations to fill forty-eight (48) 55-gallon water barrels for court set up (for 12 courts).
- OVA staff will designate an area in the facility to have live results of competition. Requirements for the results area include:
 - Five (5) skirted tables
 - Network capabilities and electrical outlets to support up to ten (10) PC's
 - Internet connection and IT support personnel
- Tables and chairs for all meeting rooms, playing areas, vendor / merchandise area, volunteer lounge, officials lounge, etc. Please detail how many chairs and tables are available and the costing model for the facility in the bid submission.
- Internet connection and power source for the vendor/merchandise area and official's lounge.
- Please outline any costs related to branding rights at the facility
- OVA will provide:
 - Sport court flooring for all courts including shipping.
 - Net systems and referee stands for all volleyball courts;
 - Floor plates (placed within sub floor).
 - Competition volleyballs.
 - Courtside banner system for championship courts consisting of OVA sponsors and potential local sponsors.
 - Computers to check live results on-site for spectators.
 - Other equipment necessary to execute the competition.

Concession Stands

Concession stands, and their use will be considered in the floor plan for easy access by spectators, tournament personnel and athletes. Concession stands should offer food such as sandwiches, hamburgers, water, juices, soft drinks, coffee, fruit, salads, smoothies, etc., in order to best support our athletes a healthy menu for participants is required.

The OVA understands that all venues have in place agreements with food services; however, hours should be established during competition days from 7:00AM to 9:00PM daily to ensure the needs of our athletes, coaches and spectators are met. Additional portable food stations and use of food trucks is a bonus.

The OVA requires the privilege of bringing outside food items into the venue for all persons involved with the events, including for the officials lounge.

Vendor Sales Area

OVA merchandise sales and event souvenirs are the exclusive rights of the OVA. The OVA will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. A space in excess of 10,000+ square feet is required for vendor booths.



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Additionally, the OVA reserves the right to permit Provincial sponsors the opportunity to utilize exhibition space to promote and sell their products on-site.

The OVA will be responsible for obtaining all permits related to selling merchandise on-site.

Officials Lounge

An Officials Lounge/workroom must be near the playing area for use by referees and scorekeepers, with seating and tables set up for a maximum of fifty-five (55) people. For detailed requirements, see Appendix B.

Volunteer Lounge

The Volunteer Lounge should be near the playing area, with seating and tables set up for a maximum of twenty (20) people. For detailed requirements, see Appendix B.

Parking

- Staff parking at Venue: Complimentary parking must be provided for all OVA staff vehicles for the duration of the event (approximately fifteen (15) spots per day).
- Participant parking at the Venue: The OVA requests that free or reduced rate parking be made available to tournament participants with in and out privileges both at the venue and at the respective hotels.
- Minimum 1200 spaces for a 12-court facility.

Coach Check-in Room

The OVA will require a large room or open space to set up check in kiosks or desks to complete team check in for up to 196 teams (based on a facility with 27 courts).

Results Room or Area

A dedicated room/area with Wi-Fi internet capabilities and communal computer access is needed to act as a hub for participants and spectators to check results and schedules. Up to 5 computers would be ideal. This area could be located on the show floor.

Information Booth

The OVA will operate an information table in a strategic public area of the venue, preferably near the main entrance(s).

Communications

The venue will supply outside telephone lines and internet connections in the following rooms:

- Control Centre
- Results Centre
- Vendor Hall
- Officials Lounge

Photographer Area



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Area to be in close proximity to entrance or in the vendors lounge. They must have:

- Two (2) separate electrical circuits
- The Photographer will provide computer terminals for displaying team and action photos

Sports Medicine Center / Emergency Medical Services

Centrally located near the playing area.

- Eight (8) – 8' x 30" tables
- Three (3) Chairs
- Five (5) Comfortable Chairs for Medical Staff
- Two (2) 50-gallon trash receptacles on casters for ice
- 2,700 lbs of ice at approximately 300 lbs. per day delivered daily
- Ice coolers
- If using a large facility for 27+ courts, a secondary medical room will be required or installing a pipe and draped off area on the show floor would suffice.

SECTION 4: Event Accommodations

The Ontario Championship events require a large hotel block for the duration of each 3-day tournament. The OVA staff will work closely with its hotel service provider, Hudson Travel Group, to secure the large hotel blocks for our members.

- Hotel room blocks, in proximity (less than 15 minutes) to the competition venue, to accommodate a minimum of 2,500 room nights per 12-court event using a minimum of hotels with a wide range of costs and amenities (college and university residences are acceptable)
- The OVA works with its hotel management agency to manage all blocks of hotel rooms for staff, officials, participants, and spectators. However, the Host city may work with local Tourism Boards to secure the mandatory hotel rooms and negotiate a sponsorship fee to the OVA, as a Bid enhancement.
- A maximum of one (1) headquarter hotel, in proximity (less than ten (10) minute drive) of the competition venue(s), must be made available to OVA to house event staff. This will be booked through the OVA or its accommodation management agency.

SECTION 5: Human Resources

This section discusses requirements for the Host city when hosting an OVA Ontario Championship event. These components will be an integral part of the Agreement between the OVA and the designated Host city. Due to the significant length of time between the Bid process and the date of the event, some specifics may vary by the time the event is conducted. Prospective Bidders must identify a partner organization capable of fulfilling these requirements if the Bidding group cannot do so themselves.

Event Coordinator

The Host city will assign a local Event Coordinator to assist OVA with management of local logistics of the 2024 and 2025 Ontario Championships. The event coordinator could be a facility staff person, municipal worker, etc., and they will be the first point of contact locally for the OVA.

Equipment Committee



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The Equipment Committee will be made up of volunteers, local staffing, contract workers, OVA staff and City workers. The OVA will budget funds to cover certain areas of set up, tear down and floor maintenance during the event.

The venue staff will be responsible for unloading and moving sport court crates and assisting with sport court and Spieth Anderson referee stand movement on-site. If union labourers are required to unload all equipment, this must be outlined in the bid, with the costing model.

The Equipment Committee will also assist in securing people for three (3) set-up days and two (2) tear-down days. As well as a forklift driver for installation and removal of sport court and water barrels

Maintenance Crew

It is imperative that the playing surfaces are kept clean and safe for all participants. In hosting the 2024 and 2025 Championships, the Host city will ensure that there are four (4) to eight (8) persons made available to clean the courts following competition each day. These people can be full time staff, or volunteer positions. The courts can be cleaned with a floor scrubber each night.

OVA Personnel

OVA Staff will include:

- Event Arbitrators who will resolve conflicts and eligibility issues from the time registration opens until they depart the city.
- Referees
 - Area Supervisors
 - Head officials
 - Working match officials
- Scorekeepers
- Lines people
- Event Specialists
 - Tournament Directors
 - Tournament Committee administration
 - Operations
 - Awards Committee

Public Relations

The Host city will assign a local Public Relations Chair to assist OVA with media relations for all events. The Host city will assist the OVA with all local public relations, preparing media packets, and assist with arranging for local media coverage.

It is important that all matters related to marketing and communications be cleared and coordinated with the OVA. Contact the OVA office in Toronto at 1-800-372-1568.

Volunteer Coordinator

Any event would not be a success without the support of numerous volunteers in the community. In hosting the 2024 and 2025 Ontario Championships, the Host city will assign a Volunteer Coordinator(s) and will make local



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volunteer databases available. The Volunteer Coordinator will work with OVA staff to recruit, identify, train, schedule and supervise volunteers. The Ontario Championships must have a minimum of fifteen (15) volunteers on-site at all times during the competition hours to assist with delivering score sheets to the results centre, running 50/50 draws, staffing the information booth, assisting with net changes and working as a control room whips.

SECTION 6: Marketing, Communications & Revenues

An important part of any event is awareness building within the community. This is accomplished through a comprehensive marketing and communications plan. This can be done through television, radio and/or print ads, website and much more. The Host community would work closely with the OVA Communications Coordinator to ensure that awareness building of the Championship is taking part leading up to the events. Your Bid must demonstrate how you can market the OVA and provide awareness for the Championship events.

- OVA shall retain all revenue from hotel room rebates and commissions
- OVA shall retain all sponsorship dollars related to the event
- HOST shall assist with all local advertising, public relations and promotion
- The OVA will assist the HOST in promotion of the events through the Provincial media, local volleyball Clubs and Provincial publications
- The OVA will publicize the host in OVA member publications, event information, on the OVA website, biweekly "Between the Lines" email newsletter, OVA social media outlets (Facebook, Twitter, Instagram), sponsors, Provincial media outlets and other advertising streams

SECTION 7: Other Value-Added Bid Enhancements

Bidders can enhance their Bid package by offering donations or discounted prices on products, equipment and/or services that will be needed during the event. These enhancements will be considered when deliberating on-site selection. They can include, but are not limited to:

- Discounted rate of facility
- Discounted or free access to meeting rooms for duration of the event
- Release of merchandising and television broadcasting rights to the OVA for these facilities
- Release to permit "outside" food to be imported for feeding local volunteers, event staff and tournament officials
- Procurement of office equipment such as:
 - Two (2) photocopy machines with one/two-sided copying, collating and stapling capabilities
 - Computers and printers
 - Telephones
 - Internet access
 - Access to free water filling stations for athletes
 - Discounted tourism tickets for the duration of the event(s)
 - See *Appendix B* for complete list of material needed.
- Procurement of audiovisual equipment

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- Procurement of local sponsors to donate food, coffee, bottled water and juices (for volunteers, OVA staff and officials), medical services (first aid, athletic therapists), “loaning” computers for live results, etc.
- Assistance in procurement of necessary equipment
- Completion of a post event meeting and provide feedback to the OVA
- Signage services – ability to order/print welcome banners, pennants, A-Frames, etc.
- Sound system and microphones for award ceremonies
- Sponsorship of available services such as medical staff, onsite athletic therapists, set up crew, etc.
- Additional “boosting” of wireless internet capabilities/capacities to enable on-site Live Streaming of matches
- Assistance in procurement of necessary equipment

HOW THE HOST CITY BENEFITS / DEMOGRAPHICS

In partnership with Ontario Volleyball, you can further the sport of volleyball locally, and provincially, as well as promote your city province-wide through various media outlets and event advertising.

Visitors

- Over 12,500 athletes and coaches and over 35,000 spectators from across the province will attend the Ontario Championships.
- Participants are predominantly athletes between the ages of 11 and 18 years old, and spectators are generally families and friends that travel with the team. They will require housing, food, travel and will visit local tourist attractions.
- The Championships presently hosts over 840 teams for all Divisions and genders (as of April 2020).

Economic Impact

- Based on the four weekend, 27-court 2019 Ontario Championships over 12,500+ room nights were used at local hotels.
- The participants and visitors will stay an average of three (3) nights per event, as teams compete for three (3) days in each Division. No one is eliminated until the final day of their respective competition.
- Ontario Championships generated in excess of \$18 million dollars to the City of Waterloo for the 2019 events (838 participating teams).
- Volleyball households spend more per capita in every consumer product (service) category than the average Canadian household.
- Your city will benefit from an influx of economic activity due to visitor spending during these events.

Revenue Opportunities

- Hosting an OVA Championship event provides your city with opportunities to generate revenue through local retail, restaurants, attractions, hotels and sponsorships with prior approval from OVA.

Recognition and Visibility

- **Host city Recognition:** Hosting the OVA Ontario Championships can lead to hosting other amateur and professional sporting events, as well as interest by OVA in returning to your City on a cyclical basis for



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Championship events, potential Provincial Team competitions, and other volleyball events and meetings.

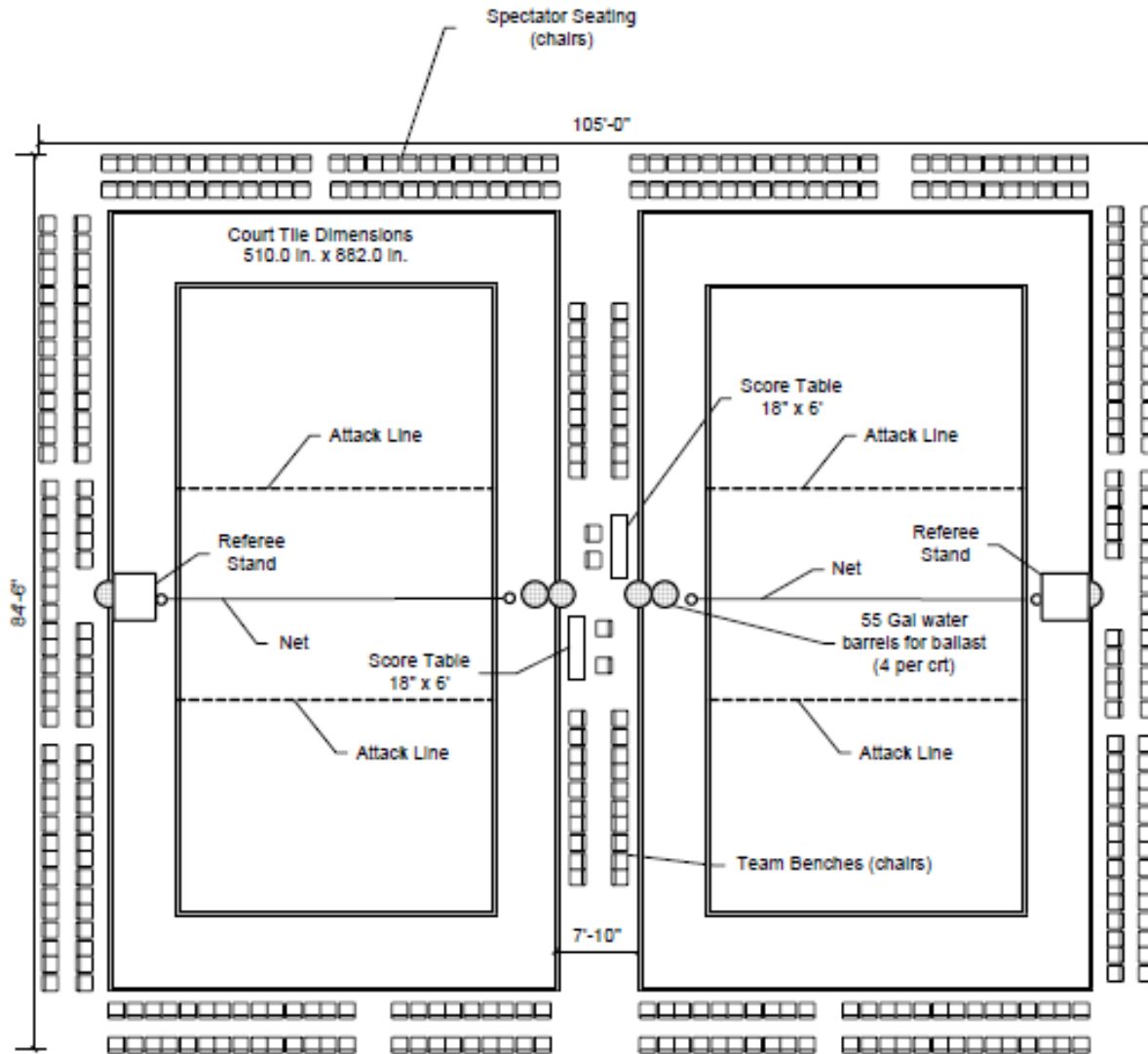
- **Visitor Visibility:** Your City will gain exposure to approximately 45,000 participants and spectators. These participants and spectators come from across the Province and will be returning home to share their experiences with friends and relatives.

Publicity and Public Relations

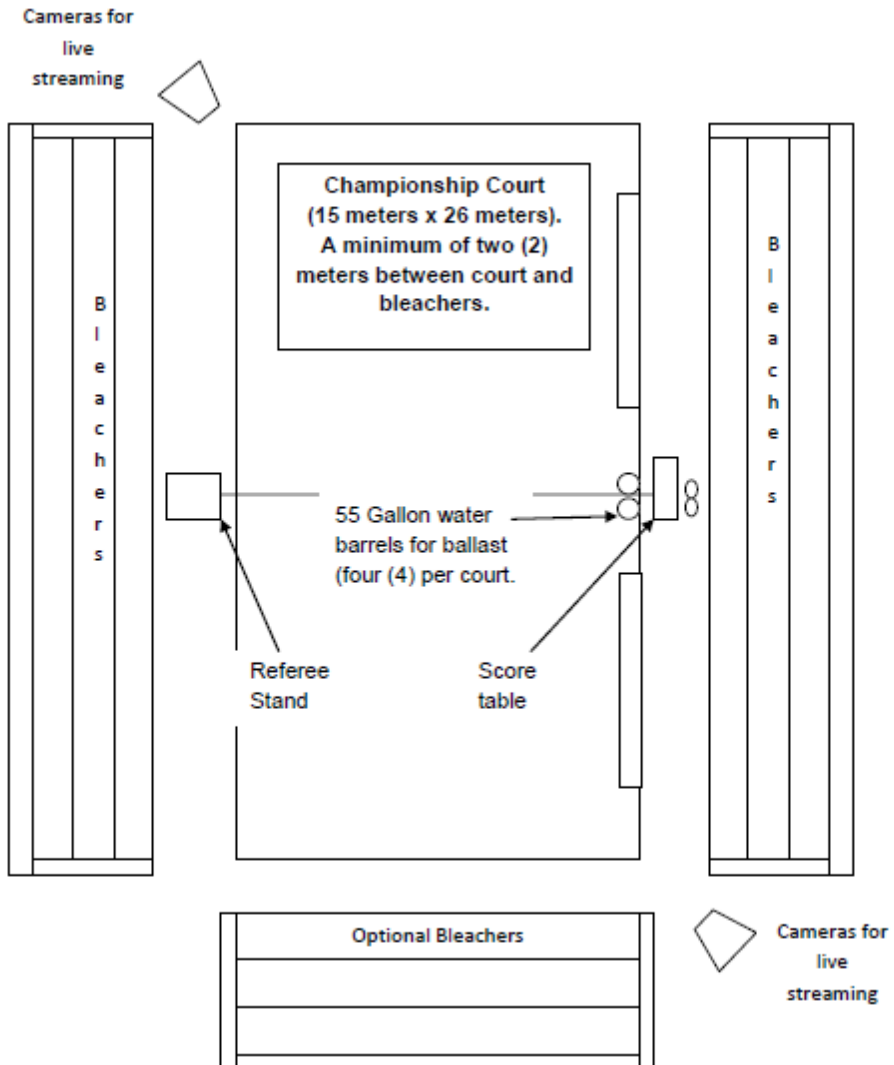
Media Exposure

Your city will gain provincial visibility and exposure via:

- “*Between the Lines*” email newsletter published bi-weekly by OVA and distributed to over 15,000 subscribers
- Media publicity through event announcements and reporting of tournament results in hometown newspapers
- Pre-tournament information books, Championship programs and the OVA website and Championship website
- OVA social media channels including Instagram, Twitter, Snapchat and Facebook to it’s over 32,000+ followers
- Numerous OVA Member Club publications, releases, website and social media posts.

APPENDIX A: COURT LAYOUTS
Regular Court Set up


Feature court Set Up



APPENDIX B – EQUIPMENT, MATERIAL LIST & ROOM REQUIREMENTS

Equipment and Office Supplies

Please note that the quantities of equipment needed may vary with the number of courts and the layout of the facility.

These requirements are based on a 27-court set-up in one (1) facility with at least 150,000+ square feet of open playing space. Based on the facility size and number of courts your bid can support, you must provide 2 team benches (or 12 chairs if no benches available), 4-6 coach chairs per team, one table and two chairs for the score table per court and a small garbage can and recycling bin per court, and then multiple these amounts by the number of courts to ensure you meet minimum set up requirements. If your facility does not have the number of tables, chairs, benches, bleachers and garbage cans available, please provide the rental costs for the items.

Competition needs (based on a 27 court facility)

- Fifty-four (54) to sixty (60) team benches or 850 – 900 chairs;
- Twenty-seven (27) score tables (approximately 3' x 3');
- Fifty-six (seven) chairs for scorers;
- Minimum of fifty (50) chairs around each regular court for spectators. All seating will be set off the volleyball court (outside the safety area, approximately 3' from edge of playing surface).
- Minimum two hundred and fifty (250) chairs on feature courts. All seating will be set off the volleyball court (outside the safety area, approximately 3' from edge of playing surface).
- If bleachers available to replace chairs for spectators, a minimum of 30 sets of bleachers, with the capability to seat up to 50 people per set
- Space to set up 27+ volleyball courts with 30+ foot ceiling heights.
- Mini garbage and recycling bins at each team bench (approximately 60 of each; 2 of each per court for each team bench)

Control Centre – Minimum 20' x 30'

- Five (5) to eight (8) tables (min. 6'x30");
- Ten (10) to fifteen (15) chairs;
- One (1) copier and one (1) to two (2) printers;
 - Copier: Must support 8½ x11, 8½x14 and 11x17 paper, and must have one/two-sided copying, collating and stapling capabilities.
 - Printers: one (1) black and white, one (1) colour printer, laser jet preferred.
- Minimum of one (1) local telephone line;
- Access to P.A. system for announcements;
- One (1) white board, one (1) bulletin board and one (1) flip chart with markers.

Result Centre – Minimum 20' x 20' – can be on the show floor

- Five (5) to eight (8) tables (min. 6'x30");
- Eight (8) to ten (10) chairs;
- One (1) copier and one (1) – two (2) printers;

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- Copier: Must support 8½x11, 8½x14 and 11x17 paper, and must have one / two-sided copying, collating and stapling capabilities.
- Printers: one (1) black and white, one (1) colour printer, laser jet preferred.
- One (1) local telephone line;
- Internet connection.

Referee Assignors' room – Minimum 10' x 10'

- Two (2) to three (3) tables (min. 6'x30")
- Five (5) chairs
- Access to an Internet port or capable wireless internet and electrical outlet
- One (1) printer – black and white and 40 pages per minute printing minimum
- One (1) local telephone line
- One (1) white board and one (1) bulletin board

Referees' lounge – Fifty-five (55) person capacity, with round tables

- Ten (10) – fifteen (15) tables
- 55 – 65 chairs
- Two (2) 10 x 10 piped draped changing rooms or ante rooms which allow for privacy for changing
- Two (2) whiteboards
- One (1) – two (2) bulletin boards.

Volunteer Room – 30-person capacity, round tables

- Ten (10) – fifteen (15) tables
- 50 – 60 chairs
- One (1) bulletin board

Information Booth / Will Call Ticket Area – minimum 10' x 10' area in main lobby

- Two (2) – four (4) tables (min. 6' x 30")
- Three (3) – five (5) chairs

Merchandise Area and Athlete Lounge – minimum 10,000 square foot space

- Fifty (50) to seventy-five (75) tables (min. 6' x 30")
- 400 – 600 chairs
- One (1) – three (3) secure telephone lines for credit card services and sufficient electrical outlets or WiFi access for credit card machines

Emergency Medical Centres – Two (2) locations, stationed at either end of the facility

- Two (2) – three (3) tables (min. 6' x 30") per medical area
- Four (4) – six (6) chairs per medical area

Athletic Therapy Services - Centrally located in close proximity to the playing area.

- 8 (8' x 30") tables
- Three (3) Chairs



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- Five (5) Comfortable Chairs for Medical Staff
- Two (2) 50-gallon trash receptacles on casters for ice
- 2,700 lbs of ice at approximately 300 lbs. per day delivered daily
- Ice cooler

Change Rooms – Athlete and Officials

- Must have at least two separate change rooms for teams in vicinity of each playing area
- Must have separate change rooms for the officials in vicinity of the playing areas

Storage– OVA sport court and referee stand crates and vendor materials

- The host must provide suitable time to unload a minimum of three (5) semi-trailers used to transport portable floors prior to the event. Additionally, the host must permit the OVA’s equipment semi-trailer to arrive in the Host City up to two days prior to setup. The equipment trailer will be moved to the site of the venue and must remain at the loading dock until it is reloaded at the conclusion of the move-out.
- Minimum of four (4) secure storage areas of a minimum of 20’x40’ for vendor materials
- An area to store the 100+ (4’x8’x4’) empty sport court and referee stand crates between set up and tear down

VENUE MEETING ROOM REQUIREMENTS

Time	Meeting	Room Set Up	Room Requirements
7:00 AM – 11:00 PM	Officials Lounge / Officials Meeting Ability to lock at night	Ten (10) 6’ rectangular tables Chairs for 40 people	Electrical outlets, whiteboards, dry erase markers, A-Frame easels, storage closet
7:00 AM – 11:00 PM	Volunteer Lounge Ability to lock at night	Eight (8) 6’ rectangle tables Chairs for 40 people	Electrical outlets, whiteboards, dry erase markets, A-Frame easels, storage closet
7:00 AM – 11:59 PM	Control Room Ability to lock at night	Ten (10) 6’ rectangle tables Chairs for 15 people	Phone, internet, electrical outlets, A-Frame easels
6:30AM – 11:59 PM	Results Input Centre Ability to lock at night	Six (6) 6’ rectangle tables Chairs for ten (10) people	Electrical outlets, whiteboards, A Frame easels



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7:00 AM – 11:00 PM	Results Area	Five (5) 6’ rectangle tables with skirting	Electrical outlets, internet connection for ten (10) computers
7:00AM – 11:59 PM	Equipment Storage Ability to lock at any time	Keyed off room for vendor supplies and OVA equipment	N/A

EQUIPMENT, SUPPLIES AND SERVICES

Material Handling Equipment	
Two (2) forklifts	5,000 lbs forklifts with 48” forks to be used for set up and tear down and moving of sport court crates
One (1) scissor lift	Electric scissor lift with a 30 – 35’ reach to be used for set up and tear down of signage and banners in playing venues
Two (2) pallet jacks	Pallet jacks used to transport containers around the venue
One (1) floor scrubber	Scrubber to clean sport court floors each night after playing has come to an end
Communications and Audio Visual Equipment	
One (1) phone	Phones with lines inside the venue as well as outside lines
Internet access – hard wired and wireless	Access in venue to provide website with tournament results as well as to enter tournament results into live scoring system as well as for control and results centres
Public address system throughout venue	To be used to address spectators and participants, in case of an emergency
One (1) speaker sound system with microphone	To be used for awards presentations
One (1) sound system	To play music in the athletes lounge/Vendor hall
Two (2) white boards	For use in the officials lounge and for the score keeping clinics
Two (2) easels	For hanging venue maps



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Two (2) A frame writing easels	For use in the control room and Results entry room
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Food Services	
Volunteers	Meals in the volunteer lounge for volunteer workers with the ability to supply food from within the OVA or an outside source
Staff	Meals for staff during event with the ability to supply food from within the OVA or an outside source
Officials	Meals in officials lounge with the ability to supply food from within the OVA or an outside source
Athletes, coaches and spectators	Vendor booths, kiosks, eating areas, etc., to be supplied for athletes, coaches and spectators. All participants must be allowed to bring in their own food and beverage.

Playing Area	
Bleachers	Used to seat spectators around the sport court floors
Chairs and tables	Used for coaches, score tables, and area supervisor areas, and spectators in the playing venue
Benches	Used to seat athletes in the playing area
Pipe and drape	Approximately 200 feet, used to cordon off areas
Ceiling Height	Minimum of 27 feet to the lowest hanging object