

# BID MANUAL

FOR THE YEARS 2021 THRU 2024



***USA Volleyball***®

**OPEN NATIONAL CHAMPIONSHIPS  
&  
CORPORATE ANNUAL MEETINGS**

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## **ACKNOWLEDGEMENT & COMMENTARY**

This revised *Bid Manual* and *Bid Application* is based on earlier versions developed in 1993, 1997, 1998, 2000 and 2004. This revision was initiated primarily for updating purposes. It is relevant to the bidding process for 2021 through 2024. It also addresses the current and projected needs of USA Volleyball and the conduct of the USA Volleyball Championships.

We wish to acknowledge the participation and contributions of USA Volleyball leadership and staff in helping to compile this manual.

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By design, this *Bid Manual* and *Bid Application* may require annual review and update to remain current. Comments, suggestions and recommendations are welcome and should be directed to the USAV Events Department at the USA Volleyball Corporate Office in Colorado Springs, CO.

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# INTRODUCTION

## BID MANUAL

This manual will familiarize the potential bidder with:

1. USA Volleyball.
2. The requirements to host the USA Open Volleyball Championship event and the Corporation's Annual Meetings.
3. The process for filing a *Bid Application*. 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. It should be noted that while the term "city" is a frequent referral, the potential host is not limited to city government or organizations.

## BID APPLICATION

The *Bid Application* is the companion document to the *Bid Manual*. The application is in a questionnaire format that provides responses 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 that USA Volleyball needs to make the best-informed decision.

The United States Olympic Committee (USOC) recognizes USA Volleyball as the National Governing Body (NGB) for the sport of volleyball in the United States. A primary function of the NGB is to conduct national events in its sport. One of the events for USA Volleyball is the USA Open Volleyball Championship, which is conducted annually and is held in different regions of the country each year.

## USA CHAMPIONSHIP EVENT

In 2014, USA Volleyball conducted its 86<sup>th</sup> National Championship. Currently, the USA Championship is divided into eight (8) categories of competition. There are men's and women's divisions in the PVL (Premier Volleyball League), U.S. Open, U.S. Club, U.S. Masters, U.S. Seniors, U-Volley, U.S. Co-Ed Championship and Corporate Challenge Tournaments. The event begins annually on the Friday prior to Memorial Day (celebrated Monday), and ends on the Wednesday following Memorial Day weekend. More than 1600 matches are played during the six-day event.

## ANNUAL MEETINGS

Prior to the USA Volleyball Championships, the USAV, acting as the corporate body, conducts its annual meetings. More than 50 sub-structures of the Corporation, including the annual Boyce Awards Banquet meet prior to the Board of Directors. In addition, the referees and scorekeepers attend recertification clinics in preparation for the competition. During the week, approximately 500 volleyball leaders and tournament support staff will assemble to conduct their annual business.

## FEATURES

In tandem, the Championship and Annual Meetings provide:

- 10 days of volleyball activity involving national and local volleyball communities.

- A forum to render important decisions relevant to the growth and development of grass roots and local programs, and national and international events.
- 30 National Championship Tournaments featuring the best indoor volleyball athletes in the country—senior age group (40 to 79+) competition, club competition for adults 18 and over, and the elite U.S. Open. The U.S. Open features international as well as U.S. teams.

A principle goal of site selection is to showcase the sport of volleyball in different regions of the country. It has been consistently demonstrated that local and regional volleyball activity has increased significantly following a USAV National Championship event. Other by-products are an increased awareness and better appreciation of volleyball in the local community.



## PREVIOUS HOSTS

| Year | Host City              | No. of Teams |
|------|------------------------|--------------|
| 2018 | Dallas, Texas          | 524          |
| 2017 | Minneapolis, Minnesota | 460          |
| 2016 | Orlando, Florida       | 578          |
| 2015 | Detroit, Michigan      | 430          |
| 2014 | Phoenix, Arizona       | 525          |
| 2013 | Louisville, Kentucky   | 492          |
| 2012 | Salt Lake City, Utah   | 434          |
| 2011 | Dallas, Texas          | 532          |
| 2010 | Phoenix, Arizona       | 564          |
| 2009 | Minneapolis, Minnesota | 486          |
| 2008 | Atlanta, Georgia       | 543          |
| 2007 | Austin, Texas          | 557          |
| 2006 | New Orleans, Louisiana | 521          |
| 2005 | Denver, Colorado       | 559          |
| 2004 | Atlanta, Georgia       | 556          |
| 2003 | Minneapolis, Minnesota | 489          |
| 2002 | Dallas, Texas          | 530          |
| 2001 | Milwaukee, Wisconsin   | 485          |
| 2000 | Columbus, Ohio         | 520          |
| 1999 | San Jose, California   | 405          |
| 1998 | Tucson, Arizona        | 383          |
| 1997 | Kansas City, Missouri  | 319          |
| 1996 | Dallas, Texas          | 292          |
| 1995 | Holyoke, Massachusetts | 232          |
| 1994 | Tulsa, Oklahoma        | 229          |
| 1993 | Memphis, Tennessee     | 217          |
| 1992 | Reno, Nevada           | 179          |

## FUTURE HOSTS

| Year | Host City              |
|------|------------------------|
| 2019 | Columbus, Ohio         |
| 2020 | Minneapolis, Minnesota |

# CHAPTER 1: HOST OBLIGATIONS

## EVENT DATES

| Year | USA Open Championships Preferred Dates |           |                 |          |
|------|--|-----------|-----------------|----------|
|      | MEETING DATES                          | MOVE-IN   | COMPETITION     | MOVE-OUT |
| 2021 | May 22 – 28                            | May 24-27 | May 28 – June 2 | June 3   |
| 2022 | May 21-27                              | May 23-26 | May 27 – June 1 | June 2   |
| 2023 | May –20-26                             | May 22-25 | May 26 – May 31 | June 1   |
| 2024 | May 18-24                              | May 20-23 | May 24-29       | May 30   |

The USA Volleyball Championship event is a major program of USA Volleyball and currently involves more than 500 teams and 6,500 participants. While USA Volleyball will be responsible for the actual conduct of the event, the Host City is expected to provide the basic ancillary components associated with managing and organizing these championships.

It is important that bidding groups are fully aware of these expectations when they consider hosting this event. These expectations will be primary issues in the final negotiations, as well as integral components of the operating agreements.

Upon *submittal* of the bid, USA Volleyball will assume that the bidder has read and fully understands 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 an authorized signature, a bid will be considered an official invitation for USA Volleyball to proceed with these assumptions in place.**

## HOST OBLIGATIONS & BID REQUIREMENTS

A minimum host/bid fee of \$35,000 is required.

### **USAV STAFF SITE VISIT [\(CHAPTER 7\)](#)**

- **3 economy class round trip domestic airfares** for USAV event staff
- **1 full size automobile** for use of USAV event staff
- **3 single rooms** for USAV event staff
- **3 meals per day for 3 persons or \$40 per person per day meal per diem.**
- **Complimentary housing for a maximum of 2 additional staff planning visits** for a maximum of two days and three nights per visit.

### **VENUE REQUIRMENTS [\(CHAPTER 4\)](#)**

The Host obligations for the Event Competition Venue are briefly outlined below, and described in more detail in Chapter 4. Such obligations include obtaining bleacher seating, equipment and the following major requirements:

- HOST will secure at **NO COST** or a substantially reduced cost to USAV **open convention center space of 375,000-450,000 square feet** for approximately 50 courts with a minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 30 feet. Column-free space is preferred but columns spaced at 90-foot minimum intervals are acceptable.
  - Set-up consists of **3 days prior to the first Competition day** and tear down can be completed **one day following competition. Six competition days are needed to conduct the event.**
  - A **CAD floor plan** based on the requirements in this document.
  
- USA Volleyball (USAV) competition area responsibilities:
  - Sport Court Flooring for all courts including shipping.
  - Net Standards and posts
  - Floor Plates (placed within sub floor)
  - Competition Volleyballs
  - Courtside banner system for Championship Court consisting of USAV Sponsors, and potential local sponsors
  - Court Divider Nets
  - Other necessary equipment for conducting the competition
  
- HOST **In-Venue Support Facilities** Requirements – All of the following functional areas must have air conditioning, electrical and adequate lighting as well as:
  - **Secured storage areas**
  - **Championship Desk risers**
  - **Sports Medicine Center**
  - **Results Area risers**
  - **Photographer Booth**
  - **Exposition/ Sales Area**
  - **Officials’ Lounge/Work Room**
  - **PVL Players’ Lounge**
  - **Registration (Staging) Room**
  - **Officials Assignors’ Room**
  - **All-Tournament Selection Committee Room**
  - **Awards Room**
  - **Officials Meeting**
  - **Information Meeting**
  - **International Scorekeepers Meeting**
  - **Registration Desk**
  - **Merchandise Storage**
  - **Equipment Storage**
  - **Coaching Education Room(s)**
  - **Scorekeeper Clinic/ Meeting**
  - **Comptroller Room**
  
- HOST **Auxiliary Venue Services**
  - Parking
    - Complimentary parking for all USAV staff vehicles
    - Reduced rate parking with in and out privileges for all tournament participants.

USAV will require hotel blocks to accommodate approximately 8,000 - 9,000 room nights during the event. This need should be met using as many hotels as possible with a wide range of cost and amenities in the area. Team Travel Source (TTS) will negotiate (with consultation with USAV) all hotel contracts. Please note the hotel contract terms needed to meet the housing/hotel requirements of USAV/TTS. Event housing needs are outlined in further detail in Chapter 5 and in the Housing RFP documents provided with this manual.

## ***HUMAN RESOURCES & EVENT STAFFING (CHAPTER 6)***

- **HOST Pre- and Post-Event Support Staff Requirements**
  - Event Coordinator
  - Venue Coordinator
  - Volunteer Coordinator/ Supervisors
  - Publicity and Public Relations Chair
  - Coordinator, Sponsors/Contracts
  
- **HOST During Event Support Staff Requirements**
  - Security, police and door guards, merchandise sellers, ushers, and other auxiliary staff required by the venue.
  - Equipment Committee Staff
    - USAV prefers for assistance from the local Fire Department in filling of water barrels for the competition. If this is not possible, USAV requests complimentary water hook-ups at the competition venue on set-up days.
  - Maintenance Crews
    - 4-8 persons to clean the courts following competition each day
  
- **USAV Staff Requirements (Provided by USAV)**
  - Event Arbitrators (3)
    - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
  - Officials (300)
  - Event Specialists
    - Equipment Committee Chair and Staff (8)
    - Championship (6)
    - Registration (6)
    - Awards (2)
    - All-Tournament (7)
    - Officials/ Workroom/ Assignors (12)

## ***REVENUE, ADVERTISING, PROMOTION & SPONSORSHIP***

- HOST shall retain **100% of local sponsorship** subject to USAV approval and not in conflict with USAV sponsors, parking, arena concessions etc. Local sponsors can be incorporated into courtside banner system (cost of banner(s) production to be paid by host), players' packets, PA announcements, etc.
  
- USAV shall retain **ALL hotel room rebates**.

- HOST is responsible for all **local advertising, public relations and promotion** expenses. USAV will assist HOST in promotion of the event through the national media, local Regional Volleyball Associations and USAV's national publications.
- USAV will publicize host in **USAV Member Organization publications, USAV publications, event information, "Dig Deeper" email newsletter, website listings, national Meeting and Convention publications, sponsors, and various other advertising streams.**

|                               |
|-------------------------------|
| <b>OTHER BID ENHANCEMENTS</b> |
|-------------------------------|

A bidder can enhance the bid package by offering donations or discounted prices on products and services that are important for conducting the event. These will be strong considerations when deliberating site selection. Enhancements can include the following:

- **Assistance in obtaining tax exempt status** in the state where the event is conducted. USA Volleyball is a non-profit 501(c)(3) corporation and currently has tax-exempt status in most states.
- **Release of merchandising and television broadcasting rights** to USA Volleyball for the facilities. USOC RIGHTS
- **Release to permit "outside" food** to be imported for feeding local volunteers, event staff and tournament officials only.
- **Procurement of office equipment** (Bid Manual: [Appendix E](#)) such as:
  - **Cellular telephones** with free local air time.
  - **Two copy machines** (one larger unit fully capable of 40,000 copies, two page printing, one/two sided copying, collating and stapling capabilities; and a second smaller free standing unit).
  - **Computers and Printers:** All equipment must be "state of the art" machines available at the time of the event. Please see the bid manual for the detailed specs for all equipment needs.
- **Copy and printer services**
- Procurement of **office supplies**
- Procurement of **audiovisual equipment**
- **Procurement of local sponsors** to donate food, coffee, bottled water and soda (for volunteers, USAV staff and officials).
- **Drayage service** for exhibitors, sponsors and USA Volleyball to ship materials prior to the event; venue access for drayage services.
- **Staff to assist with set up and tear down.**
- Provide **Professional Sports Photographer** at no cost to USAV for historical, marketing, and sponsorship benefits (provide a minimum of 50 digital photos to USAV each day of the event). Sale of event photography is prohibited.
- Assistance in procurement of necessary **equipment.**
- Completion of a post-event survey and after-action report.

## CHAPTER 2: SITE SELECTION DATES

### SITE SELECTION FOR YEARS 2021 THROUGH 2024

Bids are currently being accepted for this event through the year 2024. Preferred dates are:

| Year | USA Open Championships Preferred Dates |           |                 |          |
|------|--|-----------|-----------------|----------|
|      | MEETING DATES                          | MOVE-IN   | COMPETITION     | MOVE-OUT |
| 2021 | May 22-28                              | May 24-27 | May 28 – June 2 | June 3   |
| 2022 | May 21-27                              | May 23-26 | May 27 – June 1 | June 2   |
| 2023 | May –20-26                             | May 22-25 | May 26 – May 31 | June 1   |
| 2024 | May 18-24                              | May 20-23 | May 24-29       | May 30   |

**Bid solicitations will be accepted immediately for all three years. It is the desire of USA Volleyball to decide on each bid consistent with the schedule below. Bid deadlines may be extended if not enough bids are submitted by these target dates.**

| Year | Notice of Bid Proposal                                    | Final Decision Date |
|------|---|---------------------|
| 2021 | Letter of Intent submitted no later than December 1, 2018 | May 2019 or sooner  |
| 2022 | Letter of Intent submitted no later than January 18, 2019 | July 2019 or sooner |
| 2023 | Letter of Intent submitted no later than January 18, 2020 | July 2020 or sooner |
| 2024 | Letter of intent submitted no later than January 18, 2021 | July 2021 or sooner |

### ***SITE EVALUATION VISIT***

Serious bidders will be expected to host and provide all expenses for up to three persons from USA Volleyball to make a site evaluation visit. USA Volleyball will use the visit to inspect all of the facilities in an effort to determine the adequacy of a city to serve as the potential host. This visit will follow receipt of the *Bid Application*, and will occur prior to final site selection.

Persons representing USA Volleyball:

1. Shall be booked in economy class for airline travel for all flights less than five hours duration, over five hours a higher class may be booked.
2. Shall be lodged in a hotel proposed to be used for the event housing (Headquarters Hotel if possible) in a standard room, double occupancy, appropriate to gender.
3. Shall not accept gifts totaling more than \$100 in value.
4. Shall not accept inappropriate or extravagant entertainment.

### ***POTENTIAL VARIABLES***

Please understand that these bid specifications precede the actual dates of announcement of the final decision. The Host and USA Volleyball need to be flexible and adapt to new circumstances should they arise.

## CHAPTER 3: HOW THE HOST CITY BENEFITS

In partnership, you and USA Volleyball can further the sport of volleyball both locally and nationally, showcase your city nationwide through various media, and expose the treasures of your city to a new population of visitors and their families.

### VISITORS

- 6,500 persons from across the nation and several foreign countries will attend the USA Volleyball Championships, the Corporate Annual Meetings and other volleyball-related activities.
- Participants are principally adults from 18 to more than 80 years of age. These people play, officiate and serve in leadership capacities. They require housing, food and enjoy the local nightlife, shops and the opportunity to visit local points of interest.
- We anticipate approximately 550 teams to register for one or two of the 29 tournaments that will be conducted over the eight-day competition period.

### ECONOMIC IMPACT

- We anticipate that over a 10-day period, around 8,000 room nights will be utilized at local hotels.
- In recent host cities, local Convention and Visitors Bureaus have reported more than \$7,000,000 in economic impact.

### RECOGNITION AND VISIBILITY

- **Host Recognition:** Hosting the USA Volleyball Championships can lead to hosting other amateur and professional sporting events, as well as interest by USA Volleyball in returning to your city for National Team competitions, other volleyball events and meetings.
- **Visitor Visibility:** Your city will get exposure to 6,500 and more persons from across the United States and international participants, who will return home to share their experiences with friends and relatives.

### PUBLICITY AND PUBLIC RELATIONS

#### ***MEDIA EXPOSURE***

Your city will gain recognition and exposure via:

- *Volleyball USA*, USA Volleyball's quarterly publication (circulation of 210,000)
- *Volleyball Magazine*, (circulation of 15,000)
- Pre-tournament information books, Championship programs and the USAV website
- Media publicity through event announcements and reporting of tournament results in hometown newspapers
- Social media to include Twitter, Facebook, and Instagram
- Several national Meeting and Convention publications, website listings for NGBs and other sport organizations
- "Dig" and "Growing the Game" email newsletters, published bi-weekly by USA Volleyball and distributed to

200,000+ and 20,000 readers respectively

- Sponsor publicity

### ***INTERNAL PUBLICATIONS***

Your city will also be publicized in publications of USAV Member Organizations, including:

- **40 Regional Volleyball Association** periodic newsletters.
- **Collegiate and scholastic educational-based organizations** such as the NCAA, NAIA, NJCAA and the National Federation of State High School Associations.
- The **American Volleyball Coaches Association**, an organization for club, high school and collegiate coaches.
- **Multi-sport organizations** such as: YMCA of the USA, U.S. Amateur Athletic Union (AAU), Special Olympics International, U.S. Armed Forces, Disabled Sports and the National Association of Girls and Women in Sport.
- **Recreation organizations** such as: Boy Scouts of America, Girl Scouts of America, National Recreation and Parks Association, National Intramural-Recreational Sports Association, Jewish Community Centers and the National Association of Police Athletic Leagues.
- **Social/Recreation organizations** such as: American Latvian Association, Sport for Understanding and the American Turners.
- **Professional and other volleyball-specific organizations** such as: Association of Volleyball Professionals, National Volleyball Association, California Beach Volleyball Association, Professional Association of Volleyball Officials and Walleyball International.
- **Development-based and administrative organizations** such as: Athletes In Action, William G. Morgan Foundation, Inc., President's Council on Physical Fitness and Sports, and Volleyball Hall of Fame.

### **SHARED WORK EXPERIENCE**

Hosting the USA Volleyball Championships and Annual Meetings provides your city with an opportunity to work and share experiences with sport leaders from around the country.

### **REVENUE OPPORTUNITIES**

Hosting a USA Volleyball event provides your city with opportunities to generate revenue through local retail, restaurants, attractions, hotels and sponsorships with prior approval from USAV.



## CHAPTER 4: VENUE REQUIREMENTS

The cornerstone of a bid for the USA Open Volleyball Championships event is the playing site, or venue. The venue may have separate areas within the building. So long as all other criteria are met, this is acceptable.

**Bidders are requested to submit a detailed floor plan of all proposed venues, and/or all areas of the venue proposed for use which is provided as a CAD drawing on a disk or emailed as a zipped file. Even though a city may have hosted a USA Volleyball Championship event in a prior year, this submittal is required.**

The Bid Application and all attachments, upon receipt, become the property of USA Volleyball, unless the bidder specifically requests a return of any portion of the submittal.

### VENUE

**The venue must have open and unobstructed floor space of at least 375,000-450,000 square feet. This area should be able to accommodate a minimum of 50 volleyball courts with space for portable bleacher seating and a raised platform championship desk.**

### COURT ARRANGEMENT [\(REFER TO APPENDIX G & H\)](#)

These are the requirements for arranging volleyball courts in the competition venue:

- Each *court area* requires a 50' x 90' space, a minimum of 4,500 square feet. The competition area of a volleyball court measures 9 meters by 18 meters. The safety area surrounding the competition area requires 3 meters on each side line of the playing surface and 4 meters on each end line and must be free of all obstruction.
- There must be a minimum of 30' between the floor surface and the bottom of the lowest obstruction either hanging from or attached to the ceiling.
- There must be seating for a minimum of 50 persons at each court, except for feature and championship courts (see below). All seating will be set off the volleyball court (outside the safety area, approximately 1' from edge of playing surface).
- Spacing between court areas must allow for traffic patterns and spectator viewing without congestion for participants.
- Bidder must submit a CAD floor plan of the Convention Center space. See the attachment of a standard court layout [\(Appendix H\)](#).

### PLAYING SURFACE

USAV will supply portable courts through an agreement with the current distributor of Sport Court. USAV staff will design the court layout for the facility. In order to assist with the layout design, venue management must provide a CAD of the convention center at the time of the bid. Installation, tear down and repackaging of the portable floors will be under the direction of USAV equipment personnel.

### COURTS FOR GOLD MEDAL (FINAL) MATCHES

Each division will have a final match to determine the season champion. Extensive seating is essential for the

finals. **Seating for a minimum of 2,000 is required.** Accommodations for local media, television cameras and related paraphernalia are also requested.

### AVAILABLE PLAYING SITE HOURS

The playing site must be available for set-up three days prior to the first day of competition at no later than 8:00 AM local time. Set-up time, including hanging court divider nets, taping playing courts, and erecting net support systems, is approximately three working days.

5. Each day of the event, competition begins at 8:00 AM and continues until approximately 11:00 PM.
6. The venue must be available for occupancy by no later than 7:00 AM daily for competition and remain open through 12:00 AM, or until the close of competition.

### STORAGE FACILITIES AND EQUIPMENT

These are the requirements for storage facilities:

- The host must provide suitable time to unload a minimum of nine (9) semi-trailers used to transport portable floors prior to the event. Additionally, the host must permit the USAV'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.
- Of particular importance for the support of this service is the right of USAV to use three (3) forklifts, one (1) scissor lift, one (1) electric powered pallet jack, one (1) manual pallet jack, and two (2) electric, flat-bed golf carts owned by the convention center, or to rent this equipment for use at the convention center. Members of the USAV Equipment Committee are certified and experienced in the use of this machinery and will need to use them extensively during setup and tear down. Approval for USAV staff to operate this equipment will be solicited.
- The USA Volleyball will need five (5) secured storage areas for equipment, awards, sponsors, licensee and comptroller. These areas must be located convenient to, and on the same level as, the appropriate party using the space. USAV staff must possess the key and be given liberal access to these areas during the event.
- USAV Sponsors and the USAV Merchandise Agent will need three (3) secured storage areas, each approximately 60' x 90' in size for storing exposition/sales merchandise. These two (2) areas must be located convenient to, and on the same level as, the exposition area. USAV staff must have the key and be given liberal access to these areas.

### VENUE SUPPORT REQUIREMENTS

#### **CHAMPIONSHIP DESK ([APPENDIX H](#))**

The "Championship Desk" is a two-tiered, elevated platform for use by the USAV Championship Committee. It must be located central to the playing area in the primary venue. Requirements for the Championship Desk include:

- 20 Skirted tables (6' x 30") and 30 chairs.
- Electrical for five (5) computers, two (2) printers, a high-speed copy machine, and a separate circuit for the

USAV server.

- Internet access (1 – hard line).
- The capability to run one local telephone line for service during the event.
- A public address system capable of broadcasting throughout the entire venue, a mixer to play National Anthem each morning.
- USA flag

### ***SPORTS MEDICINE CENTER***

A centrally located area in close proximity to the Championship Desk shall be designated as the Sports Medicine Center, which will serve competitors and spectators during all hours of competition. If the venue has the space, a tent on the actual venue floor is preferred for medical access. Ice can be stored in a freezer on the loading dock to provide the daily needs of athletes.

Requirements for the Sports Medicine Center include: [Spec details listed in [Appendix E](#), layout in [Appendix K](#)]

- Two (2) risers set at 42”.
- Eight (8) 8’ tables.
- Three (3) chairs, five (5) comfortable chairs for medical staff, and two (2) 55-gallon trash receptacles wheels for ice.
- A minimum of 100 towels/day.
- 14,000 lbs of ice over the duration of the event with 3,000 lbs. upon delivery of the cooler or truck and multiple deliveries throughout the event.

### ***RESULTS AREA ([APPENDIX I](#))***

USAV staff will designate area in the halls to post the results of competition. Requirements for the Results Area include:

- Network capabilities and electrical outlets to support 20 PC’s and monitors.
- USAV utilizes computer terminals and flat screens for displaying results.

### ***PHOTOGRAPHER BOOTH ([APPENDIX J](#))***

Please see Appendix J for complete specs and the layout. Electrical and internet required.

### ***EXPOSITION/SALES AREA***

USAV merchandise sales, event souvenirs (including the event program and playing schedules) *are the exclusive rights of USAV*. A 40’ X 90’ souvenir stand will be needed in the sales area, which will serve as the USAV merchandise booth. The merchandise booth will be under the direction of USAV contracted personnel or an exclusive sponsor. USAV *will not agree* to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. Phone line access for credit card machines, as well as electrical, will be needed

at several exhibitors' booth spaces.

Additionally, USAV reserves the right to permit national sponsors the opportunity to utilize exhibition space to promote their product(s).

USAV also reserves the right to a maximum of five to ten (5-10) 10' X 10' exhibit booths to be located in a high traffic area, preferably adjacent to the playing courts if space allows.

### ***OFFICIALS' LOUNGE/WORK ROOM***

An Officials' Lounge/Workroom must be located adjacent to or in close proximity to the playing area for use by referees and scorekeepers. Requirements for the Officials' Lounge/Workroom include:

- Ten (10) Round skirted tables, fourteen (14) 8' x 30" skirted tables, and 225 chairs to accommodate 150-225 persons comfortably. Any accommodations for comfortable seating/relaxation are welcomed by the officiating staff.
- Up to four (4) garment racks to accommodate uniforms and street clothes for working officials. This room must be secured to protect personal belongings.
- Two (2) piped and draped areas approximately 10' x 10' to be used as changing rooms.
- Tables and chairs for the work station area and a telephone connection to an outside line (NO long distance access).
- One (1) electrical power outlet for computers, printers, and a copy machine.
- One (1) Internet Connection plus complimentary wireless access
- Two (2) Whiteboards or Chalkboards.
- Three (3) bulletin boards and several large waste receptacles.
- Coffee, soft drinks and light food items, usually made available throughout each day of competition. USAV would prefer the ability to find local sponsors to provide the concessions for this room. In the event a sponsor cannot be secured, the venue concessionaire will be asked to provide a reduced menu cost to meet daily needs.

### ***REGISTRATION (STAGING) ROOM***

USAV requires four (8) 8' x 30" tables and 10 chairs to accommodate the stuffing and storage of athlete, coach, and officials' bags, plus one small copy machine, local phone line with handset and electrical.

### ***OFFICIALS ASSIGNOR'S ROOM***

This room requires four (4) tables, four (4) chairs, electrical and internet access (hard line).

### ***ALL-TOURNAMENT SELECTION COMMITTEE ROOM***

This committee requires a small room with two (2) round tables and sixteen (16) chairs along with a white or black board.

## **AWARDS ROOM**

This room requires sixteen (16) 8'x30" tables and four (4) chairs. This room must be secured. USAV personnel must have the room key and liberal access to the room. Ideally, this room would be adjacent to or in close proximity to the venue courts where finals are played.

## **OFFICIALS' MEETING ROOM**

USAV requires one (1) meeting room set up in classroom style to accommodate 300 persons. This room requires one (1) 6' head table with three chairs, a public address system, podium and electrical.

## **REGISTRATION DESK [\(APPENDIX J\)](#)**

USAV will operate a registration area in a strategic public area of the venue. Equipment needs are: five (5) kiosks and four (4) rectangle 8' skirted tables with 12 chairs.

## **SCOREKEEPER CLINIC & MEETING**

USAV requires one meeting room set up in classroom style to accommodate 100 persons. The room requires one (1) 6' skirted head table with three chairs, a public address system, podium and electrical.

## **INTERNATIONAL SCOREKEEPER CLINIC & MEETING**

USAV requires one (1) meeting rooms set-up in classroom style to accommodate 75 persons (approximately 40 skirted 6' or 8' tables and 80 chairs). The room requires one (1) 6' skirted head table with three (3) chairs, a public address system and a podium.

## **COMPTROLLER ROOM**

USAV requires four (4) 8' x 30" tables, ten (10) chairs, a safe and electrical.

An approximate schedule for meeting room set-up and use can be found in [Appendix C](#) of this manual.

## **PARKING**

- **Staff Parking at Venue:** Complimentary parking must be provided for all USAV staff vehicles for the duration of the event.
- **Participant Parking at Venue:** USAV 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.
- **Staff Parking at Headquarters Hotels:** Complimentary hotel parking must be provided for staff vehicles if the distance from the venue requires ground transportation.

## **SECURITY**

USAV will require security to cover access and egress to the venue. Security will also be responsible for monitoring doors and checking credentials. USAV requests a list of approved security companies from the venue.

## ***CONCESSION STANDS***

Concession stands and their use will be considered in the floor plan for easy access by spectators, tournament personnel and players. Concession stands should offer such fare as sandwiches, hot dogs, hamburgers, soft drinks, coffee, fruit, salads, pasta, ice cream, cold drinks, etc. For added success in sales, a healthy menu for participants is suggested.

USAV understands that all revenues fully accrue to the vendor consistent with in-place agreements with venue management. **Hours should be established during competition days from 7:30 AM to 10:00 PM.**

**USAV requires the privilege of bringing outside food items into the venue for the purpose of feeding officials and event staff. Many of these persons work extended shifts and do not have the opportunity to visit the concession stands or outside restaurants and must “eat on the run.”**

## ***COMMUNICATIONS***

The venue will supply information for installing outside telephone lines and internet in the following specific venue locations:

- Championship Desk (long distance and Internet access)
- Media Room (NO long distance access)
- USAV Exposition/sales area (a max of 10 credit card phone lines)
- Officials’ Room (NO long distance access)
- Sports Medicine Center (NO long distance access)
- Installation and service costs will be borne by USAV

## ***TICKET SALES/ENTRY-EXIT CONTROL***

Recent history reflects that a minimum number of spectators attend the event other than event participants and committee personnel. Charging spectators will not support the expense of managing doors and credentials of participants.



## CHAPTER 5: HOUSING/ HOTEL REQUIREMENTS

USAV will require hotel blocks to accommodate approximately 8,000-9,000 room nights during the event. This need should be met using as many hotels as possible with a wide range of cost and amenities in the area. Team Travel Source (TTS) will negotiate (with consultation with USAV) all hotel contracts. Please note the hotel contract terms needed to meet the housing/hotel requirements of USAV/TTS. Details on projected room night flow can be found in the Housing RFP documents provided with this manual.

### HEADQUARTERS HOTELS

At least two (2) headquarter hotels will be needed. One will house staff and the other(s) will house the officials. The officials may be divided between multiple hotel properties which should all be within walking distance. Details are below:

**HEADQUARTER HOTEL #1 – EVENT STAFF** – The Event Staff HQ hotel must provide the following amenities three nights prior to the beginning of tournament until one night post tournament. The HQ Staff hotel should be the closest full-service hotel within walking distance to the venue.

- 10 parking passes per day for USAV Event Staff
- Complimentary wireless internet in ALL rooms and meeting rooms
- Complimentary package receiving for up to 10 packages.
- Guaranteed complimentary rooms and suites:
  - 1 complimentary Presidential Suite for duration of event
  - 5 complimentary Junior Parlor Suites for duration of event
  - 28 complimentary double/double rooms for duration of event
  - Meeting attendee room block – The meeting attendee block rates should be 70% of the attendee rate and are commissionable at 10%. No rebate is necessary on meeting attendee block. Block flow is shown on the RFP. Meeting attendee rooms **MUST** be at the hotel hosting the meetings.

**HEADQUARTER HOTEL #2– EVENT OFFICIALS** - The Officials' Headquarters hotel(s) must provide the following amenities three nights prior to the beginning of tournament until one night post tournament:

- 10 parking passes per day for USAV Event Officials
- Complimentary wireless internet in ALL rooms and meeting rooms
- Guaranteed complimentary rooms and suites:
  - 55 complimentary double/doubles rooms
  - 50 double/double rooms at a considerably reduced rate (no rebate).
- Note: If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.

### DETAILS FOR ALL HOTELS:

- **Tournament will use a Stay-and-Play policy that will require all teams to book through TTS in an Official Tournament Hotel in order to participate.**
- 80% of rooms to be double/doubles. Room types must be guaranteed.
- Room rates must be guaranteed to be equal or less than any other rates offered over the contracted dates.
- Attrition - we will not agree to attrition in any form.
- Attendee rates to be flat 1-4 people.

- Attendee rate must include \$17 rebate for USA Volleyball
- Attendee rate must include 11% commission for TTS (or 7% commission and 4% housing fee)
- Rewards points for USAV and Team Travel Source
- Comp Policy: 1 Guaranteed comp for the duration of the event; Earned comp room ratio: 1/15
- POTENTIAL CONFLICT CLAUSE- Any walking distance hotel (less than 1 mile) to venue needs to be cautious of conflicting in-house business that is booked over these dates. There are companies that try to secure meeting space to promote or sell goods to attendees, and would be in direct violation of USA Volleyball sponsorship agreements. All groups that are interested in meeting space need to be cleared by USAV prior to contracting meeting space.

## HOUSING - TERMS & CONDITIONS

1. **Rates**  
Hotels must close out all published rates lower than our rate over that time period. Please keep in mind you are bidding on this business (against other cities), so keep the rates as competitive as possible.
2. **Cancellation**  
We will agree to up to 100% of the cancellation fee, as long as it starts no more than 30 days prior to arrival.
3. **Attrition**  
We will not agree to attrition in any form:
  - As a penalty fee;
  - As a right of the hotel to raise or renegotiate the rate higher;
  - As right of the hotel to reduce or eliminate any concessions.
4. **Right to increase rate**  
We will not agree to this under any condition.
5. **Damage**  
Since all TTS bookings are “Pay on Own,” Damage of any kind must be made the responsibility of each guest, not TTS or the “Group.”
6. **Insurance**  
While TTS will agree to keep enforce standard insurance in the amount of \$1.0 million, TTS will not do the following:
  - Name the hotel on the policy;
  - Show proof of the policy;
  - Waive any rights to the hotel’s insurance policies.
7. **Security**  
Security must be a cost-of-doing-business for the hotel, and not be TTS or USAV responsibility.
8. **Indemnification**  
We will agree to standard indemnification only if it is mutual.
9. **Comps**  
See “Details for All Hotels” above.
10. **State of Jurisdiction / Arbitration**  
No mention of state of jurisdiction. TTS will not agree to waive right to jury trial and take arbitration instead.



## **IMPORTANT: CVB CONFIRMATION OF HOTEL CONCESSIONS**

Securing the necessary hotel needs for staff and officials is an integral part of the bid process. In an effort to guarantee that the needed complimentary rooms at the HQ hotels will be made available to USAV, the CVB or bidding entity must sign the "Confirmation of Hotel Concession Form." The form is included in this bid packet as an attachment and **MUST** be submitted with the city bid.

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## **CHAPTER 6: HUMAN AND MATERIAL RESOURCES PROVIDED BY THE LOCAL ORGANIZING COMMITTEE**

This section discusses requirements for the Host/City Local Organizing Committee (LOC) when hosting the USA Open Volleyball Championship event. These components will be an integral part of the Agreement between USA Volleyball and the designated Host/City LOC. Because of 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. Identifying an LOC that is capable of producing the required results is paramount, and important to the bid.

**After an acceptable venue has been identified, this is the second most important component of the bid that USAV will consider in their evaluation and deliberations.**

### **PLAYER'S PARTY**

LOC should be prepared to host the Annual Player's Party for approximately 1,500-2,000 athletes on Sunday night (3rd day of competition).

### **HUMAN RESOURCES**

- **HOST Pre- and Post-Event Support Staff Requirements**
  - Event Coordinator
  - Venue Coordinator
  - Volunteer Coordinator/ Supervisors
  - Publicity and Public Relations Chair
  - Coordinator, Sponsors/Contracts
  
- **HOST During Event Support Staff Requirements**
  - Security, police and door guards, merchandise sellers, ushers, and other auxiliary staff required by the venue.
  - Equipment Committee Staff
    - USAV prefers for assistance from the local Fire Department in filling of water barrels for the competition. If this is not possible, USAV requests complimentary water hook-ups at the competition venue on set-up days.
  - Maintenance Crews
    - 4-8 persons to clean the courts following competition each day

- **USAV Staff Requirements (Provided by USAV)**
  - Event Arbitrators (3)
    - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
  - Officials (300)
  - Event Specialists
    - Equipment Committee Chair and Staff (8)
    - Championship (5)
    - Registration (6)
    - Awards (2)
    - All-Tournament (7)
    - Officials/ Workroom/ Assignors (12)

### ***LOC EQUIPMENT COMMITTEE (OPTIONAL)***

The LOC Equipment Committee will be made up of volunteers, local staffing and fundraising groups. USAV will budget funds to cover certain areas of set-up, teardown and floor maintenance during the event.

#### **Set-up and Teardown Crews**

These crews are needed for installing Sport Court tile. USAV strongly suggests contacting area organizations to be assigned a certain number of courts for both the set-up and teardown projects. USAV pays a fee of \$150.00 per court for set-up and \$100.00 per court for teardown. These fees will be paid at the conclusion of the event. USAV will require a written accounting for each group and the number of courts that are assigned and completed. This accounting will be the responsibility of the LOC.

Each set-up and teardown crew will be made up of one (1) supervisor and eight (8) to ten (10) persons. A crew of six (6) can install a Sport Court floor in approximately 45 to 60 minutes. Schedule coordination will be done with the USAV Equipment Chair. The USAV Events Department will arrange contact information three months prior to the start date with the LOC Equipment Coordinator. Following is an approximate schedule for set-up and teardown crews:

| <b>Day</b>           | <b>Time Commitment</b> | <b>No. Crews</b>                |
|----------------------|------------------------|---------------------------------|
| Set up Day #1        | 11:00 AM – 2:00 PM     | Minimum of 6                    |
|                      | 2:00 PM – 8:00 PM      | Minimum of 6                    |
| Set up Day #2        | 8:00 AM – 2:00 PM      | 3 (if necessary)                |
|                      | 2:00 PM – 8:00 PM      | 0 (if all courts are installed) |
| Teardown on Last Day | TBD – 11:00 PM         | Minimum of 6                    |

#### **Maintenance Crews**

Maintenance crews will consist of four (4) to eight (8) persons, requiring one person per court to clean the floors. This too will be coordinated between the USAV Equipment Chair and the LOC Equipment Coordinator according to the following projected schedule:

| <b>Day</b> | <b>Time Commitment</b> | <b>No. Courts</b> | <b>Task</b> |
|------------|------------------------|-------------------|-------------|
|------------|------------------------|-------------------|-------------|

|          |                  |    |              |
|----------|------------------|----|--------------|
| Thursday | 9:00 PM – Finish | 50 | Clean courts |
| Friday   | 8:00 PM          | 25 | Clean courts |
| Saturday | 8:00 PM          | 25 | Clean courts |
| Sunday   | 8:00 PM          | 25 | Clean courts |
| Monday   | 8:00 PM          | 25 | Clean courts |
| Tuesday  | 8:00 PM          | 25 | Clean courts |

### ***PUBLICITY/PUBLIC RELATIONS***

The LOC will assume primary responsibility for local public relations, assist USAV staff in preparing media packets, arrange for local media coverage, and prepare and release reports and competition results to local media and national wire services. The LOC will also arrange for local television spots and work with USAV event staff to feature human interest stories.

### ***LOCAL PRINTING AND COPYING***

The LOC will assist USAV in procuring bids for printing the event program, Scout book, playing schedules and daily copying needs. Selling ad space in the program is another way for the LOC to achieve revenue from the event and one way to offset expenses for printing. The LOC will receive up to eight (8) full pages (black and white) for sponsorship advertising. All revenue from the sale of local program ads will be the sole ownership of the LOC.

Ads must be approved by USAV to ensure that conflicts with USAV national sponsors are not breached. High quality, timeliness and cost efficiency is of utmost importance to the championship Events Department. Please consider advertising space in USAV publications in exchange for some of the cost of printing.

Printing and copying specifications can be found in [“Appendix F – Printing and Copying Requirements.”](#)

### **MATERIAL RESOURCES**

Support assistance will be required in the areas listed below. References to some of these areas are also listed in other sections of this manual.

### ***EVENT SIGNAGE***

Proper signage is an important component for the event, as it controls access to restricted areas and directs pedestrian and participant traffic. Signs are needed to identify various rooms and areas in the venue, and to identify programs and activities. The LOC is responsible for the costs, production and posting of signs as required by USAV. Sample signs are “Team Registration,” “Officials’ Lounge,” “Media Room,” “Sports Medicine Center,” “Championship Desk,” “All-Tournament Selection Room,” etc. Final determination of necessary signage will be made by USAV in consultation with LOC personnel.

### ***OFFICE SUPPLIES/MATERIALS***

Office supplies are needed to carry out the tasks required by event personnel. USAV is responsible for the cost of supplies such as paper, pens, pencils, calculators, etc., but will need assistance from the LOC to procure these items if they are donated or discounted.

### ***DECORATIONS/AWARDS CEREMONIES***

These ceremonies will be under the direction of USAV Awards personnel.

### ***SPONSOR SIGNAGE/PACKET MATERIALS/VIK***

The LOC will assist in arranging to receive all materials shipped to the city prior to the event. The LOC can, with prior approval from USAV, sell sponsor signage, materials for player packets and exhibit booth space.

### ***EQUIPMENT***

The LOC will assist in coordinating equipment that is necessary to operate the event. A grid containing equipment needs can be found in [“Appendix E – Equipment, Supplies and Services.”](#) Please review the grid prior to completing the Bid Application. Some of the required equipment may be offset by sponsorship opportunities for the event. At a minimum, the LOC will be required to help submit requests for proposal to local vendors for equipment support.

# CHAPTER 7: BID APPLICATION AND SITE SELECTION PROCEDURES

USA Volleyball (USAV) is currently receiving inquiries and formal bids from local and state government agencies and/or other organizations that are interested in hosting the USA Volleyball 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 USAV is necessary because of emergency circumstances.

## REVIEW AND INSPECTION OF BID MANUAL/PRESUMPTION OF RESPONSIBILITY

It is imperative that the Bid Manual be reviewed thoroughly, and that the prospective host fully understands the responsibility under consideration.

**It will be presumed by USAV 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 especially important because these components will be included in the Agreement between the LOC and USA Volleyball.**

## BIDDING SCHEDULE

USAV 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 in [Chapter 2](#) of this Bid Manual. This schedule is also replicated in the *Bid Application*. It is important that bidders conform to this schedule.

If the bidder is interested, USAV recommends that a bid be submitted for more than one given year as an option. The specific optional year(s) should be listed.

## PRELIMINARY STEPS

Since you are reading this manual and application, you and your organization have indicated a preliminary interest in hosting a USA Volleyball Girls' Junior National Championships event. After reviewing the information, the next major decision is to determine your willingness to become a host. If you decide not to pursue this, we understand and ask that you keep volleyball in mind for a smaller or different event, or an exhibition with one of our National Teams.

If you have decided to move forward, the first step is to submit a letter of Intent to Bid with a projected date for completing the Bid Application. The second step is to complete the Bid Application. In addition to the information we are requesting, you may submit supplemental materials you feel will support and/or enhance your bid. We suggest formal proposals from the LOC, the venue(s) and all block hotels, support letters and letters of invitation from the organization/city and other dignitaries, LOC leadership, documentation of similar past ventures, etc..

## PRE-BID PROCESSING

Nonconformance to the schedule (specified in the "Host (City) Involvement" section of this manual and duplicated in the *General Information* section of the *Bid Application*) and other requirements may jeopardize your bid.

**If you need assistance with the Bid Application or have any questions about the information in this manual, be sure to contact the Event Department at USAV (listed below). Please do not hesitate to call!**

**It is important to both your organization and to USA Volleyball that you have a clear understanding of what this undertaking entails, and that you have all of the information you need prior to submitting this application!**

A complete *Bid Application* is to be sent to each of the following:

- Kristy Cox, Director, Events  
USA Volleyball  
4065 Sinton Road, Ste. 200  
Colorado Springs, CO 80907  
Phone: 719-228-6800  
Fax: 719-228-6899  
Email: [kristina.cox@usav.org](mailto:kristina.cox@usav.org)

## REVIEW OF BID

Each written bid will be reviewed and evaluated. If more information is needed and time permits, the bidder will be contacted and given the opportunity to submit additional information. When the bid appears to be complete, it will be evaluated and analyzed in detail. Those bids deemed to be in the best interests of USAV and the event will be scheduled for a “site evaluation” visit.

## SITE EVALUATION VISIT

Following an assessment of the written bids, the USAV Site Selection Committee will coordinate a visit with prospective hosts. All expenses for this site evaluation will be borne by the prospective host committee. During that visit, the committee will visit and/or inspect the recommended venue(s) and hotels, and discuss the issues important to conducting the event. This will include, but not be limited to, housing rates, venue particulars in regard to competition and ancillary space requirements, LOC capability to provide support personnel, publicity and public relations potential and capabilities, and related matters.

The two to three persons on the USAV Site Selection Committee represent the major components of the event—the Events Director, Chair of the Championship Events Commissions, and representative from the USAV contracted Housing Company. In most cases, the site evaluation can be accomplished with two full workdays and three nights of lodging.

The USAV Events Director will coordinate details of the visit with the local bidder representative.

## SITE SELECTION

After completing all site evaluation visits, the Site Selection Committee will analyze the merits of each prospective bidding organization. Based on their findings, they will submit their recommendation to the Executive Director and the Chair of the Championship Events Commission, who will make the final decision.

Once this decision has been made, the successful city will be notified verbally as soon as possible, followed with 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.

## CONTRACTS AND AGREEMENTS

USAV 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. (This agreement will be based on the amenities and staffing that the LOC proposes to USAV.)
2. Agreement with venue management for the playing site.

3. If appropriate, agreement with the local Convention and Visitors Bureau.

TTS housing service will secure and contract hotel agreements. USAV also reserves the right to submit all proposed agreements to its corporate attorney and insurance carrier for review, comment and direction prior to signature.

The signature blocks for all agreements are to have the following lines provided for USAV:

1. Recommend Approval/USAV Events Department
2. Approved/Chief Executive Officer

### ***CONTRACT APPROVAL***

**The CEO of USA Volleyball must approve all contracts. Currently, no other agent of USA Volleyball is authorized to approve any contracts that commits USAV to a financial encumbrance.**

### **USE OF NOMENCLATURE/USAV MARKS**

Once the event has been assigned to a host city, the host may use certain and specified nomenclature and upon specific approval, the use of certain and specified USAV marks in conjunction with the promotion of the event. In all cases, approval must be obtained from the Secretary General prior to such use (see directory at end of Section).

### **PROMOTION AND PUBLICITY**

Immediately after the event is awarded, the host city is requested to forward copies of all publicity relevant to the event, from time to time, to the Secretary General.

### **SITE VISITS**

Following an assessment of the written bids, the USAV Site Selection Committee will coordinate a visit with prospective hosts. All expenses for this site evaluation will be borne by the prospective host committee. During that visit, the committee will visit and/or inspect the recommended venue(s) and hotels, and discuss the issues important to conducting the event. This will include, but not be limited to, housing rates, venue particulars in regard to competition and ancillary space requirements, LOC capability to provide support personnel, publicity and public relations potential and capabilities, and related matters.

The two to three persons on the USAV Site Selection Committee represent the major components of the event—the competition area and housing. The committee members are the USAV Event Director or designee, the USAV Event Coordinator, representing the Corporation’s Board of Directors. In most cases, the site evaluation can be accomplished with two full workdays and three nights of lodging.

In all cases listed above, USAV will be responsible for roundtrip travel for all USAV committee personnel. As noted, the Headquarters Hotel should provide complimentary lodging.

## QUESTIONS?

If you have any questions or need clarification on any items presented in this manual, please do not hesitate to contact the appropriate USAV staff member appropriate to their areas of responsibility:

| Host Organization          | USAV Staff Contact   |
|----------------------------|--|
| Local Organizing Committee | Kristy Cox, Director, Events – 719-228-6800  |
| Venue                      | Kristy Cox, Director, Events – 719-228-6800  |
| Annual Meetings            | Tori Hoke, Manager, Region Services – 719-228-6800   |
| Block Hotels               | Ainsley Harris – 502-792-7327 – <a href="mailto:ainsley@teamtravelsource.com">ainsley@teamtravelsource.com</a> |
| Sponsors                   | Kerry Klostermann, Secretary General– 719-228-6800   |



## APPENDIX A – PROPOSED SCHEDULE FOR USA VOLLEYBALL ANNUAL MEETINGS

| <b>MEETINGS AT THE HOTEL</b> |                   |                 |   |                       |
|------------------------------|-------------------|-----------------|---|-----------------------|
| <b>Day of Week</b>           | <b>Start Time</b> | <b>End Time</b> | <b>Name</b>   | <b># of attendees</b> |
| Saturday                     | 6:00 AM           | 11:59 PM        | USAV Workroom                                       | 2                     |
| Sunday                       | 6:00 AM           | 11:59 PM        | USAV Workroom                                       | 2                     |
| Monday                       | 6:00 AM           | 11:59 PM        | USAV Workroom                                       | 2                     |
| Monday                       | 8:00 AM           | 9:00 AM         | New Commissioner                                    | 20                    |
| Monday                       | 8:00 AM           | 2:00 PM         | <b>JA Meeting room SET UP</b>                       | 130                   |
| Monday                       | 8:00 AM           | 2:00 PM         | <b>RVA Meeting room SET UP</b>                      | 130                   |
| Monday                       | 9:00 AM           | 10:00 AM        | <i>RVA Admin Council</i>                            | 20                    |
| Monday                       | 10:00 AM          | 12:00 PM        | <i>RVA Insurance Committee</i>                      | 20                    |
| Monday                       | 10:00 AM          | 12:00 PM        | <i>RVA Structure &amp; Function Committee</i>       | 30                    |
| Monday                       | 10:00 AM          | 12:00 PM        | <i>RVA Compliance Committee</i>                     | 30                    |
| Monday                       | 10:00 AM          | 12:00 PM        | <i>RVA Competition Committee</i>                    | 20                    |
| Monday                       | 12:00 PM          | 1:30 PM         | LUNCH BREAK   | Offsite               |
| Monday                       | 1:30 PM           | 4:30 PM         | <b>RVA/JA JOINT Assembly Session</b>                | 180                   |
| Monday                       | 4:30 PM           | 6:00 PM         | <b>RVA Assembly</b>                                 | 130                   |
| Monday                       | 4:30 PM           | 5:00 PM         | <b>JAGF Roll Call, Set Agenda, Approve Minutes</b>  | 130                   |
| Monday                       | 5:00 PM           | 6:30 PM         | JA Sport Development Committee                      | 20                    |
| Monday                       | 5:00 PM           | 6:30 PM         | <b>JA/RVA Beach Session</b>                         | 20                    |
| Monday                       | 6:00 PM           | 8:00 PM         | DINNER BREAK  | Offsite               |
| Monday                       | 7:30 PM           | 10:00 PM        | GJNC/QD Competition Committee                       | 40                    |
| Tuesday                      | 6:00 AM           | 11:59 PM        | USAV Workroom                                       | 1                     |
| Tuesday                      | 8:00 AM           | 9:00 AM         | Region/WebPoint On-line Session                     | 20                    |
| Tuesday                      | 9:00 AM           | 12:00 PM        | <b>Joint JA &amp; RVA Assembly-Safe Sport</b>       | 180                   |
| Tuesday                      | 9:00 AM           | 11:00 AM        | Qualifier Directors                                 | 20                    |
| Tuesday                      | 12:00 PM          | 1:30pm          | Junior Annual Recognition & Awards Lunch            | Offsite               |
| Tuesday                      | 2:00 PM           | 4:30 PM         | <b>RVA Assembly</b>                                 | 130                   |
| Tuesday                      | 2:00 PM           | 4:30 PM         | JA Competition Committee                            | 20                    |
| Tuesday                      | 2:00 PM           | 3:30 PM         | JA Elite Development Committee                      | 20                    |
| Tuesday                      | 4:30 PM           | 6:00 PM         | <i>RVA &amp; JA Zonal Breakout Group Central #2</i> | 40                    |
| Tuesday                      | 4:30 PM           | 6:00 PM         | <i>RVA &amp; JA Zonal Breakout Group Central #1</i> | 40                    |
| Tuesday                      | 4:30 PM           | 6:00 PM         | <i>RVA &amp; JA Zonal Breakout Group-Pacific</i>    | 40                    |
| Tuesday                      | 4:30 PM           | 6:00 PM         | <i>RVA &amp; JA Zonal Breakout Group-Border</i>     | 20                    |
| Tuesday                      | 4:30 PM           | 6:00 PM         | <i>RVA &amp; JA Zonal Breakout Group-Atlantic</i>   | 45                    |
| Tuesday                      | 6:00 PM           | 7:30 PM         | DINNER BREAK  | Offsite               |
| Tuesday                      | 7:30 PM           | 9:00 PM         | USAV Admin Council                                  | 25                    |

|  |                |                 |   |         |
|--|----------------|-----------------|---|---------|
| Tuesday                                  | 6:30 PM        | 7:30 PM         | Recognitions Commission Dinner                      | Offsite |
| Wednesday                                | 6:00 AM        | 11:59 PM        | USAV Workroom                                       | 1       |
| Wednesday                                | 8:00 AM        | 11:30AM         | <b>JAGF Reports &amp; Elections</b>                 | 130     |
| Wednesday                                | 8:00 AM        | 11:30 AM        | <b>RVA Assembly Reports and Elections</b>           | 130     |
| Wednesday                                | 9:00 AM        | 6:00 PM         | USAV Boyce Banquet Set up                           | 250     |
| Wednesday                                | 9:30 AM        | 11:30 AM        | Frier Award Committee                               | 25      |
| Wednesday                                | 11:30 AM       | 4:30 PM         | International Indoor Referee Seminar                | 25      |
| Wednesday                                | 11:30 AM       | 12:30 PM        | Leader in Volleyball Committee                      | 20      |
| Wednesday                                | 11:30 AM       | 1:30 PM         | Affiliated Organizations Lunch                      | Offsite |
| Wednesday                                | 11:30 AM       | 2:30 PM         | Paralympic High Performance Comm.(tentative)        | 20      |
| Wednesday                                | 11:30 AM       | 2:30 PM         | PVL Commissioners                                   | 20      |
| Wednesday                                | 3:30 PM        | 5:30 PM         | Officials Assembly Admin Council                    | 20      |
| <b>Wednesday</b>                         | <b>5:30 PM</b> | <b>6:30 PM</b>  | <b><i>Pre-Banquet Social</i></b>                    | 200     |
| <b>Wednesday</b>                         | <b>6:45 PM</b> | <b>TBD</b>      | <b><i>69th Annual BOYCE Awards Banquet</i></b>      | 250     |
| <b>Wednesday</b>                         | <b>TBD</b>     | <b>Midnight</b> | <b><i>Banquet after party</i></b>                   | Offsite |
| Thursday                                 | 6:00 AM        | 11:59 PM        | USAV Workroom                                       | 1       |
| Thursday                                 | 8:00 AM        | 11:30 AM        | Audit, Finance & Budget Committee                   | 12      |
| Thursday                                 | 12:00 PM       | 3:00 PM         | USAV Foundation Board of Directors                  | 20      |
| Thursday                                 | 3:30 PM        | 6:30 PM         | USAV Board of Directors                             | 50      |
| Thursday                                 | 7:00 PM        | 9:00 PM         | Stars Heritage Club Dinner                          | Offsite |
| Friday                                   | 6:00 AM        | 11:59 PM        | USAV Workroom                                       | 1       |
| Friday                                   | 8:00 AM        | 4:00 PM         | USAV Board of Directors                             | 50.     |
| <b>MEETINGS AT THE CONVENTION CENTER</b> |                |                 |   |         |
| Thursday                                 | 8:00 AM        | 10:00 AM        | RVA Scorer Development Mtg                          | 50      |
| Thursday                                 | 10:10 AM       | 11:00 AM        | Joint Referee & Scorer RVA Development Mtg          | 250     |
| Thursday                                 | 11:00 AM       | 1:00 PM         | RVA Referee Development Mtg                         | 50      |
| Thursday                                 | 1:30 PM        | 3:00 PM         | RVA Beach Development Mtg                           | 50      |
| Thursday                                 | 3:00 PM        | 3:45 PM         | Open/PVL instruction for referees                   | 250     |
| Thursday                                 | 3:45 PM        | 4:30 PM         | Open/PVL instruction/meeting for referees & scorers | 250     |
| Thursday                                 | 4:30 PM        | 5:00 PM         | IRTC Clinic for Scorers                             | 250     |
| Thursday                                 | 5:15 PM        | 6:15 PM         | Rules Commission                                    | 20      |
| Thursday                                 | 6:30 PM        | 7:30 PM         | Officials' Assembly Awards                          | 250     |
| Thursday                                 | 7:30 PM        | 9:00 PM         | Officials' Assembly & Open Forum (Towne Hall)       | 250     |
| Thursday                                 | 9:00 PM        | 10:00 PM        | Special Olympic Ref & Scorers Mtg                   | 50      |
| <b>TOURNAMENT STARTS</b>                 |                |                 |   |         |
| Friday                                   | 1:00 PM        | 3:00 PM         | Glen Davies Referee Service Committee               | 40      |
| Friday                                   | 7:00 PM        | 9:00 PM         | Special Olympics Coaches' Mtg                       | 40      |
| Friday                                   | 7:00 PM        | 8:00 PM         | Open Division Team Rep Mtg                          | 90      |
| Sunday                                   | 5:00 PM        | 5:30 PM         | Armed Forces Coaches Mtg                            | 40      |

# APPENDIX B – COMPUTER REQUIREMENTS FOR USA CHAMPIONSHIPS & ANNUAL MEETINGS

## USA OPEN VOLLEYBALL CHAMPIONSHIPS

|                                 |  |
|---------------------------------|--|
| <b>Championship Desk</b>        |  |
| <b>Hardware</b>                 | <p><b>Three (3)</b> P4 processor (minimum) computers<br/>           Note: USAV will be bringing its own server.</p> <p>1GB RAM<br/>           100 GB or larger hard drive<br/>           CD-ROM drives (Prefer CD-RW)<br/>           USB ports</p> <p>Internet connection on at least 2 of the 4 (based on venue access requirements)<br/>           All four computers networked together</p> <p><b>Four (4)</b> 17" flat screen monitors<br/>           Network capability</p> |
| <b>Software</b>                 | <p>Windows 2007 or XP<br/>           MS Office 2007 or XP<br/>           Anti Virus Program</p>  |
| <b>Printers</b>                 | <p>One (1) Color Printer<br/>           One (1) HP4 Laser Jet Printer<br/>           Two (2) extra toner cartridges</p>  |
| <b>Registration</b>             |  |
| <b>Hardware</b>                 | Four (4) laptops with network capability   |
| <b>Scorekeepers</b>             |  |
| <b>Hardware</b>                 | Three (3) laptops  |
| <b>Officials Assigning Room</b> |  |
| <b>Hardware</b>                 | <p>Two (2) P4 processor (minimum) computers<br/>           1GB RAM<br/>           100 GB or larger Hard Drive<br/>           USB Ports<br/>           CD Drive (Prefer CD-RW)<br/>           17" Monitors<br/>           Network capability</p>  |
| <b>Software</b>                 | <p>Windows 2007 or XP<br/>           Office 2007 or XP</p>   |

|                            |  |
|----------------------------|--|
|                            | Anti-Virus Program   |
| <b>Printer</b>             | One (1) HP Laser Jet Printer<br>One (1) extra toner cartridge                |
| <b>Officials' Workroom</b> |  |
| <b>Hardware</b>            | One (1) desktop with 17" LCD Monitor<br>Network capability                   |
| <b>Printer</b>             | One (1) HP4 Laser Jet Printer<br>One (1) extra toner cartridges              |
| <b>Results Station</b>     |  |
| <b>Hardware</b>            | Twenty (20) desktops with network capability<br>Twenty (20) 17" LCD Monitors |
| <b>Score Entry Station</b> |  |
| <b>Hardware</b>            | Five (5) desktops with network capability<br>Five (5) 17" LCD Monitors       |

## ANNUAL MEETINGS

### USAV Workroom

#### **Hardware**

Two (2) laptop computers  
Pentium 4, 2.0 minimum  
1GB of RAM  
Wireless capability  
Include printer cables

#### **Software**

Windows 2003 or XP  
MS Office 2003 or XP  
Anti Virus Program

#### **Printers**

One (1) HP 4 Laser Jet Printer  
One (1) Color Printer  
Two (2) extra toner cartridges

#### **One (1) Copier:**

Functions:

Ricoh Aficio 700 equivalent  
collate (large capacity tray, no sorter)  
staple, duplex, reduce/enlarge  
70 copies per minute (minimum)  
approximately 20,000 copies will be made

**Two (2) extra toner cartridges**

**Need two-hour repair response time and weekend repair service.**

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**Competition Commissioner Chair Suite****Hardware**

Two (2) P4 processor (minimum) computers  
1GB RAM  
10 GB or larger Hard Drive  
USB Ports  
CD Drive (Prefer CD-RW)  
17" Monitor  
Network capability

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**Software**

Windows 2007 or XP  
MS Office 2007 or XP  
Anti Virus Program

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**Printers**

One (1) HP4 Laser Jet Printer  
One (1) extra toner cartridge

## APPENDIX C – EQUIPMENT, SUPPLIES AND SERVICES NEEDED FOR USA CHAMPIONSHIPS

### MATERIAL HANDLING EQUIPMENT

|                           |  |
|---------------------------|--|
| Two (2) Forklifts         | 5,000 Lb forklifts with 48” forks used by USAV personnel for set-up and tear down                                      |
| One (1) Forklift          | 5,000 Lb forklift with 48” forks used by USAV personnel for first day of set-up and last day of tear down              |
| One (1) Scissor Lift      | Use by USAV and venue personnel for set-up and tear down and needs to be electric with a 30-35’ reach.                 |
| Two (2) Golf Carts        | Electric golf carts with flat bed trailers for equipment transportation  |
| Two (2) Pallet Jacks      | Pallet jacks for container transportation in venue during competition (a minimum of one to be electric).               |
| Two (2) Propane Tanks     | Two propane tanks for each forklift  |
| One (1) Electrical Outlet | One outlet for charging each golf cart at night  |
| One (1) Floor Scrubber    | Equivalent to a Tenant 5680 walk-behind scrubber to be used by USAV or venue personnel following competition each day. |

### COMMUNICATION, OFFICE, & AUDIO/ VISUAL EQUIPMENT

|                                |   |
|--------------------------------|---|
| One (1) Copier                 | Equivalent to a Ricoh Aficio 650 with functionality to collate (large capacity tray/ no sorter), staple, duplex, reduce/enlarge, 65 copies per minute (Total= 15,000) |
| Six (6) Cellular Phones        | Cellular phones with free local air time, preferably provided by a sponsor  |
| Nine (9) Phones                | Phones with lines inside venue  |
| Internet Access                | Access in venue to provide website with tournament results  |
| Public Address System          | Public address system throughout venue from Championship desk   |
| Championship Desk Sound System | Four (4) Speakers, CD/MP3 turn-table with USB port, Mackie Mic/ Line Mixer, Table Microphone, and Audio Amplifier (Audience= 2000-2500)                               |
| Six (6) Bulletin Boards        | Used in Officials’ Assigning Room   |
| Two (2) Cash Registers         | Pre-programmed with at least 16 programs  |

## MEDICAL SUPPLIES

|                    |  |
|--------------------|--|
| Ice                | 1500 pounds per day (bags or ice machine) and approximately 12,250 lbs total |
| Ice machine/cooler | Ice machine that can produce 300 pounds a day or two (2) coolers on the dock |
| Waste receptacle   | Two (2) 55-gallon waste receptacles with wheels for transporting ice         |
| Towels             | Approximately 100 towels per day for the training room                       |

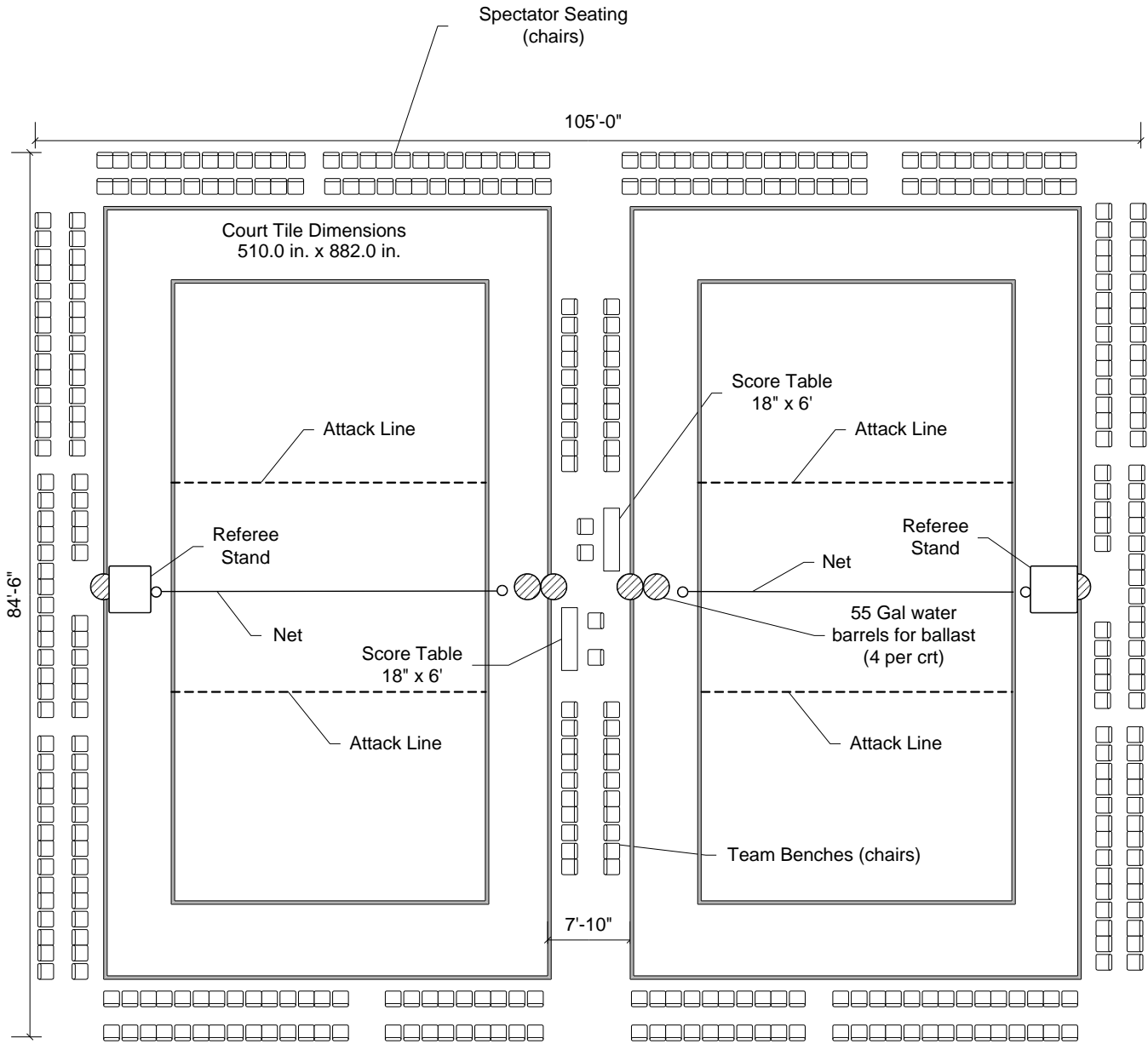
## EXPOSITION SERVICES & DRAYAGE

|                         |  |
|-------------------------|--|
| Shipping for USAV       | 2,500 pounds shipped free with delivery to venue and received up to 30 days prior to event set-up with storage of containers during competition.   |
| Shipping for Exhibitors | Market priced shipping for exhibitors' access, delivery and pick-up for re-shipment  |
| Office Area             | Hard Wall with a locking door approximately 56 LN/ft and 8' high—See Floor Plan in <a href="#">Appendix H</a>  |
| Pipe and Drape          | Approximately 500 ft. – varying heights (3', 8', 10', 12')   |
| Draped Tables           | Twenty-five (25) draped tables   |
| Registration Kiosks     | Five (5) kiosks with chairs and wastebaskets   |
| Stanchions              | Ten (10) with rope or retractable belts  |
| Officials' Lounge       | Four (4) Garment racks, two (2)- 10'x10' draped Changing Areas   |
| Exhibitors' booths      | Two (2) – Five (5) Exhibitors' package—10' x 10' pipe and drape that is 8' high with 3' dividers, one (1) 8' draped table and two (2) chairs, one (1) wastebasket, and one (1) power outlet. |
| Chairs and tables       | Chairs and tables for venue according to court configuration—see Floor Plan in <a href="#">Appendix G</a>  |
| Championship Desk       | See Floor Plan in <a href="#">Appendix H</a>   |
| Bleachers and Risers    | Seating for 2000 spectators around the Championship Courts   |

## FOOD SERVICES

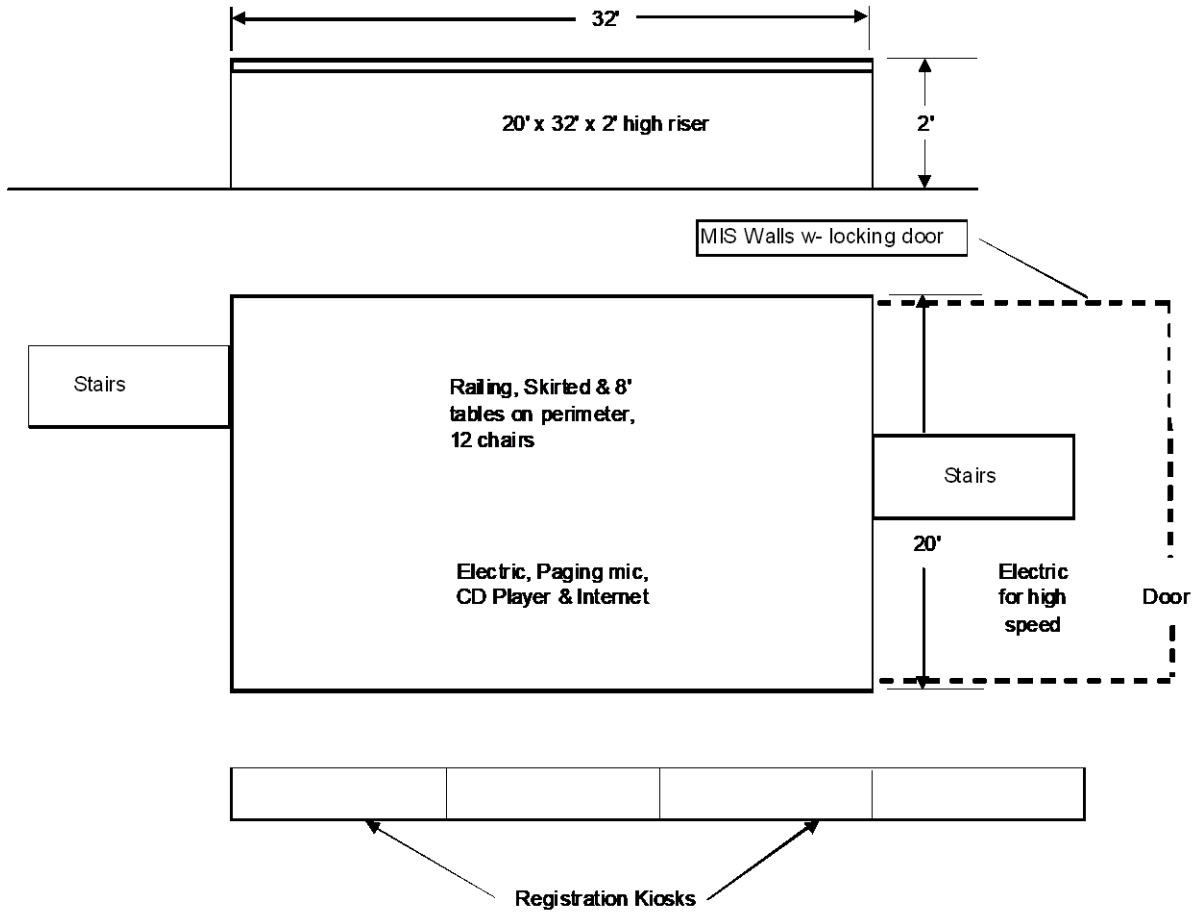
|           |  |
|-----------|--|
| Staff     | Meals for staff during event   |
| Officials | Meals in officials' lounge area with the ability to supply food from within the organization |

# APPENDIX D – SAMPLE COURT LAYOUT

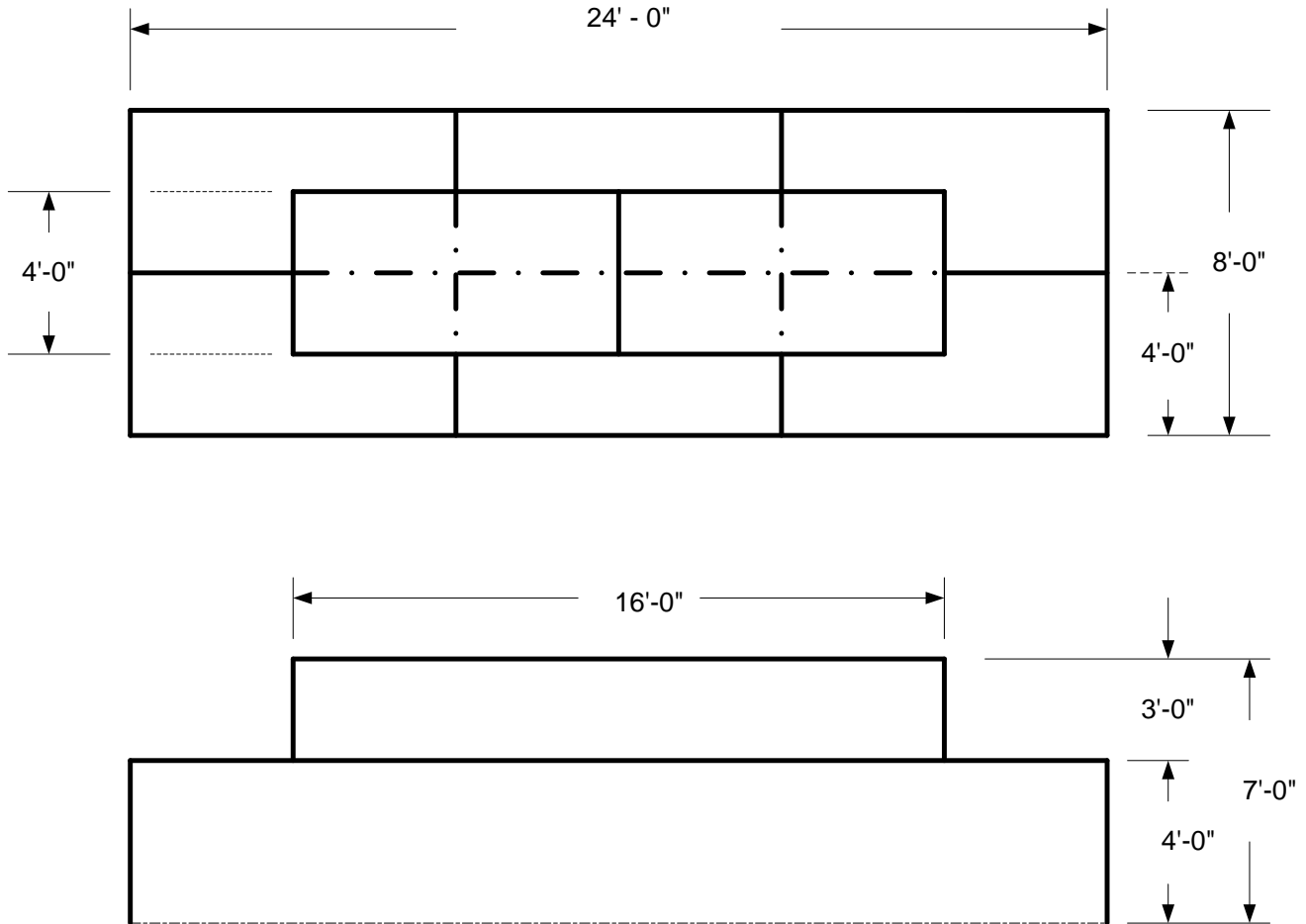




# APPENDIX E – CHAMPIONSHIP DESK LAYOUT



## APPENDIX F – RESULTS STATION LAYOUT



### Results Station

consisting of six (6) 4'W x 8'L x 4'H skirted risers  
with two (2) 4'W x 8'L x 3'H skirted risers sitting centered on top

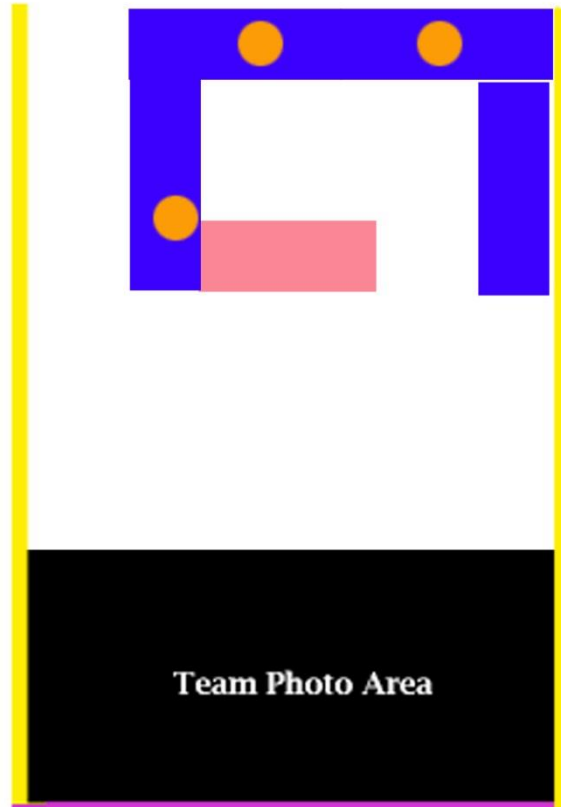
## APPENDIX G – PHOTOGRAPHER BOOTH LAYOUT

# TEXAS STAR PHOTO BOOTH LAYOUT ADULT OPEN

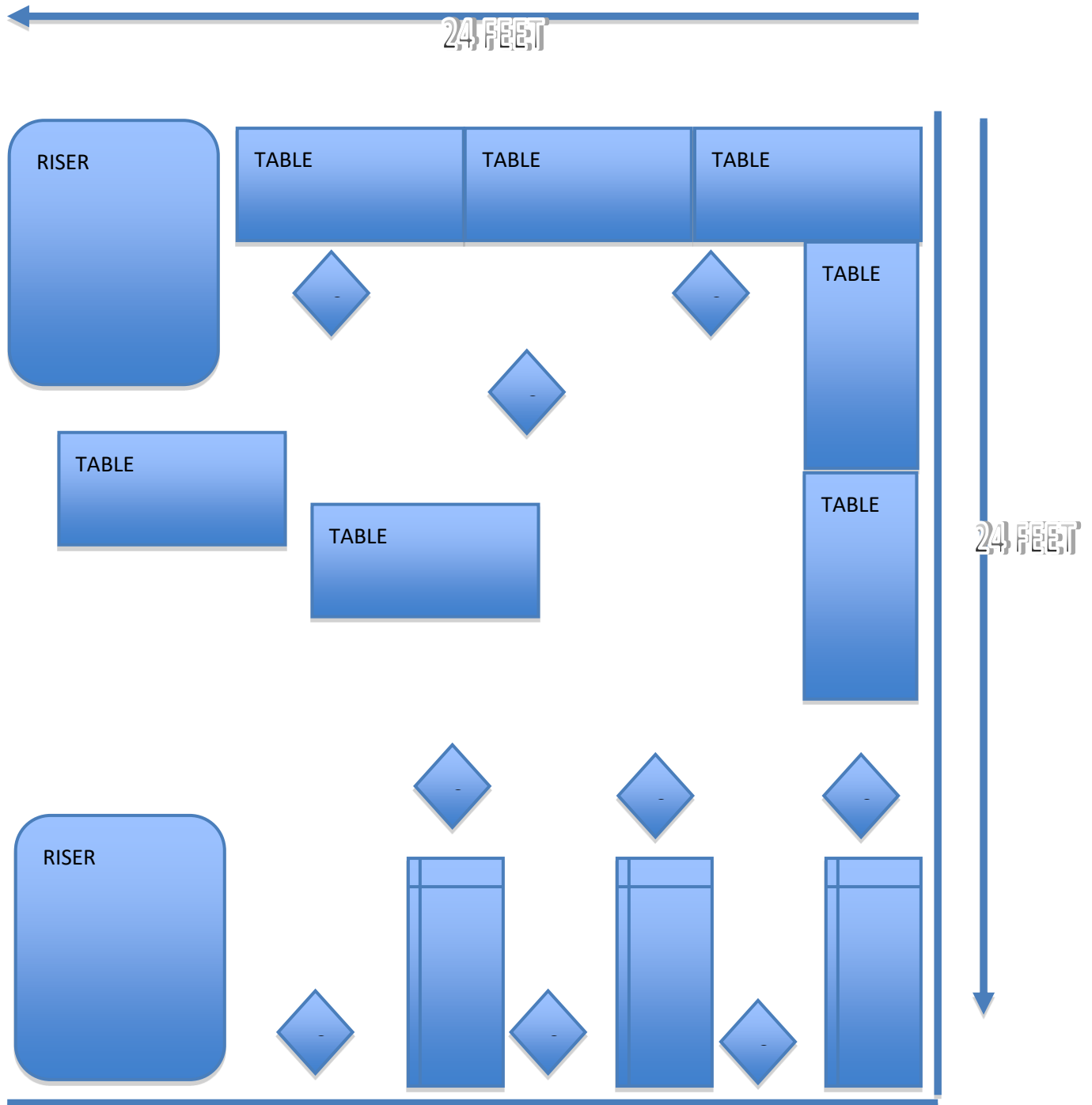
**Team Photo  
Entrance/Exit**

**FRONT**

- Yellow: 30'x8' high pipe & drape
- Purple: 20' x 10' high pipe & drape
- Blue: 8' x 42" high tables (Qty 4)
- Pink: 6' x 30" high tables (Qty 1)
- Black: 10'x20' black carpet
- Orange: 110 volt circuit (Qty 3)
- (all drapes/skirts - black)
  
- Stools - 2
- Chairs - 6



# APPENDIX H – MEDICAL TRAINER AREA LAYOUT



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