



## **Host Requirements for World League 2012**

### **2012 COMPETITION DATES**

- USA to host three (3) weekends starting May/June – July, 2012, two (2) matches each weekend against the same country (opponent). Federation International de Volleyball (FIVB), the International Governing Body of Volleyball will assign weekends and foreign opponents October/November, 2011.
- A request to host one, two or three weekends will be considered.

### **HOST FINANCIAL OBLIGATIONS**

#### ***USAV STAFF SITE VISIT (2 days maximum)***

- **2 economy class round trip domestic airfares** for USAV event staff
- **2 single rooms** for USAV event staff
- **3 meals per day for 2 persons or \$40 per person per day meal per diem**

#### ***EVENT PERSONNEL DURATION***

- **USAV Staff** – maximum of seven (7) nights
- **Foreign Team Delegation** – maximum of (7) nights (this is rare but can occur depending on where the team is competing the prior weekend)
- **USA Team Delegation** – maximum of (6) nights (this again is dependent on their previous competition location, if the team is coming directly from a foreign country airfare responsibility is only to get the USAV Team Delegation back to Anaheim)
- **International Officials and FIVB Supervisor(s)** – maximum of six (6) nights

### ***EVENT AIRFARE***

- **20 economy class round trip domestic airfares (max)** for USAV National Team
- **10 economy class round trip domestic airfares (max)** for USAV Staff
- FIVB Supervisor(s) and officials airfare the responsibility of USAV and FIVB

**Arrival / Departure Airport: Closest International Airport**

### ***EVENT GROUND TRANSPORTATION***

- **2 coach buses (47 passenger)**, one for each of the team delegations, from arrival until departure (airport arrival and departure, internal transport to matches, training, etc.)
- **1 Mini-van** for use of the referees from arrival until departure
- **2 SUV-type vehicle** for use by USAV event staff from arrival until departure
- **1 full size automobile** for use by USAV event staff from arrival until departure

### ***EVENT ACCOMODATIONS***

- **Headquarters Hotel** USAV shall have the right to approve such accommodations in advance and the minimum standard of acceptable accommodations shall be at hotels such as: Marriott, Hilton, Hyatt, Radisson and Doubletree which must include a full-service restaurant, in house food and beverage catering, and meeting rooms with capability for teams to use one room for video and team meetings at anytime.
- **4 single and 4 double rooms** for USAV event staff from arrival until departure
- **1 single room (max)** for FIVB Supervisor from arrival until departure
- **4 single and 3 double rooms (max)** for Match Officials (International and US) from arrival until departure dependant on gender
- **14 single rooms and 20 double rooms:** 6 singles and 10 doubles for each Team Delegation (up to 20 persons) from arrival until departure. It is the responsibility of a team to pay for any additional personnel to the Delegation beyond the approved 20.

### ***FUNCTION SPACE IN HEADQUARTERS HOTEL***

- **2 meeting rooms (one for each team), each seating 20 persons for video viewing capabilities for Team meetings and scouting sessions** reserved exclusively from arrival until departure
- **1 meeting room seating 6 persons** in the Headquarters Hotel to conduct the Preliminary Inquiry available for all day prior to first match day.
- **1 meeting room seating 40 persons** in the Headquarters Hotel for the General Technical Meeting from 7:00pm to 11:00pm on day prior to first Match day.

### ***EVENT MEALS***

- **3 hot meals, buffet-style** (taking into account the food preferences of the foreign team) **at the Headquarters Hotel** (breakfast, lunch and dinner) for the following participants:
  - **10 persons** - USAV event staff from arrival until departure
  - **2 persons** – FIVB Supervisors from arrival until departure
  - **9 persons** – Match Officials from arrival until departure
  - **20 persons x 2 teams = 40 persons** Team Delegations from arrival until departure.
- **SNACK** (sandwich, chips, fruit, drink) for each Team (**20 persons**) prior to competition each day of competition

### ***TICKETS***

Group General Admission - **20+ \$8**

Senior (60+) (in GA areas) - **\$8**

USA Volleyball Member and Military Discount tickets (in GA areas) - **\$10**

General Admission - **\$15**

Lower Bowl (reserved seating) - **\$25**

**USA Volleyball will require**, at no cost, and if requested, a maximum of Six Hundred (600) **EVENTS** admission tickets **for each EVENT** which shall be comprised of sixty (60) VIP-seating tickets, and five hundred and forty (540) tickets in the next-best available seating.

HOST hereby agrees to exert every reasonable effort to achieve a minimum of five thousand (5,000) spectators at each **EVENT**. The FIVB grades each event and attendance is a large

component of the grading system. Penalties for not reaching the minimum of 5,000 spectators could result in financial penalties or the elimination of USA Volleyball from the 2010 World League.

Such efforts to assure 5,000 spectators shall include, but not necessarily be limited to, partnering with a local charity to offer discounted or free tickets to its constituents; providing the local charity with a portion of every admission ticket purchased; promoting discounted group ticket sales to local high schools, clubs, businesses, churches and other organizations; providing free tickets in non-prime arena seating locations to senior centers; Boys and Girls Clubs; Police Athletic Leagues and other organizations serving disadvantaged populations. Promotional contests by partnering with local media (Radio and TV). Partnering with a local corporation to 'sell-out the house' by promoting one or both match(es) as their corporate night.

Host agrees to furnish all ticket sales information on a weekly basis starting 60 days prior to the first match. USA Volleyball reserves the right to pull tickets for promotion distribution to achieve the 5,000 minimum 21 days prior to the first match. If additional tickets pulled are sold then all sales will go back to the Host.

Host shall receive 100% of the admission ticket sales revenue. Host will produce a final report on overall attendance and the number of tickets sold, no later than one [1] week after the conclusion of the **EVENTS**.

### ***ADVERTISING, PROMOTIONS & SPONSORSHIP***

- HOST shall retain 100% of admission ticket sales, local sponsorship (subject to prior USAV approval), parking, arena concessions etc.
- USAV shall receive 25% of any net profit. Complete financial report due 30 days post event.
- HOST to secure dedicated marketing and promotion specialist (LOC staff or Intern). The duties for the specialist will include assisting in selling the 5,000 minimum ticketed attendances for each night, assisting with securing and communication with local sponsorships and assist with the operations for the EVENT. The specialist and USAV will conduct weekly conference calls beginning eight (8) weeks from the EVENT.
- 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.
- Host to supply USAV Advertising and Promotion plan 90 days prior to the event. Weekly up-dates from 90 days out to the week of the event.
- USAV shall provide the artwork which must be used and cannot be changed for all printed materials (posters, flyers, billboards) - such materials shall include FIVB and USAV sponsor logos which cannot be altered or removed. Host may obtain local sponsorship, not in conflict with FIVB or USAV Sponsors (see appendix A) only with prior written approval from USAV. Local sponsors can be incorporated into the USAV-provided artwork.

- USAV will produce 2012 World League program for sale at the events. HOST will have the option to utilize (at no cost to HOST) advertising space in the program (up to 4 pages). All local advertising and promotional materials produced and disseminated regarding the event are subject to the advance approval of USAV.

### ***MATCH ENTERTAINMENT***

Host is responsible for Match Entertainment which shall consist of (at a minimum):

- Live band
- Local DJ to work the crowd and announce non-match specifics (this can be a relationship with a local radio promotion/sponsorship)
- Cheerleaders and Dance Team(s)
- Light show to introduce the US Team
- Match Announcer for play by play announcing (familiar with the game)
- Must submit Entertainment plan to USAV 90 days prior to the event. Plan to include names and contact details.

USAV will assist with scripting and timing of entertainment once the entertainment package is identified by Host and approved by USAV. The intent is to provide family entertain throughout the entire event from the warm-ups to the final point scored.

### ***EVENT COMPETITION AND TRAINING VENUES***

- HOST will secure at its cost an arena for the competition and practice (minimum ceiling height of 42 feet to the lowest hanging obstruction) as well as an alternate practice facility (minimum ceiling height of 32 feet to the lowest hanging obstruction) if venue is not ready upon delegation arrival. The competition venue must have a minimum seating capacity of 5,000. An ideal arena would seat 7,000 – 8,000.
- HOST competition area requirements / responsibilities including but not limited to the following:
  - Overall Floor foot print – min. of 87’ – 0” x 130’ – 0” (including benches, press area, TV risers, jury table, VIS etc. – See attached Appendix A
  - TV Lighting (Lux. minimum 1500)
  - Sub floor basketball court or equivalent (min 60’ x 106’, Actual playing surface for volleyball is 19m [62’] x 34m [112’])
  - Scoreboard with the following display capabilities:
    - Name of Countries (or 3-letter abbreviation, ie. “USA”; “JPN”)
    - Service indicator
    - Time-outs granted per team
    - Substitutions made
    - Score of current set
    - Score of previous set (s)

- Sound system
  - Tables – approx: 20 (17 – 8ft. X 30 Inches, 3- 4ft X 30 Inches)
  - Platform (4’x 8’ riser 2’ high) for Jury Table (8’x 30” table with 2 chairs)
  - TV Platform (4’ x 8’ riser 1’ high) for TV Announcer (8’ x 30” table with 2 chairs)
  - TV Camera Platform (4’x 8’ riser 1’ high)
  - Folding Chairs – approx: 45-50
  - Two Team Benches – 10 folding chairs each
  - Skirting for all tables
  - Television camera seat kills
  - Team video camera seat kills – high on end zone with power
  - Decoration (if available)
- USA Volleyball (USAV) competition area responsibilities:
    - Taraflex competition flooring – installed over HOST provided sub floor
    - Net Standards and posts
    - Floor Plates (placed within sub floor)
    - Competition Volleyballs
    - Courtside banner system for FIVB and USAV Sponsors
    - Other necessary equipment for conduct of competition
- HOST In-Arena Support Facilities Requirements – All of the following functional rooms must have air conditioning, electrical, and adequate lighting
    - Team Locker Rooms (2) – Shower, bathrooms, massage table, lockers, chairs and benches, access to the court, ice in container, towels
    - Officials Rooms
      - International Officials – showers, lockers, 1 round with chairs, comfy chairs, access to the court, catering (refreshments and snacks)
      - National Referees and Line Judges (2 rooms – Male/Female) – showers, lockers, 1 round with chairs, comfy chairs, access to the court, catering (refreshments and snacks)
      - Referee Lounge- coffee table with comfy chairs, air-conditioned, catering (refreshments and snacks)
    - Medical Room – massage table, bed and table, first aid equipment, ice machine, telephone, access to the court
    - Press Room
      - Press work room – working tables with chairs, cork board, electric connections (8), fax machine with international connection, international phone line (2), refreshments and snacks
    - Press Conference Room
      - Draped tables with chairs for tribune (7 people) on stage, microphones on tables (3), wireless microphone (1), chairs for the press (20), decoration (flowers), access to the court
    - Press Lounge- coffee table with comfy chairs, television, catering, close to working press room
    - FIVB Press delegates office – if FIVB press delegate attends

- Control Committee Office – 2 rounds with chairs, comfy chairs/couch, catering (refreshments and snacks), television
- VIS Room and Equipment – 2 working tables with chairs, computer, laser printer, international fax machine (1), IDD phone connection, modem connection (1)
- FIVB President Lounge – if FIVB President attends – comfy chairs and catering
- VIP Lounge/Hospitality – Coffee Tables (3), Chairs (12), catering (refreshments, snacks, heavy hors d'overs, decorations, TV, access to VIP section, Minimum 200 people
- Anti-doping Control Station (2 rooms) Waiting room and Sample room, shower, bathroom, refrigerator with soft drinks, registration table, chairs (8), TV set
- Organizers / USAV Office & Secretariat – working tables and chairs, copier, access to stands, modem connections
- HOST In-Arena Support Staff Requirements
  - Sub-Floor & Competition Court Set Up/Tear Down
    - Minimum 8 people
    - Forklift driver for installation and removal of floor
  - Cleaning
  - Electricians, utilities
- HOST – In Arena Run of Show Requirements
  - Dedicated secured VIP section with usher
  - Bench area towels during matches and all practices
  - Bench area bottled water during matches and all practices
  - Bench area ice during matches and all practices
  - Public address announcer, Scoreboard operator, Sound engineer
  - Security, police and door guards, merchandise sellers, ticket-takers, ushers
  - Emergency medical personal EMT and orthopedic doctor in attendance for matches
  - Translator – for all foreign team activities (meals, practice, airport, matches, airport greeter)
  - Host – for all foreign team activities (meals, practice, airport, matches, airport greeter)
  - Airport greeter/driver for officials and USAV staff
  - Catering for VIP hospitality lounge and various rooms
- USAV – Run of Show Requirements
  - USAV will assist with securing qualified lines-persons, match officials, scorekeepers, ball retrievers and floor wipers
- Host shall provide a facility for weight training should it be requested by the team(s).

<b><i>OTHER REQUIREMENTS</i></b>
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- Proof of Liability Insurance – Minimum per occurrence coverage of 1 Million Dollars.
- Provide volunteer SID to assist USAV press manager
- Provide Professional Sports Photographer at no cost to USAV (provide a minimum of 50 digital photos to USAV for each match)
- Site visit expenses for 2-3 USAV staff

- Pre-event marketing, advertising, entertainment and ticket sales plans
- Pre-event press conference
- Practice session for volunteer training at alternate practice facility (2-3 days prior to event)
- Bi-weekly conference calls beginning two months prior to the date of event between USAV and Local Organizing Committee
- Six months prior HOST must complete Local Organizing contact information (Office phone, Cell Phone and Email)

Letter of commitment signed and returned no later than November 1<sup>st</sup> 2011.