

BID MANUAL

FOR THE YEARS 2021 THRU 2024



USA Volleyball®

BOYS' JUNIOR NATIONAL CHAMPIONSHIPS

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ACKNOWLEDGEMENT & COMMENTARY

This *Bid Manual* and *Bid Application* is based on the demands of continued development in managing the ongoing growth of the USA Volleyball Boys Junior National Championships. This manual was initiated primarily to address the needs of all the Junior National Championships events and assure their needs in continuing the quality and growth each respectively deserve. This Bid Manual and the accompanying Application is relevant to the bidding process for the years 2022 through 2024.

We wish to acknowledge the 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) the United States Volleyball Association (USAV) d.b.a. USA Volleyball, (2) the requirements for hosting a USA Junior National Championships, and (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 specialized organizations.

BID APPLICATION

The *Bid Application* is the companion document to the *Bid Manual*. The application is in a questionnaire format and responds to the requests and requirements outlined in the *Bid Manual*. In addition to submittal of the Bid Application, prospective hosts are asked to attach other materials and information. These are important supplements to the total fact finding process USA Volleyball utilizes to make their 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 these events for USA Volleyball is the Boys’ Junior National Championships (JNC). It is conducted annually and is held in different regions of the country each year.

USAV BOYS’ JUNIOR NATIONAL CHAMPIONSHIPS

In 2000, USA Volleyball conducted its 20th Junior National Championships. With this anniversary, USA Volleyball separated the Boys’ and Girls’ events. This manual is designed for use when bidding for the USA Volleyball Boys’ Junior National Championships.

Currently, the USA Volleyball Boys’ Junior National Championships is divided into three (3) categories of competition. The divisions are broken into Open, USA and Club Divisions. Within each division there are single age classification Championship Tournaments. The Open Divisions offer Tournaments for each age starting with 14 & under through 18 & under. The USA Divisions offer Tournaments for each age starting with 16 & under through 18 & under. The Club Divisions offer Tournaments for each age starting with 12 & under through 18 & under. The boys’ event is played in late June to early to mid-July. More than 2000 matches are played during the boys’ championships.

FEATURES

- 8 days of volleyball activity involving international, national and local volleyball communities.
- A forum to render important decisions relevant to the growth and development of grass roots, local programs, and national and international events.
- 11 National Championship Tournaments featuring the best indoor volleyball athletes in the country; each age division of 14 -18 & under hosts two levels of competition: Open and Club; with the 12 & 13 & under offering only Club. These young athletes are the future of USA Volleyball’s National Team programs.

A principal 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 USA Junior National Championships event. Other by-products are an increased awareness and better appreciation of volleyball in the local community.

Previous hosts are listed below. You will note the continued growth in the number of entries that have been realized. From 2005 to 2018, the event has realized a 25% growth in the number of entries.

PREVIOUS BOYS' JNC HOSTS

Year	Host City	No. Boys' Teams
2018	Phoenix, Arizona	577
2017	Columbus, Ohio	506
2016	Dallas, Texas	462
2015	Columbus, Ohio	479
2014	Houston, Texas	410
2013	Reno, Nevada	420
2012	Dallas, Texas	392
2011	Minneapolis, Minnesota	393
2010	Austin, Texas	361
2009	Atlanta, Georgia	384
2008	Sandy, Utah	385
2007	Atlanta, Georgia	391
2006	Minneapolis, Minnesota	385
2005	Louisville, Kentucky	379
2004	Austin, Texas	346
2003	Phoenix, Arizona	327
2002	Louisville, Kentucky	287
2001	Phoenix, Arizona	264
2000	Reno, Nevada	232
1999	New Orleans, Louisiana	204
1998	Dallas, Texas	204
1997	Denver, Colorado	194
1996	San Jose, California	204
1995	Orlando, Florida	169
1994	Austin, Texas	166
1993	Kansas City, Missouri	150
1992	Albuquerque, New Mexico	129
1991	Tampa, Florida (1 st use of convention center)	107

FUTURE BOYS' JNC HOSTS

Year	Host City
2019	Dallas, Texas
2020	Reno, Nevada
2021	Kansas City, Missouri

CHAPTER 1: HOST OBLIGATIONS

EVENT DATES

Year	Boys' JNC Preferred Dates		
	MOVE-IN	COMPETITION	MOVE-OUT
2021 - AWARDED	June 27 – 29	June 30 – July 7	July 8
2022	June 27-29	June 30 – July 7	July 8
2023	June 26-28	June 29- July 6	July 7
2024	June 27 – 29	June 30 – July 7	July 8

The USA Volleyball Boys' Junior National Championships is a major program of USA Volleyball and currently involves more than 410 teams plus spectators. While USA Volleyball will be responsible for actually conducting the event, the Host is expected to provide the basic ancillary elements associated with conducting the championships.

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

Upon *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 as an official invitation for USA Volleyball to proceed with these assumptions in place.

HOST OBLIGATIONS

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

- **Up to 3 economy class round trip domestic airfares** for USAV event staff
- **1 full size automobile** for use of USAV event staff if not chauffeured by host
- **Up to 3 single rooms** for USAV event staff
- **3 meals per day for 3 persons or \$75 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 REQUIREMENTS [\(CHAPTER 4\)](#)

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 300,000-350,000 square feet** for approximately 40 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. Eight competition days are needed to conduct the event.**
 - A **CAD drawing (.dwg)** 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. Chapter 4 outlines each of the following areas:
 - **Secured storage areas**
 - **Championship Desk**
 - **Sports Medicine Center**
 - **Results Area**
 - **Photographer Booth**
 - **Exposition/ Sales Area**
 - **Officials’ Lounge/Work Room**
 - **Registration (Staging) Room**
 - **College Recruiting Service Room**
 - **Officials Assignors’ Room**
 - **All-Tournament Selection Committee Room**
 - **Awards Room**
 - **Officials Meeting**
 - **Registration Desk**
 - **Merchandise Storage**
 - **Equipment Storage**
 - **Coaches Evaluation Room(s)**
 - **Scorekeeper Clinic/ Meeting (Ability to lock with USAV access to keys)**
 - **Comptroller Room**
 - **Spectator Pass Sales Area**
 - **HOST Auxiliary Venue Services**
 - Parking
 - Complimentary parking for all USAV staff vehicles
 - Reduced rate parking with in and out privileges for all tournament participants.

EVENT HOUSING (CHAPTER 5)

USAV will require hotel blocks to accommodate approximately 30,000 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
 - Publicity and Public Relations Chair
 - Coordinator, Sponsors/Contracts
- **HOST During Event Support Staffing (requested not required)**
 - Admission Monitors
 - Court Announcer
 - Security, police and door guards, merchandise sellers, ushers, and other auxiliary staff required by the venue.
 - Airport Ambassadors and/or Greeters for Airport and Registration arrivals
 - Equipment Committee Staff assistance
 - 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)**
 - **Independent Contractors**
 - Event Arbitrators (3)
 - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
 - Officials (12)
 - Scorekeeper Monitors (12)
 - Equipment Committee Chair and Staff (8)
 - Championship (6)
 - Registration (6)
 - Awards (2-3)
 - All-Tournament (7)
 - Spectator Pass Sellers (4)
 - College Recruiter Resources (1)

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.**
- USAV shall retain **ALL admission fees.**
- 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, "Rotations" email newsletter, website listings, national Meeting and Convention publications, sponsors, and various other advertising streams.**

OTHER BID ENHANCEMENTS

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 (Required)
- **Release to permit "outside" food** to be imported for feeding event staff and tournament officials only.
- **Procurement of office equipment** (Bid Manual: [Appendix C](#)) such as:
 - **Cellular telephones** with free local air time.
 - **Two copy machines** (one larger unit fully capable of 20,000 copies, duplexing, collating and stapling; 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 USAV staff and officials).
- **Drayage service** for exhibitors, sponsors and USA Volleyball to ship materials prior to the event; venue access for drayage services.
- 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). Sales of event photography are prohibited.
- Assistance in procurement of necessary **equipment.**
- Completion of a post-event survey and **after-action report.**
- **Staff to assist with set up and tear down.**

CHAPTER 2: SITE SELECTION DATES

SITE SELECTION FOR YEARS 2021 THRU 2024

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

Year	Boys' JNC Preferred Dates		
	MOVE-IN	COMPETITION	MOVE-OUT
2021 – Awarded	June 27 – 29	June 30 – July 7	July 8
2022	June 27 – 29	June 30 – July 7	July 8
2023	June 26 – 28	June 29– July 6	July 7
2024	June 27 – 29	June30 – July 7	July 8

Bid solicitations will be accepted immediately for all years. It is the desire of USA Volleyball to decide on each bid consistent with the following schedule. The deadline may be extended if insufficient bids are not on line by these target dates.

Year	Notice of Bid Proposal	Final Decision Date
2021	Awarded	Awarded
2022	Letter of Intent submitted no later than December 1, 2018	May 2019 or sooner
2023	Letter of Intent submitted no later than December 1, 2019	May 2020 or sooner
2024	Letter of Intent submitted no later than December 1, 2020	May 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. This site evaluation visit will inspect all of the facilities in an effort to determine the adequacy of a city to serve as the potential host city. This visit will follow receipt of the *Bid Application*, and occur prior to final site selection.

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, 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

- On average, around 6,000 participants and up to 12,000 spectators from across the nation and several foreign countries will attend the USA Volleyball Boys' Junior National Championships event (based on 2015-2018 figures).
- Participants are student athletes from ages 11 through 19, and spectators are generally families and friends. They require housing, food, shops and the opportunity to visit local points of interest.
- The Championship event presently accommodates competition for over 500 teams. Projected maximum capacity by 2024 for the USA Volleyball Boys' Junior National Championships is 600 teams.

ECONOMIC IMPACT

- The USA Volleyball Boys' Junior National Championships event consumes more than 20,000 room nights at local hotels.
- Each Division competes for four (4) days excluding the 12 & under and 13 & under, which compete for three (3). No one is eliminated until the fourth (third for 12's and 13's) day of competition. Average stay per team is 4.5 nights. Many of the families will make this their vacation and stay in the area to visit local attractions.

RECOGNITION AND VISIBILITY

- **Host Recognition:** Hosting the USA Volleyball Boys' Junior National Championships event can lead to hosting other amateur and professional sporting events, as well as interest by USA Volleyball in returning to your city on a cyclical basis for Championship events, potential National Team competitions, other volleyball events and meetings.
- **Visitor Visibility:** Your city will gain exposure to approximately 18,000 attendees, staff and spectators for the boys' event. These participants and spectators come from across the United States, and some foreign countries, and will be returning 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 a USA Volleyball event 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 Volleyball Boys' Junior National 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 CAD (.dwg) 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 jump drive 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 350,000 square feet. This area should be able to accommodate a minimum of 45 volleyball courts with space for portable bleacher seating and a raised platform championship desk.

COURT ARRANGEMENT [\(REFER TO APPENDIX E & F\)](#)

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 100 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).
- Four feature courts must provide bleacher seating for 250, and one championship court must seat 2,000-2,500.
- 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.

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.

1. Each day of the event, competition begins at 8:00 AM and continues until approximately 11:00 PM.
2. 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 eight (8) 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 tear down and setup. 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 G](#))

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 four (4) computers, two (2) printers, a high-speed copy machine, and a separate circuit for the USAV server.
- Internet access (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; capability of connecting an MP3/iPod-type player 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 J](#)]

- 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 on wheels for ice.
- A minimum of 100 towels/day.
- 5500 lbs. of ice over the duration of the event with 1,250 lbs. upon delivery of the cooler or truck and multiple deliveries throughout the event.

RESULTS AREA ([APPENDIX J](#))

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 K](#))

This area has a 30'x40' footprint. It requires six (6) 4'x42" tables; four (4) 4'x30" tables; four (4) 6'x42" tables; three (3) 6'x30" tables; seven (7) 8'x42" tables; two (2) 8'x30" tables; 24 chairs and 1 high chair/stool. It also requires 200 square feet of carpet, 30' of 10' drape and 60' of 8' drape. 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.

COLLEGE RECRUITERS' ROOM

The college recruiters' room is used as a hospitality room for college coaches who attend the event to recruit athletes. Requirements for the Scout Room include:

- Six (6) skirted, round tables, four (4) 8'x30" skirted tables, and chairs. Any accommodations for comfort seating/relaxation are welcome.

- Wireless access
- Electrical
- Coffee, soft drinks and light food items are usually made available throughout each day that this room is open. USAV would prefer the availability to find local sponsors to provide 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 the daily needs.

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 225 persons. This room requires one (1) 6' head table with three chairs, a public address system, podium and electrical.

REGISTRATION DESK [\(APPENDIX K\)](#)

USAV will operate a registration area in a strategic public area of the venue. Equipment needs are: three (3) to four (4) kiosks and four (4) rectangle 8' skirted tables with 12 chairs.

COACHING EDUCATION

USAV requires one meeting room set up in classroom style to accommodate 30 persons. The room requires one (1) 6' skirted head table with three chairs, a public address system, podium and electrical.

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.

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 A](#) of this manual.

SPECTATOR ADMISSION

USAV will require an area or meeting room used for the sale of spectator admission with four (4) to six (6) windows, three (3) local phone lines for credit card machines, three (3) power outlets and a secure room (Comptroller room) with a floor safe that is in close proximity.

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.

ADMISSION SALES/ENTRY-EXIT CONTROL

All admission sales and entry/exit control will be the responsibility of USAV. Prior agreement between the venue and USAV as to the extent and cost of routine security is required. Because of staffing and security requirements, the LOC will be asked to help secure temporary staff to help sell tickets, programs and tournament schedules under the supervision of USAV Staff. The security provider will be required to supply door monitors at pass gates for participants and spectators. In addition, pass gates will be monitored from 7:00 AM until 10:00 PM throughout the competition.



CHAPTER 5: HOUSING/HOTEL REQUIREMENTS

USAV will require hotel blocks to accommodate approximately 20,000-22,000 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 –Two (2) Headquarter (HQ) Hotels will be needed. One will house staff and the other will house the officials. (Note: Officials’ rooms may be split up between multiple walking distance hotels.)

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
 - 32 complimentary double/double rooms for duration of event

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:
 - 100 complimentary double/double rooms for duration of event;
 - 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. Transportation schedule to be determined by USAV.

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.**
- 90% of rooms to be double/doubles. Room types must be guaranteed.
- Room rates must be the 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**
10. See “Details for All Hotels” above.
11. **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 a USA Volleyball National 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.

HUMAN RESOURCES

- **HOST Pre- and Post-Event Support Staff** Requirements
 - Event Coordinator
 - Venue Coordinator
 - Publicity and Public Relations Chair
 - Coordinator, Sponsors/Contracts
- **HOST During Event Support Staffing** (requested not required)
 - Admission Monitors
 - Court Announcer
 - Security, police and door guards, merchandise sellers, ushers, and other auxiliary staff required by the venue.
 - Airport Ambassadors and/or Greeters for Airport and Registration arrivals
 - Equipment Committee Staff assistance
 - 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)**
 - **Independent Contractors**
 - Event Arbitrators (3)
 - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
 - Officials (12)
 - Scorekeeper Monitors (12)
 - Equipment Committee Chair and Staff (8)
 - Championship (6)
 - Registration (6)
 - Awards (2-3)
 - All-Tournament (7)
 - Spectator pass sellers (4)
 - College Recruiter Resources (1)

LOC EQUIPMENT COMMITTEE

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 \$100.00 per court for set-up and \$50.00 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:

Day	Time Commitment	No. Crews
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. USAV has a budget of \$1000 for floor mopping according to the following projected schedule:

Day	Time Commitment	No. Courts
Set up Day #3	9:00 PM – Finish	All
Competition Day #2	8:00 PM	All
Competition Day #4	8:00 PM	All
Competition Day #6	8:00 PM	All

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 and 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 D](#).

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," "Ticket Sales," "Ticketed Entrance," "Credential Pass Gate," 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 C](#). 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 Boys' Junior National Championships event, 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 the section titled, "Host (City) Involvement" 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 Boys' 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 Events Director 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 the requirements for hosting a USA Volleyball Boys' Junior National Championships event and what that entails.

A complete *Bid Application* is to be mailed & emailed to 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
- Irina Damy, Manager, Events
USA Volleyball
4065 Sinton Road, Suite 200
Colorado Springs, CO 80907
Phone: 719-228-6800
Fax: 719-228-6899
Email: irina.damy@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 commit 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 a 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
Block Hotels	Ainsley Harris, TTS - 502-792-7327, ainsley@teamtravelsource.com
Sponsors	Kerry Klostermann, Secretary General– 719-228-6800

APPENDIX A – VENUE MEETING ROOM REQUIREMENTS

DATE & TIME	MEETING	ROOM SETUP	LOCK	UTILITY REQUIREMENTS - Equipment used
7:00 AM - 11:00 PM (set-up - conclusion)	VIK (secure room)	tables against perimeter walls & down center of room	Cored Lock Change	1 laptop - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Awards (secure room)	16 tables against perimeter walls & down center of room; drape 4 tables	Cored Lock Change	1 laptop, 1 printer - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Registration (secure room)	8 - 8' draped tables, 2 against a wall; 4 combined in center	Cored Lock Change	1 laptop - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Comptroller (secure room)	4-8' draped tables; floor safe	Cored Lock Change	1 laptop - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Equipment (secure room)		Cored Lock Change	24 radio chargers - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Officials Assigners room (secure room)	4 - 8' tables w/ chairs	Cored Lock Change	2 PC's and 1 printer - electric; internet (hard line)
7:00 AM - 11:00 PM (set-up - conclusion)	Officials Workroom and Lounge (secure room)	no air walls; 10 Rounds with table clothes and chairs, 14 - 8' tables w/ skirting set against perimeter of room	Cored Lock Change	1 PC and 1 printer - electric; internet (hard line); 1 phone line and phone
7:00 AM - 11:00 PM (set-up - conclusion)	College Recruiters' Room	6 rounds w/ table clothes and chairs		Electrical and Wi-Fi (personal laptops)
7:00 AM - 11:00 PM (set-up - conclusion)	All - Tournament Committee	1 to 2 - rounds and chairs, chalk or dry eraser board		
7:00 AM - 11:00 PM (set-up - conclusion)	Merchandiser Storage (secure room)	16 - 8' tables; tables against perimeter walls & down center of room	Cored Lock Change	
7:00 AM - 11:00 PM (set-up - conclusion)	Adidas Merchandise Storage (secure room)			
7:00 AM - 11:00 PM (set-up - conclusion)	Molten Merchandise Storage (secure room)			
7:00 AM - 11:00 PM (set-up - conclusion)	Team Registration	4 kiosks and chairs; recycling bin		1 PC and 1 printer - electric; internet (hard line)
7:00 AM - 11:00 PM (set-up - conclusion)	Admission Area	4-6 windows/kiosks		3 cash registers, 3 credit card machines, 2 laptops - Electric, 3 phone lines, Wi-Fi
7:00 AM - 11:00 PM (set-up - conclusion)	Championship Desk	Risers; 8' tables on perimeter upper & lower level (see diagram)		4 PC's and 1 server and 2 printers - Electric, Internet (hard line), Network; 120V, 20amp power outlet for copier ; phone line and phone; Wi-Fi
7:00 AM - 11:00 PM (set-up - conclusion)	College Recruiter Station	2 draped tables and 1 chair		1 PC and 1 printer - electric; internet

7:00 AM - 11:00 PM (set-up - conclusion)	Score Entry Station	1-4'x2' riser placed along the higher side of the championship desk		4 PC's, Networked to Championship Desk - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Results Station	Risers; 1-8' draped table (see diagram)		20 PC's networked to Championship Desk - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Trainers/Medical Station	2-4'x6' Riser (if available); 6-8' draped tables		Ice Machine - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Awards / Championship Court area	Risers set-up in "U" shape; descending platforms for team award presentations (see diagram)		4-speaker sound system plus microphone and 1 laptop - electric; internet (700K min; 1 MB preferred) - webcasting
7:00 AM - 11:00 PM (set-up - conclusion)	Merchandise Booth			4 registers - electric; 3 phone lines or Wi-Fi
7:00 AM - 11:00 PM (set-up - conclusion)	Adidas Booth			1 credit card machine – electric; 1 phone line; Wi-Fi
7:00 AM - 11:00 PM (set-up - conclusion)	Photographer			5 - 110 volt circuits; internet (hard line)
July 1 - 8 9:00 AM - 6:00 PM	CVB Desk	1 draped table and 1 chair		
July 2 - 5 9:00 AM - 5:00 PM	TTS Desk	1 draped table and 1 chair		Electric
Various Meetings and Clinics (Not all confirmed)				
DATE & TIME	MEETING			
TBD	Scorekeeper Monitor Meeting	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Scorekeeper Clinic	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Mandatory National Referee Clinic	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Tournament Procedures Meeting for Refs	Classroom for 225; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	USAV CAP Course	Classroom for 30; podium	Cored Lock Change	1 LCD projector - electric
TBD	Bid Tournament Meeting	Conference room set-up: 4 draped tables placed together in the center of the room; 15 chairs placed around tables; 1 extra draped table placed against wall with 5 extra chairs		1 phone line, conference call capabilities
TBD	Candidates' Meeting	Classroom for 100; podium w/ mic		1 LCD projector - electric

APPENDIX B – COMPUTER REQUIREMENTS

Championship Desk	
Hardware	<p>Four (4) P4 processor (minimum) computers Note: USAV will be bringing its own server. 1GB RAM 10 GB or larger hard drive CD-ROM drives (Prefer CD-RW) USB ports Internet connection on at least 2 of the 4 (based on venue access requirements) All five computers networked together Five (5) 17" flat screen monitors Network capability</p>
Software	<p>Windows XP or better MS Office XP or better Anti-Virus Program</p>
Printers	<p>Two (2) HP4 Laser Jet Printer Two (2) extra toner cartridges</p>

Score Entry Station	
Hardware	<p>Four (4) desktops with network capability Four (4) 17" LCD Monitors</p>

Officials Assigning Room	
Hardware	<p>Two (2) P4 processor (minimum) computers 1GB RAM 10 GB or larger Hard Drive USB Ports CD Drive (Prefer CD-RW) 17" Monitors Network capability</p>
Software	<p>Windows XP or better Office XP or better Anti-Virus Program</p>
Printer	<p>One (1) HP Laser Jet Printer One (1) extra toner cartridge</p>

Officials' Workroom	
Hardware	<p>One (1) desktop with 17" LCD Monitor Network capability</p>
Printer	<p>One (1) HP4 Laser Jet Printer</p>

One (1) extra toner cartridge

Results Station

Hardware Twenty (20) desktops with network capability
Twenty (20) 17" LCD Monitors

Registration Room

Hardware One (1) desktop with 17" LCD Monitor
Printer One (1) HP4 Laser Jet Printer

Scorekeeper Clinic Room

Hardware One (1) LCD Projector with screen

College Recruiter Station

Hardware One (1) desktop with 17" LCD Monitor
Printer One (1) HP4 Laser Jet Printer Non-Networked

APPENDIX C – EQUIPMENT, SUPPLIES AND SERVICES

MATERIAL HANDLING EQUIPMENT

Three (3) Forklifts	5,000 Lbs. forklifts with 48” forks used by USAV personnel for set-up and 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 flatbed 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 extra propane tanks for each forklift
One (1) Electrical Outlet	One outlet for charging each golf cart at night

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= 10,000)
Two (2) 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)
One (1) Bulletin Board	Used in Officials’ Workroom
Four (4) Cash Registers	Pre-programmed with at least 16 programs

MEDICAL SUPPLIES

Ice	700 pounds per day (bags or ice machine) and approximately 5500 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 medical area

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 Appendix G
Pipe and Drape	Approximately 500 ft. – varying heights (3', 8', 10', 12')
Draped Tables	Fifteen (15) draped tables
Registration Kiosks	Four (4) kiosks with chairs and wastebaskets
Admission Booths	Enclosed booth with 4 windows; four (4) chairs; two (2) wastebaskets; locking door; minimum 8'x6' dimensions
Stanchions	Ten (10) with rope or retractable belts
Officials' Lounge	Four (4) Garment racks, two (2)- 10'x10' draped Changing Areas; couches
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 Appendix E
Championship Desk	See Floor Plan in Appendix G
Bleachers and Risers	Seating for 2000-2500 spectators around the Championship Court

FOOD SERVICES

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

FINANCIAL SERVICES

Armored Car Pick-up	Daily pick-up of admission sales
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APPENDIX D – PRINTING AND COPYING REQUIREMENTS

USAV prefers to use one printing company for Program publications. High quality, timeliness and cost efficiency is of utmost importance to the Championship Events Department.

PRINTING REQUIREMENTS

CHAMPIONSHIP TOURNAMENT PROGRAM

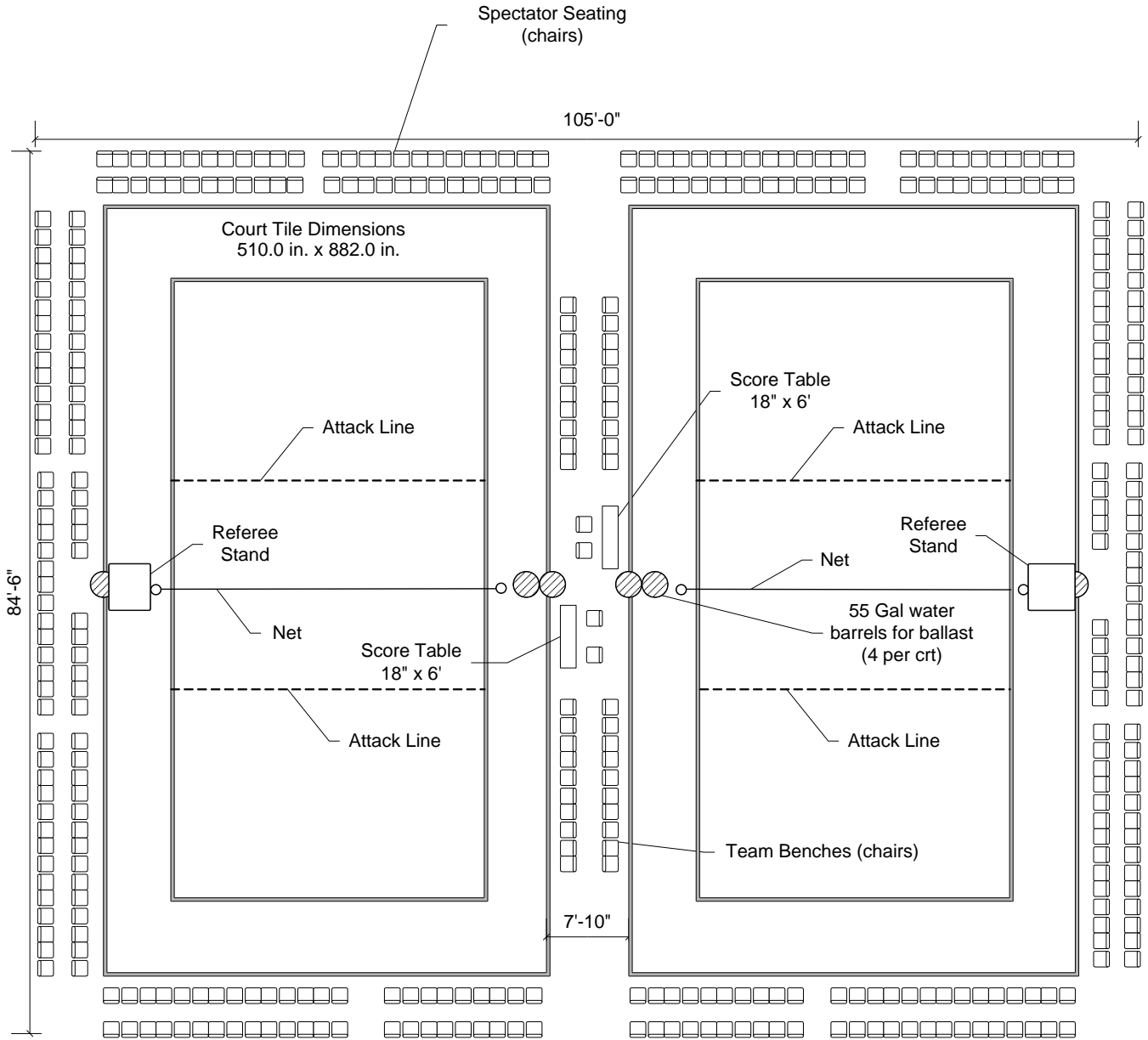
- Delivered to venue
 - 8 ½ X 11 finished size
 - Four-Color (4/4 or 4/1) cover. 60 lbs. Gloss Cover
 - Approximately 60 inside pages. 32lb gloss paper
 - Inside pages will have close to 50 black and white photographs
 - Inside pages 1/1 (16), 4/4 (16) pages
 - Saddle-stitched
 - Need 5000 books
 - Furnished on CD in Quark Xpress (unless otherwise specified) with full mock-up provided.

COPYING REQUIREMENTS

SCHEDULE BOOKS

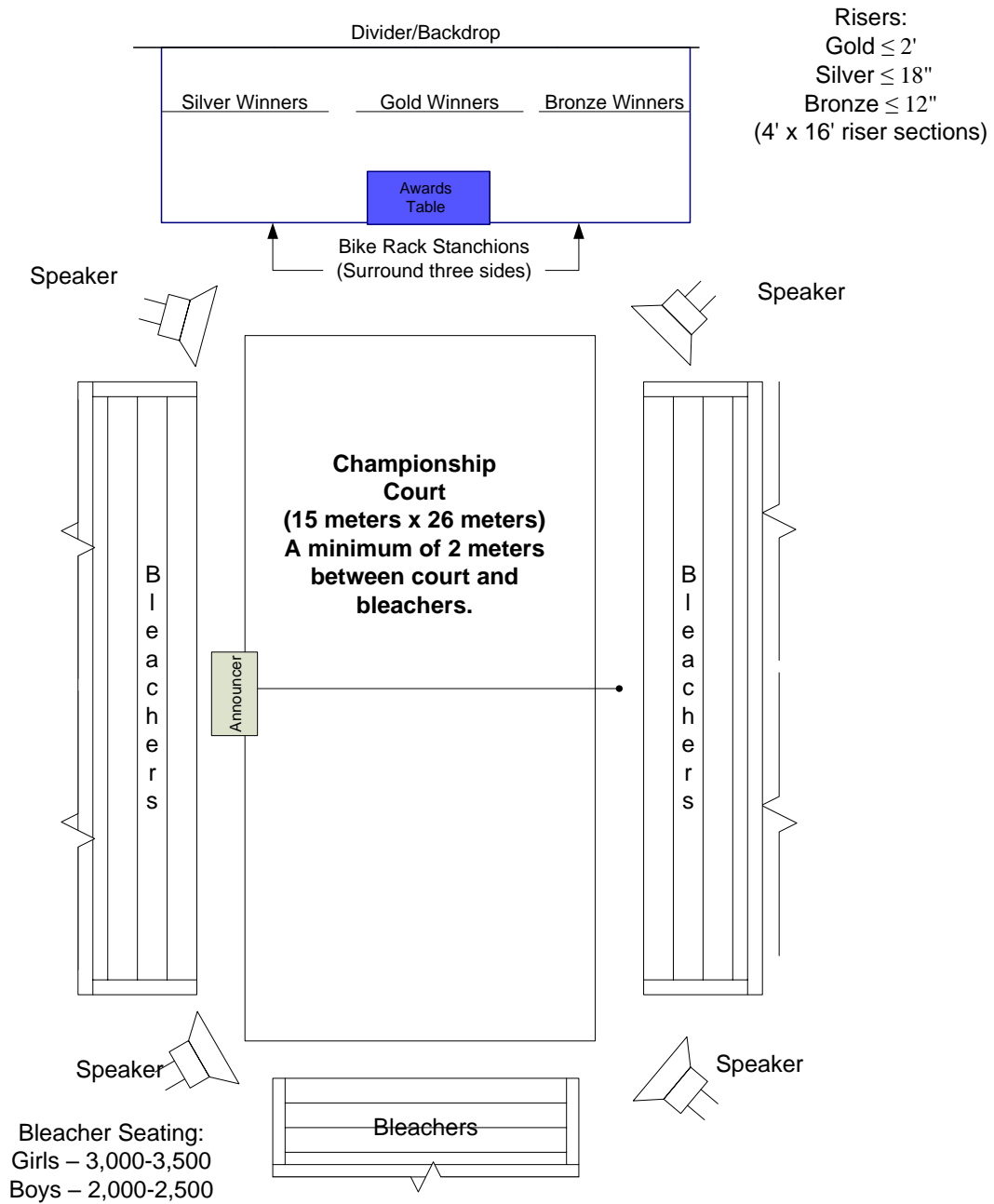
- Printed three (3) days prior to the event
- 8 ½ X 11 finished size
- 20lb paper (inside)
- Colored card stock for front and back cover
- Approximately 15-20 inside pages (front and back)
- One staple bind in upper left hand corner
- Approximately 100 books per division (12 Divisions)
- Furnished on USB flash disk in Microsoft Word, laser hard copy, or emailed to main account manager

APPENDIX E – SAMPLE COURT LAYOUT

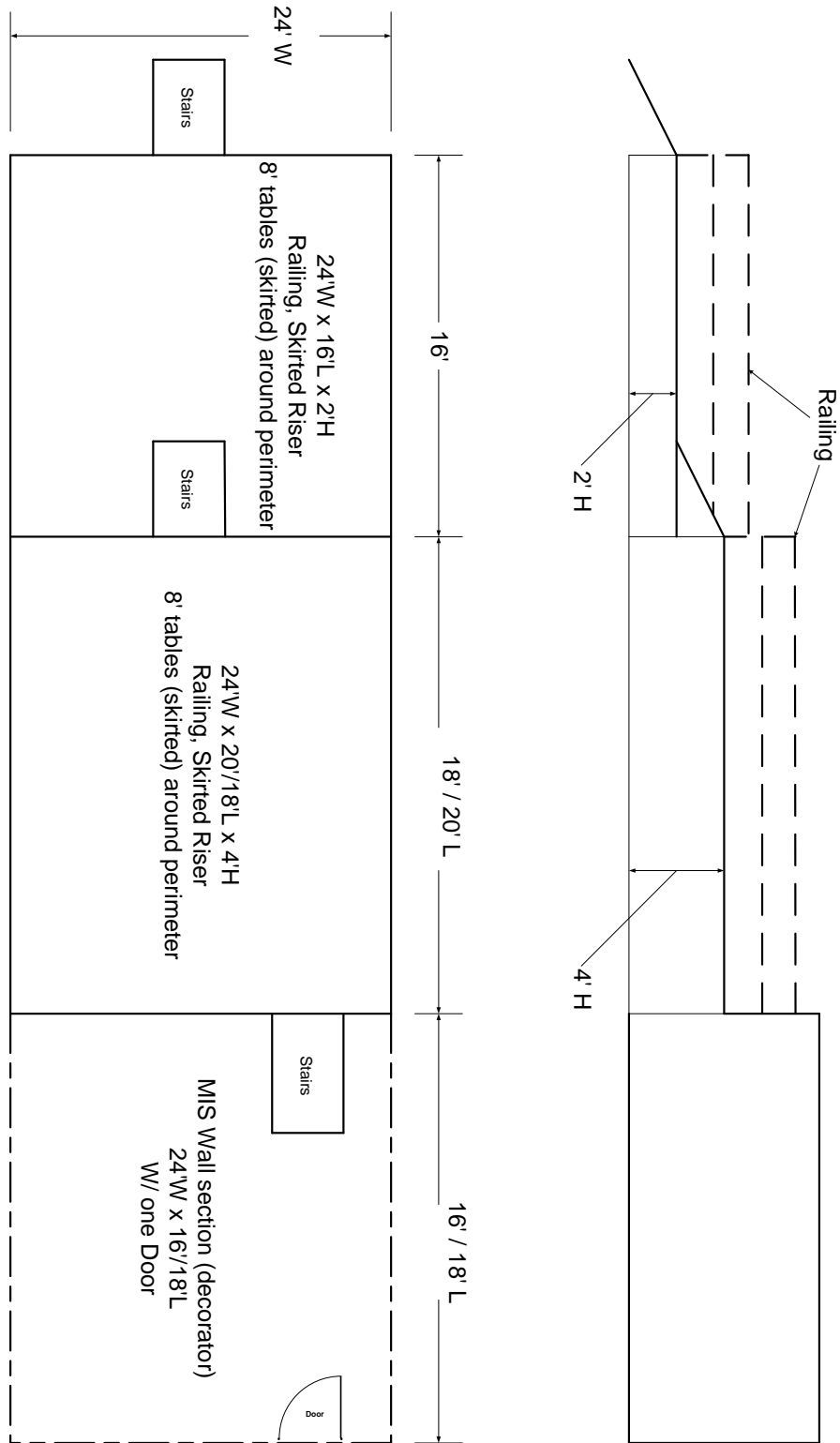


APPENDIX F – CHAMPIONSHIP COURT LAYOUT

AWARDS PRESENTATION LAYOUT

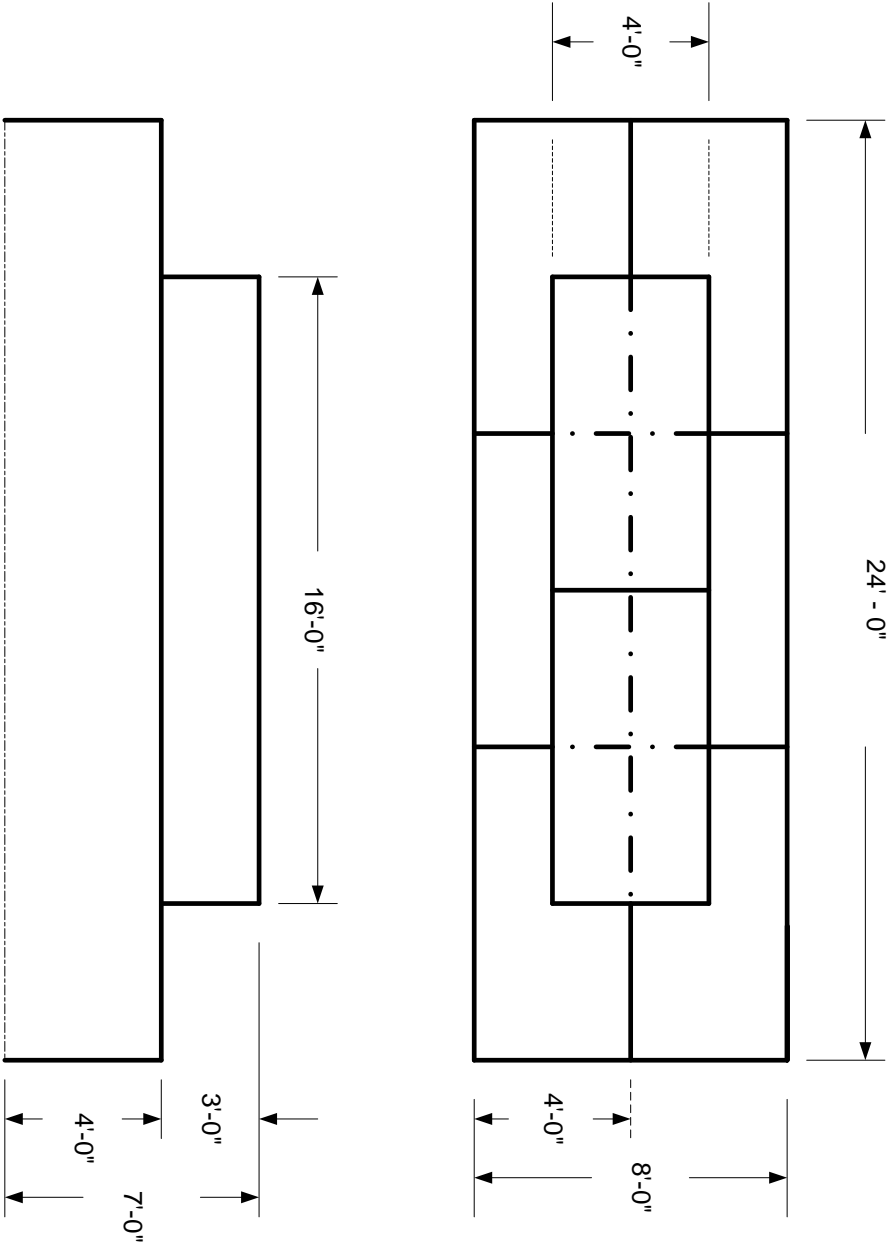


APPENDIX G – CHAMPIONSHIP DESK LAYOUT



APPENDIX H – RESULTS STATION LAYOUT

Results Station (x 2)
 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 I – PHOTOGRAPHER BOOTH LAYOUT

Decorator Needs

- 1 4'x42" black skirt tables
- 3 6'x30" black skirt tables
- 6 8'x30" black skirt table
- 12 8'x42" black skirt table
- Black Skirt
(if there is leftover length on a piece, it's OK to use it)

- 17 reg chairs
- 2 bar-stool chairs
- 95' of 8" pipe/black drape
- 35' of 8" pipe only no drape
- 58' of stanchion no drape

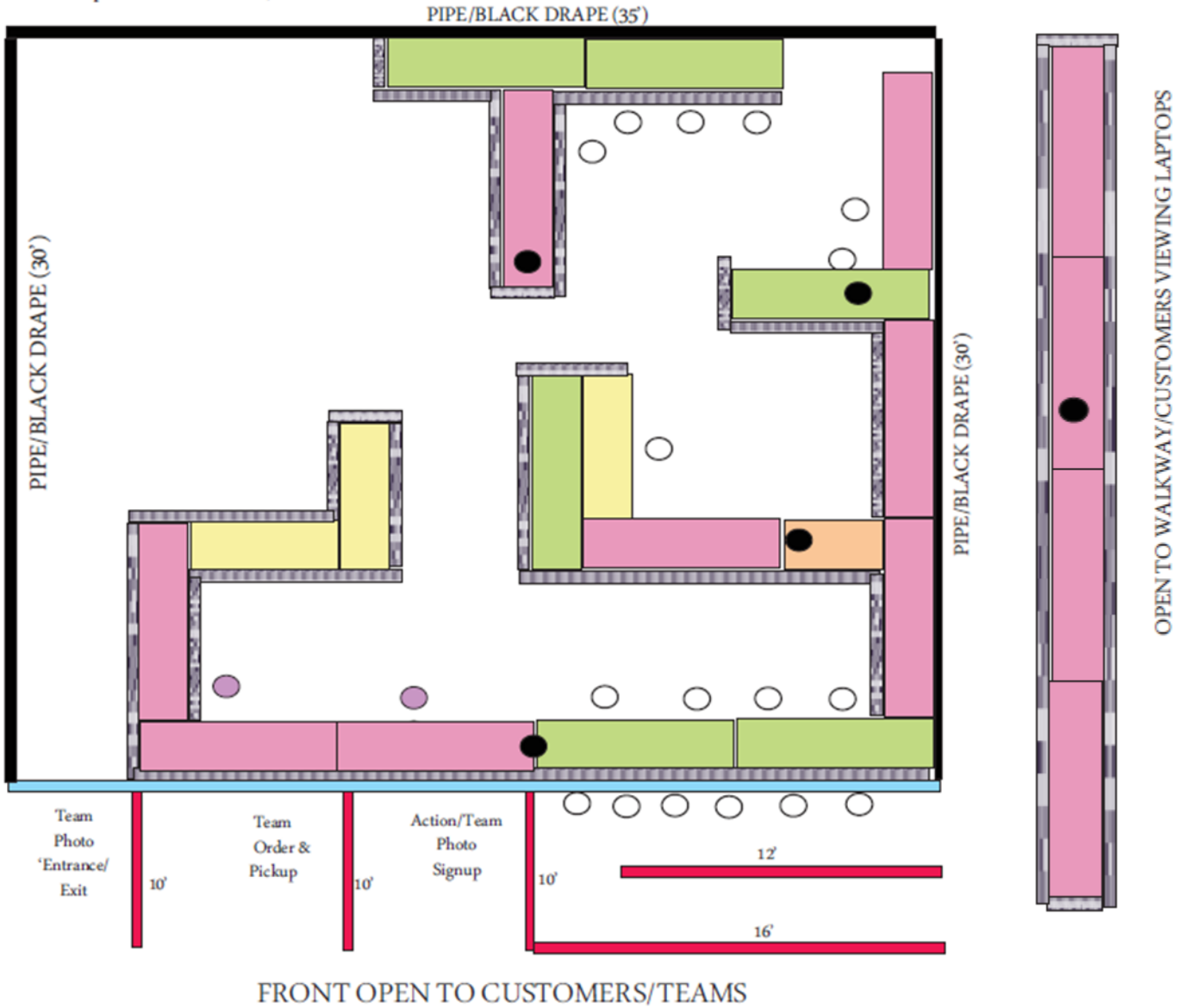
ALL TABLES 24" DEEP

Electrical Needs

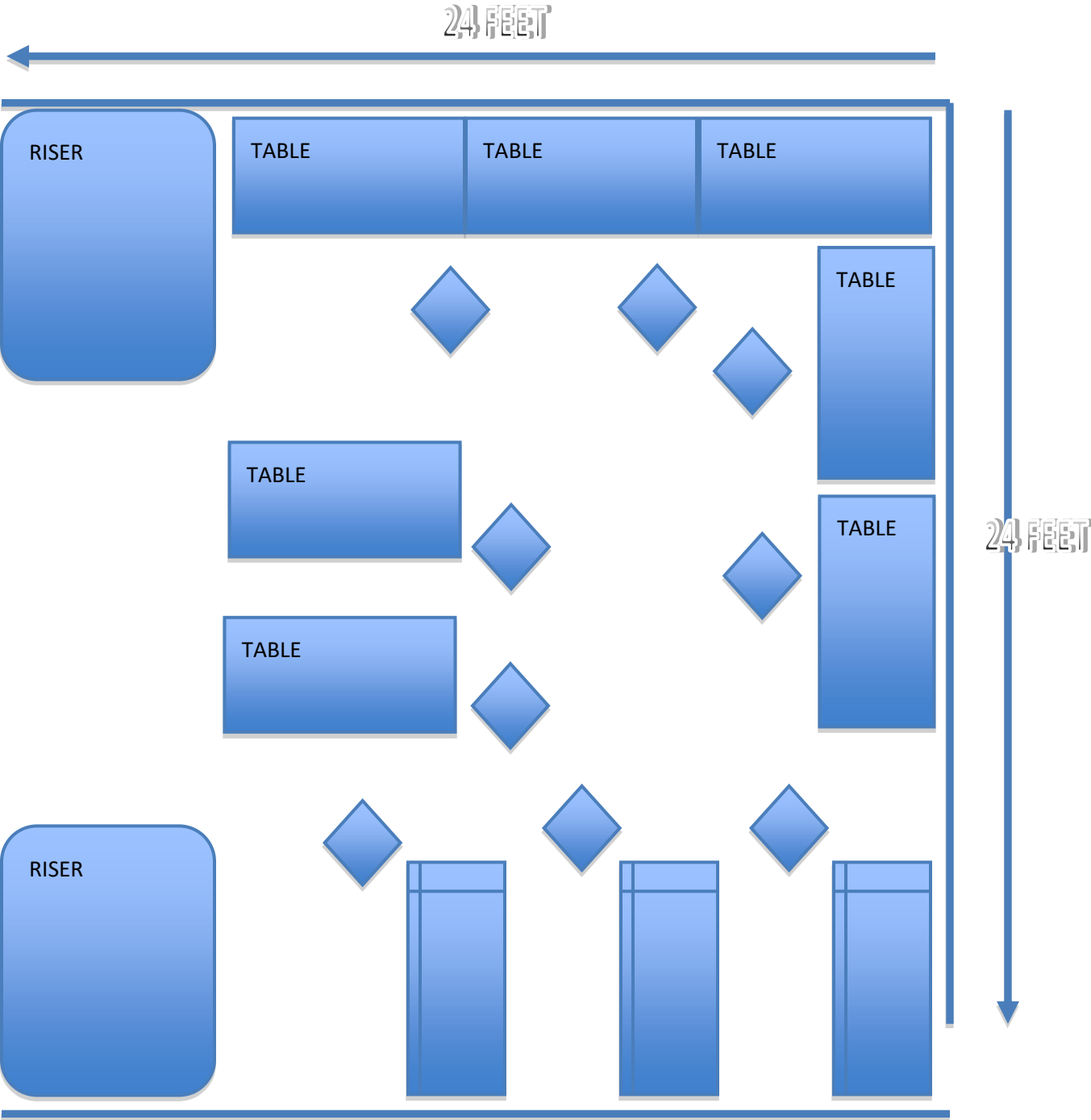
- 5 110volt 20amp circuits

USAVB Needs

- 6 backdrops (that match)



APPENDIX J – MEDICAL TRAINER AREA LAYOUT



CROSS-REFERENCES

Bid Application, 7
Bid Manual, 7
bidding procedures, 30
bidding schedule, 30
communication equipment, 38
contracts, 32
drayage, 38
event information, 16
food services, 39
host city, 14
hotels and restaurants, 11, 23
Intent to Bid, 30
Local Organizing Committee, 26
material handling equipment, 38
medical supplies, 38
site visits, 31, 32
sponsorships and marketing, 11, 12, 19, 26, 28
staff and other resources, 26
USAV contacts, 31
venue, 16