

HOST APPLICATION MANUAL

TEAM ONTARIO 2024



A Property of Ontario Volleyball Association

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INTRODUCTION

Team Ontario hosts many development programs throughout the summer focused on introducing more athletes to a high- performance training environment. As per OVA policies, we must go through a formal RFP process to select the venue that will potentially host our training camp. This document will familiarize the potential Bidder with (1) the Ontario Volleyball Association (OVA), (2) the requirements for hosting a 2024 Team Ontario program and (3) the Application requirements.

TEAM ONTARIO 2024 PROGRAMS

Team Ontario programs are focused on the development of athletes in a high performance training environment. OVA is looking for venues to host the programs in the table below:

PROGRAM NAME	NUM OF ATHLETES	NUM OF STAFF/ COACHES	TOTAL NUM OF PEOPLE	NUMBE R OF NIGHTS	PROGRAM TARGET DATES	PROGRAM NOTES
Team Ontario Black	18 (boys)	5	23	10	July 14-24, 2024 (flexible dates)	
Team Ontario Red	32 (boys)	8	40	10	July 14-24, 2024	2025 Canada Games group
Team Ontario White	48 (boys)	12	60	11	July 16-27, 2024	
Tall Maples	36 total (24 girls, 12 boys)	7	43	7	Option 1: July 3-10, 2024, Option 2: July 6-12, 2024	Access to beach courts required
Team Ontario Beach	84 total (48 girls, 36 boys)	12	96	7	Option 1: July 3-10, 2024, Option 2: July 6-12, 2024	Access to beach courts required
Team Ontario Sitting Volleyball	25 (boys & girls)	5	30	4	Would like to host with another Team Ontario program	Will require accessible accommodation, gym, and cafeteria

Venues can bid to host more than one program at their venues at the same time.

TEAM ONTARIO APPLICATION PROCESS

Ontario Volleyball is interested in confirming venues for all Team Ontario venues in December 2023. Please follow the application process that describes the interested venue.

Venues who have hosted a Team Ontario Program in the past five years:

This year, interested venues who have hosted a Team Ontario program within the past five years can apply by submitting the following information in an email format to the OVA Athlete Development Coordinator:

- Program(s) of Interest & Proposed Dates
- Updated Costs
- Any updates to previous bid (facility, accommodations, etc.) the OVA should be aware of

Venues who have not hosted a Team Ontario program in the past five years:

This year interested venues who have not hosted a Team Ontario program within the past five years can apply by submitting a copy of the **Team Ontario Host Application Form** to express interest in hosting a Team Ontario program.

The deadline to apply to the OVA Manager is end of day **Sunday, November 5, 2023**. Following the deadline, the OVA will review applications and only contact venues they wish to pursue. In November, virtual meetings will occur to review Host Applications with selected venues only, following which a decision will be made on hosts for each Team Ontario program.

If you need assistance or have questions regarding the information in this Manual, please contact the Oklend Llakaj at the OVA (email below). It is important to your organization and the OVA that the Bidding group have a clear understanding of the requirements for hosting a Team Ontario program and what that entails. Please find information to note regarding Team Ontario program requirements below.

All completed Applications should be sent to the Athlete Development Coordinator by **Sunday, November 5, 2023**.

OVA Athlete Development Coordinator: Oklend Llakaj
ollakaj@ontariovolleyball.org or 416-277-7963

TEAM ONTARIO PROGRAM REQUIREMENTS

Training Centre Venue Requirements

The Facility staff will secure at substantially reduced cost to the OVA a facility with:

TRAINING SESSIONS

- Courts with at least 4 meters of free space around each court and a minimum ceiling height of 30 feet from the playing space to the lowest impairment or overhanging obstruction of the ceiling
 - Minimum 1 court/12 players for indoor (ie: Team Ontario White = 4 courts)
 - Minimum 6 courts for beach volleyball
- Air conditioning and adequate lighting (indoor)
- Access/use of volleyball standards, nets, and antennas
- Access to volleyball carts and standard training material (pylons, cones, individual mats, etc)
- Access to boxes or stands for coaches to stand on during certain exercises. (indoor)
- One referee stand for each court
- Access to ice and therapy room
- Towels and/or mops to clean the floor. (indoor)
- Storage room for volleyball equipment, a minimum of 10 feet by 10 feet
- Access to weight/physical training room (ideally)

Available Training Site Hours- Each day at the Training Centre, training may begin at 7:30AM and continues until approximately 10:30PM. The venue must be available for occupancy by OVA staff and coaches, no later than 7:00AM daily and remain open through the end of the training day if needed. On an average day, we will need a minimum of 8 hours of gym time for on-court training. Venues that cannot guarantee 8 hours of gym time per day for the number of courts required should not bid.

ACCOMMODATION REQUIREMENTS

- Accommodation must be available on site to host total number of people per program (athletes, coaches, and staff, both male and female for the duration of the Program).
- There must be a clear separation between boys' and girls' accommodation.
- Room for a coaches/athlete's lounge
- Wi-Fi Internet Access
- Kitchenettes for light snacks and meals (ideal)

FOOD SERVICE REQUIREMENTS

- Breakfast, lunch and dinner for the number of people present at the Training Centre (see table above) in a cafeteria setting (preferably less than a 10-minute walk to the gym)
- Healthy meal options and/or custom meal plan
- Meal sizes adequate for young athletes training at a high intensity
- Extended and custom services hours
- Ability to provide lunch boxes

CLASSROOM AND MEETING SPACE

- 1 classroom or meeting room with a minimum capacity of 60+ people and with access to projector and screen.
- 1 classroom or meeting room for OVA staff and coaches. Min capacity = 12 people
- Wifi access in all meeting rooms for OVA staff and coaches
- Access to six (6) tables at check-in location

ADDED VALUE FEATURES

Parking

- Staff parking at Venue: Complimentary parking must be provided for all OVA staff vehicles for the duration of the Training Centres
- Participant parking at the Venue: The OVA requests that free or reduced rate parking be made available to OVA coaches and athletes with in and out privileges both at the venue and at the residences.
- Open parking for parents on first and last day of camp at time of pick-up

Communications

- The venue will supply internet access and connections to the OVA staff and coaches throughout the training venue. Access to printing services (print, photocopy, etc.)

It is suggested that the venue also includes in this section any features that may enhance the quality or the Training Centres. Example of added value features are:

- Access to testing equipment such as Vertecs, force plates, etc.
- Entertainment opportunities for players on days off
- Possibility to host OVA High Performance programs for multiple years

Typical Team Ontario Schedule Per Day

	Boys	Girls	
7:00am	Breakfast		
8:00		Breakfast	
9:00	On Court	Classroom	
10:00			
	Cool Down		
11:00	Cleaning		
	Lunch	On Court	
12:00pm			
1:00		Cool Down	
2:00		Cleaning/ Lunch	
3:00	Classroom		
4:00			
	On Court		
5:00			
6:00		Dinner	
	Cool Down		
7:00	Cleaning		
	Dinner	On Court	
8:00			
9:00		Cool Down	
		Cleaning	
10:00			

APPLICATION EVALUATION PROCESS AND AWARD

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

The selection committee will consist of the following representatives:

Lauren Sokolowski, Athlete Development Coordinator

Oklend Llakaj, Athlete Development Coordinator

Angie Shen, Senior Beach Development Coach

Louis-Pierre Mainville, Athlete Development Director

Criteria

- The Host Facility must be easily accessible by train, car and bus.
- Athletes, Coach and OVA staff accommodation must be convenient to the playing venues and surrounding activities.
- Adequate meeting space with flexibility for programming needs must be available to the Training Centres organizers.
- The Host Venue must have the minimum number of full size gymnasiums/courts required for each program.
- Accommodation must be available for the number of people involved in each program (see above table)
- Food services (breakfast, lunch and dinner) must be available on site for all participants.
- Cost must be competitive.

Common Reasons for Non-Acceptance:

- The selection committee received a large number of strong proposals, not all of which could be accepted due to timing/space considerations.
- More than two (2) venues were proposed and preference is one (1) playing venue.
- Multiple proposals with overlapping content were received.
- The facilities at the particular venue site may not accommodate the technical needs of the Training Centre.
- The proposal is too narrowly focused or may not have a wide appeal.
- The proposal was not submitted according to the submission guidelines.
- The proposal was vague or did not provide enough information about the content which could be presented.

The OVA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Bidder.
- Accept other than the lowest priced offer.

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- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- The Bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for the OVA's evaluation of the Bidder's application.