

**Volleyball England
Beach Tour Delivery
Invitation to Tender**

28 February 2014



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1 INTRODUCTION

Volleyball England Overview

Our Purpose:

"To lead the growth of, and excellence in, all disciplines of the sport of volleyball in England, encompassing indoor, outdoor/beach and sitting volleyball"

Our Vision:

- Young people and adults are introduced to recreational volleyball through creative, innovative and exciting opportunities
- Volleyball has a strong network of supportive clubs that can provide quality, sustainable playing opportunities for all
- Volleyball players with talent are able to follow clear pathways, structures and events to enable them to succeed at international level
- Staff and volunteers at all levels are encouraged and developed through a supportive network
- Diverse communities within volleyball are embraced into the sport and all activities are ethically driven

Our Game

Volleyball offers participation for male, female, able bodied and disabled players at all levels from recreational to elite level. There are established leagues, tournaments and recreational events for every discipline playing on indoor courts, grass and beaches. Volleyball fosters skills, fitness, strategic thinking and competitive team spirit - and it's a non contact sport.

Our Team

Our team at Volleyball England is looking at the game, in all its forms, generating new ideas and making exciting things happen. We are ambitious and strongly believe in the game's ability to enrich people's lives - improve fitness, vitality and social interaction. We are organised, resourceful and qualified to administer the sport, run events and help teams achieve high levels of performance. We stand for English volleyball everywhere and for everyone, we have no bias for a particular discipline in the sport, region or particular clubs.

The Volleyball England Beach Tour (VEBT)

The VEBT is England's National Beach Volleyball Tour, attracting the top players in the country. Staged at iconic beach locations and featuring some of England's best beach volleyball athletes, the series delivers a unique experience of sport, music and entertainment.

1.1 Project Goals

It is envisaged that the solution to this project will meet the following key goals:

- To provide an elite competitive outlet for beach volleyball that meets the demands of the performance strategy
- To enhance Volleyball England's elite competitive outlet to be more attractive to commercial partners
- To raise the profile of the beach volleyball and to increase participation

1.2 Approximate Value

Approximate value of this tender is £10,000, including VAT.

2 REQUIREMENTS

Following the 2013 VEBT and subsequent review it has been decided that to improve on the quality of the Tour and to improve the experiences for athletes, spectators and for all stakeholders that a revised model for delivery would meet this objective.

It is a requirement that the elite beach volleyball competition is delivered to a high specification. As the highest competitive elite competition for beach volleyball in this country greater focus needs to be placed on making these products more commercially attractive and ensure that all commercial partners' benefits are met successfully.

The requirement of this tender is to deliver up to a maximum of 5 VEBT events in the summer of 2014 across various beach or inland locations. Volleyball England will support and manage the administrative process between all parties. The main requirements are:

- To provide delivery (set up and de-rig) of all Volleyball England Beach Tour Events (upto a maximum of 5 events). Each event comprises of 2 competition days (Saturday and Sunday). The set up must start on the Thursday prior to an event and be completed on the day prior to start by 4pm ready for inspection by the Technical Supervisor (An official appointed by Volleyball England with the authority to ensure the event is delivered according to the VEBT Regulations). De-rig may commence after the event has finished (Sunday PM) or on the day after (Monday)
- Setting up will include digging in courts, putting up small marquees, installing PA system, positioning all banding, setting up the show court branding system.
- The tenderer will be working with Volleyball England and the promoter in preparing the site plan.
- To provide and manage all key event personnel (this includes Competition Manager, Announcer, and Operations Manager) and manage local volunteers to assist with the delivery of the Tour. All expenses for any key event staff must be paid by the tenderer. All accommodation and transportation expenses for the delivery team and key event staff to be paid by the tenderer. Please see the attached regulations for information regarding staffing of events.
- The tenderer will need to provide the following key event personnel. Operations Manager, responsible for the set up/de rig and all other areas specific to the areas of play and equipment. Competition Manager who will be responsible for scheduling of matches and allocation of courts. Results to be updated online. Announcer for all matches. Set up crew, 2/3 people to work with local volunteers to set up and maintain the site as required.
- To ensure that the presentation of the tour is to a consistent and high standard. The set up must comply with the tour regulations (please see the attached regulations)
- To ensure that all stakeholders (promoters, partners, production company and Volleyball England) are engaged and that their objectives are met. Volleyball England will outline any key requirements of stakeholders
- To ensure the smooth running of the competition and maintain all equipment to the desired standard at all times

- To ensure that all health and safety legislation is adhered to and compliant with other requirements as set out by law or by the local authority partners
- Must have public liability and employer's liability insurance in place for all tour events.
- Must comply with the instructions of the Technical Supervisor.

3 SUBMISSION DETAILS

It is required that the following information is supplied as part of the suppliers tender.

3.1 General Information

- Contact name
- Full company name
- Address
- Telephone number
- Facsimile number
- E-mail address
- Website URL
- Company's registered address
- Copies of public and employers liability insurance
- Details of proposed staffing structure

3.2 Tender Specific Information

- Proposed delivery plan for the VEBT 2014
- Experience of staging and managing similar events
- Added value the company can bring to the VEBT
- Full costing ensuring all requirements are addressed.

3.3 Addition Information

- Volleyball England will pay for the hire of a vehicle and pay for fuel to transport the Volleyball England equipment to and from events. The tenderer will be insured to drive the vehicle (drivers must have a clean driving licence and over the age of 25 to be insured). The vehicle and equipment will be kept by the tenderer and return after completion of the tour. Collection/return of the van and equipment is from Loughborough.
- Volleyball England will supply all volleyball related equipment and branding. This must be returned upon completion of the tour
- All other infrastructure costs relating to the site will be borne by the host
- Tenderer must pay for all accommodation costs and expenses for the key event personnel. Expenses to be agreed by the tenderer and key event personnel.
- Provisional locations and dates for the VEBT 2014 are:
Skegness 14-15 June
Great Yarmouth 28-29 June
Weston Super Mare 12-13 July
Weymouth 1-3 August
Margate 16-17 August

3.4 References

Tenderers are asked to provide details of 2 companies for which the tender has provided work for in the past five years. This should include full contact details and permission to contact these companies.

3.5 Next steps

Proposals should be submitted by 10am on 21 March 2014. One hard copy of the proposal should

be submitted along with an electronic copy (this can be accepted by e-mail).

All proposals, and any queries regarding this tender, should be sent to:

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Volleyball England reserves the right not to select any bid.

4 EVALUATION CRITERIA

The assessment criteria used will include:

- Thoroughness and suitability of the proposed solution
- Relevant experience and expertise in implementing similar projects
- Value for money
- Innovation and additional features that can be offered

5 APPENDIX

- Please see attached regulations.