



## REQUEST FOR PROPOSALS

### YOUTH CLUB VOLLEYBALL COMPETITION REVIEW – JUNE 2024

DEADLINE FOR SUBMISSIONS: JULY 21, 2024

#### A. Introduction

Volleyball BC (VBC) is at a critical juncture of growth and development. Since the return to sport following the COVID-19 pandemic, we have witnessed a remarkable increase in participation rates, with double-digit percentage growth each year (see *Background Information* for more detail). While this growth is a positive indicator of the sport's vitality and appeal, it presents significant challenges in terms of capacity and the ability to continue serving our community effectively.

To address these challenges, VBC seeks to review and potentially adjust our youth club competition structure to create more room for growth and ensure we can continue to support our athletes, coaches, referees, clubs and community partners. We are seeking a consultant with a deep understanding of youth sports and effective province-wide competition models, principles of long-term athlete development, and the ability to engage with our diverse community. The outcome of this work is to collaboratively develop recommendations that will enhance or adjust our competition structure, allowing us to support future growth, ensure excellent and consistent participant experiences, and promote high quality volleyball development.

#### B. Objectives

The primary objective of this project is to comprehensively review and evaluate the current competition system to identify opportunities for changes to support future growth and improved participant experience. Specifically, the project aims to:

1. Understand the strengths and limitations of our existing structure, with a focus on capacity challenges due to increasing participation, facility access issues, resource constraints, and BC's unique geography.
2. Effectively engage with a wide range of representatives, including athletes, coaches, clubs, officials, and parents, to gather insights and perspectives on the current structure and potential improvements.
3. Provide actionable recommendations for adjustments to the competition structure that will accommodate growth, improve efficiency, address affordability and enhance participant experience, without compromising the principles of long-term athlete development.
4. Ensure that any revised competition structure aligns with best practices in youth sports and supports the holistic development of athletes.
5. Develop a plan for the implementation of recommended changes, including timelines, key milestones, estimated costs, and considerations for minimizing disruption during the transition.

### C. Background Information

Within the current competition model, Volleyball BC delivers 55 tournaments annually (consisting of between 20 and 80 teams per tournament) for youth clubs competing in the 12U-18U age groups between January-May each year. Tournaments are delivered in two-day formats in each of the main regions of the province (Lower Mainland, Fraser Valley, Vancouver Island, and Okanagan). Volleyball BC organises four 12-18U Provincial Championships in April/May, hosting between 140 and 220 teams each tournament in a culmination of the competition season.

As highlighted in the chart below, volleyball has been on a pathway of continued growth and popularity in British Columbia with 39% growth in participation in the club structure over the last two years:

Region	2022			2023			2024				2023	2024
	Teams	Athletes	Coaches	Teams	Athletes	Coaches	Teams	Athletes	Coaches	Clubs	Referees	Referees
Kootenays	2	20	3	6	54	8	8	96	16	2		7
Okanagan	96	1046	203	105	1197	240	123	1400	281	15		36
Fraser Valley	136	1545	367	148	1744	410	161	1961	453	18		62
Lower Mainland	130	1548	362	148	1741	404	180	2180	580	20		97
Island	50	558	155	57	683	148	71	859	156	9		53
North	18	203	39	28	326	52	31	365	78	8		22
<b>Total</b>	<b>432</b>	<b>4920</b>	<b>1129</b>	<b>492</b>	<b>5745</b>	<b>1262</b>	<b>574</b>	<b>6861</b>	<b>1564</b>	<b>72</b>	<b>250</b>	<b>277</b>
<b>Increase 2023 to 2024</b>				14%	17%	12%	17%	19%	24%			10.80%
<b>Increase 2022 to 2024</b>							33%	39%	39%			

This growth has placed stress on the current competition structure. Volleyball BC has never capped or limited participation in club tournaments but we are now challenged to accommodate this increasing number of teams within a wider context of limited facility access, human resource considerations, and unique BC regional geography. Further, we recognise that not all teams seek the same experience from their volleyball participation which means that we need to evolve and provide alternative participation pathways and experiences where appropriate. Our goal is to create a competition structure that can address these varied needs, ensuring we can offer tailored experiences that resonate with the entire spectrum of our community, from recreational players to those aspiring to high performance, while preserving the essence of what makes the volleyball experience so valued.

### D. Consultation and Engagement

The project will be directed and supported by a small Working Group comprised of VBC Board, staff, and appointed community representatives. A central priority will be to ensure that this project and the resulting recommendations are based on comprehensive and wide-ranging consultation and engagement with the volleyball community, including the following groups:

1. **Athletes and Families:** Engage directly with athletes and their families to gather insights from participants from higher to lower divisions and to capture the family perspective on competition structure.
2. **Coaches:** Connect directly with coaches to understand coaching perspectives and needs that relate to the competition system across all divisions of play from recreational to highly competitive teams/clubs.
3. **Referees:** Engage with referees to consider the officiating viewpoint and how changes might affect match management and quality.
4. **Clubs and Administrators:** Consult with clubs and club administrators to seek suggestions for identified challenges/concerns with the current model of deliver and to assess organizational and administrative impacts of potential changes.
5. **Community representatives:** Discuss and determine the operational challenges and implications of any proposed changes with select community representatives such as facility owners or operators.
6. **Volleyball BC Board of Directors and Staff:** Involve board and staff as appropriate to ensure strategic alignment, operational feasibility, and consideration of implementation costs.

Methods of engagement will be finalised in discussion with the successful consultant but may include online meetings, town halls, and in-person focus groups to facilitate broad and inclusive participation. The intention of this work is to ensure that perspectives are gathered from broad variety of groups, experiences, and regions of BC, aiming to fully understand the diverse impacts of competition structure changes across all participants and community representatives.

## E. Timeline

This project will span from August / September 2024 to May 2025, structured around key phases to ensure comprehensive review, engagement, and recommendation development to prepare for implementation in the 2026 season.

Here is an outline of the expected project phases and timeframes:

<b>Aug 2024</b>	<b>Appointment of Consultant</b> Project initiation meetings with Working Group to set objectives and expectations
<b>Sept-Dec 2024</b>	<b>Stakeholder Engagement Phase</b> Conduct a thorough engagement process over these three months, including online meetings, town halls, surveys, interviews, and in-person focus groups to ensure comprehensive feedback collection from athletes, coaches, parents, referees, facility operators, and club administrators.

<b>Jan 2025</b>	<b>Data Analysis and Preliminary Findings</b> Analyze the feedback and data collected to identify key themes and preliminary insights.
<b>Feb-Mar 2025</b>	<b>Development of Draft Recommendations</b> Develop draft recommendations based on the analysis conducted, considering the varied needs within the community, feasibility of implementation, and assessment of benefits and challenges for each recommendation.
<b>Apr 2025</b>	<b>Review and Feedback on Draft Recommendations</b> Share draft recommendations with identified members of the volleyball community for feedback to ensure alignment with community needs and expectations
<b>May 2025</b>	<b>Finalization and Delivery of Recommendations</b> Finalize the recommendations, incorporating feedback, and present the final report and implementation plan to VBC Board and staff for consideration of implementation for the 2026 season.

#### **F. Submission Requirements**

1. Proposals must be submitted as a single document, inclusive of all tables, figures, and appendices. Submissions should detail the proposer's vision for the project, proposed methodology and timeline, qualifications of the project team, and examples of past projects, particularly those in youth sports environments.
2. Proposals must include a detailed budget. Volleyball BC is committed to achieving the best value while ensuring the affordability of consultancy services, given our status as a non-profit organization. We are seeking proposals that offer a balance of quality, innovation, and cost-effectiveness. Proposers are encouraged to present a budget that reflects a comprehensive understanding of the project's scope and VBC's financial considerations.
3. We are committed to fostering an inclusive community and we invite proposals from a diverse range of individuals and organizations. We value different perspectives and experiences, recognizing that they are crucial to our success and the development of a vibrant, inclusive volleyball community.
4. Proposals must be submitted by **July 21, 2024**. Submissions must be sent to [procurement@volleyballbc.org](mailto:procurement@volleyballbc.org)

### G. Evaluation Criteria

Proposals will be evaluated based on the following evaluation rubric. A key component that will be assessed within all elements of the rubric is the consultant’s demonstrated ability to connect and engage respectfully and effectively with multiple groups as a foundation to their work.

Understanding of the Project (20%):	Bidder’s grasp of the project's objectives, challenges, and VBC's goals. Acknowledgment of the project's scope and the specific needs of VBC.
Proposed Methodology (25%)	Thoroughness, innovation, and feasibility of the proposed methodology. Addresses community engagement, data analysis, and development of recommendations.
Team Qualifications and Experience (20%)	Qualifications and experience of the team members who will be working on the project, especially their background in youth sports and long-term athlete development
Past Project Examples (15%)	Relevance and success of past projects similar to this RFP. Demonstrated ability in managing similar challenges and achieving results.
Cost Proposal (10%)	Proposed budget for value for money, realism, and alignment with non-profit considerations.
Understanding of Youth Sports and LTAD Principles (10%):	Proposer's knowledge and application of youth sports environments and long-term athlete development principles in their proposal.

- Each proposal will be scored on a scale from 1-5 for each criterion, with the total score determining the ranking. This rubric ensures a balanced evaluation of proposals based on factors critical to the project's success. The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by Volleyball BC and is shown to give general guidance to Consultants in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any Consultant or proposal and the same criteria and weightings will be applied to all proposals.
- Shortlisted proposals may be invited to a short interview as part of the final selection.
- Volleyball BC reserves the right to select the proposal that best meets our needs and objectives, not necessarily the one with the lowest cost. Our decision will be based on a comprehensive evaluation of all proposals against our criteria, which includes alignment with our values, the quality of the proposal, and the proposer's understanding of our requirements.
- Volleyball BC is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at any time. VBC may then do nothing, re-tender, sole-source or complete the work with the organisation’s own forces.



- Volleyball BC appreciates all proposal responses; however only short-listed or successful candidates will be contacted.

#### H. Legal Terms

- By submission of a proposal the Consultant agrees to maintain in confidence all information provided by Volleyball BC in relation to the Request for Proposal. The contents of the Request for Proposal and any information provided by Volleyball BC or its consultants in relation to this Request for Proposal may not be used or disclosed by a Consultant for any purpose other than in relation to the proposed or actual submission of a proposal.
- All documents, reports, working papers or other materials submitted to Volleyball BC shall become the sole and exclusive property of Volleyball BC, in the public domain, and not the property of the Consultant. The Consultant will be required to assign any and all copyright to the Volleyball BC. VBC will have exclusive rights to copy, edit, publish, and re-use all material in connection with this project and as reference material for future works without further compensation to the Consultant.
- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal process, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- Volleyball BC reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any Consultant resulting from that cancellation.
- Consultants must comply with all VBC policies including the Code of Conduct and Ethics. Individuals must have a valid Criminal Record Check and complete the Volleyball BC Screening Disclosure Form.

#### I. Contact

Interested individuals may direct any questions to Emma Gibbons, Chief Executive Officer, at [egibbons@volleyballbc.org](mailto:egibbons@volleyballbc.org)

Proposals must be submitted by **July 21, 2024**.  
Submissions must be sent to [procurement@volleyballbc.org](mailto:procurement@volleyballbc.org)