



Request for Proposal (RFP): Team Photography Services

1. Introduction

The Ontario Volleyball Association (OVA) is seeking proposals from professional photography service providers for the upcoming Ontario Volleyball Championships. This event is the premier volleyball competition in Ontario, attracting thousands of athletes, coaches, and spectators. The selected photographer will capture team photos, action shots, and award ceremonies, ensuring high-quality images that reflect the excellence of the event – as a service provider for OVA teams and clubs.

2. Scope of Work

The selected photography service provider will be responsible for the following:

- Providing exclusive photography services for the teams at the Ontario Volleyball Championships 2024 and 2026.
- Capturing high-quality team photographs, action shots, and award ceremony photos.
- Being onsite during all competition hours, including the award ceremonies.
- Delivering event photos on an external hard drive to the OVA within 20 days of the event's conclusion.
- Allowing OVA to use photographs for promotional materials with proper attribution.

3. Vendor Benefits

- The selected photography service provider will be designated as the official photographer for the Ontario Volleyball Championships. Additional benefits include:
 - A vendor booth space in the event's vendor hall.
 - Promotion on the Ontario Championships website and app.
 - Inclusion in the Championships app and website advertisements.
 - Promotion of team packages through OVA's communication channels.



4. Proposal Requirements

Interested vendors are requested to submit a proposal that includes the following:

- Company profile and relevant experience.
- Portfolio of previous sports or event photography work.
- Proposed approach to photography for the Championships, including logistics and team coverage.
- Pricing structure, including details on team packages and royalties.
- References from previous clients

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality and relevance of past work.
- Proposed approach and understanding of the event's needs.
- Cost-effectiveness and pricing transparency.
- Capability for online sales and service.
- References and reputation in the industry.
- Ability to deploy staff to multiple venues (see 'Spill Over Venues' in Appendix 1)

6. Submission Details

Proposals must be submitted by midnight, January 15, 2025.

Please send proposals to:

Kerish Maharaj

Ontario Volleyball Association

Email: kmaharaj@ontariovolleyball.org

For any questions or additional information, contact Kerish Maharaj at the email address above.

7. Terms and Conditions

This RFP does not commit the Ontario Volleyball Association to award a contract or pay any costs incurred in the preparation of a proposal. OVA reserves the right to accept or reject any or all proposals.



Appendix 1 – Competition Dates and Locations

The 2025 Ontario Volleyball Championships will take place across two cities – Waterloo and Ottawa. Applicants are asked to indicate if they are interested in one city or both cities as part of their RFP bid. Below are the event details for your reference.

Waterloo, Ontario (RIM Park)

DATE	DIVISION	EST MINIMUM # OF TEAMS
4-6 April, 2025	16U Girls,	154
	4v4 Boys/Coed	28
11-13 April, 2025	TLS Girls*	168
17-19 April, 2025	17U Girls	110
	TLS Boys*	50
20-22 April, 2025	15U Boys	52
	16U Boys	58
	17U Boys	50
25-27 April, 2025	4v4 Girls	52
	18U Girls	85
	18U Boys	36
NOTES	TLS* - Ages 14U	

Ottawa, Ontario (EY Centre)

DATE	DIVISION	EST MINIMUM # OF TEAMS
24-26 April, 2025	15U Girls	180
27-29 April, 2025	6v6 Girls*	160
	6v6 Boys*	36
NOTES	6v6* - Ages 13U	

Spill Over Venues

Both cities will have spill over venues for the tournament. These are:

- Waterloo – Conestoga College (4-6 April, 2025 & 11-13 April, 2025)
- Ottawa – University of Ottawa (27-29 April, 2025)



All teams will play at least one day at the main venues (RIM Park Waterloo, EY Centre Ottawa). As a result, there is no requirement to set up booths at each location.

However, please be aware that you may be required to cover a team playing at these venues if the club/team has booked you.



Appendix 2 – Services to be provided

The successful applicant, hereby called ‘the photographer,’ will provide the following services will be required at Ontario Championships 2025:

1. The exclusive photography agency for Ontario Championships 2025.
2. Be onsite during all hours of competition, including award ceremonies for tournaments.
3. Grant access to photos taken during the event to Ontario Volleyball.
4. All event photos will be provided on an external hard drive provided by the OVA.
NOTE: The OVA reserves the right to use any pictures taken by during the 2025 Ontario Championships in promotional materials. The pictures will be identified as property of the photographer.
5. Manage a 20x20 vendor booth space allocated by the facility, during all events. A Vendor package will be sent to the photographer for the layout. The OVA will provide tables, chairs and internet connection for the photographer’s booth.
6. If requested the photographer must adhere to all Fire and COVID Regulations onsite, set in place by the host venues.
7. The photographer reserves the right to sell photographs and team packages on site and in advance, should they see fit.
8. The photographer will provide an 8% royalty of Net sales or a minimum of a mutually decided amount, from the event to be paid 20 days after the final day of competition. This is negotiable based on any additional benefits the photographer would like to propose/include.
9. The photographer and their staff should familiarize themselves with the **OVA’s Photographer Accreditation Guide** and must train their staff accordingly.
10. The photographer must ensure that each staff working under them completes a Police Record Check. A link will be provided from the OVA to do so.



Appendix 3 – OVA’s Deliverables

OVA’s Commitment to the photographer:

- The OVA will designate the photographer’s company as the “Official Photographer of the 2025 Ontario Championships” based on city i.e. Waterloo and/or Ottawa.
- Ontario Volleyball will feature the photographer’s logo on their Ontario Championships website, along with a link to the photographer’s website to promote further photography sales starting February 1, 2025.
- Ontario Volleyball will provide a free, advertisement in the Championships app and website.
- Ontario Volleyball will provide 2 push notifications advertisements per event weekend via the OVA Champs App.
- Ontario Volleyball will provide 2 social media post pre-championships and 1 social media video feature during the event.
- Ontario Volleyball will use its Member Registration System (MRS) as well as its provincial website to promote the pre-sale of the photographer Team Packages prior to the start of the 2025 Ontario Championships.
- The OVA will direct all teams to purchase photos through the photographer website/CRM.
- Ontario Volleyball will send out 3 direct email blasts targeting each team regarding the services of the photographer, leading up to the 2025 Championships.
- Ontario Volleyball will include advertisements from the photographer in all bi-weekly newsletters starting February 6, 2025.
- Ontario Volleyball will allow onsite advertisements for pre-sales at the 2024 Niagara Falls Classic (28-30 March) at the Niagara Falls Convention Centre. Advertisements must be provided by the photographer e.g. posters, pop-ups.