

# QUAFL 2016 COMMITTEE

QUIDDITCH AUSTRALIA



## QUAFL Committee 2016

Quidditch Australia is looking for enthusiastic people to help run the 2016 QUAFL tournament. Please email all expressions of interest to [president@quidditch.org.au](mailto:president@quidditch.org.au) by the 27th of May with a cover letter for why you believe you would suit the role/s.

There will be three committees who will be organising QUAFL.

The executive committee will feature one member of the host bid, the tournament director and a board member and will be in charge of all aspects of the tournament with board approval.

The managing committee will feature the executive committee members, the board of directors and all manager positions listed below.

The gameplay committee will be recruited at a later stage.

## Position Descriptions

### Tournament Director

The tournament director is the lead manager during the two day tournament, they are the ultimate authority for all disputes during the tournament. This position must be a non-player.

Work within the executive committee to oversee the planning for QUAFL 2016.

Work with the gameplay committee to facilitate a smooth running of the tournament.

Oversee the managing committee and pitch managers during the tournament.

Uphold the integrity of Quidditch Australia and the tournament at all times.

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## Hospitality Manager

Responsible for the organisation of food and beverages for the three days.

Contact and organise a minimum of 4 food trucks as well as ensuring easy access to water and toilets

The point of contact for the social and liaison with the venue.

## Team Liaison Manager

The first point of contact between teams and the QUAFL 2016 committee.

Coordinates with teams in the lead up to the tournament about logistics and accommodation.

Creates the pre-tournament team information package.

## Logistics Manager

Responsible for overseeing all non-pitch movements throughout the day.

Creates a site plan for the location

On the day set up of all non-pitch equipment, coordination of marquees and food trucks.

Organise the transport for all teams that are interested in our door to door bus service, and coordinates with the Team Liaison Manager about team transport options.

## Merchandise Manager

Oversees all aspects of Quidditch Australia's QUAFL merchandise with the assistance of QAI.

Responsible throughout the weekend for the running of the merchandise stall.

Work with artists to create QAI branded merchandise with a split revenue model.

Organise staff and volunteer shirts

Liase with printing companies

Balance stock with sales at the end of each day

## Volunteer Manager

Organizer of all staff and volunteer positions excluding referees.

Works with each manager on coordinating where and what each volunteer should do.

Recruits volunteers through EOI with the approval of the managing QUAFL committee.

Creates volunteer gift packs

Organise meal voucher system for volunteers

Create schedule of staff and volunteers to allow breaks for games and lunch.

## Media manager

They work under the QAI Media Director.

Create a detailed plan to maximise exposure through traditional and social media. Including a timeline of all social media activities.

Create press releases to send out to local and national media.

Create QUAFL 2016 posters