



Photo Credit: Maddi Moulton Photography

2019 QUAFL EVENT OVERVIEW AND BIDDING PROCESS

Quidditch Australia (QA) will host the ninth annual Australian Quidditch Championship at the end of 2019. The tournament is QA's premier event, serving as Australia's national championship and the culmination of the 2019 quidditch season. It is predicted that a minimum of twenty-four teams and four hundred attendees will be competing at the 2019 Australian Quidditch Championship, with teams traveling from all across the country. Teams interested in co-hosting the event with QA are encouraged to submit applications, in accordance with this bid package, by no later than the 29th of March.

2019 DATE OPTIONS

There are three potential sets of dates for the 2019 Australian National Tournament and a successful bid must show the ability to secure venues, services and amenities for at least one of these dates. The tournament may be held on:

- 30/11 - 1/12
- 7/12 - 8/12
- 14/12 - 15/12

2019 POTENTIAL EVENT TIMELINE

Below is a rough guide of how we expect the tournament to be structured. Successful bids should show the ability to host at least 2 days of tournament play, the QA AGM, a volunteer/referee briefing, and a social. In addition, QA is looking to add events in the lead up to the 2019 tournament to increase publicity

for the tournament and quidditch in the host's area. Bidders are encouraged to make suggestions of additional events that they can offer. More information is given later in this document.

- Friday: QA AGM, referee/volunteer briefing & exhibition games/demo events
- Saturday: Tournament play
- Sunday: Tournament play & social

HOST INVOLVEMENT

While QA will be responsible for overseeing the event as a whole, the host will provide invaluable on-the-ground assistance and guidance. QA will provide oversight throughout the whole process and is completely financially responsible. QA will select an organising committee, set policies, and direct management and gameplay of the tournament. It is expected that the host will provide support in sourcing and liaising with venues, making local media contacts, and recruiting local volunteers. The organising committee will manage all aspects of the event under the guidance of QA. The committee will direct the tournament and manage logistics, and the QA gameplay committee will oversee all gameplay aspects. A successful bid will include a clear statement of the organisation submitting the bid and contact details of the organisation. It is also preferable that the organisation is able to provide a non-playing Tournament Director.

DEMONSTRATION EVENT

QA is looking to improve Nationals this year by holding additional events in the lead up to the tournament. The main goal of this event would be the promotion of Nationals and the sport of quidditch in the region. Recommendations for the event include exhibition matches, kidditch events, public come-and-try events, or any other event that the bidders believe would be appropriate. A successful bid will give at least one suggestion for this demonstration event, along with a brief explanation of the event, and proof that venues, along with any other required amenities can be provided on the specified dates. The cost for these venues and amenities should also be provided.



Photo Credit: Ajantha Abey Quidditch Photography

REFEREE AND VOLUNTEER BRIEFINGS

QA may wish to hold briefings or workshops for tournament volunteers and referees. A successful bid will provide a venue at which these briefings can occur. The venue should have a capacity for at least 75 people and should have the capacity for multimedia presentations. Any costs associated with this venue should be disclosed.

QUIDDITCH AUSTRALIA AGM

The QA Annual General Meeting will be held on the Friday afternoon. A successful bid will provide details of an indoor lecture theatre or auditorium style venue at which this could occur. It will have the capacity for at least 75 people and have the capacity for multimedia presentations. Any costs associated with the venue should be noted, as should the venues accessibility.

THE TOURNAMENT

LOCATION

Where do you propose the main tournament to occur? Please ensure you include the following:

- Address
- Location relative to city centre. What are the nearby major road/s and the nearest cross street/s

What pitch facilities does your venue have? Please comment extensively on the below.

- Parking
- Food
- Security and Insurance

What restrictions does your venue have?

- Availability of field on the proposed weekend.
- Noise restrictions
- Capacity
- Merchandise License (can we sell merch on the premises)
- Catering restrictions (can we sell food on the premises or invite outside food businesses to the event)

FIELDS

We require the space for at least six to eight pitches, with the expectations that the fields provided are of high quality.

- List how many playable fields will fit.
- Describe the quality of the fields.
- Are line markings included? What is the additional cost?
- Are lights included? What is the additional cost?

Requirement of a command centre (club room) to run the event from

Add in wet weather plan, field requirements - like when a venue has usage requirements/limitations/wet weather requirements/ect

Please included a diagram of the fields and proposed pitch layout, including first aid and pitch management tent locations, as well as high quality photographs of the fields.

- Describe the bathroom facilities including the number of change rooms and the

distance from the fields.

- What kind of internet connection does the host provide? Is it free or extra? Is it Wi-Fi or Cable?
- Describe what seating is provided by the venue. Is there fixed seating, do they have moveable seating, or the ability to bring in external seating? What is the capacity?
- Describe what storage facilities are available. Please include what times it'll be accessible and what the storage space is like.

According to feedback received regarding the 2018 National Tournament, players found it difficult to keep to a schedule with fields being far apart. A successful bid will consider this and attempt to find a venue that will be able to fit pitches within a 5 minute walk of each other.



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EQUIPMENT

The tournament requires a large amount of equipment to run. We do not expect the host to provide it all, however assistance in providing equipment is favourable. Please outline below what your host team can provide. If hiring, please include additional costs.

- Number of Hoop Sets (of 6)
- Number of Baden quaffles

- Number of Bludgers and what variety
- Number of Snitch Shorts
- Number of Marquees
- Number of Scoreboards and whether they are electronic or not
- PA system -does it include multiple speakers and a wireless microphone.
- Potential places to hire radios and associated costs.

FOOD

We expect to be able to provide food to three different groups of people- players, officials, and spectators. Officials should be able to order food in advance, while spectators and players should have access to food on the day.

- Please provide details of at least one way to order food in advance. This may include on site catering or pre-prepared external options.
- Please include details of any on-site cafes or food vendors.
- Please provide details of any external vendors that could provide food on the day

As indicated in the feedback QA received regarding the 2018 National Tournament, availability to food is important to players. A successful bid will ensure extensive details are provided.

SOCIAL

The post tournament social is an important part of Quidditch Australia's event and we welcome any ideas as to its format. A private event is ideal, but the social does not have to be at a bar or pub. Please provide a comprehensive plan of at least two potential venues or formats. Details to include are:

- Location of the social
 - Transport to and from the event
 - Capacity, must have a minimum of 400.
 - Provision of underage patrons at the event
- Cost of the event. Is it a flat rate or minimum spend?
- Venue details including capacity and pictures of the space
- Price of drinks
- Availability of food and associated cost
 - Ideas surrounding the theme, feel and vibe of the event.

As indicated in the feedback received regarding the 2018 Quidditch Nationals it has been found that previous social venues do not have sufficient space. Please consider a venue that has plenty of space for

people to linger and have calm conversation, not just room a large dance floor. Ample access to food is also an important consideration, based on our feedback.

ACCOMMODATION

All players and officials will likely require accommodation over the weekend. Prices and proximity to the venue are critical factors. Please provide details of at least four potential venues. The host or QA shall never be required to book accommodation on behalf of clubs or individuals, however the intention of providing these details is to ensure the suitability and accessibility of the tournament location. Details to include are:

- Location and transport options to the main venue
- Capacity
- Price (PPPN, per person per night) and if any special event discount is available
- Venue details including room layout, pictures, and feature amenities

TRANSPORT

The ability for players to travel around the city between venues is very important. Transport must take into account airport accessibility, the main event location, the social venue, and accommodation.

- Please provide details of public transport options around the host city, specifically to the field for the following requirements, from the host cities central station to the location of the event.
 - 7:00am arrival Saturday
 - 6:00pm departure Saturday
 - 7:00am arrival Sunday
 - 6:00pm departure Sunday
 - Travel between the field and proposed social venue on Sunday.
- Please provide details of any other transport options, such as a uber or taxi.



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BUDGET

It is important that the event be financially stable. While you, as the host, will not be directly involved with the cost of the event, please consider the cost to QA, players, officials and spectators when completing the bid. Successful bids will provide a clear and detailed budget of expected costs.

- Please provide a breakdown of total cost to QA, as per bid specifications. This would be a sum of the field hire, line markings, equipment, social costs, etc.
- Please provide a breakdown of average cost to players, officials and spectators. This would include accommodation, transport, food, and the social.

On the following page I have provided you a draft letter that can be sent to potential venues for ease of communication between hosts and potential venues. It is not compulsory to use but highly recommended.

DRAFT LETTER

To whom it may concern,

I am contacting you on behalf of Quidditch Australia Incorporated in regards to our annual National Quidditch Championships.

Every year over 25 teams from all over the country come together to compete. The tournament will consist of two days of competitive game play and is considered to be one of the most important tournaments of the quidditch calendar.

I am contacting you in regards to using your venue as a potential place to host the 2019 National Quidditch Championships. We would be wishing to use your venue for one of the following dates:

- 30/11 - 1/12
- 7/12 - 8/12
- 14/12 - 15/12

We would prefer to use ___ and would need access to bathroom, _____ facilities

We look forward to hearing from you.

Kindest regards,