

2019 STATE SHIELD EVENT OVERVIEW AND BIDDING PROCESS

Quidditch Australia (QA) will host the fourth State Shield Tournament in October 2019. This tournament is the state's opportunity to showcase their best players in a two-day tournament to compete for the Shield and prove their superiority.

State organisations or teams interested in co-hosting the event with QA are encouraged to submit applications, in accordance with this bid package, by no later than April 5th to events@quidditch.org.au



Photo Credit: Ajantha Abey Quidditch Photography

2019 DATE OPTION

Due to the schedule of different state tournaments, the only suitable date is the 5th-6th of October. No other dates will be considered.

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, 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 interest and attendance in the tournament. Bidders are encouraged to make suggestions of additional events that they can offer. More information is given later in this document.

- Friday: Wheelchair Quidditch Tournament & referee/volunteer briefing
- 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 financially responsible for the entire event. 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 gameplay and logistics. 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 and Assistant Tournament Director.

WHEELCHAIR QUIDDITCH TOURNAMENT

QA is looking to improve State Shield this year by holding additional events in the lead up to the tournament. The main goal of this event would be the promotion of State Shield and the sport of quidditch in the region as well as attempting to generate extra participation in the tournament from the community.

Event Requirements:

- An indoor basketball court, available all day (8am to 6pm, including setup and packup), on the Friday before State Shield
- Please confirm that the venue allows the use of wheelchairs on their courts
- Please state the hire costs of the venue (per hour or per day) - Lunch options for the players and volunteers (pre-arranged or on-the-day)
- Please include details about on-site cafes, nearby food venues, or the possibility of external catering (check with venue if this is allowed)

Considerations to address:

- Is the venue wheelchair accessible?
- Does the venue allow the use of roller skates / roller blades on their courts? (Roller snitches are usually used but this is not a requirement)
- Will a car towing a trailer be able to deliver the wheelchairs to the court the morning of the event? Could they deliver and store the equipment day before?
- How many courts are available? Venues with multiple courts are desirable but not required
- Transport to and from the venue

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.



Photo Credit: Ajantha Abey Quidditch Photography

THE TOURNAMENT

LOCATION

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

- Address
- Location relative to city center. 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 one pitch, with the expectations that the fields provided are of high quality and features stadium seating for spectators.

- Describe the quality of the fields.
- Are line markings included? What is the additional cost?
- Are lights included? What is the additional cost?

Add in wet weather plan and field requirements, e.g 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 a pitch management tent location, 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?
- Does the venue provide fixed stadium seating? What is the capacity? A successful bid will be able to suggest a venue that has fixed stadium seating.
- Describe what storage facilities are available. Please include what times it'll be accessible and what the storage space is like.

EQUIPMENT

The tournament requires high quality 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



Photo Credit: Taylor Angelo Quidditch Shots

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, it must have a minimum of 50
 - Provision of underage patrons at the event
- Cost of the event. Is it a flat rate or minimum spend?
- Pictures of the venue's space
- Price of drinks
- Availability of food and associated cost
- Ideas surrounding the theme, feel and vibe of the event.

ACCOMMODATION

Some 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 consider 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.
 - 8:00am arrival Saturday
 - 5:00pm departure Saturday
 - 8:00am arrival Sunday
 - 5:00pm departure Sunday
 - Travel between the field and proposed social venue on Sunday.
- Please provide details of any other transport options, such a uber or taxi.

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 is a draft letter that can be used for ease of communication between hosts and potential venues. It is not compulsory to use but highly recommended.



Photo Credit: Maddi Moulton Photography

DRAFT LETTER

To whom it may concern,

I am contacting you on behalf of Quidditch Australia Incorporated in regard to our prestigious annual event, the State Shield Tournament.

Every year each competitive state sends their best 21 players to compete in the State Shield tournament, which consists of two days of highly competitive games.

We would be interested in your venue and are inquiring if it would be available for the 5th an 6th of October 2019.

Whilst using your venue we would require access to bathroom, _____ facilities.

I look forward to hearing from you.

Kind regards,