



USAFL National Tournament Contractor Position Description

The USAFL contracts an event organizer annually who is responsible for all organizational aspects of the USAFL national tournament. Interested applicants may now apply. Applications will be accepted up until Monday, January 7, 2013.

SECTION A – POSITION OVERVIEW

1. The Event Organizer is responsible for arranging for the following on-field facilities to be provided during the running of the Tournament:
 - adequate and clean bathroom facilities for both males and females, with running water or adequate hand washing facilities close by;
 - adequate space for food tents, sponsor tents, apparel/Tournament item tents and a main USAFL tent (Tournament central) together with the necessary tables, chairs, ice boxes, shading structures and other necessary physical facilities (including electric);
 - adequate space at the competition ground for ancillary services;
 - the appropriate licenses and facilities for the sale of beer;
 - EMS or a designated paramedic with medical supplies;
 - water and ice for all teams at the sum of 1 bag of ice per team per match and 24 bottles of water per team per match;
 - team tents;
 - proper entry for team and staff (for registration purposes);
 - proper entry for the public and spectators;
 - bleachers;
 - a source of electric power and sufficient availability of tap water;
 - a Tournament results scoreboard;
 - a public address system; and
 - wireless internet access, or phone line/web access, if possible.
2. The Event Organizer, working hand in hand with the USAFL, is responsible for establishing marketing and media avenues for local and national publicity to promote the Tournament as much as possible, which publicity includes all forms of audio and visual media.
3. The Event Organizer shall be available 24 hours-per-day during the running of the Tournament for Tournament discussion or duties with the USAFL Board.
4. The Event Organizer is responsible for providing and managing a minimum of twenty-five staff to help with ground set-up, merchandise tents, scoring, etc. and to generally assist in hosting the Tournament, and is responsible for ensuring that all the aforementioned staff are insured, licensed, and otherwise qualified to conduct the duties assigned by the Event Organizer.
5. The Event Organizer is responsible for securing a reasonably priced hotel(s) for Tournament participants that is equipped to deal with at least 300 rooms on peak nights. The hotel arrangement shall include the use of Conference rooms for all Official USAFL Tournament meetings. The hotel(s) must be approved by the USAFL and only the USAFL may sign a contract. All benefits (e.g. complimentary rooms, meeting rooms, sponsorships, etc.) received from the hotel and all reward points gathered are to be placed on the USAFL master account to be used solely by the USAFL at its discretion.
6. The Event Organizer and USAFL designee will co-ordinate use of USAFL hotel room block. This will include, but not be limited to, board members, visiting VIP's, club presidents attending administrators conference, referees, staff and volunteers.
7. The Event Organizer shall maintain communication with the USAFL in respect of the Tournament, in part

as follows:

8. provide monthly reports via Excel "rolling" document (transmitted by email) to the USAFL Board on the 15th of each month, starting in February, and shall specifically list the status of all sponsors at that time;
9. arrange for the Event Organizer to attend all monthly teleconferences with the National Board starting in February unless advised otherwise by the designated USAFL liaison.
10. The Event Organizer agrees to abide by and implement USAFL Tournament guidelines as set forth in this Contract and as set forth by the USAFL Board.
11. The playing facilities for the Tournament will be evaluated by the USAFL prior to their use at the Tournament. The acceptability of the playing fields will be determined solely by the USAFL. If the USAFL determines that the playing surface is not up to standard, the USAFL and the Event Organizer will be responsible for bringing the playing fields up to an acceptable level.
12. The Event Organizer will be responsible for organizing the grounds and other on-field Tournament activities, and will provide in part as follows:
 - playing fields that are marked with white chalk or paint as per the Laws of Australian Football 2012 and that are properly set out and roped off with separate entries for teams and the public to the satisfaction of the USAFL designee before the Tournament begins.
 - goalposts for each field as per USAFL guidelines to the satisfaction of the USAFL designee before the Tournament begins;
 - scoreboards for each field.
 - food and drink sales which shall include some Australian foods which must be FDA/USDA approved;
 - American, Australian and USAFL flags properly displayed at the field;
 - a public address system and suitable announcer at the ground for the duration of the Tournament;
 - the national anthems for both the United States of America and Australia that are to be played prior to the start of each of the divisional championship games;
 - electric power and sufficient tap water at the playing fields, and in the alternative a generator if there is no power supply;
 - ice and water for all teams;
 - one central marquee, with a minimum of services available in the immediate area, to be provided as follows - food, drinks, merchandise, programs, Tournament schedule and results board
 - a sports masseur/masseuse (reasonably priced) at the ground on both days for player rubdowns;
 - EMS Personnel must be on-site both days.
 - Facilitation of USAFL sponsorship agreements (i.e. hanging of banners, signs, etc.) to be provided by sponsor.
 - Will be required to complete a pre-Tournament checklist 14 days before, and a second pre-Tournament checklist no later than 72 hours prior to the Tournament Friday registration.
13. The Event Organizer will provide all necessary venue and function details and directions to/from Airport, to/from Hotel and to/from field for inclusion in the USAFL Registration Packet.
14. The Event Organizer will provide timely Tournament information to the USAFL to be posted on www.usafl.com.
15. The Event Organizer will update the dedicated website pages on www.usafl.com with all Tournament information through coordination with the USAFL Operations Manager.
16. The Event Organizer will compile a weekend schedule of events including meetings, functions in conjunction with the USAFL Operations Manager.
17. The Event Organizer will post online, at hotels and fields a full list of all weekend meetings/forums etc. and also a full match schedule and list of all events/activities at the official Tournament venue over the weekend. The event organizer will also ensure that match results are updated and posted online (via USAFL's website) and at the Tournament fields.
18. The Event Organizer will work with the USAFL to secure a person or persons to take photographs, film games, and record the weekend of events in as much detail as possible. Any expense incurred will be Tournament expense.

19. The Event Organizer will work with the USAFL to secure a professional photographer for the taking of the official Tournament photo. Any expensed incurred will be Tournament expense.
20. The Event Organizer will communicate to the local USAFL club that they can run the official Tournament Raffle, with approval of items from the USAFL, which may assist in securing major prizes.
21. The Event Organizer is responsible for staffing all food and drink booths and monitoring and reporting on sales to the appropriate USAFL designee. In the event that the USAFL does not enter into an agreement with another entity related to the merchandise booth at the Tournament, then the Event Organizer shall also responsible for staffing the merchandise booth and monitoring and reporting on sales to the appropriate USAFL designee. The USAFL Treasurer and/or accountant will work with the Event Organizer to track all monies and approve large expenses/final budget.
22. The Event Organizer will perform all other functions or duties necessary to the successful completion of the Tournament, as such functions or duties are agreed to by the Event Organizer and the USAFL from time to time.
23. The Event Organizer will research, seek and submit to the USAFL quotes for Event Cancellation Insurance and Weather Insurance which protects the event from cancellation or other damages due to inclement weather. If approved by the USAFL, this expense will be a Tournament Expense.
24. The Executive Board and Event Organizer to agree upon a milestone timeline (dates and events to be defined within 60 days of execution of the Agreement) (the "Nationals Timeline"). The Event Organizer shall submit communication to the Executive Board prior to Nationals Timeline milestones should Event Organizer anticipate a reason that the Nationals Timeline will not be met.

SECTION B: FINANCIAL ARRANGEMENTS

The USAFL and the Event Organizer agree as follows regarding financial arrangements for the Tournament:

1. The USAFL National Board will be the USAFL's principal financial liaison between the USAFL and the Event Organizer prior to, during, and immediately following the conduct of the Tournament.
2. The USAFL shall designate a person for the purpose of collecting monies at the Tournament (the "USAFL Designee") and the Event Organizer shall designate a person for the purpose of collecting monies at the Tournament (the "Event Organizer Designee"). The USAFL Designee and the Event Organizer Designee shall jointly collect, count, and secure any and all monies received at the Tournament, and shall jointly make entries accounting for the monies in a jointly approved ledger.
3. The Event Organizer will provide an initial Tournament Budget no later than February 1, 2013. The initial budget shall be reviewed and approved at the Board's annual retreat. The Event Organizer will provide a detailed Tournament Budget to the USAFL by July 1, 2013 to ensure that it is able to provide all of the required Tournament services without running at a loss or placing undue costs/burden onto the League. This detailed budget shall be submitted to the USAFL National Board for review and approval by the USAFL Board and the USAFL Board shall either approve the Budget or recommend revisions within two weeks of its receipt. The final budget shall be approved by the USAFL National Board. Should the Tournament require additional funds beyond budget, it is expected that Event Organizer submit request for additional funds to the Executive Board in a timely manner.
4. The USAFL will perform a final accounting of the Tournament income and expenses within forty-five (45) days after the first Monday following the Tournament.
5. The USAFL will pay the Event Organizer as follows:
 - a) Monthly Stipend. The USAFL will pay a monthly stipend, in the amount of Two Hundred and Eighty (\$280.00) for each month from November, 2012 to October 31, 2013 in order to cover the costs associated with internet, office expense, and cell phone used by Event Organizer in organizing the Tournament. Total of this Stipend for the term is \$3360.00.
 - b) Event Management. The USAFL will pay Event Organizer an event management fee of Nine Thousand Dollars (\$9,000.00), payable in three installments. The first installment of Three Thousand dollars (\$3,000.00) will be due upon approval and execution of this contract. The Second installment of Three Thousand Dollars (\$3,000.00) will be due no later than October 1, 2013, The Third Installment of Three Thousand Dollars (\$3000.00) will be due no later than November 15, 2013,

based on reconciliation of all receipts, and is contingent upon meeting milestones set forth in the Nationals Timeline and budget (agreed upon as set forth in this Agreement). Milestones will include, by way of example, securing field locations, liquor licensee, insurance, vendors. The Event Organizer agrees to ensure that all vendors and service providers resolve open financial issues from the Tournament prior than November 1, 2012. Any and all delinquent payment of these installments shall bear interest at the rate of twelve percent (12%) per annum from the date of delinquency until paid.

- c) Expenses. The Event Organizer's direct travel expenses will also be covered, including airfare, reasonable rental car expense, and meal re-imbursement, and the Event Organizer will liaise on-site with the USAFL designee for Tournament staff expenses as needed. The USAFL will determine what is available to staff for pre-approved meal reimbursement as necessary.

SECTION C: SPONSORSHIP ARRANGEMENTS

1. The USAFL and the Event Organizer agree that the Event Organizer shall actively seek and pursue sponsorships of a type and value at a minimum of what have been provided in Tournaments from previous years.
2. The USAFL and the Event Organizer agree as follows regarding sponsorship arrangements for the Tournament:
 - a) The Event Organizer and the USAFL are permitted to pursue sponsorships for the Tournament.
 - b) The Event Organizer agrees not to pursue any sponsors that compete or interfere with current USAFL National Sponsorship deals.
 - c) The Event Organizer cannot guarantee any exclusivity for a sponsor in regards to the National Tournament without prior approval of the USAFL.
 - d) The Event Organizer and the USAFL agree to communicate all proposed sponsorship deals and issues to each other on a regular basis.
 - e) The USAFL reserves the right to provide a Tournament Beer Sponsor, however it is the responsibility of the Event Organizer to provide this specific sponsor.

In the event that such a Tournament Beer Sponsor is provided, the Event Organizer agrees:

 - to not promote, sell, serve or give away any other brand of beer for the entire duration of the Tournament; and
 - to be responsible for setting up and manning a designated beer tent and for promoting the USAFL's beer sponsor's beer at the field and functions over the weekend by way of the PA system, banners etc.
 - The Event Organizer is also solely responsible for ensuring that the site of the Tournament allows for the sale of any and all alcohol that is to be sold. Furthermore, the Event Organizer is responsible for securing all necessary alcohol and liquor permits, hiring sufficient and appropriate alcohol serving staff and for ensuring that the USAFL is in compliance with all licenses.
 - In addition, the Event Organizer is responsible for securing all insurance certificates which will normally be required to indemnify the local city, council, parks and recreation departments and any other bodies as designated by the host city.
 - f) The Event Organizer also agrees to give the USAFL the contact details of proposed national sponsors to allow the USAFL to approach them in regards to future National Sponsorship arrangements.
 - g) All matches will be played with balls approved by the USAFL. Any other brand of Australian football will not be permitted to be sold/promoted during the Tournament. The Event Organizer will procure the balls for the Tournament, pre approved by the USAFL, and this will be a Tournament expense.

SECTION D: ADDITIONAL USAFL REQUIREMENTS

1. The USAFL will determine the weekend Tournament Schedule, which will include determining the division, seedings and associated draws. The USAFL and Event Organizer must liaise closely to avoid any schedule conflicts/misunderstandings (i.e. times of Championship Games, awards presentations, Tournament pictures, exhibition games etc.).
2. The USAFL is responsible for providing all player and team registration details on the Tournament,

including the USAFL National Tournament Club Registration packet.

- This includes staff to work at the club and player registration table from 6:00 p.m. until midnight on the Friday prior to the Tournament, and throughout the weekend at Tournament Central. The Event Organizer is responsible for the supervision and management of this staff.
3. The USAFL is responsible for taking all team registrations as necessary and team and/or player Tournament payments and for providing all player registration details. The USAFL will not accept Tournament registration from an affiliated club unless said club has paid its annual dues, provided all requested information and tendered the Tournament registration fee, which will not be refunded.
 4. The Event Organizer, as agreed by the designated USAFL liaison, will schedule Official USAFL/Event Organizer/Tournament meetings that will be held at the Host Hotel.
 5. The Event Organizer will provide registration materials and board members or USAFL designees, as agreed to by the designated USAFL liaison, to work at the player registration tables on the Friday evening prior to the Tournament and the Saturday morning of the Tournament.
 6. The USAFL National Umpire Director will be responsible for providing all umpires, and will be responsible for all umpire selection and scheduling including field, goal and boundary umpires, it being understood that all field umpires will be a minimum of Level 1 Accredited.
 7. The USAFL National Umpire Director will be responsible for providing scorekeepers for each field for every game.
 8. The USAFL will provide a Head Scorer and three (3) dedicated and qualified timekeepers. The head scorer will provide a Tournament results scoreboard at the field and in the hotel lobby (if possible) that is up-dated after each match.
 9. The USAFL is responsible for providing all official uniforms for umpires, all equipment for umpires and goal umpire uniforms and flags, which costs will be a Tournament expense.
 10. The USAFL may provide an AFL Umpire and the costs associated therewith will be a Tournament expense, as jointly agreed upon by the USAFL and the Event Organizer.
 11. The USAFL will provide a tribunal for disputes and complaints both on and off the field and be responsible for providing tribunal members and a tribunal process.
 12. The USAFL is responsible for the organization of USAFL AGM and other Official meetings that will occur at the Tournament. The Event Organizer, hotel management and the USAFL will liaise closely to ensure all necessary meetings space is reserved and published to as to avoid any conflicts.
 13. Official Tournament Merchandise, together with the sale prices thereon, will be organized by the USAFL National Board and, once approved by the USAFL Board, together with AFL merchandise, shall be sold only through an approved AFL vendor with the relevant license in relation to the Tournament..
 14. The USAFL will supply the Tournament footballs, which will be used as match balls and sold as merchandise, and the cost thereof will be a Tournament expense.
 15. The USAFL will provide all Tournament trophies, and the cost will be a Tournament expense.
 16. The USAFL is responsible for providing hosts and chaperones for any AFL Dignitaries and Umpires. Any cost associated with having any AFL Dignitaries or other AFL special guest will be a Tournament expense, and must be approved by the USAFL Board.
 17. The USAFL will designate a liaison who will be USAFL's day-to-day contact for the Event Organizer during planning and preparation of the Tournament.

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