

1. Purpose

1.1. This document outlines the classification of ultimate events held in Victoria, and Ultimate Victoria's relationship with other organisations in the delivery of those events

- UV Managed – wholly owned by UV, but delivery is delegated to another body through a memorandum of understanding
- UV Supported – events ran in Victoria by affiliated organisations. UV will offer administrative and logistical support governed by a memorandum of understanding
- UV Endorsed – events ran in Victoria by an affiliated or unaffiliated organisation. UV may or may not choose to offer administrative and logistical support via formal or informal agreement.

1.2. The following events are wholly owned by UV

- Victorian Ultimate Championships (single gender)
- Victorian Mixed Ultimate Championships (mixed gender)
- University Mixed Ultimate Championships (mixed gender)
- Victorian Ultimate League (single and mixed gender)
- Ultimate Victoria High School State Championships (single or mixed gender)
- Melbourne Hat (mixed gender)
- Albert Park League (mixed gender)

2. Delegation of UV Managed events

2.1. UV may choose to award either hosting rights or management rights for UV Managed events

2.2. Hosting rights

- Can be only awarded to affiliated clubs.
- Result in all proceeds after relevant event based fees and expenses associated with running the event are paid being retained by the host.

2.3. Management rights

- Can be awarded to any group or individual deemed fit to host
- Result in a predetermined percentage of revenue being kept by the organisers, with the remaining proceeds going to UV.

3. Bidding process for UV Managed events

3.1. UV must call for bids at least four (4) months prior to the first day of the tournament to allow prospective TOCs time to book fields and prepare bids. Where the dates of tournaments are known in advance of this schedule, UV will endeavour to call for bids earlier. The closing dates for bids will be set at UV's discretion.

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3.2. Bids must include the following information

- Name and contact details of Tournament Director
- Contact details and brief role descriptions for the tournament organising committee (TOC)
- Evidence of tentative field bookings for the event
- Draft budget, including proposed team/player fee

3.3. The winning bid will be determined by majority vote of the UV Board.

3.4. UV will actively communicate with potential hosts during the bidding process for feedback prior to the final submission of the bid.

3.5. If no bids are received, or no bids are deemed suitable by UV, the Board may call for bids for management rights. The same process is followed as the bidding for hosting rights.

3.6. Should no suitable bids for management rights be offered, UV will run the tournament and retain all proceeds.

4. Memorandum of Understanding for UV Managed and UV Supported events

4.1. Event organisers and a representative from UV will create and sign a Memorandum of Understanding (MoU) to outline the agreed upon responsibilities of the host body and the responsibilities of UV. (See Appendix for MoU template)

4.2. The terms of the MoU will allow for regular contact between the event organisers and UV for progress updates.

5. Post-Event Feedback for UV Managed and UV Supported events

5.1. At the completion of the event, the event organisers are to provide a report to UV on the event, outlining their feedback on the memorandum of understanding, and the support provided for the event from UV.

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Appendix

Memorandum of Understanding template

This document outlines the key components of the organisation of the tournament, and which party is to be responsible for them. Any other responsibilities are to be negotiated on a timely basis between the Host and Ultimate Victoria as required.

UV Responsibilities:

- Liaise and consult with the Host on all aspects of tournament planning
- Approve registration fees upon recommendation by the tournament organising committee (TOC)
- List the tournament on the AFDA tournament calendar
- Add the competition to the AFDA competition registration system
- Promote the tournament through official UV communication channels
- Collect team and player registration fees via the UV website and forward to the TOC
- Determine the seeding and tournament format for all divisions of the Event
- Liaise and consult with the Host in determining the playing schedule for all teams and supply the final schedule
- Determine all tournament playing guidelines, including length of games, starting times, points, caps, team eligibility and any other aspects decided on by the AFDA
- Publish final results through official channels

Host Responsibilities:

- Notify UV within seven (7) days of any changes to the TOC
- Ensure registrations are accurate
- Collect junior players consent forms as required
- Provide playing fields and access facilities such as toilets and change rooms
- Provide safety and risk management
- Provide player services
- Provide food
- Provide a social program
- Organise a venue and advertise the Captains' Meeting
- Organise presentation ceremonies
- Supply a sufficient number of staff to run the tournament, including the registration and inquiries desk, food preparation and distribution, field staff, medical staff and security staff (if required)
- Be responsible for all the local financial aspects of running the tournament within the budget approved by UV, including payment of AFDA fees
- Submit a report of the tournament for publication on UV website

Host Representative

UV Representative

Print Name

Print Name

Position

Position

Signature

Signature

Date

Date

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