



APPLICATION TO HOST A FISTF TOURNAMENT

SEASON	2019 / 2020
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INTRODUCTION

All Australian clubs are invited to organise officially accredited FISTF tournaments. Our association is allocated six of these tournaments each season (September → August), including Grand Prix, International Opens and Satellite Events, each with its own set of requirements. For full details on what these are, please refer to the FISTF website (the most recent rules can be found at <http://fistf.net/wp-content/uploads/2014/03/FISTF-HANDBOOK-Sports-Season-2014-2015.pdf>). If two or more clubs are located in the same city, they may co-host an event.

To apply to host an event, please fill in and submit the first two pages of this document (the last few pages are for your own organisational purposes) to the ATFA Communications Officer, Adrian Elmer (ajebec@netspace.net.au)

SECTION A: FISTF Event Details *(all fields are mandatory)*

Event Requested	
	Choose which type of event you would like to organise
Grand Prix	<input type="checkbox"/>
International Open	<input type="checkbox"/>
Satellite Tournament	<input type="checkbox"/>

Tournament Details	
Event Name:	
Date:	
City/Town:	
Competition Manager:	
Address of Manager:	
Telephone:	
Mobile:	
Email:	

SECTION B: Tournament plan for assessment by ATFA

All bids must address as many of the following items as possible, explaining why the bid should be considered by ATFA. The more comprehensive the bid, the greater the chances of being accepted. An initial estimated budget for key items is requested. It should be noted that it is ATFA's expectation that each event will be self-sufficient and will not require additional funding support from ATFA.

Event organising committee (initial plan for key roles, persons can fulfill multiple roles)	
<p>Committee Members <i>Together are responsible for organising and running the event including making decisions related to the event once awarded.</i></p>	
<p>Tournament Director <i>Runs the event day/s, including ensuring that matches commence on time, timer/s established, all events including WASPA plate events are held (if applicable). May delegate some roles to others.</i></p>	
<p>Scheduler <i>Determines fixturing, no. of boards needed / available, timing of games including referee allocation, meal breaks, etc.</i></p>	
<p>Event Registrar <i>Accountable for ensuring the event registration process is established, tracking no. of entries, promoting entry, etc.</i></p>	
<p>Finances <i>Includes receipt of payments for entry, payment of venue fees, disbursement of monies for committee members out of pocket for event costs, etc.</i></p>	
<p>Categories offered (mark 'X' against all that are planned to be held)</p>	
Open	
Women	
Junior	
Clubs Teams	
<p>Estimated or target participation numbers</p>	
Open	
Women	
Junior	
Clubs Teams	
<p>Venue Details</p>	
<p>Is the planned venue known? YES/NO.</p>	
<p>If YES, specify</p>	
<p>If, NO</p>	
<p>Venue type/s being considered or the shortlist currently established.</p>	<p>e.g. community hall, sporting club, futsal court, town hall, scout hall, hotel, conference venue</p>
<p>Initial Budget Estimates*</p>	

Entry fees (per person)	Adult:
	<input type="text"/>
Venue costs (total)	Junior:
	<input type="text"/>

* Note that the FISTF tournament levies will be invoiced by FISTF after the event based on the number of entrants and type of event. The host is responsible for payment of this invoice by the due date. The levies are as follows and should be included in entry fee calculations:

Grand Prix & International Open -
 Open Event - €1.00 per entrant
 Women & Junior Events – no levy
 Teams Event - €4.00 per team

Satellite Tournament -
 Open Event - €0.50 per entrant
 Women & Junior Events – no levy
 Teams Event - €2.00 per team

What Will Happen Next?

Each application that is submitted will be presented to the ATFA Committee. The Committee (not including any Committee Members who are part of the applying club) will discuss the application and give its reply to the applying club in early May, 2019. Once approved, applying clubs are encouraged to promote their tournament as much as possible. ATFA will do everything it can to help with this.

FISTF Event Checklist

DO NOT SUBMIT WITH YOUR BID! THIS IS A GUIDE FOR EVENT ORGANISING COMMITTEE USE ONLY

The following is a list of some of the key items involved in hosting a FISTF event. This is provided for organising committees to consider when contemplating making a submission, or to help when planning the final event upon the bid being successful. Whilst this list is fairly comprehensive, it should be viewed as a guide. Some items may not be applicable, and other items required for your event may not be listed:

Dates determined, agreed with ATFA	
Is everyone in the organising committee aware of what they are responsible for?	
Is it expected that anyone from outside the organising committee will be helping organise or run the event on the day? Has this been discussed with them and agreed? e.g welcome speeches, fixturing, match day tournament director functions, recording results, transport of tables, etc.	
Event venue determined and booked.	
Insurance needed for the venue booking?	
Is the venue flooring suitable for table football? i.e. level, type of flooring (tiles, concrete, timber, carpet?)	
Will the venue be large enough to accommodate the tables needed, spacing between tables, and areas for administrative needs like recording of results, etc.	
Is the venue lighting sufficient?	
Is there air conditioning / heating ? Needed? Does it blow too hard in areas of tables?	
Location of laptop/s for recording of results is determined – table available? Power available? Who's bringing the laptop/s!?	
Laptop and large screen / projector for timer? Audible sound? Speaker needed?	
Who will in charge of the timer and coordinating kick offs?	
Is WiFi available in the venue?	
Power outlets available for charging laptops, phones?	
Microphone and speaker available / needed to communicate?	
Will there be amenities available in the venue, i.e. toilets (male and female), water, tea/coffee?	
Is there a cleaning fee at the venue? Does the organising committee need to clean up at the end?	
Can the venue be made available the night before to enable set up? Is this additional cost known? If not available, is sufficient time allocated to set up the morning of the tournament?	
Event communicated to players, Facebook event created with full dates of date, time and location?	
Event poster created and uploaded to ATFA website	
Registration form online and available	
Bank account set up to receive entry fees, and forms part of registration	
Entry fees monitored and players receiving confirmation of payment received	
Will entry fees be allowed to be paid via cash on the day? If so, who will track who has not paid? Who will collect fees on the day?	
Will fees cover the entire tournament? Any discount for single day entry?	
Playing surfaces organised, sufficient obtained for number of entrants?	
Tables/trestles organised, sufficient quantity ?	
Transport of tables to the venue known?	

Match balls organised?	
Referee cards for scoring: needed? organised?	
Tournament referee appointed? To determine outcome of any disputes/ conflicts if needed. Potential Open final referee also, subject to availability.	
Venue close to accommodation options for travelling players?	
Venue close to transport options, e.g. train, cheap uber, or walking distance from accommodation?	
Will meals be provided? Included in entry fee? Or available nearby? Note that if not included, even if nearby then additional time may need to be factored into the schedule as players en mass exiting to order food consumes time.	
Will there be a meal break? Has this been communicated?	
Does the schedule adequately consider match referees required for games (i.e. not everyone can be playing in each round, referees are needed)	
If multiple event categories, will they be run in parallel? Will this complicate match referees? Is this understood and planned?	
Does the scheduling allow sufficient time between games? Typically for FISTF events, depending on the complexity caused by number of players and categories, it takes 45mins between group game kick offs, and 1 hour between knockout stages as you need to allow for potentially for ET and penalties plus the draw of the following round and allocation of referees. Teams events often take even longer due to the need to do the player draw for each team prior to each contest.	
Does the schedule consider likely flight arrival or departure times of travelling players?	
Does the schedule consider the hours that the venue is open/booked between and any timing needed for presentations and pack up of the venue?	
Are any players planning to fly in on the morning of the event? Is this known? Is it factored into the schedule? Will late arrival mean a forfeit and this is communicated?	
When will the draw be done? How? Streamed? Communicated online prior to the day?	
Who will do the final fixturing once the draw is done, including the referees?	
Are start and finish times established and communicated? Do players know by what time they need to arrive each day?	
Who will be accountable for allocating referees on match day/s, especially in the knock out rounds?	
Will a WASPA plate event be held? ! Who will run this? ! Does the scheduling of this event consider the need for these players to referee any FISTF knock out stage games? ! Who will record WASPA results, do the draw etc? ! Do you have sufficient tables? ! Will it finish prior to the FISTF Open final to allow players to watch? ! What will be the duration of WASPA games, and the format?	
Trophies organised? For each event?	
Who will do the budget? And track monies in and costs incurred? Consider all costs, such as venue, trophies, insurance (if applicable), balls, pitches, food, drink, etc.	
Will a raffle be held to fund raise on the day amongst players? Who will run this in the lead up to obtain items, and on the day to sell tickets?	
Will any matches be filmed? How? Who?	
Referee bibs available?	
ATFA or club banners? Other decorations going to be made inside the venue?	

Marketing external to the venue? e.g. signage for walk by traffic interest to attract new players	
Any signage needed to inform players where to go once at the address?	
Details given to players on the accommodation options, transport options, location, parking nearby etc.	
Opening dinner to be held? Will it be discounted for children?	
Will dinner costs be included in a weekend price rate to encourage attendance at the dinner draw?	
Is there a person in charge of coordinating the dinner draw evening and running the night? Any guest speakers organised, either from ATFA or external? Who will be speaking, when, and for what purpose? Do they know?	
Do meals consider dietary requirements such as allergies, religious, vegetarian, etc?	
When will presentations be held?	
Who will be responsible for translating the results in to the official FISTF results spreadsheet and submitting to FISTF within 7 days of the event being conducted?	
Who will be accountable for payment of the invoice from FISTF after the event?	

Basic budget template for FISTF events		
INCOME		Comment
Entry fees	0.00	
Food and drink sales	0.00	Optional depending on arrangements
Raffle	0.00	
Dinner income	0.00	Dinner is optional
Sponsorship income	0.00	
Other income	0.00	
TOTAL INCOME	0.00	
COSTS		
Venue hire	0.00	
Truck/vehicle hire	0.00	If required to move boards to venue
Insurance	0.00	If required by venue
Boards/pitches/goals	0.00	
Balls, other equipment	0.00	
Trophies and medals	0.00	
FISTF fees	0.00	
Ref bibs	0.00	
Stationery/other costs	0.00	
Dinner costs	0.00	Catering/dinner venue costs
Food and drink supplies	0.00	If supplied during event
Other costs	0.00	
TOTAL COSTS	0.00	
OVERALL TOTAL	0.00	