

Application for Inclusion



2021 Australian Masters Games Application for Inclusion

SPORT NAME:

..... makes application for inclusion (AFI) in the 2021 Australian Masters
(Organisation)

Games (AMG) and confirms the accuracy of the information outlined in this submission.

If admitted to the 2021 AMG program, the organisation agrees to work cooperatively 2021 AMG
Project Management Team within the terms of a cooperative agreement to be signed by both parties
to conduct the component of the 2021 AMG.
(Sport)

Signed by on behalf of

Signature Date

Please forward applications by 11 September 2020 to:

Rian Murphy
Sport and Operations Manager
2021 Australian Masters Games
rian.murphy@unisport.com.au
0438 105 888.

The 2021 AMG Project Management Team is happy to assist in the competition of the AFI where possible. Please reach out to our team if you require assistance. Applications will only be accepted if all sections have been completed in full. The submission of an AFI does not guarantee the inclusion of a sport in the 2021 AMG.

Please ensure that you review the Sporting Organisation Games Information, which will assist in providing context to the application questions and provide you with an understanding of the event and your organisation's prospective responsibilities.

1 Sport Details

Sport:

Body / Association to take primary responsibility for organising the event

Trading Name:

Contact Person and Position:

Postal Address:

Business Phone:

Mobile:

Incorporated: YES/NO

Registered For GST: YES/NO

ABN/ACN:

Bank Details (for sport fee payment)

Account Name:

BSB:

Account Number:

1.1 Sanction of the National Body

National Sporting Organisation or National Masters/Veterans Sporting Organisation where applicable	
..... supports the inclusion of	
<i>(NSO)</i>	<i>(Sport)</i>
in the 2021 Australian Masters Games (AMG) to be held in Perth from 9 to 16 October 2021 and will assist with the promotion of the event to potential participants throughout Australia and overseas by all reasonable means.	
Signed by	on behalf of
<i>(name and title)</i>	<i>(NSO)</i>
Signature	Date
Phone Number	Email

1.2 Sanction of the State Executive

To be completed if the application is from an organisation other than the state body as recognised by the National Sporting Organisation, for example a local club or association.

State Sporting Organisation or State Masters/Veterans Sporting Organisation where applicable	
.....supports the inclusion of	
<i>(State Sporting Organisation)</i>	<i>(Sport)</i>
in the 2021 Australian Masters Games to be held in Perth from 9 to 16 October 2021 and will assist with the promotion of the event to potential participants throughout Australia and overseas by all reasonable means.	
Signed byon behalf of	
<i>(name and title)</i>	<i>(State Sporting Organisation)</i>
Signature	Date
Phone Number	Email

1.3 Proposed Organising Committee Structure

Position	Name	Email	Phone Contact
Chair/Convenor			
Deputy Chair			
Marketing Contact			
Public Relations Manager			
Secretary / Treasurer			
Committee			
Committee			
Committee			
Committee			

Please note an individual contact is required for the role/area of marketing/participant recruitment. This person will be contacted directly by the 2021 AMG Project Management Team regarding all elements included in the submitted marketing and competitor recruitment plan. All other communication will be directed to the Chair/Convenor.

1.4 Previous Event Hosting Background

Please detail your organisation's experience in hosting events over the past 5-10 years.

Event Name and Year	Age Group (junior, elite, masters etc.)	Total Participants	Comments

1.5 Registered Members of Your Sport

Please detail the total number of members of your sport across the following categories. Feel free to attach separate census documentation that covers the categories if available.

	30-49 yrs	50+	Male v Female Ratio %
Western Australia			
Nationally			

1.6 Existing Masters Culture in Your Sport

Please identify the existing masters' events and competition conducted by your sport.

West Australian Based Masters Events and Competitions:

Event / Competition	Frequency (Weekly, Annually etc.)	Participation Numbers	Approx. Date

National Masters Events and Competitions:

Event / Competition	Frequency (Weekly, Annually etc.)	Participation Numbers	Approx. Date

International Masters Events and Competitions:

Event / Competition	Frequency (Weekly, Annually etc.)	Participation Numbers	Year Established (Approx.)

1.7 Conflicting Events

Please identify and list other major national events in your sport that are likely to affect your overall program or participation numbers at the 2021 AMG.

Event Name	Event Dates/Location For 2021	Traditional Event Participation Numbers	Notes

2 Competition Structure and Schedule

For more information on the competition structure used in past Games, see documents attached in the AFI email from AMG.

Please complete the 2021 AMG Sport Information Template, attached in the AFI email from AMG.

2.1 Proposed Days of Competition

Please indicate estimated timeslots for competition by shading in appropriate times for your sport.

Times	Sat Oct 9	Sun Oct 10	Mon Oct 11	Tues Oct 12	Wed Oct 13	Thurs Oct 14	Fri Oct 15	Sat Oct 16
8am								
9am								
10am								
11am								
12pm								
1pm								
2pm								
3pm								
4pm								
5pm								
6pm								
7pm								
8pm								

Alternate disciplines can be listed by using a different colour and indicated in the key below. Remember to consult with other similar sports to ensure no clashes occur with scheduling and to maximise participation in your sport.

Discipline	Colour
Ineligible competition times	Black

The nights of Saturday 9, Wednesday 13 and Saturday 16 October 2021 are not eligible for competition due to the hosting of the Games Opening and Closing Ceremonies and mid-week party. All competition on these days must conclude by 5pm to allow all participants to partake in the festivities of the Games. Sports are encouraged to consider the inclusion of a rest day within the program of events. This is aimed at encouraging improved levels of competition and reduced injury rates, as well as providing an opportunity for participants to explore Perth and engage in the expansive social program that delivers a terrific sense of community and camaraderie amongst Games participants.

2.2 Minimum Age

Please indicate the minimum age for competition specific to your sport, noting that the AMG markets a general minimum age of 30 (as at 31 December 2021).

Minimum Age:

Please indicate below if your sport has a specific masters rule that outlines a different minimum age or achievement of minimum age date mentioned above.

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Please include as an attachment to this AFI a copy of the relevant rule/policy.

2.3 Competition Rules

Include in the AFI as an attachment or by providing a hyperlink to;

- a. a copy of the relevant sports rules that the competition will be conducted under.
- b. advice of the competition format or event guidelines which will apply to the sport when conducted as part of the 2021 AMG.

These documents will be made available to participants via the sport specific information page of the 2021 AMG website.

Note: The 2021 AMG requests that any documents, to be displayed on the 2021 AMG website, be submitted as a PDF file with a 'current at' date or version number shown.

2.4 Registration Specific Dates

Registrations for the 2021 AMG will open in November 2020. The proposed close date of registrations is 10 September 2021. All sports must note that registrations, both for individual and team sports, will remain open with a guaranteed right to compete until this date. The only exception to this is if a sport can demonstrate and the 2021 AMG Project Management Team are in agreement, that the capacity for the sport or a competition within the sport has been met.

To what date, beyond the listed date of 2021 AMG close of standard registrations will your sport accept:

New individual or team registrations:

New registrations for people joining an existing team:

Swapping of individual events within an individual sport (i.e. athletics):

3 Competition Venue

3.1 Your Sports Venues

Please use the table below to indicate the venue/s you would seek to use for the delivery of the 2021 AMG program. Please ensure you identify all venues in the first table should your sport require more than one competition venue for the period of the 2021 AMG.

Preferred Competition Venue/s

Facility	Address	Owner/Operator/ Management Entity	Local Government (Council) Area

Alternate/Back Up Venue/s

Please list alternate/back up venues if you are unable to confirm current hire arrangements for your preferred competition venue/s.

Facility	Address	Owner/Operator/ Management Entity	Local Government (Council) Area

3.2 Facility Access

Is this venue owned and managed by your organisation or will you be hiring the venue for the purpose of the 2021 AMG competition?

Self Owned/ Managed

Hired Facility

Have you negotiated a hire rate and made relevant booking enquiries regarding this facility for 2021 AMG? If so, please complete the relevant information below.

Facility Name	Contact Person	Dates Booked	Booking Number

Please note the facility hire costs included in the sport budget should be reflective of the actual hire fee costs for the use of the facility and should not be assumed costs. Your budget should also consider any extra infrastructure required to meet the standards required for a national standard event of this size.

Please include a copy of your booking confirmation information with the AFI should you have a facility booking in place. If you are the tenant of the proposed venue this would be a copy of the relevant information/pages from your tenancy agreement that covers the event period.

****An audit of proposed venues will be conducted by the 2021 AMG Project Management Team and recommendations provided if required to ensure event standards are met****

4 Participant Targets

Please indicate the number of participants your sport will achieve in attracting to participate in the 2021 Australian Masters Games.

Total Unique Registration Target:.....

A unique participant is each individual registration for the sport, NOT the combined total of entries across all categories of a sport. For example, if John registers for Golf and elects to play in the stroke event and stable ford events then he has entered two categories but he is only one unique entry.

If in doubt regarding participation figures, the 2021 AMG Project Management Team encourage sports to outline conservative targets.

The above mentioned figures should be used when calculating the required sport budget.

Please provide your rationale for the above registration target.

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4.1 Minimum Number of Participants Required

In order to clarify and avoid confusion for participants, sports are requested to outline the minimum number of participants that are required for a competition to be considered viable.

Please outline the minimum number of registrations required to:

Conduct a viable competition (male, female or mixed), involving all age teams/participants

.....
.....

Conduct a viable specific competition category, before a merge with the age category adjacent to it is required?

This information will be displayed on the sport specific page of the 2021 AMG website and will be used in making decisions regarding sport or category cancellations/mergers as required.

The minimum number of participants required to conduct a viable competition should be considered as part of the sport budget process. Each sport should be aware of and have calculated a worst-case scenario budget based on the above mentioned minimum number of participants and should be comfortable with the financial outcome this will generate. The 2021 AMG Project Management Team will expect and hold a sport to the minimum number commitment made in this AFI process, should the situation arise where a sport cancellation of any kind is required.

5 Marketing and Participation Strategy

To ensure participation targets are achieved, participating sports will be required to submit a detailed sport specific marketing plan to promote the event to their membership and extended sports network nationally.

It is expected that participating sports will need to seek the cooperation of their state association counterparts and national sports organisation to achieve this.

The 2021 AMG Project Management Team will develop a marketing plan framework for sports to use. This plan will focus on some key milestones which will form the basis of your sport specific marketing plan. These key items are the following:

- One year to go (Friday 9 October 2020)
- Entries open (November 2020 - TBC)
- Close of gold entries (Friday 30 April 2021 - TBC)
- Close of early bird entries (Friday 30 July 2021 - TBC)
- Close of standard entries (Friday 10 September 2021 - TBC)
- Your domestic competition season
- Activations via your National Sporting Organisation

In addition, all participating sports are encouraged to complement these mandatory activities with further marketing initiatives. Delivery of this baseline marketing campaign is a requirement of all participating sports and will form part of the critical task list detailed in the Sports Agreement.

5.1 Sport Marketing Contact

The 2021 AMG requires each sport to identify and provide contact information for the individual who will manage the sport's proposed marketing plan. These contact details will be used by the 2021 AMG Project Management Team to establish contact and provide marketing support. It is important to consider that the marketing of the sport should be undertaken as a separate role to that of the Sport Convenor where possible.

Please ensure the contact details of the sport marketing contact have been listed as part of the organising committee information in 1. Sport Details.

6 Sport Budget

This area of the AFI is intended to outline the financial plan for the sport's participation in the 2021 AMG.

Consideration must be given to maintaining a sport fee at an affordable level. Participants have many options to participate in their sport of choice in various events and leagues across the country and appropriate costs for participation must be offered.

6.1 Sport Fee

What sport fee will your sport set for the 2021AMG?

\$

If you have multiple pricing options, please include.

6.2 Detailed Budget

*All figures to be GST exclusive unless otherwise stated

Income				
Please list individual items and include all sub area details available.				
Item	Cost per unit/participant	Number Units/ Participants	TOTAL	Notes
Sport fees			\$	
Food and beverage sales Canteen Bar Etc			\$	
Sponsorship <i>Please list individual sponsor areas and expectations</i>			\$	
Fundraising <i>Please list individual activities</i>			\$	
Other Social function ticket sales Etc			\$	
Total income			\$	

Expenditure				
Please list individual items and include all sub area details available.				
Item	Cost per unit	Number of Units	TOTAL	Notes
Facility hire			\$	
Equipment hire			\$	
Equipment consumables			\$	
Transport			\$	
Officials			\$	
Publications and printing			\$	
Hospitality			\$	
Volunteer meals			\$	
Promotion and advertising <i>This expense line must be connected to and reflected in your marketing plan submission</i>			\$	
Administration Permit and applications Temporary fencing Traffic management plan and staff			\$	
Social functions			\$	
Casual employees			\$	
<i>Insert additional as needed</i>				
Total expenditure			\$	
Surplus / deficit			\$	

7 Insurance And Membership Requirements

It is a requirement of the Sports Agreement between the sporting organisation and UniSport/AMG that the incorporated body responsible for the running of the sporting event obtains and maintains public liability insurance during the Games period (9-16 October 2021), in an amount of not less than \$20,000,000.

Does the incorporated body responsible for the running of the event currently have Public Liability Insurance to the level of \$20,000,000 for any one occurrence?

- Yes
 No

Please submit a copy of current Public Liability Insurance certificate of currency as an attachment to this AFI.

Will participants in your sport at the 2021 AMG be covered by personal accident insurance by a state or national sporting body?

- Yes
 No

Will participants require a state or national license or membership to compete in your event at the 2021 AMG?

- Yes
 No

If you answered **YES**, please clarify

The cost per participant: \$.....

Will current members or associate members (state or national level) be exempt or receive a discounted rate?

- Yes
 No

Extra information:

Outline the reason and benefits for the purpose of this licence/membership and the adding of additional cost to the participant fee structure.

Please note that participants do not, as part of their entry fees, have any additional sport injury insurance or coverage provided by the AMG it is recommended that all participants investigate the options of private health insurance coverage that may assist in covering costs incurred for unforeseen accidents and or injury.

8 Objectives of Your Sport's Involvement

The 2021 AMG are seeking to partner with each sport delivery group to ensure that the experience of being part of the 2021 AMG is a positive one for participants, as well as for the sport and the organising groups involved.

Please list up to 3 objectives you wish to achieve through your inclusion in AMG 2021

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3.

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9 Checklist

Please ensure that the following items have been addressed/attached as part of the AFI.

1 – Sport Details

- Sanction of State & National Body
- Organising Committee Structure
- Previous Event Hosting Background
- Registered Members of the Sport
- Existing Masters Culture
- Conflicting Events

2 – Competition Structure and Schedule

- Amended AMG Registration Form
- Proposed Days of Competition
- Minimum Age
- Competition Rules (provide an electronic copy)
- Registration Specific Dates

3 – Competition Venue

- Venue
- Facility Access

4 – Participation Targets

- Total Unique Participation Target
- Minimum Number of Competitors Required

5 – Marketing and Participation Strategy

- Nominate Marketing Contact

6 – Sport Budget

- Set Sport Fee
- Complete Budget Template

7 – Insurance and Membership

- Submit Copy of PL Certificate of Currency

8 – Objectives

- List Objectives for Involvement