

GENERAL INFORMATION*

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| Lead Area: | Community & Game Development |
| Lead Procedure Title: | RUGBYWA COMPETITION – FINALS HOSTING CRITERIA POLICY |
| Procedure Reference No: | RWA22 |
| Adapted by: | Justin Shakeshaft |
| Date last modified: | 5 th May 2017 |

SCOPE OF RESPONSIBILITY

1. This policy governs the principles and conditions relating to the application and awarding of the series of matches for the Rugby WA Senior Competition Finals by associated rugby bodies or other venues as determined by Rugby WA.

THE POLICY RULES

2. The following terms and conditions explain and govern the procedures relating to the opportunity for associated rugby bodies within Western Australia to tender to host Rugby WA Senior Competition finals matches. It provides the details of the opportunity, what is required and the application and award process for these matches.

| No. | Details |
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| 1. | Who applies to. Any associated rugby body within Western Australia can apply to host a finals day. Other dedicated venues can also apply/be approached. |
| 2. | What it applies to. To Host Finals matches for all Competition Grades from Premiership, Championship, Women & Colts Competitions on these dates: <ol style="list-style-type: none"> a. Semi Finals - Saturday 12th & Sunday 13th August 2017. b. Grand Finals – Saturday 19th & Sunday 20th August 2017. |
| 3. | Matches to be hosted. A detailed listing of the matches and how they will be arranged in terms of grounds, dates are listed at Annex A. The opportunity exists for up to six (6) event location and match day hosting opportunities for any associated rugby body or venue to host. Note each of the Grand Final days Saturday and Sunday are open as host events. Note there may be some changes to specific match events (e.g. Women’s match’s) and/or specific match timings. However, this detail will be arranged in advance with chosen host venue as part of the host award process. |
| 4. | Grand Final Application Process: <ol style="list-style-type: none"> a. RugbyWA will circulate the Grand Final application from 30th May with open invitation for all associated rugby bodies to consider and apply. b. Associated rugby bodies will discuss and research during application review period. 30th May to 19th June. c. Completed applications to be received at RugbyWA by COB Monday 26th June. d. RugbyWA will review all applications with the successful applicants being notified by Monday 3rd July. e. Planning and coordination period with RugbyWA and successful entity will then ensue. |

| No. | Details |
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| 5. | <p>Semi Final Application Process</p> <ul style="list-style-type: none"> f. Rugby WA will circulate the Semi Final application from 30th June with open invitation for all associated rugby bodies to consider and apply. g. Associated rugby bodies will discuss and research during application review period. 30th June to 15th July. h. Completed applications to be received at Rugby WA by COB Monday 17th July. i. Rugby WA will review all applications, including relative ladder position placings at this stage of the season. j. Pending the ladder position component being clear (or not applicable) successful entities will be notified by Monday 31st July. k. Planning and coordination period with Rugby WA and successful entities to determine support requirements and operational plan to meet Finals dates will then occur. |
| 6. | <p>Hosting Criteria. The successful applicants will need to be able to demonstrate through a written submission that they have a clear understanding of the requirements, how they will deliver the event including having appropriate human resourcing and ensure they adhere to RugbyWA's branding and partnership requirements outlined in the responsibilities of Host Club section below.</p> |
| 7. | <p>Responsibilities of the Successful Entity</p> <p>There are several responsibilities that the successful entity will need to excel at to ensure a high standard of event for all teams and clubs is achieved and maintained.</p> <ul style="list-style-type: none"> a. Goal. Aim to create a high level event that engages both the rugby fraternity and the local community. b. Event host. Work constructively with RugbyWA staff and the WA Referees Association. A nominated event coordinator should be appointed for this purpose by the hosting club once the event is allocated. c. Match Day Manager. A nominated Point of contact for all visiting teams is to be identified with appropriate communication details clearly available for all parties for ongoing event management throughout the day. d. Catering. Ensure healthy food & beverage options are available for player and staff throughout the tournament. e. Refreshments. The ability to suitably manage and provide catering/drinks for all attendees including non-alcoholic options. f. Licensed Area. Licensed area(s) need to be clearly marked and identifiable. g. Medical Staff. The entity will be responsible for having medical attendant and/or trained first aid officers in attendance for all matches being hosted. h. Ball Kids. The hosting entity will need to provide ball kids for all matches from their junior ranks with these ball kids to be at least 12 years of age. i. Clean Up. Provide sufficient volunteers to ensure the host venue remains clean of rubbish all day. j. Venue Security. Any security requirements for venue/licensing management need to be identified, with any costs to be met by the host entity. |
| 8. | <p>Facilities. The following facilities must be provided for the event:</p> <ul style="list-style-type: none"> a. Change Rooms. Minimum of at least 4 changing rooms for participating teams. These must be kept clean throughout the day. A roster system will be required nominating when teams have access and exit. Note there is scope for such facilities to be temporary arrangement for the day. Details of these must be provided in the application by club. b. Officials. Provide a change room facilities for match officials that is separate to change rooms for teams. |

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| | <ul style="list-style-type: none"> c. Playing Fields. 2 playing fields available to host matches, noting this only applies for the scheduled match day's where 2 x fields are required. This must include identification of suitable warm up areas. d. Marking. Playing fields must be clearly marked, roped and set up according to the current laws of the game and Rugby WA Procedure RWA 4 - Match Day Set-Up Procedure. This includes technical zones for each team being roped and clearly marked. e. Ambulance access. There must be clear ambulance access to all playing fields throughout the entire day. f. Car Parking. Access to sufficient car park facilities to cater for increased expected crowds. g. Scoreboard. Must have functioning scoreboards for each playing field being used. h. Toilets. There may need to be extra toilet facilities for spectators provided. This also requires a plan for maintenance of these throughout the day. i. Spectator. Arrangements and plans to cater for and manage spectators. This should include any consideration for spectator comfort and management. j. Digital recording facility. Successful applicants will need to provide elevated position(s) and power supply for digital recording of games. This must be available for both fields (when required). A scaffold arrangement can be coordinated with the nominated Digital recording service provider. |
| 9. | <p>Commercial Rights/Obligations. There are some specific commercial rights and obligations that Rugby WA and therefore successful applicants must support and adhere to. Any conflicts with the below will result in an unsuccessful application.</p> <ul style="list-style-type: none"> a. Series naming rights. Pindan are the senior men's competition sponsor. Pindan must be included in the individual event title. i.e. the Pindan Premier Grade Semi-Final b. Partner acknowledgements. Onsite advertising of the Rugby WA Partners (i.e. field branding, tents, signage) Belt Up, Pindan and Alcohol. Think again. Material for these partners will be provided by Rugby WA. <p>Full details and specifications for these elements will be communicated to the successful finals host with a confirmed plan that is supported by RWA and agreed on with the event partner as to how these arrangements can be supported.</p> |
| 10. | <p>Club position on ladder – Semi Final Hosting caveat. It should be noted by all entities intending to apply for the hosting of any of the nominated Semi-Final event days, that respective ladder positions for clubs will have a weighting in the semi-final tender process.</p> <p>Any team in the top 2 ladder positions, for Premiership Premier Grade and Championship A grade, at the time that the successful applications are being determined, will have first right of refusal to host their respective semi-final. The top club in the respective grade must nominate to host the semi-final at their club venue, for this factor to be considered as a first right of refusal for hosting award for these matches. If a club in these positions does not apply, the next highest ranked club will have this weighting allocated to the consideration of their bid.</p> <p>If a club has several teams across different grades that are likely to play in finals this aspect will also be taken into consideration when reviewing club nominations. However, the highest weighting will be allocated to the Top teams in Premier Grade and Championship A Grade respectively.</p> |
| 11. | <p>Grand Final caveats. Grand Final allocations will not be subject to the club ladder position criteria. The assessment will simply be based on best application against the hosting criteria. No club may host both Semi-Final and Grand Final matches.</p> |

| No. | Details |
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| | No Club may host Grand Finals 2 years in a row. This caveat will only take effect from post season 2017. That is, past hosting in 2016 and previous of Grand Finals is not considered as these events were not subject to an open tender arrangement. |
| 12. | Award advice. Successful entities will be notified of the matches that they have been awarded. If any entity declines this offer, the match event award will be transferred to the next ranked entity from the application review process. |
| 13. | Review Panel. The Finals application review panel for the award of matches/venues will be constituted utilising CRAC representative, with Rugby WA staff providing a review report and recommendations on all applications. |
| 14. | <p>Responsibilities of RugbyWA. The support that RWA will provide to all club's hosting finals will include (but is not limited to) the following:</p> <ol style="list-style-type: none"> a. Actively promote the event through the website, newsletter and Rugby WA social media channels. b. Provide support and guidance to the event committee prior to and during the event. c. Ensure the host club has relevant branding items for the event. d. Site inspection with event committee representative and local city/shire representative, if required, to ensure appropriate level of safety is achieved. e. Scheduling all games and ensuring they run to time. f. Providing any additional field dress that may be required g. Supplying all match officials utilising WARURA's appointments. h. Supplying game balls. i. Recording fixtures utilising LMSC's operators and services. This will be for all grade/matches. |
| 15. | <p>Financial Management. Costs will be managed in accordance with these principles:</p> <ol style="list-style-type: none"> a. Rugby WA will meet a number of the overheads as listed against the Responsibilities of Rugby WA (above). b. In the tender process submission clubs should identify any significant costs aspects associated with their hosting plan. c. Once these costs are confirmed, an agreed financial budget will be developed for the event that identifies and allocates cost responsibility and/or sharing arrangements between RWA and the Club. |

OTHER INFORMATION

- The intent by Rugby WA with this policy is to ensure clarity on the process and criteria associated with the opportunity for associated rugby bodies to host Finals Series matches for the Rugby WA Senior Competitions.
- Further information on these and the process for application and criteria can be obtained from the Senior Competition Manager – Justin Shakeshaft.
Ph: 9387 0718 or e-mail justin.shakeshaft@westernforce.com.au

ANNEX:

A: Finals Matches Ground, and Time Schedule

ANNEX A:

MATCHES, DAYS FOR FINAL APPLICATION:

N.B: There may be some variation to the specific match times and the allocation of some matches i.e. Women's games, as listed below. Any changes will be coordinated and advised to respective host clubs..

| PREMIERSHIP & COLTS GRADES 1st Semi Finals-(1st vs 4th) Saturday 12th August 2017 | | | |
|--|---------------|-------|----------------|
| KO | Field 1 | KO | Field 2 |
| 15:30 | Premier Grade | 14:00 | 4th Grade Semi |
| 13:30 | Reserve Grade | 12:20 | 3rd Grade Semi |
| 11:50 | Colts U/20 | | |

| PREMIERSHIP & COLTS GRADES 2nd Semi Finals-(2nd vs 3rd) Sunday 13th August 2017 | | | |
|--|---------------|-------|----------------|
| KO | Field 1 | KO | Field 2 |
| 15:30 | Premier Grade | 14:00 | 4th Grade Semi |
| 13:30 | Reserve Grade | 12:20 | 3rd Grade Semi |
| 11:50 | Colts U/20 | | |

| CHAMPIONSHIP & WOMEN'S GRADE 1st Semi Finals-(1st vs 4th) Saturday 12th August 2017 | | | |
|--|--------------|----|---------|
| KO | Field 1 | KO | Field 2 |
| 16:00 | Women's Semi | | |
| 14:00 | Champ A Semi | | |
| 12:20 | Champ B Semi | | |

| CHAMPIONSHIP & WOMEN'S GRADE 1st Semi Finals-(2nd vs 3rd) Sunday 12th August 2017 | | | |
|--|--------------|----|---------|
| KO | Field 1 | KO | Field 2 |
| 16:00 | Women Semi | | |
| 14:00 | Champ A Semi | | |
| 12:20 | Champ B Semi | | |

| GRAND FINALS Saturday 19th August 2017 | | | |
|--|----------------|----------|-----------|
| KO | Field 1 | Kick-Off | Field 2 |
| 16:00 | Women's | | |
| 14:00 | Championship A | 14:00 | 4th Grade |
| 12:20 | Championship B | 12:20 | 3rd Grade |

| GRAND FINALS Sunday 20th August 2017 | |
|--|---------------|
| KO | Field 1 |
| 15:30 | Premier Grade |
| 13:30 | Reserve Grade |
| 11:50 | Colts U/20 |