



LA Event Hosting Framework

Foreword

To ensure Lacrosse Australia (LA) can meet the demand and satisfaction of key stakeholders attending and interested in all LA events, the LA has provided more resources while working with Host clubs or Host MA's, to plan and deliver LA events. These extra resources have been in the form of designated human resources, planning and implementing new processes and providing assistance in covering some of the costs in hosting LA events. To formalise this change in responsibilities the LA has considered a restructure in event operations and sought to implement an Event Hosting Framework

The Event Hosting Framework will make LA more responsible for our events and decrease the workload and responsibilities from MA's and clubs, in order for the hosting entity to concentrate on delivering the facilities and catering elements.

New Model Structure and Process

1) LA Event hosting – EOI Process

For future events LA will advertise and seek Hosts directly, to submit an EOI to host an LA National Event. Potential Hosts will be required to read, accept, meet and deliver the requirements within LA Hosting Agreement Information pack.

Potential Hosts will complete the LA Hosting EOI Form, providing details of their venue, capacity and vision for the event. LA will then conduct a review process of the EOI to allocate the event to a host. LA will consider (in order) the Host's ability:

- To fulfil the preferred venue/facilities requirements
- To fulfil the preferred equipment requirements
- To fulfil the volunteer/workforce requirements
- To introduce new initiatives/elements to benefit the participants of the event.
- Rotation of event; either between states or between clubs within a state.

LA acknowledges that there has been a long tradition of rotating LA events across each MA.. LA will, however, also look for opportunities to allocate LA National Events to other growing MA's, or to showcase our sport in different regions to support the growth of the sport nationally.

2) LA Hosting Agreement Information Pack

LA will provide Hosts with detailed guidelines outlining the responsibilities, requirements and timelines to host an LA event. These guidelines must be agreed and adhered to.

This document will be provided to any Host interested in hosting an LA event. Clubs will be obligated to openly inform LA, of any required areas that the Host cannot meet.



3) Hosting fees

To ensure that LA can continue to run and grow all events and provide the expected level of service to all involved in all LA Events, hosts of LA Events will be required to pay a hosting fee directly to LA, if hosting the U18, Senior or U15 National Events. This income/hosting fee will go towards the cost of running all LA events.

Hosting Fee for LA Events:

- Box National Championship : \$3000 excl GST
- U18 National Championship: \$2120 excl GST
- Senior National Championship: \$3180 excl GST
- U15 National Tournament: \$5300 excl GST

Host Club – potential income

- Catering for spectators.
- Catering for teams' lunches.
- Functions during the event.
- Selling of club merchandise or LA approved Competition merchandise.
- Selling sponsorship (including advertising) on live stream.
- Dinners at the club.
- Grants through State Sport and Rec or Local Councils.
- Local sponsors of the event.
- Gate entry takings
- *Revenue from Bar sales at Senior Events only*.

Host Club – Expenditure

- Venue and Facilities cost. – equipment for field set up: line markings, goals, netting, bench areas, tables, chairs, Marquees, drink containers, eskies, PA etc and facilities cost - venue/fields hire, additional changeroom hire.

LA Income

- Team entry fees
- Hosting fee
- Selling sponsorship (including advertising) on live stream.



LA Expenditure

- First Aid
- Printing costs
- ALN Streaming
- Human resources
- Equipment – including clocks and balls
- Ice (first aid)
- Medals and Championship trophies
- Public Liability Insurance

4) LA and Host Club Management areas of Event

Host Management areas:	LA Management areas:
Host clubs will no longer need to put time, energy and resources into preparing or conducting the competition management of the event. Instead, Host clubs will only be required to manage the venue and facilities requirements, as well as coordinate volunteer/workforce rosters.	To ensure clubs and their members are no longer overloaded or overwhelmed when Hosting LA events, LA, within this new model, will take on the responsibility and management of:
Venue/facilities Complete ground booking (and any costs) and provide access to fields. Complete ground set up and pack down each day. Supply of dugout shelters/marquees; 4 for each field and 3 extras. Access and supply of water for participants at each field. Catering facilities. Extra changerooms if required. Change rooms for officials. Meeting rooms for officials. Office space for LA Event Coordinator Printer access. PA facilities and tables for presentations. Provision of power to grounds, internet connection (preferably NBN), elevated filming structure (preferable) for streaming	Management of tournament/championship set up Registration of teams/players. Collection of team entries. Creation of fixture. Changeroom roster. Design of event program. Printing costs. Online fixture set up. First aid booking and cost. Liaising with officials for the event. Ordering and supply of medals, (MVP, Championship). Locating and transporting of National trophies for the Event. Coordination and payment of ALN to liveStream the event. The coordination and booking of officials' travel for Officiating Cost Share policy.



<p>Volunteer/workforce roster Ground set up and pack up Canteen Clean up each day Scorers & Timers (Senior Event only)</p>	<p>Management of championship/tournament progression including; Conduct coach and team manager meetings Entry of match results Issuing of voting slips and counting Conduct coach voting meetings if required (Allstars, Tournament MVP) Social media updates Changes to team players names or numbers point of contact for questions/issues Playing incidents on field Recording of cards and demerit points Count back situations</p>
	<p>Management of championship/tournament conclusion: Event report Feedback survey of players, coaches and officials.</p>
	<p>Communication with State Lacrosse bodies and Team Managers.</p>