

Nationals Organising Committee

Responsible to: the Executive Committee

Your job is to ensure all of the below activities are completed by their deadline. You do not necessarily need to complete all of these tasks yourself, but you must ensure they are done.

Responsibilities	Details	Deadline
<u>OPERATIONAL</u>		
Set up and share team spreadsheets once teams are selected	Tabs for: Personal info & rules cert Uniforms Flight details/accom requirements Attendance	December - straight after selections
Register both teams for Western Regionals and Nationals - including rules etc		
<u>UNIFORMS</u>		
Share uniform information and order form with all Nationals and SOAK players.	Must be a google form, don't allow players to edit a spreadsheet Collect info: shirt size, short size, jersey number, surname, number of items, long or short sleeve option. (New players must enter 3 preferences for jersey numbers) Incl links to sizing chart, cost per unit, design mock up	December - straight after selections.
Uniform designs must ALWAYS be checked to comply with current AFDA Uniforms Policy: https://afda.com/m/uniform-policy-20180108-1 (even if the design is a repeat)	2020 - AFDA logo MUST BE REMOVED! It should be the Ultimate Australia logo	
Check (spelling errors, number of items, sizes) and	Shirts are from Zone - we have agreed on being	January 10th? (allow 5-6 Weeks before Western

submit uniform order to supplier	ambassadors for 2 years - 2019-2020 displaying their logo in return for a discount. Current Black short-Shorts are from Five ultimate	Regionals)
Receive and check delivery		Prior to Western Regionals
Distribute uniforms	In collaboration with coaches	Prior to Western Regionals
<u>ACCOMMODATION</u>		
Book accommodation for each team. Budget is \$50pp per night, preference is self-contained apartments, ideally 1 bed pp unless people are willing to share.	Western Regionals as well if necessary	December - straight after selections
Room allocation - check with coach/captain first. Consider arrival times. Email allocation and arrival times to accommodation provider.		1 month before tournament
<u>TRANSPORT</u>		
Book car hire if necessary	Check the quality of the drivers and age, and access to credit card in drivers' name Budgeted for duration of tournament plus 1 day prior (eg 4 days for AUC Div2 and 5 days for AUC Div1)	