

## **Project Plan: Touch Football Carnival**

### **1. Executive Summary**

This project plan outlines the proposal for a 1-day Touch Football carnival, featuring 8-10 teams in a round robin format. The event will be managed by ABF in collaboration with the Hope Vale Aboriginal Shire Council. ABF will handle the planning, implementation, and management of the event, while the Hope Vale Shire Council will provide final approvals, staff support, and oversight of food vendors.

### **2. Objectives**

- To successfully organize a 1-day Touch Football carnival.
- To engage the community in a fun and competitive sporting event.
- To ensure the event is safe, well-organized, and enjoyable for all participants.

### **3. Scope**

- **Teams:** 8-10 teams will participate in a round robin tournament.
- **Duration:** 1-day event.
- **Location:** Hope Vale MPC Oval
- **Participants:** Players, referees, support staff, and spectators.
- **Stakeholders:** ABF, Hope Vale Aboriginal Shire Council, Participants, and Vendors.

### **4. Roles and Responsibilities**

- **ABF:**
  - Manage team registrations.
  - Set and collect nomination fees (in consultation with the council).
  - Oversee the planning and execution of the event.
  - Provide 5 staff members on the day to assist with logistics and management.
  - Engage and manage qualified referees.
- **Hope Vale Shire Council:**
  - Provide final approval for the event.
  - Offer 5 staff members on the day for support.
  - Approve and manage food vendors.
  - Ensure the event complies with local regulations and guidelines.

### **5. Event Format**

- **Round Robin Structure:**
  - Teams will be split into 2 x Pools
  - Each team will play a series of matches against other teams in their pool.

- Points will be awarded for wins, draws, and losses.
- The team with the most points at the end of the round robin will be declared the winner of their pool and will play the winner of the other pool in the final
- **Match Schedule:**
  - Matches will be scheduled in advance, ensuring each team has equal playtime.
  - A detailed timetable will be provided to teams prior to the event.

## 6. Logistics and Planning

- **Venue:** Ensure the venue is booked, prepared, and equipped for the event.
- **Facilities:** Arrange for necessary facilities such as restrooms, first aid, and seating.
- **Equipment:** Provide all necessary sporting equipment and ensure it meets safety standards.
- **Referees:** Engage qualified referees for fair and professional officiating.
- **Food Vendors:** Coordinate with the council to approve and manage food vendors.

## 7. Marketing and Promotion

- Promote the event through social media, local community channels, and other relevant platforms.
- Engage with local media for coverage to increase awareness and participation.

## 8. Risk Management

- Please refer to attached Risk Management Plan

## 9. Budget

- Please refer to attached Budget

## 10. Timeline

- Develop a detailed timeline outlining key milestones and deadlines.
- Include registration dates, promotional activities, event setup, and post-event activities.

## 11. Evaluation and Reporting

- Conduct a post-event evaluation to assess the success of the event.
- Gather feedback from participants, staff, and stakeholders.
- Prepare a report summarizing the outcomes, challenges, and recommendations for future events.