



BOP Major Squash Events Incorporated Event Director – World Junior Squash Championships 2017

Expression of Interest

Background

- Squash New Zealand has been granted by the World Squash Federation the right to host the World Junior Squash Championships in New Zealand in 2017.
- BOP Major Squash Events Inc is an Incorporated Society which has been granted the right to deliver the World Junior Squash Championships by Squash New Zealand in Tauranga.
- BOP Major Squash Events Inc is responsible for planning and delivering the World Junior Squash Championships primarily in Tauranga in 2017. A separate Hosting Agreement has been signed between SNZ and BOP MSE to deliver the WJC2017.
- The WSF Women's World Junior Team & Individual Championships comprises three events featuring both men's and women's junior individual events which take place together; and are followed by a Women's Junior Team Championship.
- The Event will be held on 18-29 July 2017.
- BOP Major Squash Events Inc has a clear vision to deliver the best World Junior Squash Championships ever and one of its objectives is to ensure that its partners and stakeholders are with them on the journey.
- The key objectives of hosting this event are:
 - To deliver a world class event that showcases Squash (to increase broader participation), Squash New Zealand & Squash BOP (as organisations), Squash New Zealand HP programme (winning on the world stage), the three local clubs (as world class venues) and Tauranga and New Zealand (as destinations of choice).
 - To deliver an event deemed to be successful by World Squash, Squash New Zealand board and key stakeholders.
 - To deliver an event with a cost neutral or better outcome.
 - To engage and unite the squash community.

Expression of Interest

BOP Major Squash Events Inc is now seeking an exceptional Event Director to manage and oversee the overall delivery of the event based on the requirements and standards set by the World Squash Federation, Squash New Zealand and BOP Major Squash Events Inc.

The Event Director will be responsible for executing all event strategies and plans, whilst managing delivery and risk, to ensure all aspects of the event operate at a world class level, with maximum effectiveness, efficiency and professionalism.

KEY FUNCTIONS OF THE ROLE

1. Event Management

- a. Develop Event Management Plans in line with approved business cases and budgets
- b. Regular reporting to the Management Committee
- c. Develop event operational manual, including Health & Safety and Risk management plan
- d. Work closely as required and appropriate with the various Volunteer Directors
- e. Monitor and maintain event files, including all event related contracts
- f. Detailed event review and event learnings

2. Financial Management

- a. Lead the development and robust management of the Event Budget
- b. Ensure financial reporting to the Management Committee and other key stakeholders is open and transparent.
- c. Support Volunteer Directors to work within the agreed event budget
- d. Identify areas for cost saving or revenue opportunities.

3. Operational Planning and Delivery of the Event

- a. Have a high degree of understanding of the requirements and the standard of delivery expected by the WSF and Management Committee
- b. Ensure robust planning and delivery in all aspects of event delivery including but not limited to Team Communication, Team and Official Accommodation and Logistics, Venue Management and capability, Site and venue Plans, Corporate Hospitality, Volunteer requirements, Onsite Communications, Accreditation, Sports Expo, Event Village, Catering, Signage Plan, Protocol (prize giving) and Special Functions.
- c. Ensure event officials have all requirements available when requested.

4. Stakeholder Relationship Management

- a. Establish a robust and detailed 'Benefits Summary' available to offer to stakeholders
- b. Work to identify any new opportunities available
- c. Ensure stakeholders benefits are developed to an agreed standard
- d. Ensure post event reporting is completed to an agreed standard and timeline.

5. Appointment and Management of Local Organising Committee (LOC)

- a. Recruit and appoint members of the LOC (Paid and/or Voluntary roles who will support the delivery of the event).
- b. Develop specific job descriptions
- c. Develop general Volunteer structure and manage the recruitment process
- d. Support the LOC to deliver specific tasks.

SPECIFICATIONS

Ideally the Event Director would have the following experience.

1. Knowledge, Skills and Experience Required:

- Qualifications and/or extensive experience in event management, project management or major sport event delivery
- Experience in planning, managing, and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results
- Experience in development and delivery of major national events
- Experience managing multiple stakeholders on significant projects
- Strong financial management skills
- Experience in managing business processes, including project and risk management
- Effective facilitator
- Strong analytical and problem solving skills

2. Key Competencies and Behaviours Required:

- Display the highest levels of integrity and commitment
- Strong inter-personal skills
- Demonstrates strong analytical and problem solving capability
- Strong relationship builder with multiple levels of stakeholders
- Strongly skilled in verbal and written communication

3. Desirable but not essential:

- Experience in delivering major sports events
- Interest or experience in Squash

4. Flexibility & Time Management

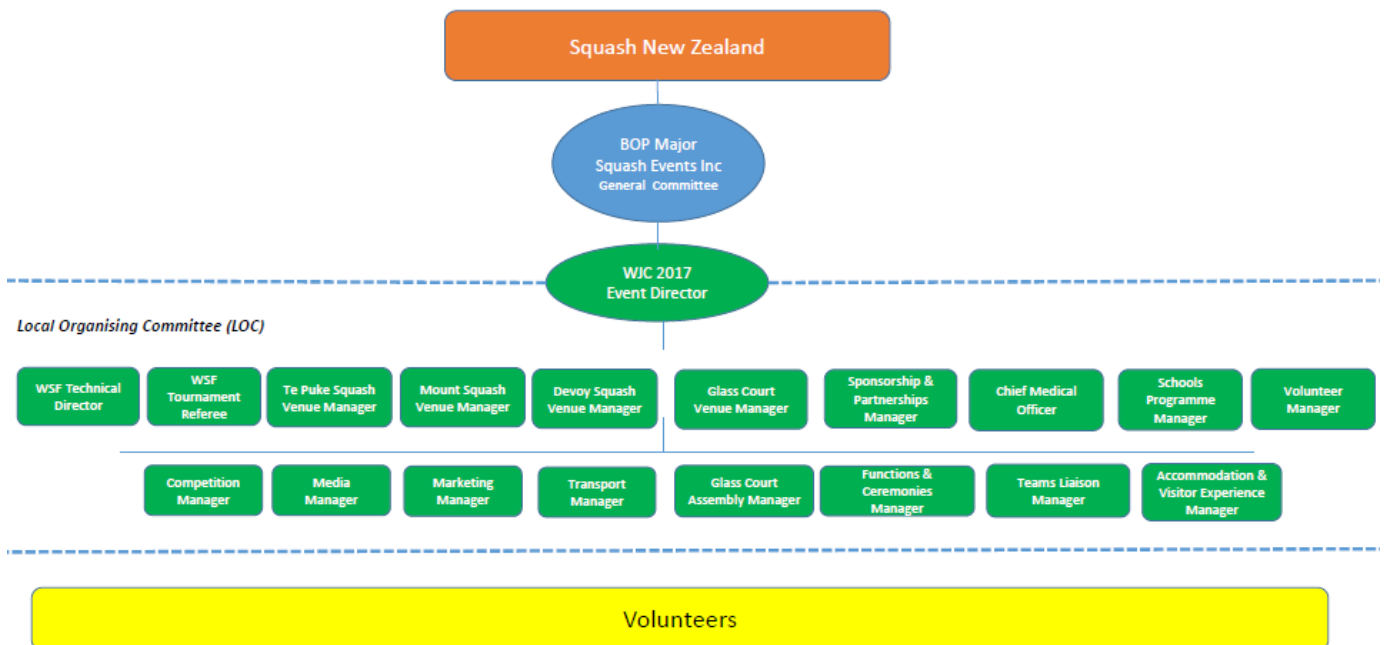
- a. Given the nature of sport and events, it is likely this role will be required to work out of normal business including evenings and weekends.

KEY RELATIONSHIPS

The following are the key stakeholders and relationships:

- BOP Major Squash Events Inc
- World Squash Federation
- Squash New Zealand
- Local Clubs
- Contract Staff
- Local Organising Committee
- Volunteers
- Event Partners
- Venues

EVENT DELIVERY STRUCTURE



Location

The event location is Tauranga. The successful applicant is able to work remotely but will be required to regularly (as agreed) be available for meetings and general planning requirements. The Event Director will be required to be available on site at all times during the event.

Time Commitment

It is anticipated the time involvement as follows:

July – Dec 2016	20 hours per week
January – March 2017	30 hours per week
April - August 2017	Full time

Reporting / Communication

The Event Director will report the Chairperson of BOP Major Squash Events Inc.

Payment and Conditions of Engagement

A specified rate shall be agreed. BOP Major Squash Events Inc. is open to different engagement arrangements and to receiving expressions of interest from both individuals and / or event management companies.

Please submit an indication of the basis and details of all fees and reimbursements (GST-exclusive) you would charge for this project.

This rate to include salary, and any costs including disbursements (overheads etc).

Information Required

1. Detail your name and contact details
2. Submit your preference as an employee or contractor. If contractor, who would be the contracting party to any Services Agreement?
3. Describe your background experience as it would relate to the tasks above.
4. Provide two referees (references shall not be contacted without your prior approval).
5. Are there any factors, such as legal, regulatory or industry proceedings that may affect the BOP Major Squash Events Inc. views or of which it should be aware?

Submission of Expression of Interest

- (a) Proposals shall be emailed to Wayne Werder, Chairperson of BOP Major Squash Events Inc., waynewerder@gmail.com
- (b) Proposals shall be received no later than 4:00pm on Friday 27 May 2016.
- (c) Any questions in relation to the scope of work can be directed to Wayne Werder, Chairperson of BOP Major Squash Events Inc., waynewerder@gmail.com or 027 290 0055

Standard Conditions of EOI

- In managing this procurement, we will endeavour to act fairly and reasonably in all of our dealings with interested providers, and to follow due process.
- By submitting an expression of interest you accept that you are bound by these Standard Conditions.
- All expressions of interest must be received by the stated deadline to be considered.
- We may, at any time, request clarification of, or additional information about aspects of your expression of interest. We are not required to request the same clarification or information from all submitters. You must provide the clarification or additional information in the format requested, and must respond to requests in a timely manner. If you fail to respond adequately or within a reasonable time to a request for clarification or additional information, we may cease evaluating your expression of interest.
- You must meet your own costs associated with the preparation and submission of your expression of interest.
- BOP Major Squash Events Inc. shall not be bound to:
 1. Enter into a contract for services
 2. Give any reason or feedback for any of its decisions, and no respondent may request any information surrounding such decisions;
 3. Disclose any weightings allocated to the evaluation criteria;
 4. Consider any condition attached to a proposal.
- BOP Major Squash Events Inc. may in its sole and absolute discretion:
 1. Exercise any power in this EOI in relation to any respondent to the exclusion of any other respondent without affecting its powers in relation to any other respondent;
 2. Consider, treat and evaluate proposals in any manner it thinks fit;
 3. Negotiate further with one or more of the respondents who present proposals and, if it so elects, with more than one respondent concurrently to the exclusion of all other respondents;
 4. Select a preferred respondent and treat or negotiate with such preferred respondent in any manner it sees fit, without providing such opportunity to any other respondent;
 5. Issue notices to respondents to clarify any point requested by a respondent on this RFP or the project;
 6. Seek further information from any of the respondent's nominated referees, or any other party with whom the respondent has performed similar services during the previous 5 years. The respondent, by submitting a proposal, authorises the release of such information to BOP Major Squash Events Inc. by those referees or other parties;
 7. Vary or cancel the EOI, the EOI process or the time frames at any time for any reason;
 8. Waive any informality or non-compliance with this EOI;
 9. Require the removal of any conditions on any proposal.