

**23/3/2024**

**Request for Tender – Registration Coordinator for Australian Disc Golf Championships (ADGC)**

ADG is seeking a registration coordinator for ADGC. ADGC is the largest event on the ADG calendar. This year ADGC will be held in Molong, NSW over two weekends from 22<sup>nd</sup> Nov-1<sup>st</sup> Dec.

**Scope of work:** The registration coordinator will be responsible for setting up and monitoring online registrations and payments, handling refunds and player enquiries and setting up player groups during the event. The registration coordinator will work closely with TDs, Kevin and Sharon Costa, as well as the ADG Tournament committee. The coordinator role will begin as soon as a person is chosen and continue until the event is complete.

We invite those interested to submit a detailed proposal including the information set out below. Please ensure that your proposal addresses all the points in a clear and comprehensive manner. Proposals will be evaluated by the ADG board.

Proposals should be submitted to [secretary@australiandiscgolf.com](mailto:secretary@australiandiscgolf.com) by 5pm AEDT 30<sup>th</sup> March 2024. Proposals will be judged on experience, availability and budget considerations.

**Inclusions**

- 1. Outline previous experience in coordinating events and using Disc Golf Scene.**
- 2. Outline what can you offer the event. Make sure that you include the skills you will bring, your available time and whether you can be present during the event including as a player.**
- 3. Provide a detailed breakdown of your fees and charges, including any expenses ADG might be responsible for.**