

WFDF EVENT COORDINATOR

SUMMARY

The World Flying Disc Federation (WFDF) is the international sports governing body for all flying disc sports. WFDF is seeking an Event Coordinator who will be responsible for organizing and managing all of WFDF's major sports events. The Event Coordinator will report to the WFDF Executive Committee and the WFDF Disc Sport Chairpersons and will be responsible for managing the major event bidding process, coordinating with the Tournament Organizing Committees (TOCs) during the organizational phase, acting as WFDF's technical delegate during the event, developing and implementing a commercial policy around WFDF's events, and improving the service level to TOCs and participants.

Qualified candidates will have significant Ultimate tournament organizational experience, strong communication skills, business acumen and project management skills, and fluency in English. The role will initially be a part-time position (approximately 50%) structured as a consultancy but could be expanded to a full-time consultancy position if the incumbent is able to develop additional resources around WFDF events. Interested candidates should provide a detailed cover letter and their CV by no later than October 15 to the attention of Volker Bernardi, Executive Director, at ed@wdf.org.

JOB DESCRIPTION

WFDF is seeking an Event Coordinator who will be responsible for organizing and managing all of WFDF's responsibilities connected with the delivery of major WFDF events. These events include:

- World Ultimate and Guts Championships
- World Ultimate Club Championships
- World U23 Ultimate Championships
- World Junior Ultimate Championships
- Continental Ultimate Championships (Club and National teams)
- World Beach Championships
- World Overall Championships
- World Games – Ultimate Event

The Event Coordinator will report to the WFDF Executive Committee and the WFDF Disc Sport Chairpersons and will be responsible for:

- Managing the major event bidding process, including promotion, information dispersal, bid collection, initial review, clarifications and announcements.
- Acting as contact person between Tournament Organizing Committees (TOCs) of major events and WFDF during the event organization phase.
- Attending all Major (World Level) Ultimate events as WFDF's primary technical delegate on event matters. Attending regional (Continental) and non-Ultimate events as practical.
- Developing and implementing a commercial policy around WFDF's events, including local or international sponsorships, vendor relations, broadcast and streaming video, and other media relations.
- Centralizing aspects of key tournament deliverables to provide increased service to TOCs and economic benefits to both WFDF and athletes. These deliverables include, but are not limited to:
 - Tournament Scheduling
 - Procurement of medals and other general tournament items as required
 - Merchandise contracts and management
 - Development, management and upkeep of event Web Site
 - Registration/Payment System

KEY RESPONSIBILITIES & DUTIES

Event Bidding Phase

- Development of Bidding Process and Timelines
- Management of WFDF bidding timeline.
- Communication of Event Bidding Timelines to all member countries and interested parties.
- First point of contact for parties interested in bidding for major WFDF events.
- Collection of all bid submissions and distribution to WFDF Staff/Board/Committee members as needed.
- Liaison between WFDF and event bid organizations during evaluation phase.
- Communication to all bidders and member countries as to bidding process results.
- Liaison between WFDF and successful bid organizers during contract phase.
- Promotion of successful bid to all WFDF stakeholders and Worldwide Disc Sport Community.

Event Organization Phase

- Liaison between TOC and WFDF and provide support as needed
- Collaborate with TOCs in financial management of event and periodic event budget reviews, including budget reporting to WFDF Board.
- Delivery of WFDF responsibilities for event, including:
 - Registration of all Teams/Players including review of eligibility
 - Management and coordination of Merchandise contract(s)
 - Collection of all Team/Player/WFDF fees and distribution of funds to TOC as required
 - Determination of rankings and game schedules for all divisions
 - Advertise the event with all WFDF members countries and the Worldwide Disc Sports community
 - In consultation with TOC, manage International Sponsorship and Broadcasting rights
 - Arrange for delivery of legacy event materials (Port-O-Fields, scoreboards, electronics, etc.)
 - Arrange for Trophies, Medals, Volunteer Clothing and Game Discs.
 - Support International Volunteer recruitment for event as needed

Event Delivery Phase

- WFDF primary point of contact for TOCs during event.
- Coordinate and with TOC deliver Captains Meeting.
- Manage the event "spirit of the game" scoring process.
- Liaison between TOCs and WFDF for all ceremonial events, including Opening/Closing Ceremony and Awards Presentations.
- Liaison between all WFDF Outside Stakeholders/Sponsors/Media

SKILLS & QUALIFICATIONS

- Extensive experience in the areas of Ultimate event promotion, organization and delivery.
- Managerial experience and strong leadership skills.
- Ability to be both a team leader and a team player.
- Verifiable success in working independently and thinking strategically
- Demonstrated ability to work with and manage multiple stakeholder groups
- Strong written, oral, and interpersonal communication skills.
- Ability to manage competing demands and prioritize tasks, strong project management skills.
- Fluency in English.
- Access to an appropriate work environment, including computer, printer, scanner, filing system, phone and internet access

STRUCTURE OF THE POSITION

The position is structured as a consultancy reporting to the WFDF Executive Committee and the WFDF Disc Sport Chairpersons. The Event Coordinator would be hired as a third party contractor to WFDF and would need to demonstrate access to the office equipment required to perform the job. The position will have an initial term of 12 months, starting on or around January 1, 2014, with maximum of 1,000 hours at a rate of US\$25/hour (\$25,000 maximum contract value). There will be an option in the contract allowing for WFDF and the Event Coordinator to agree in writing to increase the maximum hours if agreed by both parties, with a major driver of that option being an increase in revenue attributed to the Event Coordinator successes.

APPLICATION PROCEDURE

Interested candidates should provide a detailed cover letter and their CV by no later than October 15 to the attention of Volker Bernardi, Executive Director, at ed@wfdf.org. Be sure to also discuss geographic restrictions and your workspace situation. It is anticipated that the successful candidate will begin the consultancy on or before January 1, 2014.

ABOUT WFDF

The World Flying Disc Federation is the international sports federation responsible for world governance of flying disc (Frisbee™) sports, including Ultimate, Disc Golf, Freestyle, Guts, and Field Events. WFDF is a federation of member associations which represent flying disc sports and their athletes in more than 56 countries. WFDF is a member of SportAccord and the International World Games Association, it is a registered not-for-profit 501(c)(3) corporation in the state of Colorado, USA, and it is recognized by the International Olympic Committee.