DIVISION: Events DEPARTMENT: Events

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| TITLE OF POSITION Protocol & Functions Director |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO LOC Chief Executive Officer |
| DATE CREATED |

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| PURPOSE |
| To organise and run all of the official LOC and events functions to take place in the host country before and during the event. |
| KEY RESPONSIBILITIES |
| All plans in relation to any official event must be submitted to the LOC CEO for prior approval.  Key events to be organized include:   1. Organise all activities relating to the draw to be hosted at least three months prior to the event. 2. To submit a plan for cultural and other entertainment events for written approval six months prior to the event 3. Team workshop to be scheduled immediately following the draw to be attended by the delegations of the teams, and to be held in a congress centre or a hotel with adequate meeting rooms. Domestic transportation, accreditation, security, accommodation, social events and IT solution all to be managed and overseen for the ‘Draw’ event by the Event/Functions Director. 4. Referees workshop to be scheduled and held in the referees’ headquarters. 5. To organise the ‘Banquet’ to be held the week prior to the opening match. 6. Opening ceremony to be organised immediately prior to the opening match. Concept must be submitted to three months prior to the opening match. 7. Closing ceremony to be organised at the end of the final match to incorporate the presentation of the Trophy and medals. The concept for this ceremony must be submitted twelve months prior to the final match. 8. To run and manage a comprehensive game entertainment package/schedule for all games in all venues. 9. To run a referee’s dinner. 10. To initiate and plan a Cultural Events Plan for all teams, referees and staff. 11. LOC Banquet dinner occur one day before the finals. 12. Other promotional events leading up to and during the event, e.g.: Street Parades, mini Tournaments. 13. Team welcome ceremony – schools. |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities :-  Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

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| Delegations of Authority |  |
| Capital Expenditure | $ |
| Operational Expenditure | $ |
| Authorisation to Hire |  |
| Authorised to sign Contracts | $ |

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| Contract Details |  |
| Contract Term |  |
| Contract Payment |  |

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