



Sport Provider Application – Read Only Preview

***NOTE:** Applications will only be accepted via the [ONLINE FORM](#), no written applications are permitted. The online form will allow you to “save & continue” should you need to pause and come back to the application at any stage. Applications close **11:59pm (AEST) Sunday 12 October, 2025**. Successful applicants will be notified via email and will be offered a Sport Provider Partnership Agreement to consider.

APPLICANT DETAILS

The Pan Pacific Masters Games (PPMG) contracts a ‘Sport Provider’ for each Sport included in the Games program. Each Sport Provider must meet a set of standard requirements and are responsible for all the elements necessary in planning and delivering their Sport competition at the Games.

- What Sport is the application for?
- What is the name of the organisation (club, association, state or national governing body) applying to host this Sport at the PPMG?
- Name of applicant submitting this application
- Position held by applicant at the organisation
- Applicant phone number
- Applicant email
- Is your organisation able to appoint a person to undertake the role of a ‘Sport Convenor’ who will be responsible for coordinating your Sport program and liaising with the games office and participants?
The Sport Convenor must:
 - i. Attend face-to-face planning meetings (approx. four) during the 9 months preceding the 2026 PPMG during business hours.
 - ii. Have the ability to follow up planning meeting action items in correlation with set time frames.
 - iii. Be contactable by both the PPMG office and participants during business hours
 - iv. Have demonstrated sound computing and electronic communication skills.
 - v. Proactively market and administer the competition for their sport.
 - vi. Be available at all times during the event period.
- Should your application be successful, please list the name of the person that will take on the role of the Sport Convenor as well as their contact details (if applicable).
 - Name
 - Phone number
 - Email
- Has your organisation established a proposed committee (or similar) to support the Sport Convenor in planning, marketing and delivering the Sport program?
 - If yes, please list their names and contact details
 - Name
 - Phone number
 - Email

SPORTS

- Please list the target participant number for your Sport
 - Participants
 - Teams (if applicable)
- Please list your absolute participant capacity for your Sport. Ensure to take into account the events and/or age groups offered, number of days of competition and any venue limitations. (E.g. 200 individuals or 100 teams)
- What is the absolute minimum number (individuals or teams) for your competition to proceed? (E.g. to cover venue booking deposits, personnel requirements, etc)
- What is the latest date you would need entries to reach the participant target (listed above) in order to make the decision to go ahead with the competition? (E.g. to allow enough time for fixture development, recruitment of officials, etc.)
- Do you think your sport has the ability to attract a minimum of 100 competitors who are willing to pay both the Games Fee (approx. \$135-\$150 per participant) and Sports Fee (to be set by the Sport)?
 - If no, please note this may significantly affect the ability of your organisation to being suited/ considered for PPMG
- Is your organisation able to provide adequate numbers of suitably trained officials (umpires, referees, judges, adjudicators, etc) and volunteers to conduct the competition?
 - If no, what will you put in place to ensure you meet the requirements? (E.g. each team must provide an umpire)
- Is your organisation able to recruit sufficient volunteers for the duration of your Sports competition? (E.g. canteen assistants, marshals, scorers, setup/ pack down staff)
 - If no, what will you put in place to ensure you have enough volunteers/ support staff? (E.g. recruit external volunteer team, gain support from local sporting club, etc)
- Is your organisation capable of providing materials (venue maps, competition rules, etc) to develop online Sport specific program content for the PPMG website (available to every participant in your sport and the general public) to a standard that reflects the PPMG being a professionally organised sporting event?
- How do you propose to develop a Sport draw/ timetable that provides value for money and reasonable scheduling for a masters-age competition? Describe or provide examples (e.g. how many games would each individual or team play over the duration of the Games?)
- Does your organisation have access to an online platform that you can use to display clear, concise and progressive Sport results/ fixtures/ draws during the PPMG (these results would be linked to the PPMG website)?
 - If yes, please provide a result link or list what the proposed online result platform is
 - If no, will your organisation require assistance sourcing an online results platform to obtain online competition management (draws, fixtures & results)?

COMPETITION SCHEDULE

The 2026 PPMG will be held from Friday 6 to Sunday 15 November, 2026.

- Please indicate your preferred day/s and estimated competition hours for your Sport:
 - Select day/s
 - Competition start time
 - Competition finish time

COMPETITION DIVISIONS

- Please list the minimum age you would like for your Sport at the Games and the date you would like this minimum age calculated at (E.g. 30 years of age as of Friday 15 November 2026 or 35 years of age as of 31 December 2026)
- Please outline the age groups you would offer and indicate whether they are open or closed age groups (E.g. 30+, 40+ or 30-34, 35-39, 40-44, etc)
- Please outline in detail a summary of the events/ disciplines you would offer

SANCTIONING

- All Sports are required to have sanctioning from the governing body of their sport. Will your organisation be able to obtain sanctioning for the event via the National or State body of your Sport?
 - Yes – both National & State body
 - Yes – National body only
 - Yes – State body only
 - No
 - If no, please note this may significantly affect the ability of your organisation to being suited/ considered for PPMG
- Please list the National Governing body and contact details of your sport (if applicable)
 - Name of National Governing Body
 - Contacts name
 - Contacts title
 - Contacts phone number
 - Contacts email
- Please list the State Governing body and contact details of your sport (if applicable)
 - Name of State Governing body
 - Contacts name
 - Contacts title
 - Contacts phone number
 - Contacts email

FINANCIAL

Competitors at the PPMG are required to pay two fees, the Games Fee (paid once) and then the Sport/s Fee (paid for each sport they wish to enter). The financial target for all Sport Providers is that the PPMG competition can be a profitable exercise for all organisations (at a minimum break-even). Should your application be successful you will be required to submit a fully costed pre-event budget for your Sport, and a post-event financial statement.

- Please provide an overview of how your organisation plans to deliver a financially robust competition which provides a high standard at a reasonable cost to the participants?
- Please outline an estimate of the Sport fee structure you are considering. It should be comparable with other current masters games sport fees and take into account the quantity of matches/ races/ events that will provide a high quality, yet value for money competition. The Sport fee/s should be listed in as much detail as you can. (E.g. price per participant, per player per team, per event).
- Please outline the other areas your organisation plans to generate revenue during the PPMG. (E.g. canteen sales, bar sales, sport-specific sponsorships, grants, etc)
- Please indicate if you have any existing sponsors that you would like to align with your sport at PPMG

INSURANCE & RISK MANAGEMENT

Each Sport Provider must have adequate insurance policies and a risk management plan in place

- Please upload/ submit your organisation's current public liability of at least \$10 million coverage
 - Please note, some private venues may require a higher minimum amount of coverage
- Does your organisation have worker's compensation insurance (to cover your paid and volunteer staff)?
 - Yes – currently have
 - Not currently, but can obtain
 - No
- Does your organisation have personal injury and accident insurance that will cover participants at the PPMG?
 - Yes – currently have
 - Not currently, but can obtain
 - No
 - If yes, what is the process by which claims can be made by participants under these policies?
- Does your organisation have a comprehensive written risk management plan in place (that you use for regular competition, events and venues)?
 - Please note, this may have to be modified/ updated to suite the PPMG conditions (age of participants, venue, etc)

VENUE

All sports require an appropriate venue located within the City of Gold Coast boundaries where the competition can be held. The venue must reasonably be considered as minimum 'State Championship' standard. Sports will be required to evidence the Right of Use of the proposed venue.

- What is your proposed venue/s? Include the full name and street address for both your primary and secondary venue (if applicable).
 - Name of primary venue
 - Full address of primary venue
 - Name of secondary venue
 - Full address of secondary venue
- Please list the number of days required for:
 - Bump-in at venue prior to competition
 - Bump-out at venue post competition
- Please provide any other venue details
- Is your proposed venue likely to be shared with any other sports?
 - If yes, please specify
- Please provide a full description of the playing/ competition area at the proposed venue/ s. (E.g. four full-sized indoor courts, six grass fields – four small fields and two main fields with floodlights suitable for night games)
- What are the parking options for participants, officials and spectators at your proposed venue/s? Please also note if parking is onsite or offsite, paid or free, etc.
- What are the public transport options for this/ these venues? Please list type of public transport, route members/ ID (if applicable) and proximity to venue – refer to Translink.com.au for detailed information
- Is a traffic management plan required at your primary venue to enable the safe arrival and departure of participants, spectators and officials?
- Please add any other venue notes you feel are relevant. (E.g. especially where multiple venues are proposed and the above questions don't quite cover everything)

MARKETING & PROMOTION

The marketing and promotion of the PPMG is a collaboration between the Games office and each Sport Provider. Each Sport Provider is required to undertake marketing and promotional activities in relation to their PPMG Sport competition. This may be a role the Sport Convenor undertakes, or you may have a specific marketing/ promotional person on your committee. You will need to submit a marketing plan (outlining what you will be doing and when) should your application be successful. This will then be integrated into the overall Games marketing plan.

- Does your organisation have extensive networks within the Sport to activate promotional opportunities and activities to stimulate interest and entries of the PPMG?
 - If yes, please indicate some of the network channels you can access/ utilise. (E.g. you may have a good relationship with the editor of a particular magazine relevant to your sport, you may be able to get stories in the state/ national newsletter of your particular sport, or you may know someone who could be a great ambassador for the Games – high profile or a regular person with a great passion for masters sport)
- How will your organisation promote the PPMG at local, state and national events/ championships or other major events for your sport prior to the 2026 PPMG?
- Does your organisation have a website?
 - If yes, please provide your website URL
- Does your organisation send out regular e-newsletters (or hard-copy newsletters) to your member/ subscriber database?
 - If yes, how often does your organisation send out e-newsletters/ hard copy newsletters?
How many people are currently on this distribution list?
- Does your organisation have a Facebook page?
 - If yes, please provide your page URL. How many likes/ followers does your Facebook have?
- Does your organisation have an Instagram account?
 - If yes, please provide your page URL. How many followers does your Instagram have?
- Does your organisation use any other social media platforms?
 - If yes, please specify
- Please outline any recent major events your organisation has hosted. Please provide dates, website link and number of participants/ teams (where applicable)
- Does your organisation have an existing base of masters age competitors to draw entries from? (E.g. other regular competitions or events your organisation offers)
 - If yes, please outline your database where possible. (E.g. how many club members do you have? How many people compete in your regular weekly competition? How many people attend events you've organised in the last two years?)
 - If no, how do you plan to market your sport to possible entrants?
- Is there an established masters-age competition base within your Sport to draw entries from within Australia and overseas?
 - If yes, please provide more details
- Is your organisation able to provide the PPMG office with current key International, National and State body contacts that can assist with marketing activities?
 - If yes, please list full contact details (name, title, email, phone) for each key contact
- Please provide a list of relevant upcoming events within your Sport
 - Include: Competition name, competition dates, URL, organiser, name, email, anticipated participants
- Please list any other major Masters events (or local all-age events) for your Sport that are currently scheduled between July – December 2026 that may have an impact on the success of your Sport at the PPMG