INVITATION TO TENDER

To be Supplied to	**Event Venue and hosting services**
Project	**Australian Darts Championships 2026 & Beyond**
Revision	**June 6 2025**
Release Date	**June 12 2025**
Issuer	**Darts Australia Ltd**
Supplier Response Date	**5pm on August 15 2025**

Revision History

Revision	Date	Author	Notes
Revision 1	April 26 2025	Kelvin James	
Revision 2	June 6 2025		

Approval

Name	Interest	Signature
Kelvin James	President Darts Australia Ltd	

Distribution

Name	Interest

Invitation to Tender

You are invited to a tender to provide a venue and hosting services for the Australian Darts Championships for **2026 - 2029**

By participating in this tender, you are indicating your acceptance to collaborate with the board of Darts Australia Ltd and its appointed volunteers and to be bound by the guidelines attached to this invitation to tender. In the attached guidelines we provide key details of venue and service provision requirements which should be considered in your response.

To simplify exchange of information regarding the invitation to tender (ITT), please nominate a bid manager and deputy and relevant telephone and email contact details.

Please direct any enquiries about the ITT content or process to the nominated Darts Australia Inc representative named below. Please do not contact any other board member about the invitation to tender unless instructed to do so by the nominated Darts Australia Ltd representative.

The attached documents, guide to hosts and the Hosting Guidelines will be the overarching reference points in areas that require clarification and/or dispute.

Failure to comply with this requirement may result in your disqualification and rejection of your proposal.

All enquiries should be submitted in writing via email to the address shown below.

presidentdartsaustralia@gmail.com

Introduction and Overview

Darts Australia Ltd is recognised, by the Australian government and relevant agencies, as the governing body of the sport of darts in Australia. The organisation is a member of the World Darts Federation (WDF) and selects representative teams to compete at the WDF World Championships.

It presents the Australian Championships, the Pacific Masters and the Australian Darts Open tournament (where applicable) annually and in association with the WDF, sanctions a further twelve state organised WDF ranked tournaments.

Darts Australia Ltd also awards Darts Australia ranking tournaments to each state and territory.

The Australian Dart Championships are Australia's most prestigious darting event and have been held annually, for over 40 years, since 1980 when the Australian Championships separated from the Australasian Championships.

The origins of the Australasian Dart Championships go back to 1964 when Australia and New Zealand's best players contested the Australasian Championships.

Australian Senior Championships – Invitation to Tender

Darts Australia Ltd invites expressions of interest from suitably qualified parties to host and deliver one or more of the following National darts events for the years **2026, 2027, 2028 and 2029.**

1. **Australian Senior Championships**
2. **Pacific Masters –** Including prize money and trophies
3. **Australian Darts Open –** Includes prize money and trophies

Tender Options

Interested parties may submit tenders for:

- One event (any of items 1, 2, or 3)
- Two events (Items 1 & 2)
- All three events (Items 1, 2 & 3)

In addition, applicants may tender to host events for a **single year** or for **multiple years** within the **2026- 2029** period.

Event Objectives

- To showcase and promote the sport of darts to the broader community.
- To engage with and encourage local and regional darts players/clubs to attend the event and become members of the state body.
- To provide players and officials with a comfortable venue and a well-managed event free from distractions and frustrations.
- To attract event sponsors at a national and local level.
- Be a financial success for the host and Darts Australia Ltd.
- To select the best players to represent Australia at the WDF World Championships and other scheduled international events.

Scope of Engagement

The successful applicant will be responsible for the following:

- Payment of the 'Hosting Rights' fee. (fee to include provision for accommodation and travel costs of Darts Australia Directors)
- Provision of an event budget covering the hosts revenue and expenditure.
- Nomination of a venue that meets the 'Venue Requirements' outlined in the Australian Championships Guide for Hosts.
- All pre-event engagement with the venue.
- Promotion of the event at a local and regional level.
- Engaging local media and facilitating interview and promotional opportunities for the Darts Australia President, state president and state or local darts identities.
- Attracting local and regional sponsors.
- Organisation of the welcoming 'meet and greet' event.
- Opening Ceremony.

- Organisation of the closing ceremony dinner.
- Provision of qualified first aid officer for the entire event.
- Sales of host memorabilia and provision of a sales area for Darts Australia memorabilia.
- Provision of accommodation/tourism information to Darts Australia and States.

GENERAL	IMPORTANT DATES
Invitation to tender release date.	June 15 2025
Deadline for submissions	August 15 2025
Confirmation of receipt of application. DA to send email confirmation	Within 72 hours of receipt
Applicant opportunity to present to the selection panel	W/C August 18 2025
Announcement of the successful applicant	September 15 2025
First meeting of the 2026 Australian Championships Organising Committee.	TBC
Meeting of the 2026 Australian Championships Organising Committee.	TBC
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Meeting of the 2026 Australian Championships Organising Committee.	TBC
The Australian Championships 2026	TBC
If you would like a copy of this document, please email: dartsaustraliasecretary@gmail.com	Email copies of this document
Questions arising from this document should be sent to Kelvin James	Questions
Kelvin James presidentdartsaustralia@gmail.com	Contact Details

The successful applicant will collaborate with Darts Australia:

Timetable

- To commit to provision of two delegates to the Australian Championships 2026 Organising Committee.
- To develop the event programme.
- To develop the event promotion and marketing campaign.
- To develop food and beverage menus, operating times and negotiate prices.

Respondent Instructions

This section provides detailed instructions to be followed in responding to the Invitation to Tender (ITT). Included are 'Australian Championships Guide for Hosts' and Darts Australia Ltd contact details.

a) Response Guidelines

You will be required to submit a written proposal as part of your response to the ITT. You should submit an electronic copy of your submission.

The submission format should be in A4 with sequential page numbering. Your response officer should sign the document. The sections should use the same paragraph headings as the ITT and must address all sections.

Please send your electronic copy to: Kelvin James Darts Australia President - presidentdartsaustralia@gmail.com

Darts Australia Ltd reserves the right to disregard any application that submitted after the ITT deadline.

You are expected to supply all required information and state the reasons for being unable to do so.

Any assumptions used in preparing the application should be clearly stated. Any appropriate supporting documents e.g.: maps, brochures, venue layout, menus. etc. should be included.

Questions relating to clarification of the ITT must be in writing and addressed to the Darts Australia representative. Similarly, all responses by Darts Australia Ltd will be in writing and may also be made available to other applicants (subject to confidentiality). If any response materially affects the ITT specifications, an amendment to the original requirements will be escalated to all applicants. Darts Australia will attempt to answer any question within three working days of receipt of that request otherwise it will respond within that timeframe notifying you of the estimated time to get that information.

Darts Australia Ltd reserves the right to modify the provisions of the ITT at any time prior to the due date for submissions. Additional scope and requirements can be added. Notification of such changes will be made available to all applicants.

Should you wish to propose a deviation from the specification please ensure that you identify and highlight it, where appropriate, in your response.

By submitting an application, you are committing to the fact that you understand the requirement and have sufficiently addressed all aspects of the tender.

All information supplied by Darts Australia Ltd, as part of the ITT, is confidential and by applying you agree and will uphold that confidentiality.

Tender Assessments

a) Evaluation Criteria

A set of evaluation criteria has been set by Darts Australia Ltd and will be used to evaluate every submission. The initial evaluation will consider whether every requirement within the ITT has been fulfilled.

The evaluation will consider some or all of the following criteria.

b) Financial

Ability/Agreement to pay the 'Hosting Rights Fee' (including Darts Australia Directors costs)

Provision of an event budget that covers all expenses outlined in this document.

Provision of an event catering menu including prices

Provide a list of sponsors and potential sponsors

c) Venue

Nomination of a venue that meets the 'Venue Requirements' outlined in the Australian Championships Guide for Hosts.

d) Experience

Previous experience and success in hosting darting events

e) Health and Safety

Agreement to provide a qualified first responder with resuscitation qualification

Venue to provide security

f) Volunteers

Agreement to provide volunteers to assist with 'Bump in and out' and where/if required to assist in running the event

Service Level Agreement Metrics

All levels of service must meet the requirements contained in the Australian Championships Guide for Hosts

Attachments - Australian Championships Guide for Hosts

Hosting Guidelines

AUSTRALIAN CHAMPIONSHIP GUIDE FOR HOSTS

Version 3 June 2025

The purpose of this guide is to provide the host venue with information and guidance on implementing the requirements of Darts Australia Ltd (DA) in the preparation and hosting of the Australian Championships.

Following appointment of the successful host, a formal agreement between the host organisation and Darts Australia Ltd will be drawn up in relation to the venue, programme, financial, sponsorship, promotion and marketing matters.

Venue Requirements

The proposed venue must, as much as possible, meet the following requirements.

1. Be close to accommodation and transport
2. Be able to provide the following facilities.
    - A playing area that can accommodate 16 match boards, a minimum of 2 practice boards and provide room for spectators.
    - A stage with large screen for finals and opening and closing ceremonies.
    - Access to Wi-Fi connection enabling live streaming and internet access.
    - Microphones and PA system.
    - Air Conditioning/Heating.
    - A selection of hot and cold food and beverages at agreed prices.
    - Rooms for stats collection (4 people), Selectors & Delegates meetings (21 people), private drug testing area
    - Tables and chairs
    - An area for the closing ceremony, able to seat and cater for 300 people.
    - Entertainment.
    - Security.

Additional Venue Information
Please note that much of the requirements below will be supplied by or paid for by DA. Obviously tables, chairs, Wi-Fi, food and beverages will be supplied or organised by the host and venue. DA and the successful hosts will discuss this in detail at a meeting of the organising committee.

Dart Boards
Supplied by sponsor through DA

Games Controllers Area
2 tables
Signs WDF – DA – STATES – (DA SPONSOR)
Printer and spare Ink
Paper
Results Board
1 table for media officer

Selectors and Delegates Room
Tables and chairs for 21 Delegates
Tea & Coffee making facilities

Biscuits, Lollies (Mints ETC.)
Morning & Afternoon Tea, Lunch both days Charged to the Delegates etc
Power Boards for Delegates
Box of paper for DA Executive
Whiteboard
Internet/WiFi access

Recording/Stats Room
2-4 Computers (If required)
Printer/scanner linked to all computers
15 Reams of paper (3 boxes) (Office Works) (if required)
USBs for results (20 Office Works) (if required)
Tea & Coffee making facilities
Biscuits etc.
Phone/Internet point for Marketing/Media Manager
Spare ink cartridges
DA Averages Program – to be supplied by Darts Australia
Bulldog clips/Rubber Bands

Stage
2 tables (for players with fresh bottled water)
Signs WDF – DA – STATES – (DA SPONSOR)
Darts Connect
Projector and Screen
PA System, and walk-on music for finals
Live Stream facilities

Drug Testing
Men / Ladies Toilets, Waiting room
24 bottles of cold water

Closing Ceremony
Approx. 300 guests
Catering
Drinks
Band Live/Music
Doorman
Serviettes state/Territories colours/DA colours
MC
Official table for Pres. Sect. Market. Manager Sponsors Dignitaries & Partners
Volunteers (Free tickets to workers who worked every day)
Security

Trade Stand and Souvenir Sales areas
Dart Supplies, Stubby Coolers
Hand towels each state/Territory colours
Shirts, Badges, Dart supplies, Pens

Financial

Ability/Agreement to pay the 'Hosting Rights Fee'
Provision of an event budget
Provision of an event catering menu including prices
Provide a list of sponsors and potential sponsors

Volunteer Requirements

Can you provide volunteers to undertake the following tasks/roles?

Bump In and Out Floor Manager & Tournament Controller
2 x Game Controllers MEN/LADIES
Live Stream person
Statisticians Computer room x 1 where required
Souvenir stand (2 people)
Fund raising (Raffles)
Stage callers Men & Ladies
Scorers – Darts Connect
Finals recorders X 2

Event Programme Content

You agree to collaborate with DA to provide local information, photographs of attractions. Etc.

Cover
Advertising
Messages from DA Pres, DA Sec, Coach and Mayor
Attractions
Pictures
Championship draws and blank result pages
Past Champions
Life Members & Hall of Fame

Previous Event Management Experience

Provide details of previous events that the organisation has hosted.
Detail all events.
Discuss members experience and skills.

Health and Safety

Provide details.
Agreement to provide a qualified first responder with resuscitation qualification
Venue to provide security

Trophies

Provision of trophies/medallions as per the hosting guidelines document