

**AGREEMENT BETWEEN THE NEW SOUTH WALES ROGAINING ASSOCIATION (NSWRA) AND THE PADDY PALLIN ORGANISATION (PPO) FOR THE RUNNING OF THE ANNUAL PADDY PALLIN ROGAINE (PPR)**

1. The overriding consideration in running the Paddy Pallin Rogaine shall be to carry on the event as it was originally conceived by Paddy Pallin – to encourage people to enjoy the bush with minimal impact and to practice and improve their navigation skills.
2. The event shall run in such a manner so as to favourably publicise the Paddy Pallin Organisation and promote the sport of rogaining.
3. This agreement should be reviewed and renewed every three years.
4. The date for the event and a coordinator shall be chosen by NSWRA at least two months prior to the event. Traditionally the event has been held on the Sunday after the June long weekend.
5. A meeting shall be held between the coordinator and the nominated representative of PPO at least two months prior to the event.
6. The event shall be organised along the lines outlined in the International Rogaining Federation's "Organisers Manual".
7. The coordinator is responsible to the NSWRA Committee for all the normal responsibilities covered by this role including the preparation of a budget and the handling of event finances, and appointment of the organising team including a course setter, course vetter, administrator and caterer.
8. It is acknowledged that the catering may be outsourced and if so wherever possible any surplus resulting from the catering should go to a group with whom Paddy Pallin had been associated (see Beneficiaries below).
9. In conjunction with PPO the coordinator shall prepare promotional materials and PPO shall be responsible for the costs of printing.
10. NSWRA will promote the event through its newsletter and social media. NSWRA will include the PPO logo on documents associated with the PPR.
11. PPO will promote the event via its digital channels; EDM (digital newsletter) and social media (Facebook, Twitter, Instagram) and through placing event information postcards prominently in stores.
12. The NSWRA expects to run the event at a surplus in accordance with its policy for all events to cover overheads, replace equipment and meet its obligations to the Australian Rogaining Association. The NSWRA will underwrite the event to the value of the entry fees.
13. Entry fees shall be in line with the fees at other NSWRA events with an under 18/ full time student fee not greater than 70% of the adult fee.
14. Recent changes to membership rules mean that all entrants in any NSWRA rogaire become members of NSWRA. Since NSWRA volunteers run the PPR it is expected and perceived that NSWRA has principal responsibility for public liability insurance, noting that PPO also carry appropriate public liability.
15. The coordinator shall follow the risk management procedures of NSWRA and any additional requirements of the landowner(s). A softcopy of the event Safety Plan is to be provided to PPO prior to the PPR.
16. At the event PPO shall be entitled to display Paddy Pallin banners and those of any sponsors and suppliers of prizes.

17. Winners of predetermined categories will receive trophies and all participants shall be eligible for drawn spot prizes donated by sponsors to emphasise the participatory nature of the event.
18. Where possible there should be no limit on numbers participating however it may be necessary to place restrictions taking into account the following:
  - Sensitivity of the area including the assembly area having regard to the Environmental policy of the Australian Rogaining Association.
  - The size of the course with a larger area able to accommodate bigger numbers.
  - Access, parking and organisational ability in terms of administration and catering.
19. A donation from the event shall be made for the benefit of a nominated beneficiary each year being one of a series of organisations which Paddy Pallin supported in his lifetime. The list of beneficiaries shall be:
  - Bush Search and Rescue (BSAR), formerly Bushwalking Federation Search and Rescue
  - NSW Scout Association
  - YHA NSW
  - Kosciuzsko Huts Association
  - National Parks Association

These shall be rotated on a five-yearly basis. The size of the donation shall be at the discretion of the coordinator having regard for the event budget, ideally nothing less than \$2 per entrant. The donation is to be identified in pre- and post-event promotional materials.

Where possible the recipient should nominate a specific project or sub group for which the money will be used.

Other groups may be considered but their objects must be consistent with the philosophies of Paddy Pallin.

This document last revised in May 2017 by:

- Tim Pallin, Chris Mein & Gaby Arundel, for Paddy Pallin Organisation, and
- Trevor Gollan & NSWRA Committee, for NSW Rogaining Association.