



Contract Agreement for a NSWRA Event Administrator – 2013

1. Introduction

New South Wales Rogaining Association Inc (NSWRA) is the governing body of the sport of rogaining in the state of New South Wales (NSW), Australia. NSWRA is affiliated with the Australian Rogaining Association (ARA), the governing body of the sport in Australia. NSWRA runs 6-7 Rogaines per year.

NSWRA is seeking a contractor(s) to provide administrative support for the NSW Rogaining Association. The primary task of this person will be to act as the Administrator at each of the following NSWRA events:

- 10 February: Metrogaine 6 hour Rogaine (South of Newcastle)
- 3 March: Minigaine 3 hour with flexible start/finish times (Mosman, Sydney)
- 27-28 April: Autumn Rogaine (TBC)
- 16 June: Paddy Pallin 6 hour Rogaine (Glenbrook, Blue Mountains)
- 17 August: Lake Macquarie 6/12 hour Rogaine (Lake Macquarie area)
- 19-20 October: Spring 24 & 15 in 24 hour Rogaine (location TBC)
- 18 November: Socialgaine 6 hour Rogaine (location TBC)

2. Objectives

NSWRA's objectives in contracting out the Administration task are to:

- Run an efficient event administration centre at each event
- Relieve some of the strain on the workloads of volunteers that run the organisation and events

3. Key Requirements

The Administration contractor (or contractors) shall:

- Attend all 2012 rogaines (listed in Section 1) as the event administrator, unless otherwise agreed with the NSWRA committee. For a full description of this requirement, see the **Description of Services** (Section 4).
- Meet with the NSWRA committee 2-3 times during the course of the contract, as required
- Provide a brief report to the committee following each event and prior to the next committee meeting
- Have an Australian Business Number
- Issue an invoice to NSWRA to initiate each payment
- Be responsible for arranging appropriate insurance cover for their work
- Be responsible for their tax arrangements associated with this contract

4. Description of services

The Services to be provided in accordance with this Contract Agreement shall include the following:

Stage	Desktop tasks	Communication tasks
In the weeks prior to each event	<ul style="list-style-type: none"> • Set up the NSWRA computers with the latest version of the database, and set up the parameters for the new event • Obtain the control descriptions from the course setter and enter these into the database. <ul style="list-style-type: none"> • For a cards event the minimum requirements are the control number, description and points. • For a NavLight event, the X & Y coordinates are also required. • For events with Navlight: <ul style="list-style-type: none"> • check and program both the “flag” and “status” NavLight punches for the event as described in the database user manual. Create or edit the associated control records. • prepare a set of NavLight tags for the flag hangers. Create all the necessary records as described in the database user manual. • Forward the NavLight “flag” punches and the “flag hanger” tags to the course setter. • Download entry data from online entry registration system and import into the event database • Receive paper entries and enter into the event database • Forward a copy of the current event data to the webmaster two days before the closing date for entries. Forward another copy no more than one day after the closing date. If any significant changes are made to the data in the next four days, forward another copy of the event data. • Bank cheques and provide details to the NSWRA Treasurer • Process any team changes or withdrawals in the event database 	<ul style="list-style-type: none"> • Communicate with the event co-ordinator about their specific requirements for the event (e.g. timing, location, special competition categories) • Provide regular updates to the event co-ordinator on the number of teams and number of entrants • Respond to entrants’ administration queries (or forward to others for appropriate action)

Stage	Desktop tasks	Communication tasks
Immediately prior to each event	<ul style="list-style-type: none"> • Print out team lists where entrants can look up their team number and admin volunteers can look up team details • Set up the NSWRA computers at the event (three laptops which operate on a network), printer and projector • Set up the admin desk for efficient operation, including team lists, pens, baskets for navlight equipment, etc. 	<ul style="list-style-type: none"> • Communicate with the event co-ordinator and other volunteers to confirm specific details about that event's administration
At the event – throughout	<ul style="list-style-type: none"> • Operate the admin desk at the event, with the assistance of volunteers • Be the main person responsible for operating the computers and event database • Be the main person responsible for collecting and recording all money paid for entry fees or sale of goods • If there are flexible start/finish times (for example at the 15 in 24 hour), record team arrivals and departures throughout the event 	<ul style="list-style-type: none"> • Co-ordinate volunteers to perform admin tasks during busy periods (for example at registration when all three computers will need to be manned) or in your absence (for example at a 24 hour event, volunteers will need to operate the computers during the night) • If required, provide updates to the event co-ordinator on the status of specific teams (this can be important for safety)
At the event – registration and start	<ul style="list-style-type: none"> • Attend the admin desk, as a minimum, for the period from the opening of registration until 30 mins after the start • Record team registrations, changes and withdrawals • Ensure each team who is registered understands the admin process and gets the equipment they require (including navlight tags if required) 	<ul style="list-style-type: none"> • Speak to teams who need to make changes to their team (e.g. dropping a team member)

Stage	Desktop tasks	Communication tasks
At the event – finish and results	<ul style="list-style-type: none"> • Attend the admin desk, as a minimum, from 1 hour prior to the finish until all results are processed. Note that this may include two finishes at events with multiple durations (e.g. 6/12 hour) • Record each team's points, finish time and visits as described in the database user manual. • When time allows, print individual team result sheets when requested. • Make any changes required to individual team results (e.g. manually add a control where the navlight has not worked) • No more than 10 minutes after the finish, print or display a set of results by category. Update these as necessary. • Where the environment allows, commencing 20 minutes before the finish time, display progressive results to the projector (there is a tool in the event software to perform this task) • Print out category results lists for presentations within 30 mins of the finish (6/12 hour events) or 1 hour of the finish (15 in 24/24 hour events) 	<ul style="list-style-type: none"> • Provide information to the event co-ordinator on any teams still on the course 10 mins and 30 mins after the finish • Communicate with the event co-ordinator and specific teams as required, regarding any changes to individual team results
Immediately after each event	<ul style="list-style-type: none"> • Pack up the admin equipment • Check if any admin resupplies are required 	
Following each event	<ul style="list-style-type: none"> • Update any results if required (as directed by the event co-ordinator) • Provide the webmaster with a copy of the event data no more than one day after the event. Attach a statement about the known reliability of the data (can it be presented as provisional or final results?). If any changes are made to the data that affect the results provide further copies of the data to the webmaster at no more than three day intervals. • When the results have been checked and finalised, place a copy of the event data file on the association's FTP site. Notify the President, Membership Secretary and the Webmaster . • Bank all money received at the event and provide details to the NSWRA Treasurer 	<ul style="list-style-type: none"> • If new supplies are required, either purchase regular items (e.g. printing supplies), or follow up with the committee for unusual items (e.g. repairs) • Write a brief report for the committee • Submit invoice for fees and expenses

Stage	Desktop tasks	Communication tasks
Between events		<ul style="list-style-type: none"> • Communicate regularly with the NSWRA President • Plan for the next event with the event co-ordinator

Note the following important information:

- The Administrator is not expected to make key decisions for NSWRA or for the event co-ordinator. The Administrator should defer to the NSWRA committee or event co-ordinator when entrants present questions beyond routine administrative enquiries.
- The NSWRA database and event administration system comes with detailed instructions. If you are not familiar with the database, we would strongly recommend that you install a copy on your own computer and explore its operation prior to applying for this contract. Please contact the NSWRA President (details at the end of this document) for information on downloading and installing the database.
- The event co-ordinator and other volunteers will assist with administration at each event, including distributing maps and other information, operating the computers, checking scores, responding to entrants' queries, etc.
- The majority of the 2013 events will use Navlight for electronic scoring. We are trialing electronic scoring at our metro events, a few may still use paper control cards.
- The Administrator (along with event volunteers) will be provided with food from the hash house for free at each event.
- The Administrator will camp at most events, and will need to provide their own camping equipment for this purpose.

5. Reporting and communication

The Administration contractor will report to the NSWRA President. The President will be the central point of contact for the committee. However there will also be other key communication requirements:

- The principal point of contact for technical enquiries will be the Webmaster, who is currently Graeme Cooper. Graeme maintains the NSWRA database and event administration system. Graeme will provide software updates and support for the system, and can also meet with the Administrator to run through the operation of the event administration system
- For each event, the Administrator will need to liaise with the event co-ordinator about specific requirements for that event
- As part of each event, the Administrator will need to communicate with entrants. While most entrants require little by way of additional information or special attention, some will contact the Administrator about changes to their team, late entry, queries about results, etc. The Administrator will need to provide timely replies or forward emails to others for follow-up.

Most communication will be by email and it is important that the Administrator is accessible by email and able to respond on a timely basis. Many emails will require a response within 1-2 days.

6. Selection criteria

The successful contractor must demonstrate the following attributes:

- Ability to attend the events
- Administration skills and experience
- Computer skills
- Excellent communication skills; written, verbal and interpersonal skills
- Ability to co-ordinate volunteers to work in a team

- Good time management skills and a proven ability to work to meet tight deadlines
- Current driver's license and own vehicle
- Able to work from home, which will require space to set up the NSWRA Navlight equipment, computers and printer before each event

The following attributes will also be highly regarded:

- Familiarity with NSWRA's event administration system
- Proven experience in performing the Admin role at events
- Ability to tow NSWRA's Admin trailer to and from events
- Ability to store the NSWRA computers, printer and projector between events
- Being located in Sydney or nearby, where it will be easy to stay in touch with the committee and transfer equipment between events

It is also desirable that the Administrator has knowledge and experience of the sport of Rogaining.

7. Timeframes

This is a fixed term contract for 2013, with the potential to extend to 2014, subject to need and funding.

NSWRA has estimated that each event will require approximately 45 hours' work by the Administrator. This is distributed unevenly, with the bulk of the workload occurring at the event itself, and a large amount also in the week immediately prior to and that immediately following each event.

While the 12- and 24-hour events will require more time than the 6-hour events, the 6-hour events are more intensive, particularly the Paddy Pallin with the large number of entrants.

8. Fees

The contract price is \$2,000 per event, plus \$1 per event participant. Most NSWRA events attract approximately 200-300 participants, however the Paddy Pallin Rogaine attracts approximately 600.

The contract will be paid by instalments with a payment following each event.

Re-imbusement of out-of-pocket expenses will be limited to the following items:

1. Contribution to the travel cost incurred in association with the tasks required to carry out this contract, at a rate of \$0.25 per km.
2. Re-imbusement for telephone calls and postage associated with this contract
3. Any items such as stationery required for running admin at rogaining events (i.e. materials as normally paid for by the association)

For the above items, receipts or other appropriate evidence of expense must be forwarded to the President for approval and payment. NSWRA has a standard expense claim form (<http://www.nswrogaining.org/Resources/Forms/ClaimForm.xls>) which is to be used for all expense claims.

Items / expenses which will not be reimbursed (examples only):

- Home office expenses
- Accommodation expenses at events except by prior agreement (for example if cabins were available at the site of an event)

9. Termination

Either NSWRA or the Administrator may terminate the contract without the agreement of the other party, with at least 6 weeks' notice ahead of the next event. Notice of termination must be given in writing. Any outstanding amount owed will be paid in accord with work already performed.

10. Agreement

Please return a signed copy of this contract by Friday 30 November 2012 to confirm your acceptance. NSWRA will counter-sign and return a copy to you for your records.

Contractor:

Name: _____

Signature: _____

Date: _____

ABN: _____

NSWRA:

Name and Position: _____

Signature: _____

Date: _____