



## Contract Agreement for an NSWRA Event Administrator

### Context

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.

The NSWRA is seeking a contractor to provide administrative support for the NSW Rogaining Association. The primary task of this person, at least in the first year, will be to act as the Administrator at each of the NSWRA events to be held in 2010. This is described in item 1 of the Description of services below. The other tasks, described in points 2-9, are also part of the position, but are secondary to the Event Administration role. The level of involvement in these latter tasks to be undertaken in the first year can be discussed with NSWRA.

The outcome of this service is to relieve some of the strain on the workloads of volunteers that run the organisation by:

- Ensuring that NSWRA members receive timely event information and that events are effectively promoted
- Running an efficient event administration centre at each event

### Organisational Relationship:

<b>Reports to:</b>	<i>President of NSWRA</i>
<b>Internal relationships</b>	<i>NSWRA Committee- specifically: President, Webmaster, Secretary, Treasurer, Membership Officer, Event Coordinator</i>
<b>External Relationships</b>	<i>Australian Rogaining Association National Parks and Wildlife Service NSW Various existing partners &amp; future affiliations including Waitara Scouts, Bushwalkers Wilderness Rescue Squad, St Johns Ambulance</i>

### Description of Services

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

1. Act as Event Administrator at NSWRA events in 2010. This task consists of the following:
  - a. Ensure that the webmaster is provided sufficient information to create a web page for each new event as early as possible.
  - b. Ensure that online entries are open 6 weeks prior to advertised event.
  - c. Prepare the entry form, and accept and process any postal entries. Record and bank entry and membership fees received.

- d. Provide information to competitors before, during and after the event.
  - e. Register teams, distribute maps etc at the registration desk on the day of the event (and coordinate any other volunteers who are assisting with this task).
  - f. Record arrivals and departures, calculate scores and allocate placings (with volunteers as above)
  - g. Compile a result list and ensure that final results from an event are posted on the website in the week following an event.
2. Provide additional support to the NSWRA committee through communications & web-based support.
  3. Maintain a high standard of administration for the organization, including record keeping, electronic documentation & archiving, as required.
  4. Assist the Volunteers Coordinator in the active recruitment of volunteers for events.
  5. Provide support to event coordinators prior to and during events.
  6. Provide innovative and original publicity to the organization that encourages an increase in membership and participation.
  7. Stakeholder Management
    - a. Serve as liaison with organizations that provide services to NSWRA, such as Waitara Scouts, Bushwalkers Wilderness Rescue Squad, St Johns Ambulance etc.
    - b. Represent the organization in a professional way in line with the association's standard.
  8. Communications
    - a. Ensure that communication with members is sufficiently frequent and liaise with the publicity officer in this regard.
    - b. Attend committee meetings, which are held at 7.30pm Tuesdays, six times per year (usually approximately 1 month before each event).
    - c. Attend all NSWRA events and provide support to volunteers and organizers.
    - d. Provide comment on internal documents as required.
  9. Occupational Health and Safety
    - a. Assist with the provision of safety teams for events as required.
    - b. Participate in injury management and follow up for injured members if required.

### **Relevant Information**

The successful contractor must demonstrate the following criteria:

- Administration skills and experience
- Current driver's License and own vehicle
- Computer skills including word processing, use of the internet, email, basic web design
- Excellent communication skills; written, verbal and interpersonal skills
- Good time management skills and a proven ability to work to meet tight deadlines
- Ability to co-ordinate volunteers to work in a team
- Flexible timetable & able to work from home
- 

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

## **Timeframes**

This is a fixed term contract for 1 year, with the potential to extend for 3 years, subject to need and funding. There will be a probationary review after the first 2 events and subsequent annual reviews.

It is expected that 8 hours/week would be dedicated to this role, with a greater number of hours required leading up to an event.

## **Contract price**

The contract price for one year is \$12,000.00 plus \$1.00 per event participant (NSWRA events in the recent past have attracted between 1800 and 2000 participants per year).

The contract will be paid by instalments at two-monthly intervals starting on 28/2/10, followed by 30/4/10, 30/6/10, 31/8/10, 31/10/10 and 31/12/10. The 'per participant' component will be paid with the next instalment payment following each event.

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

1. contribution to the travel cost to each event at a rate of \$0.25 per km.
2. re-imbusement for telephone calls associated with this contract
3. any items such as stationery as are normally used on the day for running rogaining events (ie materials as normally paid for by the association)

For the above items, receipts or other appropriate evidence of expense must be forwarded to the Treasurer for payment.

Items / expenses which will not be re-imbursed (examples only):

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

## **Requirements**

- The Contractor shall attend the Tuesday evening committee meetings (approx 6 per year)
- The Contractor shall attend all rogaines (approx 6 per year) as the event administrator to coordinate the admin team and fulfil the deliverables in Description of Services item 1.
- The contractor shall have an Australian Business Number to provide for contractual payments (or be able to obtain)
- The contractor shall issue an invoice to NSWRA to initiate each instalment payment
- The contractor shall be responsible for arranging appropriate insurance cover for their work
- The contractor shall be responsible for their tax arrangements associated with this contract

### **Other conditions**

The progress of the contract will be reviewed by NSWRA during the fourth month of operation, that is, during April 2010.

By agreement in advance between both parties, the contract may be terminated with effect on a payment instalment date. The instalment amount will be paid, along with any per participant fee and outstanding expenses due.

The contract may be terminated by either party, without agreement of the other party, provided that at least 30 days notice is given to the other party. Any outstanding amount owed will be paid in accord with work already performed.

### **Lodgement and Closing Date**

A brief one-page outline of how you will meet these services and a CV including qualifications, past experience and examples of work should be forwarded to the NSWRA Secretary by 21 December 2009.

If you have any questions please also contact the NSWRA Secretary.

Alexa McAuley  
NSWRA Secretary  
PO Box 847  
Strawberry Hills NSW 2012  
Australia

Email: [nswrasecretary@gmail.com](mailto:nswrasecretary@gmail.com)

Phone: 0409 516 423