



## **Contract Agreement for an NSWRA Event Administrator – 2014**

### **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.

In 2014, NSWRA will engage two contractors to provide administrative support for the NSW Rogaining Association. The primary task of the contractors will be to act as the Administrator at each of the following NSWRA events:

- 10 Feb 2014: Metrogaine 6 hour Rogaine (Wahroonga, Sydney)
- 30 Mar 2014: Minigaine 3 hr Rogaine (Boronia Park, Sydney)
- 10-11 May 2014: Autumngaine 6/12 hr (Gibraltar Rocks, near Jenolan )
- 15 June 2014: Paddy Pallin 6 hr Rogaine (TBC)
- 16 August 2014: Lake Macquarie Rogaine (Lake Macquarie region)
- 13-14 Septmeber 2014: Spring 24 hr Rogaine (Lidsdale, NSW)
- 16 November 2014: Socialgaine 6 hr Rogaine (TBC)

The two contractors would each take on the administration of 2-5 events, covering all seven between them. This will be determined on engagement and will give the administrators the opportunity to participate in events or manage conflicting commitments. Payment would be split between each contractor according to the events at which they perform the administration tasks.

### **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 contractors shall:

- Attend all 2014 rogaines (listed in Section 1) assigned to them on engagement under the Contract. For a full description of this requirement, see the **Description of Services** (Section 4).

- Meet with the NSWRA committee or committee representative 2-3 times during the course of the contract, or 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"> <li>• Set up the NSWRA computers with the latest version of the database, and set up the parameters for the new event</li> <li>• Set up online entry system (currently Register Now), and open entries 6 weeks prior to the event.</li> <li>• Receive paper entries and enter into the event database</li> <li>• Bank cheques and provide details to the NSWRA Treasurer</li> <li>• Process any team changes or withdrawals in the event database</li> <li>• Check and program the Navlight equipment and enter control data into the event database</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with the event co-ordinator about their specific requirements for the event (e.g. timing, location, special competition categories)</li> <li>• Provide regular updates to the event co-ordinator on the number of teams and number of entrants</li> <li>• Respond to entrants' administration queries (or forward to others for appropriate action)</li> </ul>
Immediately prior to each event	<ul style="list-style-type: none"> <li>• Print out team lists where entrants can look up their team number and admin volunteers can look up team details</li> <li>• Set up the NSWRA computers at the event (three laptops which operate on a network), printer and projector</li> <li>• Set up the admin desk for efficient operation, including team lists, pens, baskets for navlight equipment, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with the event co-ordinator and other volunteers to confirm specific details about that event's administration (as required)</li> </ul>

Stage	Desktop tasks	Communication tasks
At the event – throughout	<ul style="list-style-type: none"> <li>• Operate the admin desk at the event, with the assistance of volunteers</li> <li>• Be the main person responsible for operating the computers and event database</li> <li>• Be the main person responsible for collecting and recording all money paid for entry fees or sale of goods</li> <li>• If there are flexible start/finish times (for example at the 15 in 24 hour), record team arrivals and departures throughout the event</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• If required, provide updates to the event co-ordinator on the status of specific teams (this can be important for safety)</li> </ul>
At the event – registration and start	<ul style="list-style-type: none"> <li>• Attend the admin desk, as a minimum, for the period from the opening of registration until 30 mins after the start</li> <li>• Record team registrations, changes and withdrawals</li> <li>• Ensure each team who is registered understands the admin process and gets the equipment they require (including navlight tags)</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to teams who need to make changes to their team (e.g. dropping a team member)</li> </ul>
At the event – finish and results	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Read navlight tags</li> <li>• Print out navlight results for each team</li> <li>• Make any changes required to individual team results (e.g. manually add a control where the navlight has not worked)</li> <li>• Display progressive results to the projector (there is a tool in the event software to perform this task)</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information to the event co-ordinator on any teams still on the course 10 mins and 30 mins after the finish</li> <li>• Communicate with the event co-ordinator and specific teams as required, regarding any changes to individual team results</li> </ul>
Immediately after each event	<ul style="list-style-type: none"> <li>• Pack up the admin equipment</li> <li>• Check if any resupplies are required</li> </ul>	

Stage	Desktop tasks	Communication tasks
Following each event	<ul style="list-style-type: none"> <li>• Update any results if required (as directed by the event co-ordinator)</li> <li>• Send a copy of the event data backup file to the webmaster immediately after the event, with advice as to the status of the data (can it be presented as provisional or final results?)</li> <li>• When the results have been checked and finalised, send another copy of the data file</li> <li>• Bank all money received at the event and provide details to the NSWRA Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Write a brief report for the committee</li> <li>• Submit invoice for fees and expenses</li> </ul>
Between events		<ul style="list-style-type: none"> <li>• Communicate regularly with the NSWRA President</li> <li>• Plan for the next event with the event co-ordinator</li> </ul>

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.
- Training will be provided to any new contractor in the software and administration tasks by the 2013 administrator or NSWRA committee prior to their first event.
- 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.
- All events will use Navlight for electronic scoring.
- 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.
- The NSWRA committee also seeks any ideas or innovations to streamline the administration tasks.

## 5. Reporting and communication

The Administration contractors 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:

- For each event, the Administrator will need to liaise with the event co-ordinator about specific requirements for that event
- Graeme Cooper maintains the NSWRA database and event administration system. Graeme will provide software updates and support for the system.

- 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 the NSWRA president/or event coordinator 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 2014 with the potential to extend to 2015, 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. It is anticipated that both administrators would be required for the Paddy Pallin event.

## 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:

**NSW Rogaining Association** ABN: 15 314 080 648  
c/o 15 Coulon St, Rozelle 2039

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-imburement 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. Lodgement and Closing Date**

If you have any questions please contact the NSWRA President.

Gill Fowler  
NSWRA President

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