



**Memorandum of Understanding
(MoU)**

**Sydney Branch Championships
Senior, Masters and Junior, 2018 - 2019**

Made between

Surf Life Saving Sydney Inc (SLSS)

and

Memorandum of Understanding

This document represents an agreement between _____

Surf Life Saving Sydney (SLSS)

&

XXXXXX

Description of collaborating organisations

SLSS and XXXXX are collaborating for the purpose of providing their clubs a unique surf sports opportunity for their members to further promote a healthy development of surf sports in Sydney Branch.

Objectives and scope

The purpose of the Memorandum of Understanding is recognising synergies between the two organisations by formalising an agreement to work in partnership to run the (events).

The nature of the collaboration

Under this agreement the XXXXX agrees to:

- The Club is responsible to conduct and organise the event as per agreement
- Receive a payment of \$10,000 + GST, for each year, to cover the cost of establishing the above events
- It is a clean event and the club will need to promote SLSS key sponsors to their members and participants in the event
- A VIP area needs to be provided for SLSS sponsors, VIPs and officials. The club needs to be accountable for the costs of catering and beverages that will be charged to SLSS. This needs to be agreed prior to the event.

The terms of the agreement

The agreement remains current and valid for a period of twenty-four (24) months from the date of signing by all parties. The agreement is to be reviewed not less than one (1) month prior to the expiration date. A renewal or extension to the agreement can/may be negotiated at this time and is to be confirmed in writing.

Amendments may be made to this agreement should all parties agree to a request for an amendment made in writing by any party.

For the purpose of the agreement, key contacts are as follows:

Surf Life Saving Sydney

Branch President – George Shales
Mob: 0408 885 234
Email: president@surflifesavingsydney.com.au

Director of Surf Sports – Amy Somes
Mob: 014 869 194
Email: DOSS@surflifesavingsydney.com.au

XXXXX Surf Life Saving Club

Club President –

Mob:

Email:

Resources and Marketing Arrangements

All parties agree to distribute/disseminate promotional material as required on behalf of the all parties involved in the agreement. This may include but not be restricted to marketing flyers, entry forms, and brochures.

Financial arrangements

SLSS agrees to a payment of \$10,000+ GST to provide working capital for the running of the event (see * below). This amount is payable on signing this MOU. All costs will be met by SLSS for the following items as outlined in the responsibility table listed below (table 1). SLSS will collect all entry fees.

Table 1

Task	Responsibility	Amount
SLSS	Hire PA System	N/A
SLSS	Catering for Officials	N/A
SLSS	Catering for VIP's	N/A
SLSS	Hire of Carnival Radio's	N/A
SLSS	Drinks for Officials	N/A
SLSS	Drinks for VIP's	N/A
SLSS	Council Fees	N/A
SLSS	First Aid	N/A
Club	Workforce/ Club	\$10,000 + GST

Working Capital for running the event entails *:

The club is required to organise a working party to set up each water area, sprint tracks, flags arena, boats area, board riding and R&R. The club needs to set up the competition areas in consultation with the Organising Committee. The club also needs to have a working party during competition to deliver water, morning tea and lunches to officials and water safety. They also need to attend to any logistic issues during the carnival. At the end of the carnival they need to have a working party to pack down all areas and have the gear returned to the branch trailer. They need to work with the Gear Steward to make sure that all gear is hosed down and accounted for in accordance with the lists inside each vehicle. It is important that the club return the competition area to the local council in the condition in which it was found. Please refer to the SSC "Guide for carnival organisers" for more detail.

The club must ensure when taking on this role as branch host that they have enough willing members/helpers to form the working parties required.

Intellectual property

Any information or corporate intelligence currently retained by any of the organisations remains the property of the individual organisation throughout the duration of the agreement. The Intellectual property of the SLSS is the shared property of SLSS and the Club party to this agreement.

Privacy and Confidentiality

All Parties will observe all requirements of Privacy Legislation and will not divulge competitor or organisation details to a third party unless required by law. All parties will observe respective company privacy policies and retain copies of the organisation's policy as a condition of this agreement.

Settlement of disputes

In the event of a dispute, all efforts to resolve a dispute must be documented in writing with no more than three (3) meetings to be coordinated to resolve same. A neutral third-party mediator is to be appointed should the dispute be unresolved after the third meeting as described above – with the cost shared by those organisations involved.

Review and evaluation

A debrief and review will be conducted at the conclusion of each event. Within six weeks of the completion of the event, a full debrief and evaluation is to be conducted and outcomes documented. A report is to be provided to each Branch including a Profit and Loss statement for the event. A full report is to be prepared to go to sponsors and other stakeholders.

Effective dates and signatures

The following representatives of the partnering organisations make this agreement:

Public Officer/President –

Date

Public Officer/President – SLSS

Date