



Wednesday 20th October, 2010

MEMORANDUM OF UNDERSTANDING
LAP THE LAKES STEERING COMMITTEE
AND THE ROTARY CLUB (SALE)

2010 PREFERRED CHARITY



Memorandum of Understanding (MOU)

1. Purpose of MOU

This MOU is an agreement between the Lap the Lakes Steering Committee and The Rotary Club (Sale). It sets out purpose, roles and responsibilities of both parties.

This agreement has been reached by both parties, and is based on the principles of equality and mutual respect of both parties, and trust and open communication at all times.

2. Background

The Lap the Lakes event encourages and facilitates greater physical activity in Wellington Shire by facilitating a team running/walking challenge. Invitations are extended to businesses, schools, community groups and government and non-government organisations in the Shire to enter a team of four people to run/walk around Lake Guthridge and Lake Guyatt in Sale. The aim is to encourage people to train in the months leading up to the event and then participate in the event. The training program will hopefully encourage runners and walkers to participate.

The event was held for the first time in 2007 with 63 teams involved. The Steering Committee decided to allocate a part of the entry fee to charity each year.

Lap the Lakes 2010 will be held on Wednesday 20th October.

3. Lap the Lakes Steering Committee's Role

The Lap the Lakes Steering Committee comprises of representatives from Victoria Police, Wellington Shire Council, GippSport, Wellington Primary Care Partnership and Central Gippsland Health Service.

As part of this MOU, the Lap the Lake Steering Committee will undertake the following:

- Promote and Market the event
- Prepare media release.
- Develop entry form
- Complete all required forms for Wellington Shire Council
- Recruit and support volunteers
- Gain sponsors
- Stage the event

4. The Rotary Club's Role

As part of this MOU, the Rotary Club will undertake the following:

- Receive registration fees and entry forms
- Keep records of all monies received
- Provide a liaison person
- Attend Steering Committee meetings if workload permits
- Assist with the staging of the event on the day
- Assist with promotion of the event
- Provide Public Liability Insurance coverage



5. Reporting Requirements

The Rotary Club is required to provide a monthly financial report to the Steering Committee.

6. Records

It is the responsibility of The Rotary Club to keep full and accurate records of the monies received, and to forward the entry forms once payment has been processed to the Wellington Primary Care Partnership to be entered into a database.

7. Acknowledgement and Publicity

The Lap the Lakes Steering Committee will acknowledge The Rotary Club as a sponsor on any written material produced for the event.

8. Dispute Resolution

Should any dispute arise between The Rotary Club and the Lap the Lakes Steering Committee, the parties involved shall in the first instance attempt to resolve the matter.

Where the matter continues to be unresolved, both parties to the agreement shall be parties to mediation and dispute resolution discussions with Gippsland Women's Health Service. The right of both parties to engage or utilise an advocate is upheld.

9. Life of the Memorandum

This Memorandum will be valid until 31 March 2011.

Signed:

Signed:

Date:

Date:

Name:

Name:

Position:

Position:

Agency:

Agency:

