

Cargo 2 Grenfell Fundraiser Walk Pty/Ltd

Rules and Guidelines

2021

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PART 1:

Mission Statement

“The Cargo 2 Grenfell Fundraiser Walk Pty/Ltd is determined, as an NFP accredited organisation, to provide assistance – as both monetary and non-monetary support – for people suffering with Mental Health related issues in the NSW Central West region”

OBJECTIVE and GOALS - 2021

To raise awareness and help improve the lives of people affected by mental health issues in regional communities

- A) To raise \$20000.00 in proceeds for mental health
- B) Participation levels to exceed 75 persons
- C) More efficient support crew procedures focusing on gazebo stops with bag pick up and hydration stations
- D) Register 20 Group B participants
- E) Provide corporate and group booking with “relay structure”
- F) Enhance growth and outreach to wider communities and markets through media outlets and social platforms
- G) A better developed day to day plan with clearer timeline
- H) Increase company revenue through participation, sponsorship, and merchandise sales
- I) Continue to grow on the community impact and mental health services with Chad White
- J) Connect with multiple charity organisations with the intention to present their courses
- K) Become DGR accredited
- L) Put on workshops monthly beginning 2021
- M) Collaboration with other business’ or services

PART 2:
EVENT INFORMATION – 2021

A) Where?

The C2G event is a 44.3km event between Gooloogong and Grenfell

B) When?

Saturday March 13, 2021

C) Daily Schedule (Group A - Slower)

(Start) Cargo to Canowindra - The pre-start briefing / breakfast will begin at 11am on Thursday the 11th of March 2021

The commencement of the first stage, starting at Cargo Inn Hotel car park, will begin at 12pm sharp

The participants will have until 5:30pm to complete the first stage, before being picked up by a safety vehicle and transported to Canowindra.

(Not available in 2021)

Canowindra to Gooloogong - The pre-start briefing / breakfast will begin at 9:00am on Friday the 12th of March 2021

The commencement of the second stage, starting at the Canowindra Hotel car park, will begin at 10am sharp

The participants will have until 5:30pm to complete the second stage, before being picked up by a safety vehicle and transported to Gooloogong

(Not Available in 2021)

Gooloogong to Grenfell (*Finish*) – The pre-start briefing / breakfast will begin at 6:30am on Saturday the 13th of March 2021

The commencement of the third stage, starting at the Gooloogong Hotel car park, will begin at 7:30am sharp

The participants will have until 5:30pm to complete the third stage, before being picked up by a safety vehicle and transported to Grenfell

Participants within 3km of finish line at 5:00pm will have until 6:00pm to finish
Refreshments will available at the finish line

Daily Schedule (Group B - Faster)

(Start) Cargo to Canowindra - The pre-start briefing will begin at 1:30pm on Thursday the 11th of March 2021

The commencement of the first stage, starting at Cargo Inn Hotel car park, will begin at 2:00pm sharp

The participants will have until 5:30pm to complete the first stage, before being picked up by a safety vehicle and transported to Canowindra.

(Not Available in 2021)

Canowindra to Gooloogong - The pre-start briefing will begin at 11:30am on Friday the 12th of March 2021

The commencement of the second stage, starting at the Canowindra Hotel car park, will begin at 12:00pm sharp

The participants will have until 5:30pm to complete the second stage, before being picked up by a safety vehicle and transported to Gooloogong

(Not Available in 2021)

Gooloogong to Grenfell (*Finish*) – The pre-start briefing will begin at 9:30am on Saturday the 13th of March 2021

The commencement of the third stage, starting at the Gooloogong Hotel car park, will begin at 10:00am sharp

The participants will have until 5:30pm to complete the third stage, before being picked up by a safety vehicle and transported to Grenfell

Participants within 5km of finish line at 5:00pm will have until 6:00pm to finish

Refreshments will available at the finish line

D) Who can participate?

Anyone over the age of 16

E) How do I enter?

Fill out entry form and pay via My cause website

<https://www.mycase.com.au/events/cargo2grenfellwalk2021>

or available online via the website, Facebook or directly contact c2gwalk@gmail.com

F) How much does it cost?

Cost Structure

One Day (Early Bird) Full - \$130.00

One Day (Early Bird) Half - \$100.00

One Day Full – \$150.00

One Day Half - \$120.00

Two Day (Early Bird) - \$200.00 20%OFF

Two Day (Returning Walker) - \$200.00 20%OFF

Two Day – \$250.00

(Not Available in 2021)

Three Day (Early Bird) - \$280.00 20%OFF

Three Day (Returning Walker) - \$280.00 20% OFF

Three Day - \$350.00

(Not Available in 2021)

Entry payment is NOT tax deductible

G) How do I pay?

Electronic Funds Transfer Only

Account Name: C2G Walk

BSB: 062-703

Account Number: 1060 4010

Reference: *Participant Name*

Note: One payment per person

H) What does my entry fee pay for?

The entry fee covers operation expenses such as;

Set up and establishment costs i.e. event preparation, administration, marketing, legal (licensing) etc

Safety equipment, first aid requirements and emergency services (if applicable)

Traffic management

Consumables such as food, water, breakfast etc
Participant wear i.e. shirt and hat
Running costs i.e. fuel, involuntary staff or services etc
Event entertainment and functions

I) How many entrants?

Maximum 200 participants

J) What councils are involved?

Cabonne Council, Cowra Council and the Weddin Shire Council

K) House Keeping

A waste management plan will be in place throughout the duration of the event. General and recycle waste bins will be present to ensure minimal impact to the environment. Smokers are also reminded to put cigarette butts in the bins provided. A portable toilet will also be on site and available for use all three days. The exact locations will be determined at the briefings

PART 3:

EVENT SAFETY – 2021

- A) Documents have been generated to manage risk associated with the event. In order to obtain permission from relevant government bodies; applications, risk assessments, traffic management and control plans are to be approved.

Council authority to proceed must be provided and all event documentation outlining event information, in its entirety must be approved. Detailing requires the proposed event planning, safety control measures and the effect on the community and its surrounding

- B) Emergency Services are to be notified and made aware of event proceedings as well contact information for event organiser and representatives. Event staff and volunteers are to be briefed on how to handle an emergency situation

- C) A traffic control plan must be created by a certified traffic control management company and include license number, sign and date. The TCP and TMP are to be accepted by Regional RMS and NSW Police and be carried out by qualified traffic controllers. NSW Road rules must be upheld as paramount protocol

- D) A risk assessment must be carried out and approved. The assessment identifies and outlines precautionary methods of control to reduce the risk of hazards. A matrix scale is included
- E) A contingency plan must be in place which details plan of action in the event of critical, dangerous or unforeseen scenarios
- F) It is essential that all participants who undertake the walk, understand, follow and adhere to event rules and regulations. Each participant must sign all pre-start event documents
- G) Participants are required to wear high visibility garments
- H) Volunteers will be present to assist the event staff and have the duty of looking after the wellbeing and overall care of participants. Volunteers, both stationary and mobile, will carry all essential foods and water as well as first aid and safety equipment
- I) Volunteers are required to be in constant communication with event staff and provide updates where necessary. This will be via UHF Radios or phone where reception is available
- J) Gazebo stops with incorporated hydration bays, bag stops and first aid will be present every 7km. Registered nurses are available to provide blister care
- K) Event organiser to be present throughout the entirety of the event and have paramount judgement over decisions and planning. The event organiser will also ensure safety protocols and procedures are enforced as to mitigate the risk associated with the event
- L) Participants are obligated to follow all mandatory safety rules associated with the event. There is zero tolerance for those who breach safety rules or show negligence towards event staff and volunteers.
- M) Participants must adhere to a level of reasonable care for other participants, and in no way impede, obstruct or restrict any other persons from taking part
- N) Participants must not detour off the proposed course. Doing so will be a safety breach
- O) Participants who are unable to finish the walk on either of the days, will be picked up by volunteer support crews who will transport participant/s to the finish point for

that day. Participants must NOT re-join the walk for that day once they have been picked up, however are welcomed to start the next day.

This does not apply for participants receiving specific first aid from volunteers or support crews

- P) An overall duty of care is the responsibility of the event organiser

PART 4:

EVENT LEGALITIES - 2021

- A) The Cargo to Grenfell fundraiser conforms with state and council laws which are enforceable by the event organiser who must follow and adhere to conditions and regulations set out
- B) It must be confirmed that all event documentation satisfactorily meets the requirement of governing bodies as to ensure legal ramifications are NOT held against the event organiser
- C) A Waiver must be in place and signed by all participants prior to commencement of the event
- D) A minimum \$20M public liability insurance must cover the event and its undertakings
- E) Special events police unit are to provide written consent as required prior to the event and all conditions made must be adhered to
- F) All local council conditions must be adhered to and written approval must be obtained by Local Government Authorities
- G) Contingency plans and emergency risk management must be in place
- H) The Cargo to Grenfell event organiser is ultimately responsible for all activities and entertainment involved in the event including all outsourced vendors associated
- I) Approved traffic control and management plans are to be carried out by RMS certified personnel
- J) It is the responsibility of each person involved to abide by all state laws. Criminal acts will be dealt with by relevant authorities

PART 5:
SPONSORSHIP INFORMATION – 2021

- A) The Cargo 2 Grenfell fundraiser event is looking for sponsorship support and has packages available to suit different budgets. Contribution amounts vary from \$500.00 to \$2000.00
- B) Sponsorship proceeds will be attributable to the Cargo 2 Grenfell Fundraiser Walk Pty/Ltd and will aid event operating expenses
- C) Sponsorship offers great exposure to the wider community, and helps create a strong support network amongst all involved in the event.
- D) Sponsorship Packages;
- Minor Sponsorship – C2G 2020 is looking for 5 minor sponsors
Cost - \$500.00
The package includes:
A company logo, name or brand to be printed on the front of the HI-Visibility shirts which participants are to wear on the walk
An appreciation hamper with certificate valued at \$50.00
Feature on C2G's various social media platforms
 - Major Sponsorship – C2G 2020 is looking for 1 major sponsor
Cost - \$1000.00
The package includes:
A company logo, name or brand to be printed on the sleeves of the Hi-Visibility shirts which participants are to wear on the walk.
An appreciation hamper with certificate valued at \$100.00
Feature on C2G's various social media platforms
Branding on a Gazebo
 - Grand Sponsorship – C2G 2020 is looking for 1 grand sponsor
Cost - \$2000.00

The package includes:

A company logo, name or brand to be printed on the back of the Hi-Visibility shirts which participants are to wear on the walk

An appreciation hamper with certificate valued at \$150.00

2 x signature shirts and hats

Branding on a Gazebo

Feature on C2G's various social media platforms

- E) Sponsor gifts will be handed out at the event ceremony on the 14th March. It is appreciated if event sponsors attend the event ceremony which follows the conclusion of the walk
- F) Sponsor logo, name or brand that is to be represented must be put forward to the event organiser at least 6 weeks prior to commencement of event
- G) Sponsorship is not guaranteed; the event organiser will decide which sponsors will be chosen to feature as a partner of the Cargo to Grenfell Fundraiser Walk for 2021
- H) Sponsorship fees are upfront, and to be paid in full to the C2G nominated bank account
- I) It is with full understanding that in becoming a sponsor of the C2G event, the organiser has right to publish your brand on its various social media platforms

Sponsorship payments are GST-Free

PART 6:

PARTICIPANT INFORMATION – 2021

A) BRIEF:

Cargo to Grenfell is a fundraiser event consisting of a 96km walk over 3 days. The walk starts at Cargo Inn Hotel, Cargo and concludes at the Grenfell Bowling Club, Grenfell

The C2G 2020 is set to take place in March 2021, starting on Thursday the 11th and finishing on Saturday the 13th. The walk is set over three days with the first stretch being 23kms, the second being 28kms and the third being 45kms. Stop overs will be at Canowindra and Gooloogong

B) SAFETY:

All relevant safety requirements have been met and permits have been granted to allow the event to take place. Participants are required to have complete understanding of the rules, guidelines, and safety controls. All participants must follow and adhere to instructions set out by event organiser

Prestart briefings, and start times are set. It is crucial that all participants are on time and ready to go at the times listed. Please ensure you allow enough time for travel, sign on and breakfast. If a participant is late, they may not be able to part take in the days event.

A finish time detailed in Event Information is set out as a dead line for which the participants must finish each day. At the time of conclusion, participants still on the road will be picked up and transported to the finish point for that day

Participants are responsible for their own preparation. A general checklist will be available which will contain majority of items to bring, however the onus is on everyone to correctly prepare. It is recommended that 2 bags a packed – 1 for general clothing and toiletries, the other a sports style bag containing sportswear, creams, medications, snacks, sports drinks etc.

Event vehicles will transport luggage and gazebo stops will hold bags where you request

Hi-Visibility shirts and hats will be provided for the walk

C) ACCOMMODATION:

Accommodation is NOT provided and will be up to the individual to source their own

D) PROMOTIONS AND FUNDRAISING:

Donations can be made via MyCause

Teams can be established on the donation site and we encourage participants to create their own teams which people can then donate directly to. Company or group donations are welcomed, with the largest contribution to be awarded a prize of appreciation.

Donations can also be made to support the event in non-monetary items which may assist the event, such as food supplies, safety equipment, venue hosting, marketing, entertainment, hampers or gifts and or business services etc.

We encourage everyone to like and share the event Facebook page where there will be regular updates, success stories and photos posted

<https://www.facebook.com/c2gwalk/>

Website;

www.c2gwalk.com

Additional fundraiser activities will also be held to which all proceeds will go towards the beneficiary organisation

Activities;

- Charity box's in local pubs and clubs
- Trivia night at the Gooloogong Hotel on Friday the 12th March
- BBQ Sizzle / Raffles throughout

E) C2G EVENT CEREMONY:

Following the event, which officially concludes at 6:00pm on Saturday the 13th March, an official event ceremony will take place to acknowledge and celebrate the achievements of all involved as well as embrace the contribution made

It is encouraged that participants have transportation organised to and from the ceremony

The event is to commence at 7:00pm at the Grenfell Golf Club and will consist of a BBQ sausage sizzle, live music, awards, prizes, participation medals, special guest speech and a slide show presentation

The awards presentation will be at 6:45pm

We encourage everyone to come a long and join us at the Grenfell Golf Club

PART 7:

VOLUNTEER INFORMATION – 2021

A) Volunteers are required to fulfil a variety of roles to assist in participant welfare and general running of the event

B) Volunteer meetings will be held prior to the event to determine which roles and duties are allocated to the volunteers

C) There are two groups of volunteers: Stationary and Mobile

Stationary volunteers are to be positioned along the course for the duration of the day as a rest point for participants. The stationary set points will have a gazebo, chairs, first aid, food, water, blister care nurses, bag stops etc

Mobile volunteers will be in vehicles and will act as mobile support crew who will aid participants during the event

D) First aid qualified volunteers favoured

E) Volunteer roles include mobile and stationary support crews, waste management, site hand assistance, photography, set up / back up assistance, general transport

F) Volunteers will be given full access to all required food and water as well as uniform and first aid

G) It is intended for volunteers to have a full understanding of their role and event logistics. Volunteers play a crucial role in event safety and legal obligations

H) Contact Event Organiser Toby Barons on 0421880088 for further information regards becoming a volunteer

Toby Barons

Event Organiser

Cargo to Grenfell Fundraiser Walk 2020

Website: www.c2gwalk.com

Email: c2gwalk@gmail.com

Mobile: 0421880088