



Mentee Application

Organisation Details

Organisation:

Postal Address:

Suburb Postcode

Street Address:

Suburb Postcode

Team Captain

First Name: Last Name:

Position:

Phone (Work): Phone (Mob):

Email:

Team Members

Name	Position	Phone	Email

Declaration

I confirm that the individuals as detailed in this application wish to apply for participation in the ARI Mentor Program on behalf of the organisation as indicated above, and declare I have read the Terms and Conditions of the ARI Mentor Program.

.....
Signature

.....
Date

.....
Name



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Terms and Conditions

Background

1. The Aquatic and Recreation Institute (ARI) Mentor Program aims to provide support to aspiring industry leaders to nurture qualities that will strengthen them as leaders and build a stronger aquatics industry
2. Through a Challenge-based group project, and under the guidance of an experienced industry Mentor, teams of Mentees enhance existing skills, develop new skills, build networks and solve problems to benefit the aquatic and recreation sectors and local communities.

Applying to participate in the Mentor Program

Eligibility

1. To be eligible to participate in the Mentor Program, you must fulfil the following criteria:
 - a. Fully complete the Mentor Program application form – failure to do so may result in your application form not being processed, which will prevent you from being eligible for the program; and
 - b. Be a current employee of a financial ARI member organisation; OR
 - c. Be a current financial individual ARI member employed in the aquatic or recreation sectors; and
 - d. Be a member of a registered Competition Team.

Team Composition

2. Each ARI member organisation may enter one (1) team. Additional teams from an organisation may be accepted at the sole discretion of the ARI.
3. Each organisation is free to assemble teams to suit its professional development plans.
4. A team must consist of no fewer than three (3) and no more than five (5) members.
5. Individual ARI members may participate in a group with other individual ARI members or at the invitation to be part of an ARI member organisation's team.

Team Registration

6. The Team Captain must complete the official application form on behalf of Team Members prior to the application closing date; and
7. Accept the terms of the participation agreement upon application.

Duration



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8. The Mentor Program duration is six (6) months.

Satisfactory Completion of Mentor Program

9. In order to satisfactorily complete the Mentor Program, each Mentor and Mentee must do all of the following:
 - a. take part in all Mentor Program activities as required by ARI for the duration of the Program. At a minimum, this will include attendance at a kick-off event and pitch challenge.
 - b. the Mentor and Mentee's must agree to project plan within 21 days of the Challenge announcement. Any activities identified in the project plan will consider the resource limitations of the organisation, and should not place excessive demands upon the resources of the Mentor or Mentee.
 - c. the Mentor and Mentee must ensure that a copy of the project plan is provided to ARI within seven (7) days of it being developed.
 - d. provide ARI with progress reports against the project plan by the dates requested.
 - e. act in a professional manner in their dealings within or related to the Mentor Program.
 - f. alert the Program Manager promptly via email to eo@aquaticinstitute.com.au if any difficulties with the mentoring relationship are experienced.
 - g. treat all information obtained during the Mentor Program as confidential, and not take commercial advantage of any confidential information gathered during the program, or enable others to do so.
10. Where a Mentor or Mentee has failed to comply with any part of term 5 above, or anticipates failing to comply with any part of term 5 above, the Mentor or Mentee must notify ARI within 14 days of becoming so aware.
11. ARI reserves the right in its absolute discretion to suspend or terminate any participant's involvement in the Mentor Program, and to determine whether a Mentor or Mentee have satisfactorily completed the Mentor Program.

Withdrawal from the Program

12. Where, due to unforeseen circumstances (for example due to illness, change of employment status or a real or perceived conflict of interest arises) a Mentor or Mentee seeks to withdraw from the Mentor Program, the party that is withdrawing from the program must, within 14 days of the withdrawal, notify ARI via email at eo@aquaticinstitute.com.au.
13. Should a Team Member withdraw from participation in the Mentor Program, the Team may appoint an eligible replacement and notify ARI in writing via email at



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eo@aquaticinstitute.com.au. ARI reserves the right to accept or reject such a change in their sole discretion.

Industry Mentor

14. Each team will be provided one (1) Industry Mentor. The Industry Mentor must be currently or previously employed in a senior role in the aquatics or recreation sectors.
15. The Industry Mentor will be appointed by the ARI.
16. The Industry Mentor's primary responsibility is to provide guidance and direction to the team throughout the duration of the ARI Mentor Program.

Time Permitted with Industry Mentor

17. Teams are permitted to use an Industry Mentor on substantive matters for limited hours. Teams may spend up to 30 hours with the Industry Mentor prior to submitting the written report.
18. Time spent with the Industry Mentor includes in person, telephone and videoconferencing communications. Mentors and Mentees may use other forms of communication, e.g. email, without restriction subject to agreement between the Mentor and Mentees.

Competition Format

The "Challenge"

19. The project challenge to be completed by Mentee teams will be announced at the Challenge launch. The Challenge guidelines will be available for download from the ARI website within 24 hours of the announcement.
20. The Challenge takes the form of a project to be completed by Teams over the duration of the Mentor Program. Challenges may include research, solution design, program development, project implementation and evaluation.
21. It is a fundamental element of the Mentor Program Challenge that the solution must come from the ideas of team members. The Industry Mentor may facilitate or guide the development of ideas but cannot propose ideas themselves.
22. Each Challenge is presented with criteria which all teams must address in their final submissions.

Workshops

23. The ARI will conduct a series of workshops at the commencement and throughout the course of the program to be attended by Mentees.
24. Mentees must commit to attendance at more than 50% of workshop sessions.



25. Any expenses incurred to participate in workshops or program events are at the cost of the program participant or the member organisation.

Budget

26. Each team is permitted to contribute up to \$5,000 AUD funding exclusive of GST in the development, implementation, evaluation and presentation of their project. In-kind contributions are to be considered towards the Team's project cap.
27. An itemised budget is to be included in the Team's project plan.
28. An itemised list of expenses is to be included in the Team's written submission. Teams that exceed their budget cap or fail to declare expenditure will be ineligible to win the Challenge.

Project Plan

29. A project plan detailing the Team's project approach, timeline and key milestones throughout the project must be submitted to ARI within 28 days of the Challenge launch.

Written Report

30. Each team must prepare a written report on their project. Teams may utilise their Industry Mentor as a resource but may not enlist the help of any other professionals in writing the project report.
31. The written report must:
 - a. Address the Challenge criteria;
 - b. Be submitted electronically in PDF format;
 - c. Contain only publicly available information;
 - d. Be the original work of the team members; and
 - e. Be submitted to the ARI by the deadline established by the ARI.

Presentation

32. Each team is required to make a presentation of their project approach and outcomes to a panel of judges.
33. Teams may utilise their Industry Mentor as a resource for guidance, direction, suggestions, and feedback but may not enlist the help of any other aquatic and recreation professionals in preparing content or evaluating the presentation, including conducting practice presentations in front of one or more industry professionals (e.g., mock judging panels other than their appointed Industry Mentor).
34. Teams may make use of props, prototypes, technology and audio or visual aids to enhance their presentation. Approval must be sought from ARI at a minimum of 14 days prior to the presentation event. ARI reserves the right to reject requests at their discretion.



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35. Teams may not hand the judges any printed materials before or after the presentations. ARI can print out the presentation slides for each team and distribute to the judges before the event.
36. Only team members may participate in the presentation at the Challenge event.
37. The presentation is limited to 15 minutes; however, an additional 10 minutes will be provided to answer questions posed by the judges. Only judges are permitted to pose questions to a team during the Q&A portion of a presentation.
38. Each presentation will be timed and the timekeeper will provide a one-minute warning and an announcement when time has expired. When the timekeeper announces that time has expired, teams must immediately conclude the presentation.

Jury

39. An independent Jury has been established for the ARI Mentor Program.
40. The names of the Jury members have been published on the ARI website.
41. The decisions of the Jury on all matters, uncertainties and/or disputes relating to procedures and results concerning the Competition, ranking of teams, the award of prizes and any other matters related to the Competition shall be final, independent and irrevocable.

Acceptance of Competition Rules

42. At the time of enrolment, the Team Leader for each team must declare that he/she has read and understood these Rules and agree on his own behalf and on behalf of his team members to be bound by these Rules. By agreeing to these Rules, the Team Leader and the other team members expressly agree that all the decisions relating to the interpretation and application of these Rules shall be decided exclusively by the Jury. Each team member acknowledges and expressly accepts that the decisions made by the Jury are final and irrevocable in nature, and are therefore not capable of being appealed or opposed.

Consent to Publicise Material

43. The ARI may develop communication materials to promote the Mentor Program, to share safety information and experiences, and to showcase participants' stories and achievements.
44. By accepting these terms and conditions, all participants in the Mentor Program:
 - a. give permission to ARI to publish any images and content obtained by ARI during the Mentor Program;
 - b. give permission to ARI to seek their feedback on the Mentor Program;
 - c. give permission to ARI to publicise that they have been involved in the Mentor Program;



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- d. authorise ARI to use photographs, video or sound recordings taken of themselves, their employees, and/or their work and workplace for the purpose of any ARI communication materials, whether in whole or in part.
45. If you wish to contact ARI regarding your consent, you must do so in writing to ARI via email to eo@aquaticinstitute.com.au. ARI will give due consideration and respond to all consent inquiries, pending program requirements and constraints, including the status of printed and distributed materials at that time.

Liability

46. The applicant acknowledges and agrees that as far as the law permits, the ARI accepts no liability in respect to any claim, cause of action or loss or damage arising out of, or in relation to, any advice or action taken that is the subject of this program.
47. The applicant agrees that they release the ARI from any claim or liability arising out of, or in relation to the Mentor Program, to the extent that the claim or liability is not caused by the ARI's negligence or breach of this mentoring arrangement or any other term implied by law.

Privacy Notice

48. ARI collects and manages the personal information you provide in accordance with the Privacy and Personal Information Protection Act 1998. ARI collects and uses this information to determine whether your application is eligible for the Mentor Program, to provide your contact details to proposed Mentors and Mentees so that they may communicate with and assist you, to provide our services to you and to improve the quality of our services. ARI may disclose your personal information to a third party for the purpose of conducting surveys or evaluation activities about ARI programs, providing assistance to Mentors and Mentees, and designing, developing and distributing communication materials.
49. You have the right to access and correct any of your personal information at any time, once we have collected it. To access or amend your personal information relating to your Mentor Program application, applications should be made via email to the Executive Officer via eo@aquaticinstitute.com.au. Further information on our privacy policy is available at arinsw.com.au.