

Policy: Financial Management
Title: Event Levies and Participation Fees
Objective: To provide a clear process for the payment of event fees and participation fees

Events on which levies are payable

ONZ requires the payment of levies on orienteering events. Orienteering events are defined as events that require entrants to navigate using a map. Orienteering events include:

- All events run by individuals (affiliated members of a club) who would expect Orienteering NZ to cover their public liability insurance requirements or to make significant use of club gear, software or maps.
- Events run by groups such as National Orienteering Squad, Development Squad etc.
- Rogaines which are defined as an endurance events of two hours or longer exclusively for teams of 2-5 persons, where teams navigate between fixed points on a given map and members travel together as a team at all times.
- Schools events run by an orienteering club, or club member.

They do not include fun runs and training events (where an Orienteering NZ approved instructor is involved in coaching).

Event levies

Levies are determined per person and may be a proportion of the gross entry fee or a fixed rate. Levies are payable on participation fees as below. Money collected for items such as food, drinks, clothing, or on behalf of third party agencies (i.e. general public gate fees to parks, reserves, etc.) is not deemed to be event fees.

The levy amount is 25% of the entry fees of all orienteering events, with the following exceptions:

- rogaines, for which the rate is 12.5%.
- exclusive weekday schools events for Year 1-8 will incur no levy.
- exclusive weekday schools events for Year 9-13, for which the rate is capped at \$1 per participant. Effective from 1 January 2016 onwards.
- when a major international event is being hosted and there is a Specific International Event Levy Agreement made between host organisers and Orienteering, with this being approved by Orienteering NZ Council.

One-event participation fees

Entries to area championships and A level competitions (except NZSSSC and other schools events) under Competition Rule 6.2, are permitted from those who are not members of Orienteering NZ or an IOF member organisation, upon payment of a one-event participation fee.

The fee shall be set by Orienteering NZ Council, and be added to the event fees and then levied at 25%, the same as for all other entry fees. Current participation fees per day are:

Junior	\$5.00
Senior	\$10.00
Family	\$25.00

In the case of multi-day events, the one-event fee must be paid for each separate competition entered.

Payment of levies

Clubs shall ensure event levies due are remitted to Orienteering NZ in 3 instalments payable on dates advised by Orienteering NZ.

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