

## Event Levy & Event Participation

This document is to provide an overview for clubs to explain how the levy has changed in 2025 and how events and activities must be recorded.

The new levy rates came into effect on 1<sup>st</sup> January 2025.

This version applies from 1<sup>st</sup> January 2025.

### Event Levy

#### Purpose of the levy

Event levies are one of three ways by which the “normal” activities of British Orienteering are financed (together with membership subscriptions and surpluses generated from the British Championships and the JK). These income streams support the servicing of members, operations (including the employment of staff in the National Office) and the payment of such costs as are necessary for map copyright, event insurance, the membership database, health and safety, child protection and other statutory obligations of our sport.

The levy is agreed at the AGM and British Orienteering staff do not have the authority to make exemptions to waive the levy in any circumstances.

#### Definitions

- 1.3 *An “Activity” is a gathering of people who intend to participate in activities related to orienteering: to practise, train or as an introduction to the sport and there is no intention to rank or publish the competitive outcome of the gathering other than results of the coach-led exercises for the purposes of training.*
- 1.4 *A “Competition” is where people compete under competition rules to determine the final results with winners and places. A competition may involve one or more races.*

Source: [Competition Rules](#)

#### Calculating Levy

- The levy for an event is calculated by reference to the number of people taking part in the event, irrespective of whether they are included within the published results or not.
- The number of participants for levy purposes is calculated as the number of participants at each event.
  1. Seniors are those aged 21 or over at the next 31 December after the date of the event.
  2. Juniors are those aged 20 or under at the next 31 December after the date of the event.
  3. Any group of people taking part together informally (with one control card, dibber, e-card, mobile phone running Map Run, etc between them) that includes one or more seniors is counted as one senior participant for levy purposes. If the group consists entirely of juniors, then the group will be regarded as one junior participant for levy purposes.

For example, if there is a group of three seniors running together under one entry, one senior would be recorded under the relevant senior participant box on the levy return (member or non-member, as applicable) and the two remaining would be recorded in the 'string/ other' box.

- Event volunteers or others who receive a subsidised or free run at an event and will be subject to the appropriate levy for their age (senior, senior non-member or junior). The organising club should ensure that entry fees collected or other funds are able to cover the cost of any subsidised or free entry, including the associated levy payments. It is up to the organising club/ association to decide how they wish to reward volunteers at events with free, discounted or subsidised runs.
- An individual running more than one course at the same event on the same day should only be counted once for levy purposes.

### Uploading event/ activity participation/ Paying Levy

- All participation figures must be uploaded by the organising club onto the British Orienteering website **within 30 days** of the event or activities conclusion.
- Access to event management is granted to club and association fixtures secretaries and treasurers. A user guide is available under 'My Account' after logging into the website.
- The web page calculates the levy payable, at the current year's rate, based on the participation numbers entered. Payment of the amount calculated must be made to British Orienteering also within 30 days of the date of the event.
- The most efficient way to make payment is by electronic transfer. (Details available from the National Office). To pay by another method, please contact the national office.
- The Event Registration Number must be included on all correspondence and electronic transfers must be accompanied by an email specifying these details.

### Levy Rates (from 1 January 2025)

Please note a new levy structure was approved at the 2024 AGM.

#### **Members of British Orienteering & non UK residents**

- Senior (21 & over) participant levy is £1.80.
- Junior (20 & under) participant levy is £0.60.

#### **Participants who are not members of British Orienteering, including those that are members of Associations and/or Clubs only.**

- Senior (21 & over) participant levy is £2.75.
- Junior (20 & under) participant levy is £0.60.

#### **Notes**

- The levies apply to all levels of events.
- For the purpose of levy, a participant who has a Young Adult membership is to be included within the senior participation figures and pays the senior levy fee.
- Participants who are non UK residents and members of international federations should be included within the member participation figures.

- Participants who are members of a club and/or association affiliated to British Orienteering who are **NOT** also members of British Orienteering are to be included in the non-member participation figures.
- Junior levy is calculated per junior participant and not the previous model of one senior levy paid per three juniors, as in 2023 and before.

## Multi-Day Events

Levies for multi-day events (5 days and longer) are calculated in the same way, via the on-line system. However, British Orienteering has undertaken to pay to the Association which registers the event 50% of the total levy. This is to be used by the Association for development initiatives. The remaining 50% is held by British Orienteering to be used for UK-wide development initiatives.

## Major Events

### Major Events Operating under a Super Levy Agreement

Major events that incur super levy are excluded from the normal levy system. Super levy is then calculated and paid at the rate agreed with British Orienteering.

## Levy Guidance

To provide clarity as to what is an event versus what is an activity, and where levy should be paid, please read the following supporting information.

As there are electronic timing platforms, such as MapRun or Livelox, that automatically publish results through an app, the following interpretation will be used:

### Levy is payable when:

1. **The organising club charges an entry fee AND results are published in any way, including automated publication through the app associated with an electronic timing platform.**

This includes where no set entry fee is charged but a donation, contribution or subscription is requested.

2. **No entry fee is charged but the results of any course are published in any way (other than automated publication through the app associated with an electronic timing platform,) or are used to rank people for any competition, league or series.**

Publication of results includes circulating the results or a link to the results via email or social media or published on a website.

Levy is due on any participant who has not paid a fee and who appears in the same results list as fee-paying participants.

A single event may incorporate more than one orienteering course provided it is on the same day. For example, a participant taking part in a two-part sprint or running two courses at one event on one day (such as an Orange course followed by a Light Green) is only counted once for levy purposes.

### No Levy is due:

3. **If no entry fee is charged and no results are published other than within the automated publication through the app associated with an electronic timing platform.**

Publication of results includes circulating the results or a link to the results via email or social media or published on a website.

4. **On coaching sessions (see below)**

### Paid coaching sessions

A coaching session where a fee is charged may include one or more orienteering courses as part of the session without being liable for levy, provided that results from the course(s) are not published (other than in automated publication through the app associated with an electronic timing platform if used). Coaching must be the focus of the session, with the time spent on coaching being longer than the time spent completing the course(s).

**It is crucial that events and activities are registered correctly. Should a serious incident occur, and the event or activity hasn't been registered correctly, it may invalidate the insurance cover, potentially leaving the club and event officials liable.**

If there are any queries on this, please contact the national office.