

Event Participation & Event Levy

Participation

- Participation numbers are requested from organising clubs via the on-line levy and participation web page.
- 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.
- A return is required whether it is expected that a levy will be payable or not. This is because British Orienteering and/or the relevant Home Nation are required to submit participation numbers to the Sports Councils in support of claims for grant funding.
- Returns need to be made for all events within one month of the date of the event.
- All members of any group taking part should be included in the participation figures as follows: the first member of the group should be included as a member or non-member participant, and the remaining members of the group should be counted and included within "string and other".
- Participants on string courses will not be included in the levy calculations but must be included within the participation numbers declared to British Orienteering, the participant numbers are to be included in the "string and other" field.

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 British Orienteering events). These incomes support the servicing of members and the event structure through the employment of staff in the National Office and the payment of such costs as are necessary for map copyright, event insurance, health and safety, child protection and other statutory obligations of our sport.

An event is an orienteering meeting in a specified location at which results are published in some form. An event may incorporate more than one competition provided it is on the same day and must be registered and for which levy is payable. Orienteering activities are excluded from the levy system provided they are registered as activities.

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 senior competitors (those over the age of 21 at the next 31 December after the date of the event) plus one-third of the number of junior competitors (rounded down to the nearest whole number).
- Any group of people taking part together informally (with one control card, dibber, e-card etc. between them), is counted as one senior participant for levy purposes. If the group only consists of juniors the group will be regarded as one junior competitor for levy purposes.

- Event volunteers that receive a free run must be counted in the member's field and will be subject to the levy payment. The organising club should ensure that entry fees cover the cost of the event officials levy payments if the club wishes to adopt a policy of event officials being given 'free' runs.

Paying Levy

- 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 within two months of the date of the event.
- Payment can be sent via cheque or electronic transfer (Details from 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

Multi-Day Events

Levies for multi-day events (4 days and longer) are calculated in the same way, via the on-line system. British Orienteering has undertaken to pay towards development initiatives 50% of the total levy to the Association registering the event is registered. The remaining 50% is held by British Orienteering to be used for UK-wide development initiatives.

Major Events

Major events require the submission of participation numbers as previously specified.

Major Events Operating under a Partnership Agreement

Events governed by a Partnership Agreement are excluded from the levy system and such events do not pay levies to other organisations.

Major Events Operating under a Super Levy Agreement

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