

## Event Levy & Event Participation

This document is to provide an overview for clubs to explain how the levy has changed in 2024 and how events and activities must be recorded.

The new levy rates came into effect on 1<sup>st</sup> January 2024.

### 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 3.11](#)

#### 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 over the age of 21 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 who receive a subsidised or free run must be counted as senior or junior participants (as appropriate) and will be subject to the levy payment. The organising club should ensure that entry fees collected 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.

### Uploading event participation/ Paying Levy

- All participation figures must be uploaded by the organising club onto the British Orienteering website **within 30 days** of the event's 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 one 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 2024)

Please note a new levy structure was approved at the 2023 AGM.

#### Members of British Orienteering

- Senior (21 & over) participant levy is £1.65.
- Junior (20 & under) participant levy is £0.55.

Participants who are not members of British Orienteering, including those that are members of Associations and/or Clubs only, and members of other international federations.

- Senior (21 & over) participant levy is £2.50.
- Junior (20 & under) participant levy is £0.55.

#### Notes

- The levies apply to all levels of events. The only exception to this is certain major events that are held under a Partnership or Super Levy agreement which is agreed per event.
- 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 (member or non-member) levy fee.
- Participants who are members of other national federations but **NOT** members of British Orienteering are to be included in the non-member participation figures.

- Participants who are members of a club and/or association affiliate 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.

## Major Events

Major events require the submission of participation numbers as previously specified, but there are two possible arrangements available as set out below. The organising club must agree which arrangement they will operate under in advance of the event.

### 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 normal levy system. Super levy is then calculated and paid at the rate agreed with British Orienteering.

## Levy Guidance

To attempt to avoid confusion between what is an event versus what is an activity, and where levy should be paid, please read the follow supporting information.

### Competition Rules 3.11

- 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.*

As highlighted in the competition rules, an event is an orienteering meeting at a specified location for which results are published in some form. Orienteering sessions that meet these criteria must be registered as an event and the organising club is required to pay the levy in respect of all 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 followed by a light green) is only counted once for levy purposes.

Levies apply to events meeting above criteria even when no entry fee is charged.

An orienteering activity which does not meet these criteria is excluded from the levy system provided it is registered as an activity.

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 could invalidate the insurance cover, potentially leaving the club and event officials liable.

### Differences between Events and Activities

Where Orienteering courses are set up on apps such as Map Run, or using physical timing equipment, and follow the same principles as a traditional event or course, they are to be registered as an event.

There have been a couple of examples where orienteering sessions have been registered by clubs as activities when they should have been registered as an event. The very real risk is that should a serious incident occur at an event and it is not registered correctly, it could invalidate the insurance.

An example of where confusion has arisen is in setting up a Map Run with different courses (e.g. long, medium, short or blue, green, orange) which is available to run at a specific time and place. This is not an activity and should be registered as an event and levy paid.

For clarification, orienteering sessions should be registered as an event where there are courses or a format that you would expect to see at a traditional orienteering event, examples include, but are not limited to:

- Any format which has published results. (Examples of published results include websites, social media, newsletters, printed and emailed)
- Any format which contributes to a league table.
- An app-based session with courses, including linear or score formats, being delivered over a time limited period.

If a club runs an activity session which includes coaching of techniques, it is possible to provide one or more short courses to put into practice the techniques learnt. If a full-length course is used and the results published, this would be an event.

### Map Run and other app-based platforms

For the avoidance of doubt, levies apply to orienteering sessions run using app-based technology that meet the definition of an event.

We appreciate that some app-based platforms are used for activities and automatically produce results, therefore we have provided further guidance below.

#### **An activity**

- A Virtual Orienteering Course (VOC) will be an activity if set out for the same purposes as a Permanent Orienteering course (POC), i.e. a course is available for at least six months and may be completed at any time.
  - This course or courses must also be registered by the club as a POC on the Go Orienteering portal.
  - The results must not be used in any way to rank individuals as a one off or part of a league.
- A VOC or coaching session using other types of timing devices will be an activity if used as a coaching aid when practicing various techniques. This could include one or more shortened courses for the purpose of coaching.

- For example, an activity may include a short VOC course of three or four legs designed to provide the opportunity to practice a particular technique. However, a longer course with the number of controls that would be seen on a course of similar standard at a traditional event would be considered an event.

### **A competition and subject to levy**

A VOC will be an event and subject to levy if any of the following apply

- There is a specified start and finish period e.g. if the courses are only available to run over a couple of hours one evening or if participants are required to run the course during a specified period of time in order to be included in the final results.
- If the courses are only available for a period of less than six months.
- The results form part of a league or a standalone event.
- The results are published by the club in any form beyond the automated publication in the app.

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