



## EVENT ORGANISERS REIMBURSEMENT AND REWARD POLICY

11 November 2015

- 1) **Principles** - OBOP wishes to encourage its members to get involved in organising events.
  - a) All members should be encouraged to set events, and in the case of those who are newcomers, OBOP will support them by teaming them up with an appropriately experienced person.
  - b) OBOP will reimburse all event setters for any expenses directly incurred in the setting of events so that they are never out of pocket for such expenses.
  - c) OBOP wants its event setters to feel acknowledged for the time and effort they put in to organising events.
  - d) OBOP acknowledges that in the case of events which are not club events and are at the request of a specific organisation to OBOP on an ad hoc basis, that the individuals who are prepared to make these events happen should receive an appropriate reward for making the effort to set these events.
  
- 2) **Club Events**
  - a) Event setters as volunteers will be supported appropriately and acknowledged for their efforts in organising events
  - b) Event setters shall receive compensation for reasonable **out-of-pocket expenses directly incurred** in setting the event **plus free entry into another equivalent level event**.
  - c) Event setters must submit a written expense claim for all expenses incurred supported by a tax invoice for the different expenses.
  - d) Out-of-pocket expenses may include compensation for fuel used in travel. This shall be at the rate of \$0.40 for every kilometre travelled for any such trip which is over 10 kilometres in length. Event setters should be efficient as possible in planning trips to minimise costs and provide a calculation to support the number of kilometres travelled.
  - e) Expense reimbursement shall be authorised at an OBOP Committee meeting or by at least two of the President, Secretary or Treasurer (and not including themselves if they are the one claiming the expenses).
  - f) For major events (for example, regional or national championships), special acknowledgement and reward (for example, purchase of a café voucher for \$20-\$40) may be made within the budget of that event and on the approval of the OBOP Committee or separate event organising committee consisting of at least 2 OBOP Committee members.
  - g) A record of all expenses authorised shall be documented in the OBOP Committee meeting minutes.
  
- 3) **Specially Requested Events**
  - a) These will be on the request of an organisation to OBOP to organise an event(s) specifically for that organisation on a required date(s).
  - b) These will generally be divided into two types:
    - i) **Community events** e.g. schools, community groups (e.g. Scouts), other not-for-profit organisations.
    - ii) **Commercial events** e.g. company team building exercises, commercial event organisers, commercial operations who want orienteering event (e.g. holiday programme)

- c) Fees will include a **Map Fee** per competitor (for OBOP's map intellectual property and printing if required), **Setting Fee** for the labour cost of setting the event and **Disbursements** for any other direct expenses incurred by the event setter.
  - i) **Map Fee**
    - (1) **Community based events** - OBOP will generally charge \$1.00 per competitor for urban/simple map and \$2.50 per competitor for forest or farm map up to a maximum of \$250.
    - (2) **Commercial events** – OBOP will charge \$5.00 - \$10.00 per competitor up to a maximum of \$1,000, depending on the nature of the event.
  - ii) **Setting Fee**
    - (1) It is up to the setter to estimate how many hours will be required in preparing for and running the event.
    - (2) It is up to the setter to settle on the final amount but as a general rule they should charge \$20 per hour required.
  - iii) **Disbursements** – The organisation should also be charged for any other direct costs incurred by the setter or OBOP. For example, fuel, other printing, access payments, prizes etc.
- d) Notwithstanding the above, OBOP may choose to support a specific event or other request at lower charges, because it furthers the general objectives of the club. In such a case OBOP should still seek to cover any direct costs such as map printing. Such support should be agreed at an OBOP Committee meeting (preferred) or by at least 3 committee members.
- e) The event setter will be treated as a contractor and will be responsible for any legal obligations from operating as such a contractor.
- f) The proposed event setter(s), as a contractor to organise the event, shall provide a completed form detailing the different expenses for a proposed event (refer **Template A – Event Contracting Quote**). OBOP shall agree at a Committee meeting (preferred) or by at least 3 committee members (and not including themselves if they are the one claiming the expenses), the charges to be paid by the requesting organisation, to sub-contract the organisation of the event to the event setter(s), and the specific amounts to be paid the event setter(s).
- g) The event setter shall provide to OBOP following the completion of the event:
  - i) Details in writing of the actual number of attendees, any other relevant information for charges to be made to requesting organisation, and any other relevant information about the running of the event.
  - ii) A tax invoice for the payment of the Setting Fee and Disbursements provided under the contract previously agreed with the event setter(s).
- h) Provided the amount of the event setter(s) tax invoice is in line with approval already given, it may be authorised and paid immediately. If there is any variation in costs, the costs must be authorised at an OBOP Committee meeting (preferred) or by at least 3 committee members (and not including themselves if they are the one claiming the expenses).
- i) The Treasurer shall prepare a tax invoice to the organisation requesting the event as appropriate for the total charges incurred.
- j) A record of all invoices and expenses authorised shall be documented in the OBOP Committee meeting minutes.

## TEMPLATE A – EVENT CONTRACTING QUOTE

### Event Background

<b>Requesting Organisation</b>	
<b>Address</b>	
<b>Contact Person</b>	
<b>Contact Person's Phone Number</b>	
<b>Contact Person's Email Address</b>	
<b>Requested Date(s) and Time(s)</b>	
<b>Number of Attendees</b>	
<b>Other Event Details</b>	

### Event Organising

<b>Proposed Event Setter(s)</b>		
<b>Map Fees</b>		
- Cost Per Map		
- Number of Attendees		
- Sub-Total Map Fees		
<b>Setting Fees</b>		
- Cost Per Hour	\$20.00	
- Number of Hours (estimated)		
- Sub-Total Setting Fees		
<b>Disbursements (list, estimated)</b>		
- Sub-Total Disbursements		
<b>TOTAL</b>		

### Requirements and Conditions

1. The provision of the event is by Orienteering Bay of Plenty (OBOP) to the requesting organisation.
2. The event setter(s) is contracted by OBOP to provide the services of organising the events.
3. The event setter(s) is responsible for all their tax and other legal obligations as is normal for such a contractor.
4. The event setter(s) is responsible for developing a health and safety plan for the requested even in line with normal OBOP policy and practice.