



## New Zealand Orienteering Federation

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Orienteering On-line at [www.nzorienteeing.com](http://www.nzorienteeing.com)

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### INFORMATION FOR CLUB TREASURERS

Also available on: [www.nzorienteeing.com](http://www.nzorienteeing.com)

#### AFFILIATIONS

All members of clubs are affiliated to the NZOF by way of a club affiliation levy, other than those who are members of a club by way of an institutional membership, eg school, polytech. See below for how the club affiliation levy is calculated.

Lists of Club members should be sent to the NZOF General Manager three times a year (20 March, 20 July and 20 November).

Membership lists should include the following member types:

- A** - Ordinary members.
- B** - NZOF Life members.
- C** - Ancillary members (members of another club in an area in which they reside).
- D** - Institutional members (secondary schools, polytechnics, etc).

**Please sort the lists into these categories. When you send updates could you please highlight the additions.**

Information required on all of the above is:

- First and last names
- Postal address
- Phone number
- Email address
- Gender
- Year of birth
- Which type of membership A, B, C or D from above.

Please note, year of birth is important since juniors (under 21 years) count as 0.5 for club affiliation levies. (This includes all juniors regardless of age. If you do not wish to be levied for juniors 7 and under do not include them in your membership returns.)

Membership for calculating Club Affiliation Levies is as follows:

- Ordinary seniors (excluding NZOF Life members)
- Institutional members (each institution equivalent of one senior)
- + 0.5 Ordinary juniors

The national levy (ie total for all clubs) for 2008 is \$14,380 allocated to clubs in proportion to their membership, calculated as outlined above. However, the minimum levy per club is \$100.

**Please note, since the club affiliation levy for 2009 will be determined by membership numbers as at the end of 2008, clubs are requested to complete their final membership return for 2008 no later than 30 November.**

## EVENT LEVIES

Event levies should be sent to the NZOF General Manager three times a year (20 March, 20 July and 20 November). The NZOF General Manager will send you an event levy return form close to each date as a reminder.

The levy amount is 25% of the entry fees of all orienteering events, **except** rogaines, for which the rate is 12.5%. The levy applies to the gross event fee. Money collected for items such as food, drinks, clothing, or on behalf of third party agencies (ie general public gate fees to parks, reserves, etc) is not deemed to be event fees. Orienteering events are defined as events that require entrants to navigate using a map. They do not include fun runs, training events (where an NZOF approved instructor is involved in coaching) or NZOF trials held at the behest of the Selection panel that are not open to the public. However they do include:

- Schools events, other than primary school events, run by an orienteering club, or club member.
- All events run by individuals (affiliated members of a club) who would expect NZOF to cover their public liability insurance requirements.
- Entry fees from the general public.
- Events run by groups such as National Orienteering Squad, Development Squad etc.

A rogaïne is defined as an endurance event of three 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.

If you are in doubt please contact the NZOF General Manager.

Participation numbers are also requested on the event levy form. These are key performance indicators for orienteering's ongoing investment received from SPARC. Therefore all events should be included whether event levies are payable or not. For measuring participation, please apply the following rules, where possible:

- Count each event of a multiday carnival as a separate event.
- Count the number participating (as recorded in results), not the number of maps sold.
- Count unidentified families/group numbers as three.
- Count the planner & controller.

## MAJOR EVENTS

Treasurers of clubs organising all A level, or higher, orienteering events must send a complete list of all entrants to the NZOF General Manager for checking to ensure that entrants are members of affiliated clubs.

### One-event participation fees

1. Entries to A level competitions, under Competition Rule 6.2, are permitted from those not members of the NZOF or an IOF member organisation, upon payment of a one-event participation fee.
2. In the case of multi-day events, the one-event fee must be paid for each separate competition entered.
3. The fees for 2008 are: senior (\$9), junior (\$5.50), family (\$23.50).
4. The fee is added to the general event fees and then levied at 25%, the same as for all other entry fees.

**Recognising the investment aspect for orienteering as a whole of new maps and specialised technology required for major events, clubs may apply to the NZOF for grants to host major events.**

## NZOF DEVELOPMENT FUNDING

“NZOF Development Project Funding Guidelines” are on the NZOF website. Projects referred to in the guidelines include: newer forms of orienteering (MTBO, rogaines, park-o, etc), permanent courses, orienteering in schools, promotional resources (including web-based resources) and stronger clubs mentoring neighbouring clubs.

## SUBSCRIPTIONS TO “NEW ZEALAND ORIENTEERING”

The national magazine is produced four times a year at a member’s rate of \$3 per issue. For direct mailing, p&p per issue is \$1.20, resulting in annual direct mail subscription of \$16.80.

Clubs are asked to encourage all member households to subscribe.

Treasurers should advise the editor of the magazine the number of their member households subscribing and whether these are to be sent directly to each subscriber or in bulk to your club. In the latter case, your club will be charged \$3 per magazine plus the cost of the bulk postage. These lists should be updated, where necessary, in time for each issue. (Publication dates are March, June, September and December.) The editor is:

Mick Finn  
47A Wellington Road, Paekakariki, Kapiti 5034  
Phone: (04) 905 2828  
Email: mick.finn@clear.net.nz

**Treasurers should not send money with subscription lists or updates. You will be invoiced following the publication of each issue, for that issue only.**

## TRAVEL EQUALISATION

This is calculated by the NZOF General Manager and the following is for information only.

1. As per the 1995 AGM, travel equalisation shall apply to the NZOF AGM and any other national seminar, approved by NZOF Council, where participation of all clubs is required except, *as per the remit passed at the 2005 AGM*, for meetings and/or seminars held in conjunction with the national foot orienteering championships.
2. For the AGM, *as per the remit passed at the 2002 AGM*, all clubs whether they attend or not must participate in the travel equalisation when it applies. For other seminars, costs will be shared by clubs with members present.
3. It will be based on one member from each club.
4. Costs will be based on the most economical reasonable method. Airfares are based on the most economical fare available if booked at least 1 month in advance of the event. Cars are based on 25c/km. Where car pooling is possible, cost will be allocated equally to participating clubs. Other costs will be calculated on the most economical reasonable method available. Actual costs will not be taken into account except in exceptional circumstances.
5. Allocation of costs will be as follows:
  - 50% of total costs will be shared equally by each club.
  - 50% will be allocated in proportion to the number of members affiliated to NZOF at the end of the previous financial year.
6. Accurate figures will be sent to clubs following the meeting. Where payment by a club is required, this must be paid within 1 month of the date of the invoice. Payments to clubs will be as soon as possible after the meeting, but will be sent not later than 1 month from the meeting.