

**SAXONS ORIENTEERING CLUB**

**EVENT PARTICIPATION FORM**

**SECTION 1. EVENT PARTICIPANT STATISTICS – IMPORTANT NOTES:**

1. British Orienteering requires details of **all** participants at an event for three reasons:
	* For calculating the BO levy. This is calculated by reference to the number of people taking part.
	* For insurance purposes in the event of a claim
	* For submission to Sport England in support of grant applications etc
2. **Everyone** at an event must be recorded, whether running or not
3. Section 1A will be used for calculating the BO levy.

As a starting point, please use the **published results** and not the entry numbers

1. **Groups** – this is the instruction taken from the BO website:

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 BO or non-BO participant [section 1A] and the remaining member(s) of the group should be included within ‘other participants’ [section 1B.

1. **Shadowers** – I think it is reasonable to assume that shadowers will have had their own run so you do not need to count them twice. However if you are aware of a shadower who did not have a run, then include them in section 1B as they count as an ‘other participant’.
2. Any **volunteers/helpers** that are not participating (and therefore do not appear in the results list) must also be recorded (section 1C)
3. Please do not stress about getting the form perfect! The main thing to get right is Section 1A so we pay the correct BO levy. I think it’s unlikely that the participation figures being slightly out will have any bearing on any grant applications etc

**SECTION 2. CLAIM FOR OUT-OF-POCKET EXPENSES**

Saxons OC and event participants really appreciate all the hard work of event organisers & planners in putting on an event. The Club has plenty of funds and expects to reimburse organisers, planners and controllers for their out-of-pocket expenses.

If you wish to make a claim for expenses for **yourself, the planner and the controller**, please provide details in section 2 with copy invoices/emails if appropriate.

You **do not need** to include expenses where the invoices have been/will be sent direct to the Treasurer (e.g. land access, toilets, map printing) or details of income from RaceSignUp

**OTHER INFORMATION**

If you should need it, the club’s bank details are:

Lloyds Bank, account name Saxons OC, account number 01003438, sort code 30-90-28

**SECTION 1. EVENT PARTICIPANT STATISTICS**

| **OFFICIAL USE** |
| --- |
| EVENT NO |  |
| LEVY |  |
| DATE PAID |  |

| **EVENT NAME**  | **EVENT DATE**  |
| --- | --- |

**1A. For calculating the BOF LEVY (use the published results)**

| Number of BOF seniors  | Number of BOF juniors  |
| --- | --- |
| Number of non BOF seniors  | Number of non BOF juniors  |

**1B. For BOF INSURANCE reporting – OTHER PARTICIPANTS**

Please refer to the Standard Export file taken from RaceSignUp for your event. Column R will show any group entries and one of the ad-hoc columns (usually AI) will show how many others were in the group.

| **Number** of **OTHER adult participants** where only one member of a group buys a map. (Names not required) | **Number** of **OTHER junior participants** where only one member of a group buys a map. (Names not required) |
| --- | --- |
| **String course participants** Number and names not included elsewhere. (Names **are** required here as we have no other record) |  |

**1C. For BOF INSURANCE reporting – VOLUNTEERS/HELPERS**

| Number of and **names** of Organiser, Planner, Controller AND any **ADULT** volunteers/helpers who **did not run** e.g. control setters & collectors | Number of and **names** of any **JUNIOR** volunteers/helpers who **did not run** |
| --- | --- |
| **RETURN COMPLETED BY DATE** |

**SECTION 2. CLAIM FOR OUT-OF-POCKET EXPENSES**

| **EVENT NAME**  | **EVENT DATE**  |
| --- | --- |

**Do not include** expenses which have **already been paid** by the treasurer.

**Do not include** expenses where the invoice has been/will be sent direct to the treasurer.

If you would like the Treasurer to send you a note of the final accounts for your event, please indicate here: YES/NO

If you wish to claim expenses for yourself, the planner and the controller, please provide details below with copy invoices/emails if appropriate.

For travel, BO mileage rates are:

1 person in car: 25p pm; 2 people in car: 27p pm; 3+ people in car: 29p pm

If you/the planner/the controller do not wish to claim for personal expenses, Saxons will make a donation of £10 per event to the Orienteering Foundation in lieu thereof. The Orienteering Foundation is a charity which supports and promotes orienteering through a wide range of awards and projects [www.orienteeringfoundation.org.uk](http://www.orienteeringfoundation.org.uk)

| POSITION | NAME  | AMOUNT CLAIMED & DETAILS | Official use |
| --- | --- | --- | --- |
| Organiser |  |  |  |
| Planner |  |  |  |
| Controller |  |  |  |
| Other |  |  |  |

The bank details for [payee name] .................................for account ending \_ \_ \_ \_ have been previously provided **OR** bank details are included on page 4 of this form

The bank details for [payee name] .................................for account ending \_ \_ \_ \_ have been previously provided **OR** bank details are included on page 4 of this form

The bank details for [payee name] .................................for account ending \_ \_ \_ \_ have been previously provided **OR** bank details are included on page 4 of this form

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Once completed, please email this form to treasurer@saxons-oc.org, including receipts and invoices where appropriate.

The SaxAlert Editor saxalert@saxons-oc.org is always grateful for an event report

[Event\_return\_-\_note\_for\_SaxAlert.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.saxons-oc.org%2Fdocuments%2F2020%2FEvent_return_-_note_for_SaxAlert.docx&wdOrigin=BROWSELINK)

Thank you!

**PURSUANT TO GDPR AND SAXONS OC’S PRIVACY POLICY THESE DETAILS WILL BE DESTROYED ONCE THEY HAVE BEEN ADDED TO THE SAXONS BANK ACCOUNT WHICH IS HELD WITH LLOYDS BANK PLC**

| PAYEE NAME |  |
| --- | --- |
| BANK ACCOUNT NAME |  |
| BANK ACCOUNT NUMBER |  |
| SORT CODE |  |
| NAME OF BANK |  |
| AMOUNT |  |

| PAYEE NAME |  |
| --- | --- |
| BANK ACCOUNT NAME |  |
| BANK ACCOUNT NUMBER |  |
| SORT CODE |  |
| NAME OF BANK  |  |
| AMOUNT |  |

| PAYEE NAME |  |
| --- | --- |
| BANK ACCOUNT NAME |  |
| BANK ACCOUNT NUMBER |  |
| SORT CODE |  |
| NAME OF BANK  |  |
| AMOUNT |  |

| PAYEE NAME |  |
| --- | --- |
| BANK ACCOUNT NAME |  |
| BANK ACCOUNT NUMBER |  |
| SORT CODE |  |
| NAME OF BANK  |  |
| AMOUNT |  |

| PAYEE NAME |  |
| --- | --- |
| BANK ACCOUNT NAME |  |
| BANK ACCOUNT NUMBER |  |
| SORT CODE |  |
| NAME OF BANK  |  |
| AMOUNT |  |