



CHAMPIONSHIP LEVIES POLICY

Any host state wishing to charge a levy must seek approval from the School Sport Australia Board using the “Levy Approval Application” Form.

The following criteria must be used when host states/territories are preparing their Championship budgets and determining student levies:

1. Organisational Costs

Costs which CAN be included in the Championship levy	Costs which CANNOT be included in the Championship levy
Venue Hire	Team Officials' Handbooks – trying electronic version
Provision of sports trainers and/or first aid	Printing, photocopying and stationery costs during the Championship
Purchase of event equipment	Participating teams transport – responsibility of each team
Trophies / Awards / Medals and associated engraving	Member Body Office staff salary
Provision of referees / umpires / key event officials (eg Umpires' Co-ordinator)	Teacher Release
Provision of lunch for key event officials (where appropriate)	
Key event officials specified in the sport's Rules & Guidelines (see summary table) (if payment is necessary): e.g. <ul style="list-style-type: none"> • Referees' / Umpires' • Co-ordinator • Tournament Referee/Director • Chief Referee 	



Costs which CAN be included in the Championship levy	Costs which CANNOT be included in the Championship levy
<ul style="list-style-type: none"> • Race Director / Race Referee • Bike Mechanic 	
Program Printing	
Key event officials' uniforms (School Sport Australia polo shirts recommended)	
Up to 8 'official' guests can be included in the dinner costs. [extras at host state cost]	
Purchase of services (eg Road closures, portable toilets, tents, meeting room hire etc)	
Teacher Release costs for student Umpire / Referee supervisor when more than 6 students	
Uniforms for student volunteers (if used)	
One member body persons Meals, Accommodation, Transport (not salary)	

2. Championship Dinners and Functions

Participating team management and players may be asked to pay for attending official dinners and presentations. Such costs should however:

- i. be identified as such and not be included as part of any Championship levy;
- ii. be kept to a minimum, especially when a levy has also been imposed;
- iii. must not include the provision of alcohol for team officials' dinner.

Host states may invite other guests and Championship officials to these dinners at their own cost.

3. Optional Charges

Host states may wish to provide other services to competing players and team management for which there are costs involved. (eg. souvenir clothing, team photos etc)

Purchase of any such services/items must be optional and must not be included as part of the Championship levy.

Availability of such items should be advised to competing states well in advance.



4. Procedure for Approval and Acquittal of Championship Levies

- i. A Championship Budget must be submitted to the Finance Committee by the host state for all SSA Championships no more than 90 days prior to the SSA Championship. The official SSA Championship Budget Form must be used.
- ii. Any levy request contained in the Championship Budget will be considered by the Finance Committee and the host state advised of the amount of the approved levy.
- iii. Upon completion of the event, the host state must present an acquitted Championship Budget to the Finance Committee for acceptance. The acquitted budget must be presented no more than 90 days after the completion of the event.
- iv. Upon acceptance of the acquitted budget, a copy shall be forwarded to the SSA Board for their information.

5. Profit / Loss on Championship Budgets

At the conclusion of any School Sport Australia Championship, any remaining amount under \$500 shall remain with the host state and any amount over \$500 shall be returned to School Sport Australia and used to reimburse states who incur losses greater than \$500, subject to funds being available. These amounts apply only to the base levy items of a budget.