



ATHLETE LEVY AND GRANT SCHEME

Guidelines for WS NSW Athlete Levy Scheme Updated February 2010

Guide to using your Levy Account

The WS NSW Levy Scheme is a system whereby individual accounts are set up for WS NSW members. These accounts are managed by the Accounts Staff at WS NSW and are to be used for sporting related expenses only. In addition to athlete grant funds, members raise additional funds in a variety of ways (through donations, sponsorship, scholarships, grants, prize money, public speaking etc) to deposit in their levy account and use these funds when required for expenses related to their sporting endeavours.

What can the money in my levy account be used for?

Members may spend their athlete levy funds on costs directly related to your sport

- Sports wheelchair purchase, repairs and maintenance
- Entry Fees to events / competitions
- Coaching fees
- Venue hire
- Sporting membership fees (excluding WS NSW membership)
- Approved sporting equipment
- Approved sports clothing
- Specific fitness related activities (including fitness centre membership)
- Accommodation
- Travel associated with competition and approved training camps only
- Travel (by car) is worked on a WS NSW rate. You are asked to supply logbook details with any claims associated with travel. Airfares, coach fares and train fares may also be claimed.

NOTE: WS NSW reserve the right to refuse any unreasonable claims.

How is money from my levy account accessed?

Members are required to produce ***original receipts or invoices*** to claim from their levy account. In order to claim from the levy account, members must complete an Athlete Levy Reimbursement Form (available from WS NSW) and attach the relevant receipts/invoices.

**If you have any questions regarding your athlete levy account, please contact
WS NSW on 02 9809 5260**

Athlete Levy and Grant Regulations

1. The sole purpose of a WS NSW Athlete Levy Account is to assist and support athletes with sport related activities.
2. From time to time, athletes may receive WS NSW grants and fundraising may complement this in a variety of ways in response to their needs. To gain a levy benefit, however, the Association must first approve any fundraising activities. This does not include pure donations. Each fundraising activity to be undertaken shall be considered by the Association **PRIOR** to commencement. All funds raised from these activities must be paid to the Association for the credit of the athlete's Levy Account.
3. When an athlete conducts a fundraising activity under the auspices of WS NSW, permission must be sought. The Association's accountants will provide guidelines.
4. The Association will retain control of all monies held in trust in each athlete's Levy Account. Any interest or investment monies gained by the Association on those monies held in Trust will be used to defray administrative costs.
5. All levy monies should be delivered or forwarded to the WS NSW office where a receipt can be raised. Levy statements can be requested at any time through the office and a statement can be forwarded.
6. The Association reserves the right to give athletes access to their levy funds for sporting competition or related purposes. Reimbursements will be made dependent on submission of an Athlete Levy Account Reimbursement Form. WS NSW reserve the right to refuse any unreasonable claims from levy funds.
7. In the event that an athlete owes money to WS NSW, WS NSW reserves the right to use grant monies to clear the debt and may withhold future financial support and / or prohibit the athlete from competition.
8. Athletes must be current members to access their Levy Account.
9. Members who receive a WS NSW Grant and who do not access their Levy Account during the Grant Period or have a frozen account due to failure to meet Grant condition(s) will have the balance transferred to General Funds after the Grant Period. Consideration may be given on written application to the Manager – Sports, before the end of the Grant Period. This also may result in non-consideration for the following year's Grant.
10. Members who have not accessed their Levy Account for a period of 2 years will be asked to show cause why the balance cannot be transferred to General Funds.
11. Levy Accounts held by non members (who were previously members) will be automatically closed and the balance transferred to General Funds.
12. WS NSW will freeze an athlete's levy account when certain WS NSW Grant conditions are not met.

13. WS NSW Grants cannot be transferred to another State disability sporting organisation. Athlete fundraising monies may be transferred to another State upon application.
14. Athlete fundraising monies may be transferred to another athlete's Levy Account or to General Funds whilst Grant monies are to be transferred to General Funds.
15. There are many ways an athlete can raise funds. Following are the most common means and the Association's rules relating to them:
 - **Donations** - Where a donation is received where the intent of the donor is CLEARLY to support a particular athlete, then that athlete will receive a 100% credit of the donation to their Levy Account.
 - **Foundations / Grants / Scholarships** – From time to time athletes will be provided with Foundation, Grant, and / or Scholarship opportunities endorsed by the Association.

NOTES:

1. The Association reserves the right to vary the level of Grant funding from year to year due to budgetary considerations.
2. Athletes receiving funding are expected to support the Association's activities. The Association reserves the right to outline specific activities in which grant recipients are expected to participate.
3. Athletes receiving funding must make themselves available to the Association for promotion, publicity and fund-raising.
4. To be eligible for funding from either WS NSW or other funding agencies where endorsement from WS NSW is necessary, athletes need to meet the following residency / eligibility criteria:
 - i. NSW resident athlete only
 - ii. To be eligible for funding, athletes must have resided in NSW for a minimum of 6 months
 - iii. Currently financial (6 month minimum period)
 - iv. NSW athletes who reside outside NSW for the primary purpose of actively pursuing training, coaching, competition or other benefit not available at that level within NSW may apply to maintain their NSW membership and eligibility for funding from WS NSW or other funding agencies.