

## 1. Objective of the Guidelines

Motorsport Australia administers various State Levy funds, through which Panels can raise fees and collect levies from competitors and organising clubs.

Only a Sporting Panel may manage these levies on behalf of Motorsport Australia to assist with the conduct of Motorsport Australia State Championships, series or competitions which are conducted within that Panel's area of responsibility.

All funds collected and held in a Panel Levy account must only to be used for the purpose of that Panel. Express permission is required from the Administration via the State Championship and Projects Coordinator prior to incurring any expenses not captured within these guidelines.

## 2. Collection of State Levy Fees

State Levy Funds can be utilised to collect the following fees:

- (a) Competitor contributions via entry fees, including but not limited to competitor levies, trophy levies, road damage levies etc. as stated within the relevant State Discipline Standing Orders.
- (b) Championship Registration Fees.
- (c) State Championship Sponsor Fees according to the contracted amount.

## 3. State Levy Fund Expenses

State Levy Funds can be utilised to pay for the following expenses:

- (a) Championship presentation/awards nights
- (b) Purchasing trophies
- (c) Website hosting and maintenance
- (d) Promotion of State Championship (e.g. Social media campaigns, digital advertising and collateral)
- (e) Competitor numbers and stickers
- (f) Forestry and road/road damage related fees
- (g) Servicing State Championship sponsors according to the relevant Sponsorship Agreement
- (h) Media coverage expenses
- (i) Reimbursement of panel members for payment of the aforementioned items

## 4. Expenditure Limits

Any eligible expenses greater than \$5,000 will require pre-approval from the Administration and the relevant State Council Executive via the State Championship and Projects Coordinator.

## 5. Ineligible Levy Fund Expenses

State Levy Funds can **NOT** be utilised to pay for the following expenses unless expressly permitted by the Motorsport Australia administration:

- (a) Event operation related expenses including but not limited to permit costs, event paramedics, track hire, catering, etc.
- (b) Fees, salary, wage or honorarium for work conducted by panel members.