**Tournament Reimbursement Form**

|  |  |
| --- | --- |
| Tournament: |  |
| Dates: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Claimant** | **Number****of days** | **Rate** | **Total Amount** | **Bank account number** |
| **Manager’s Name:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | $50/$35\* |  |  |
| **Referee’s Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | $25 |  |  |
| **Assistant Manager’s Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | $25 |  | *NOTE: only applicable if prior approval obtained from CNZ TC.* |

\* $50 applies only to AC Open & GC Open, $35 for all other tournaments

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Amounts** | **Rate** | **Total Amount** |
| **AC Games played** |  | $6.50 |  |
| **GC Games played** |  | $2.50 |  |
| **Sets of Hoops used**  |  | $5 per set, per day |  |
| **Sets of Balls used** |  | $2 per set, per day |  |
| **Extra Mows***NOTE: no reimbursement will be paid if no invoice is provided.* |  | Up to $100 |  |
| **Clubhouse Fees***NOTE: only applies if club house fees were included in entry fee* |  | $5 per player, per day |  |
| **TOTAL Payment due to Host Association** |  |

|  |  |
| --- | --- |
| **Host Association Name** |  |
| **Contact Person** |  |
| **Bank Account Number** |  |
| **Bank Account Name** |  |

Please, send this form fully completed to accounts@croquet.org.nz within 2 weeks of the end of the tournament.**Reimbursement Guidelines**

Each Association staging a CNZ Fixture will receive reimbursement from Croquet New Zealand at rates set from time to time by the Chief Executive and published in the Yearbook. Note: (not part of the Regulations).

***All Silver Badge events are hosted by the Association and for this reason no reimbursements for equipment or Manager’s fees will be paid. Silver Badges will be given to the Association delegates at the CNZ AGM.***

Rates set:

|  |  |
| --- | --- |
| Association Croquet Games | $6.50 per game |
| Golf Croquet Games | $2.50 per game |

Manager/s Allowances and Tournament Expenses:

|  |  |
| --- | --- |
| NZ Open, GC Nationals, U21 GC Championship | $50.00 per day |
| All Other Events | $35.00 per day |
| Assistant Manager/s\* | $25.00 per day |
| Referee of Tournament | $25.00 per day |
| Balls | $2.00 per set, per day |
| Hoops | $5.00 per set, per day |
| Clubhouse fees | $5 per player, per day |

All payments include GST

\* The Tournament Committee will determine if assistant manager/s is/are required. Assistant manager/s will be eligible for payment if the role is listed in the tournament advert and the individual/s appointed have been approved by the Tournament Committee. If Associations elect to appoint additional assistant manager/s (e.g. for training purposes) the Association will be responsible for their costs.

CNZ acknowledges that in order to meet required lawn standards, some clubs will be required to cut their lawns more frequently. To assist with this additional cost, CNZ will reimburse up to $100 per additional cut. For extra lawn mowing, the club must send a receipt of expenses incurred to the Chief Executive for reimbursement.

While each club is expected to cut the lawns prior to hosting a tournament, clubs will be eligible to claim for additional cuts as per the table below:

|  |  |  |
| --- | --- | --- |
| Tournament Length | Extra Mowing’s | Amount Claimable |
| 0 – 3 Days | 0 | $0 |
| 4 – 7 Days | 1 | Up to $100 |
| 7+ Days | 2 | Up to $200 |