

EVENT POSTPONEMENT OR CANCELLATION

ONSW Manual 4.5

This policy applies to *major* events organised by ONSW and its affiliated clubs and offers guidelines for minor events.

1. Decision to Postpone or Cancel

a) Two weeks or more before an event

If there is any reasonable uncertainty *two weeks out* from the event, Event Organisers should make the decision to postpone or cancel.

b) Two weeks or less before an event

If something unexpected comes up in the *final two weeks* window, Event Organisers should make the decision to postpone or cancel immediately.

c) Consultation with ONSW

A decision about a major event would normally be made by the Event Organiser in consultation with the ONSW Event Planning Director.

d) Suspension of Competitor Registration on Eventor

When an event becomes uncertain, temporary suspension of registration on Eventor should be put in place.

2. Options Available to Event Organisers

a) Cancel

This means the event is not on. Refunds need to be provided to competitors according to the advertised refund policy for the event.

b) Postpone to another date in current calendar year

This means entries may be carried over. Some refund requests are likely. Competitors should be given the option of getting a refund (according to the advertised refund policy) or carrying over the entry to a new date.

c) Postpone to next calendar year

This means entries may be carried over. Some refund requests are likely. Competitors should be given the option of getting a refund (according to the advertised refund policy) or carrying over the entry to a new date.

3. Refund Policy

Event organisers can retain actual costs including administration fees up to 30% of registration fees.

Refunds will only be processed after the event except in case of a postponement to the next calendar year.

4. Refund Policy Publication

The Refund Policy for the event should be published on Eventor and in any other event information no later than the date on which event registrations open.

5. Abnormal costs incurred by Event Organisers at Major Events

Unexpected costs due to postponements or cancellations (e.g. repeated travel expenses, etc) will not automatically be covered by ONSW. Requests for reimbursement will be considered on a case by case basis.

New ONSW policy approved by Board 27 July 2021