

How the invoicing system works

Once the entries for a regatta have closed, the entry information is downloaded from the entry site and invoices are produced that cover the event entry fees, the Amenity Fees payable for each rower, RNZ Seat Fees and the charge for the Tent Site booking if one has been booked. This invoice will be generated and emailed to the nominated email address within 24 hrs of the close of entries and must be paid so that Karapiro Rowing receives the payment within 5 days of the close of entries.

After entries have closed, a number of things happen before the regatta. Often Supplementary Entries are called for to fill lanes available in some events. These entries close about two days before the regatta and are invoiced soon after the close off time. This invoice is not due for payment until after the regatta. Also, before the regatta, clubs have the option to scratch crews from events. If the scratching is done before the advertised close off time, then 75% of the entry fee (excluding seat fees) is credited back to the club. Scratchings submitted after the close off time will be subject to a late scratching fee. Either the credit or the late scratching invoice will generally be emailed before the regatta.

After the conclusion of the regatta there could be a number of credit notes or invoices generated as follows:

Amenity Fee Credit Note

issued when a club has been charged an amenity fee for an athlete at the time of entry and the athlete did not attend the regatta. 75% of the amenity fee is credited.

Amenity Fee Invoice

issued when an athlete attends the regatta that was not in the original entry listing and no amenity fee was charged originally.

Late Scratching Fee

issued where a crew withdraws from a race at the regatta

Did Not Start (DNS) Penalty

Charged where a crew failed to start in a race in which they had drawn a lane. The reason they did not start is irrelevant.

Non Progression Penalty

charged where a crew qualified for a subsequent round of racing and did not take part.

Non Declared Substitution Penalty

charged where a crew has an athlete in it who is different to that which was advised to Regatta Control.

Lost Number

charged for bow numbers that have not been returned after a race.

After all invoices have been generated a Regatta Transaction Summary is then emailed to all clubs. This summarises all Invoice and Credit Notes issued for the regatta. After the regatta has finished all the accounting information for the regatta is then passed on to another person who processes the payments and will send out an ordinary monthly statement to all clubs and schools.