



## Ice Skating Australia Incorporated

Affiliated to the International Skating Union

### Policy Document: SS24-03P-V1

## Team Entry Form Policy 2024-2025

### Overview

This Policy applies to all Synchronized Skating Teams wishing to enter the 2024 Australian Figure Skating Championships.

Team Entry Form may be used for Club and ISA Member Championships.

### Related Documents

SS24-04F 2024-2025 Team Entry Form

### POLICY

- 1 Teams must use the official **SS24-04F 2024-2025 Team Entry Form** for the 2024 Australian Figure Skating Championships (AFSC).
- 2 For each skater in a team, all fields must be completed with the correct information.
- 3 Teams must sign off and submit their Team Entry Form directly to their ISA Member Association, NOT to the AFSC Organising Committee (OC) or to the Chair of the Synchronized Skating Committee (CSSC). Note that any forms received directly from teams by either the OC or the CSSC **WILL BE RETURNED TO THE TEAMS TO BE CORRECTLY SUBMITTED**.
- 4 The ISA Member Association must check all the information submitted by the team including but not limited to correct spelling of names, dates of birth (DOB), proof of age (POA) numbers, compliance with applicable Ice Skating Australian (ISA) Rules and test levels.
- 5 The ISA Member Association may determine test level equivalency except in the case of non-Australian citizens. (Refer to SS24-01P Foreign Skater Policy)
- 6 The ISA Member Association must sign off the Team Entry Form as correct and compliant before submitting to the CSSC by email: [synchronized@isa.org.au](mailto:synchronized@isa.org.au)
- 7 Form must not be submitted if there are any statements at the bottom of the form remaining in red as this indicates the team is ineligible to enter.
- 8 The ISA Member Association must submit the Team Entry form no later than **10th OCTOBER 2024** which is before the official close of entries for the 2024 AFSC\*.
- 9 The CSSC or their delegate will check the entry for compliance and accuracy of DOB and POA with reference to the official ISA POA Register.
- 10 Incorrect or incomplete forms will be returned to the ISA Member Association for rectification with a short deadline for resubmission\*.

- 11 Only fully compliant Team Entry Forms will be submitted to the 2024 AFSC OC by the CSSC or their delegate by the official close of entries.
- 12 ISA Member Associations shall be responsible for submitting team photographs and any other documents required by the 2024 AFSC OC directly to them\*.
- 13 Substitution or addition of team members may be made up to the close of entries and must be made by the ISA Member Association immediately giving details of the team member(s) involved, the details of the replacements including their full name, ISA Member Membership number, DOB, POA number and test levels, and the reason for the substitution. Replacements must still be in accordance with applicable ISA Regulations. While extenuating circumstances will be considered, ISA reserves the right to deny approval.
- 14 **As per ISA By-Law 1020.3**, except for withdrawals, team composition may not be changed after close of entries. i.e. Skaters may not be added to the team list without the approval of the Board or their delegate.

\*Late entries will only be accepted at the discretion of the 2024 AFSC OC and ISA.

### **Decisions of Ice Skating Australia**

Ice Skating Australia (ISA), its officers and the OC will NOT be responsible for late entries if the correct procedure has not been followed by teams or ISA Member Associations.

All decisions of Ice Skating Australia relating to 2024 AFSC shall be final.

**Authorised by:** Angelique Clyde-Smith, Chair, Synchronized Skating Committee

**Authorisation date:** 7<sup>th</sup> May 2024