

FISAF AUSTRALIA

Competition Entry Guidelines

The following guidelines apply to all FISAF AUSTRALIA events.

FISAF AUSTRALIA is responsible for publishing the following information prior to an event:

- Event dates
- Event entry closing dates
- Event entry fees
- Event venues
- Event entry forms.

ENTRY DEADLINES

- Entries must be received by FISAF AUSTRALIA on or before the advertised closing date.
- Late entries will only be accepted at the discretion of FISAF AUSTRALIA, and only if the late entry fee is paid, and if there is room in the event.

ENTRY FORMS

- Member clubs are required to submit their entries on the correct FISAF AUSTRALIA entry forms (Microsoft Excel Required).
- Member clubs are required to submit their entries with a completed and signed entry cover sheet.
- It is the Member Club's responsibility to ensure that all details provided are accurate and complete.
- Hand-written entry forms will not be accepted.

PAYMENT, ADMINISTRATION AND LATE LEVIES & SURCHARGES

- Payment must be made prior to close of business on the advertised closing date, and payment confirmation must accompany entry forms.
- Payment can be made via direct bank transfer, and a payment confirmation must accompany all entries, and be received by FISAF AUSTRALIA prior to close of business on the advertised closing date.
- Any Club or School who requires an invoice before money transfers take place must advise FISAF AUSTRALIA 1-2 weeks prior to entry closing dates.
- Entries will be considered late if full payment is not received prior to close of business on the advertised closing date.
- Member clubs that submit incomplete or incorrect entry forms will be charged an administration levy of 10% of the entry fee, per error.
- Failure to pay late entry and administration levies will result in withdrawal from the event.
- Late Payments/Entries:
 - 1-3 days late will incur a **\$25** administration fee **per event**.
 - 4 - 10 days late will incur a **\$50** administration fee **per event**.
 - 11+ days late will incur a **\$75** administration fee **per event**.
- Late FRFs or Music:
 - 1-3 days late will incur a **\$15** administration fee **per event**.
 - 4 -10 days will incur a **\$30** administration fee **per event**.
 - 11 + days late will incur a **\$50** administration fee **per event**.
- Judge Levy:
 - If you are unable to provide a registered judge to attend and participate (Shadow Judging Included) for each entered competition, a **\$5** levy **per athlete** will apply.
- Request to Compete Form: **\$15** Administration Fee **per request**.

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ELIGIBILITY TO COMPETE

Athletes may only compete in a FISAF AUSTRALIA event if they are a registered FISAF Australia member prior to entry, and if they are accompanied by a FISAF Australia registered coach.

DECLARATION

I declare that our Club/School and all its athletes, coaches & Judges are FISAF Australia members. I declare that all members have agreed to the 2018 FISAF Policies including: Photography, Filming & Media Release Document, Event Entry Policy, Event Refunds, Cancellations, Change of Details & Rescheduling Policy, Grievance Policy, FISAF Code of Conduct, Participation Waiver & Terms and Conditions (For Schools).

By signing below, you confirm your understanding and acceptance of the all information and rules contained in these guidelines.

Name: _____

Club/School: _____

Date: _____

Signature: _____