



Gymnastics
Australia

NATIONAL EVENT ENTRY POLICY

Policy Name: National Event Entry Policy

Date of Approval: December 2000

Policy Coverage: Events

Date of Review: July 2006, February 2014

1. STATEMENT OF COMMITMENT

Gymnastics Australia is responsible for staging national events throughout Australia. Accordingly, the following GA National Event Entry policy has been adopted to ensure that all entries submitted for these events are governed by consistent rules and procedures.

Gymnastics Australia must ensure that the entries submitted for all national events follow the procedures set out in this policy document.

2. POLICY APPLICATION

This Policy applies to all national events staged by Gymnastics Australia regardless of the Gymsport or level of athlete involved, or the location and timing of the event. Adoption of this policy will ensure a consistent entry process at all national events.

3. POLICY COVERAGE

All entries submitted by State Associations and clubs for national events must adhere to this policy and no extensions of time will be granted for entries.

4. PROVISIONAL ENTRIES

- a) Entries plus non-refundable provisional entry deposits are due on the designated date set by the GA. This is normally 8 weeks prior to an event.
- b) The provisional entries are to be a realistic estimate of State/Club entries to the event.
- c) Provisional entries must be submitted by State Associations via the online portal provided and payment must accompany the entries.
- d) Payment of all provisional entries from schools/clubs must accompany entries. In the case of entries received electronically via email or fax, payments must be made within 2 working days.

5. DEFINITIVE ENTRIES

- a) Entries are due on the designated date set by the GA. This is normally 4 weeks prior to an event.
- b) Definitive entries must be submitted and entered by State Associations via the National Database, along with all the event information stipulated in the specific event Bulletins such as qualification scores and Medicare numbers.
- c) Entries will be reconfirmed by GA with State/Club within two(2) working days after the close of definitive entries

- d) Entries received after this day will incur a late entry fee of 50% of the total entry fee.
- e) Late entries will only be accepted until the close of business(EST) five working days after the designated definitive entry date, provided that there is an ability for the late entries to be incorporated into the existing event program.
- f) If an entry is accepted by GA under special circumstances after the five working days following the close of entries, an additional \$300 fee per athlete for the following gym sports; artistic, rhythmic, trampoline sports and individual sport aerobics competition categories. This is in addition to the 50% late entry fee.
- g) For Group/Team events only in Sport Acrobatics, Sport Aerobics, Cheerleading and General Gym events as defined by the competition rules, if an entry is accepted by GA under special circumstances after the five working days following the close of entries, an additional \$300 fee per Group/Team in addition to the 50% late fee per athlete.
- h) Where multiple division entry by an individual athlete is allowed, the late entry fees as above will apply should an athlete be entered into an additional division after the close of entries.
- i) State Associations payment of definitive entries must be received within 2 working days from when the respective invoice is raised.
- j) Entries will only be accepted on the Official GA Entry form from clubs and schools.
- k) Payment of all entry fees must accompany the definitive entries. In the case of entries submitted via email and fax, payments must be made within 2 working days.

6. WITHDRAWALS

- a) NO REFUND of the entry fee will be given to any withdrawals after the close of definitive entries.
- b) In the case of withdrawals supported by a medical certificate, refunds will be given minus an administrative fee of 20%.
- c) Within Sport Aerobics, Sport Acrobatics, Cheerleading and General Gymnastics Group/Team events, Group/team member(s) can only be replaced when supported by a medical certificate and that the new group/team has qualified where qualification scores are required to enter National events.
- d) In the case when competition rules restrict the number of entrants, individuals and/or Groups/Teams can only be replaced when supported by a medical certificate(s) by athletes/groups that have been listed as reserves with definitive entries.

7. ENTRY FEES

- a) Provisional and definitive entry fees will be will be advised in the first official bulletin for the respective event.

8. REFUNDS

- a) Any request for refund of entry fees must be submitted to Gymnastics Australia within one month from the completion of the event with on the designated form, with the appropriate documentation attached. NO REFUNDS will be given after this date regardless of reasons.

9. APPEALS AND GRIEVANCE

All members have the opportunity to appeal and/or lodge a grievance to the relevant management levels. Further details are contained in the GA Grievance and Appeals policy document.

10. CHANGES TO THE POLICY

Recommendations to change this policy may be submitted for review and approval by the GA CEO. Once a change has been approved, the policy will be updated in the official GA policy register and on the Intranet and circulated to State Associations.

In addition, Gymnastics Australia is committed to ensuring all policies are up-to-date and reflect current practices. The latest review date is recorded at the beginning of each policy.