

South Australian Ice Skating Association Incorporated

## Interstate Competition Entry Policy & Procedure

**Authority:** SAISA Inc Board

**Application:** This policy applies to SAISA Inc and all of its affiliates

### PURPOSE

With the development of technology comes the development of new processes and policy. Now many skating competitions request you enter online. Although this can be very convenient, it cuts out an important process, informing your own State Association. This policy describes the interstate entry procedures SAISA members are asked to follow.

### PROCEDURE

***Entry to an Interstate Competition must be approved by SAISA first.***

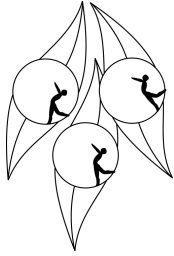
Please follow the appropriate processes below when entering an interstate competition.

#### **Online registration**

Where the announcement states that all entries, including those from interstate, must register and pay online:

1. Firstly, inform SAISA of your intention to register for that competition;
  - a. An email to SAISA stating the following will be sufficient:

*“this is to inform SAISA that xxxx who is coached by yyyy intends to enter the zzzz competition and compete in the wwww division;”*
2. Then follow the instructions on the announcement and complete the registration and payment at least ONE WEEK BEFORE close of entries;
  - a. Make sure you list your coaches correctly; their names may appear in a souvenir program and in the list of entrants published;
  - b. Make sure your email address is correct as the organisers may send you schedule updates directly;
  - c. You must submit your PPC and Music Detail form as requested and be prepared to submit any recorded music or photograph by the due date listed.
3. Make sure you save a copy of your registration or request a receipt to be sent during the online registration;
4. Send a copy of your registration to SAISA so your details can be verified promptly when SAISA is requested to do so by the competition organisers.
5. Where photographs are required, you must follow the instructions supplied and submit the photograph in the required format yourself.



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6. Where recorded music is required to be sent electronically before the event you must follow the instructions in the Announcement and submit the music in the required format by the due date yourself.

### **Registration via the State Association**

Where the announcement requires all entries, or all entries from interstate skaters, to come through their State Association:

1. Send your completed application to SAISA and deposit the fee into the SAISA account at least ONE WEEK BEFORE close of entries. This will allow time to process the entries sufficiently.
  - a. Bank details appear on SAISA forms or can be requested by emailing the Secretary at [secretary@saisa.org.au](mailto:secretary@saisa.org.au)
  - b. Forms should be posted to: PO Box 125, Oaklands Park SA 5046 or emailed to the Secretary.
  - c. Make sure you list your coaches correctly; their names may appear in a souvenir program and in the list of entrants published;
  - d. Make sure your email address is correct as the organisers may send you schedule updates directly;
  - e. You must submit your PPC and Music Detail form to SAISA as requested in the Announcement;
  - f. You must be prepared to submit any recorded music or photograph yourself by the due date listed in the Announcement.

**Authorisation: date: JUNE 2015**

**name: South Australian Ice Skating Association Incorporated**