

ARTISTIC SKATING VICTORIA INCORPORATION

The Handbook of Rules & Guidelines 2015

Last Update: May 2015

Version 2

INTRODUCTION

Intention

This document is intended as the official public reference source for all Artistic Skating Victoria Incorporated (ASVI) league based operational rules and guidelines not already clearly defined in other official skating documents. It brings clarity for all the ASVI community to the interpretation and applicability of issues that may arise as rules and guidelines change over time and this document contains the contemporary state. It therefore forms part of the set of laws governing Artistic skating in Victoria.

Usage

As artistic skating evolves, rules and guidelines come into being, or are changed, or are retired, and this history is recorded herein. The ASVI Committee is responsible for ensuring that the latest interpretation of a league based issue is maintained in this document and applies equally for all.

Updates

Changes can occur at any time throughout the year, and are recorded as per below.

Publication

This document is to be available for all the Victorian and Skate Australia skating community.

TABLE OF CONTENTS

1. ABBREVIATIONS & TERMINOLOGY	5
1.1. <i>Abbreviations & Terminology for this Document</i>	5
1.2. <i>Reference Documents</i>	5
2. MEMBERSHIP	6
2.1. <i>Skater Membership with ASVI</i>	6
2.2. <i>Associate Membership Payable to Skate Australia</i>	7
2.3. <i>Officials' Accreditation Payable to Skate Australia</i>	7
2.4. <i>Guidelines for ASVI Life Membership</i>	7
3. LEAGUE COMPETITIONS	9
3.1. <i>Nomination Rules</i>	9
3.2. <i>Nomination Process</i>	10
3.3. <i>Special League Competition Regulations</i>	10
3.4. <i>Withdrawals & Refunds</i>	12
3.5. <i>Marshaling</i>	13
3.6. <i>Music</i>	14
3.7. <i>Calculating Computers</i>	16
3.8. <i>Scrutinizing Skates</i>	16
3.9. <i>Privacy Requirements</i>	17
3.10. <i>Time Management In Planning a Competition</i>	17
3.11. <i>Time Available During a Competition</i>	18
3.12. <i>Medal Awards</i>	18
3.13. <i>Skates</i>	18
3.14. <i>Medical Certificates</i>	19
3.15. <i>Spectators</i>	19
3.16. <i>What is an Event</i>	19
3.17. <i>Recognition a Skater has skated in an Event</i>	19
3.18. <i>Precision Team Reserves' Nominations</i>	20
3.19. <i>Moving from a Championship Level Event to an Elementary Level Event</i>	21
4. VICTORIAN NATIONALS TEAM SELECTION 2015	22
4.1. <i>Selection Criteria</i>	22
4.2. <i>Skater did not skate one League in discipline before State Championships</i>	22
4.3. <i>Skater did not skate State Championships</i>	23
4.4. <i>Selection Flowchart</i>	23
5. LEAGUE AND PROFICIENCY LEVELS FEES	24
5.1. <i>Competition Fees</i>	24
5.2. <i>Proficiency/Medal Test</i>	25
5.3. <i>Sanction Fees</i>	25
6. GRANTS	26
6.1. <i>Grants Panel</i>	26
6.2. <i>Conflict of Interests</i>	26

6.3.	<i>Grant's Funding Approval</i>	26
6.4.	<i>The Grant Proposal must include the following key criteria.</i>	27
6.5.	<i>Selection criteria that must be considered is:</i>	27
6.6.	<i>Status of Grants:</i>	28
6.7.	<i>Club grants for figure circles</i>	28
6.8.	<i>Right of Appeal</i>	28
7.	HEALTH AND SAFETY	29
7.1.	<i>Pregnancy</i>	29
7.2.	<i>League First Aide</i>	29
7.3.	<i>Heat</i>	29
8.	VICTORIAN AWARDS FOR SKATING	30
8.1.	<i>League Points Method</i>	30
8.2.	<i>Points Awarded</i>	31
8.3.	<i>League Awards Panel</i>	31
8.4.	<i>Trophies</i>	31
8.5.	<i>Trophy Sponsorship</i>	32
8.6.	<i>Presentation of Awards</i>	32
9.	TRAVEL & ACCOMMODATION	33
9.1.	<i>Application of Travel and Accommodation</i>	33
9.2.	<i>Airfares</i>	33
9.3.	<i>Accommodation</i>	33
10.	Appendix A - Music Event Codes	35
11.	Appendix B – National's Team Selection 2015	38

1. ABREVIATIONS & TERMINOLOGY

1.1. Abbreviations & Terminology for this Document

Abbreviation	Meaning
AACC	Artistic Accredited Coaches Committee
ASC	Artistic Skating Committee (Management Committee)
ASVI	Artistic Skating Victoria Incorporated
CAOC	Commissioned Artistic Officials Committee
Championship Level Event	A skating event defined within the Australian Championship Requirements
Elementary Level Event	An ASVI defined skating event designed for skater development
Event Fee	A charge for entering a single event in a competition.
SA	Skate Australia
Season / Skating Year	The period defined by ASVI as to the period of membership
Skater	An individual skater, pairs team or precision team, unless otherwise stated
'Vics'	Meaning "Victorian State Championships"

1.2. Reference Documents

- 1.2.1. ASVI Elementary Requirements 2014
- 1.2.2. Skate Australia Championship Requirements 2014
- 1.2.3. Skate Australia ByLaws

2. MEMBERSHIP

2.1. Skater Membership with ASVI

2.1.1. Club Membership:

- a) All skaters must be a member of a club.
 - 1) When the skater resides forty (40) kilometre radius or further from the nearest registered club they will be known as an “unattached” member.

2.1.2. Skater Membership Levels include:

- a) Debut membership (equates to SA – Recreational Member).
- b) Competitive membership (equates to SA – Competitive Member).

2.1.3. Debut upgrade to Competitive:

- a) Debut skaters who are upgrading their membership to Competitive in order to nominate in the Elementary Championships will not incur an additional membership fee for that year.

2.1.4. Membership refusal or withdrawal:

- a) A current membership may be withdrawn by a majority decision of the ASVI Committee and supported by a majority decision of the Executive Committee, where a complaint has been made against a member and is sustained, concerning:
 - i. Acting in a manner unbecoming of an ASVI member; or
 - ii. Acts in a manner prejudicial to the ASVI, Skate Australia or both; or
 - iii. Brings the sport of roller skating into disrepute; or
 - iv. Is financially owing to a club, coach, ASVI sanctioned event or a Skate Australia or other state sanctioned event.
- b) A non-member application may be refused when
 - i. The applicant is financially owing to a club, coach, ASVI, Skate Australia or another state; or
 - ii. The applicant is not an ASVI club enrolled member; or
 - iii. The applicant is under disciplinary action by Skate Australia or another state;
 - iv. The applicant is not a person of good character or standing in the interests of ASVI, according to a majority decision of the ASVI Committee and supported by a majority decision of the Executive Committee.

2.2. Associate Membership Payable to Skate Australia

2.2.1. Associate membership will be paid by ASVI for the following people:

- a) CAOC officials
- b) ASVI Committee members
- c) League Volunteers as agreed by the ASVI Committee

2.2.2. Associate membership will be not be paid by ASVI for the following people:

- a) Coaches
- b) Club committee members

2.3. Officials' Accreditation Payable to Skate Australia

2.3.1. Members of ASVI who attain a CAOC accreditation with Skate Australia will have their accreditation paid by ASVI on the occasion of payment being due.

2.3.2. All CAOC officials are responsible for maintaining and ensuring their accreditation, with no part of this on-going maintenance the responsibility of ASVI.

2.4. Guidelines for ASVI Life Membership

Overview

ASVI Life Membership is a special form of membership which may be bestowed upon any person whose services to ASVI is agreed to have been sufficiently meritorious.

Nominations for Life Membership can be received once per year. Up to one (1) Life Membership will be awarded each year.

Privileges of life membership shall include:

- (a) No annual subscription;
- (b) Free admission to all sanctioned competitions and events;
- (c) Invitations to all functions held by ASVI;
- (d) Notice of any general meeting of ASVI; and
- (e) All other privileges available to other individual members
- (f) Automatic renewal of ASVI and Skate Australia membership on an annual basis

Symbol of Award

The symbol of this award shall be a Citation in a format suitable for framing, which will be presented to approved recipients at the Victorian State Championships.

Nomination Process

- Life membership may be recommended for any highly meritorious contribution to figure/artistic roller skating in Victoria.
- Nominations for Life Membership, together with an appropriate support statement specifically detailing the nominee's involvement within the organisation of ASVI, and

contributions to it, must be submitted in writing to the ASVI Executive Committee at least six (6) weeks prior to the Victorian State Championships.

- A member of the Association must make the nomination.

Selection Process:

Upon receipt of any nominations for this award, the ASVI Chair shall refer the nomination to the ASVI Committee. The committee shall consider the merit of the application against the criteria, and determine the appropriateness. Successful applicants will be presented at the Victorian State Championships in the year the nomination was received and accepted.

Honorary Life memberships will be awarded at the discretion of the ASVI committee on a majority vote.

Criteria for assessing applications will include:

- Evidence of significant contribution to ASVI over an extensive period of time (minimum of 10 years) in any of the following areas:
 - The management of the organisation of an administrative capacity.
 - As a referee, technical official, or delegate of a member club
 - As a coach
 - As a volunteer
 - As a combination of any of the above
- Evidence of outstanding contribution to advancing figure/artistic roller skating in Victoria
- Evidence of outstanding contribution to advancing figure/artistic roller skating at a national or international level

Note: as ASVI was incorporated in 2010, until 2020 the 10 year service can also be reflected in service to figure/artistic skating in Victoria prior to ASVI incorporation.

3. LEAGUE COMPETITIONS

3.1. Nomination Rules

- 3.1.1. The Competition Director reserves the right to refuse a nomination. Nominations can be refused up until the final draft is published. Nominations can be refused for matters external to a competition. The following are examples of but not limited to, reasons for nomination refusal: outstanding monies owed to ASVI, a club or coach, or similar; as a result of a disciplinary action by ASVI; and other matters that may occasion a refusal.
- 3.1.2. Only nominations from Club Artistic Representatives on the appropriate form will be accepted, or from unattached members in a format as agreed.
- 3.1.3. While the Competition Director will set a closure date for receipt of nominations, Club Artistic representatives will set an earlier closure date in order to process the nominations and forward them on to the Competition Director by the due date.
- 3.1.4. Nominations received after the Club's closure date may be refused participation. If accepted the entry will incur an additional \$10.00 entry fee per skater. However, skaters who nominate for a Precision team following the closure of nominations will be exempt from the 'late nomination' fee.
- 3.1.5. Acceptance of a late entry will be at the discretion of the Competition Director.
- 3.1.6. All competition money must be deposited into the ASVI bank account prior to the competition. Failure by a club to deposit the correct amount before the competition may result in a \$30 administrative fee payable by the club.
- 3.1.7. Any competition money deposited into the ASVI bank account for the purposes of a competition which is not honoured by the bank will result in a \$30 administrative fee payable by the club in addition to any banking fees.
- 3.1.8. A skater can be recognised as belonging to one or more clubs per league competition. A skater can represent different clubs in different disciplines.
- 3.1.9. A Precision Team is recognised as belonging to a club; however, skaters from other clubs may skate in the Precision Team. No club will use the same name as an existing or prior Precision Team unless that name belongs to or did belong to that club.
- 3.1.10. Skaters will have a primary coach defined for them per league competition. By agreement with the primary coach there may be a secondary coach also recognised for the skater.
- 3.1.11. A league competition will only recognise up to two coaches per skater.
- 3.1.12. The Competition Director is not obliged to enter into discussion in regards the schedule, skaters or officials of a published Program for a League competition.

3.2. Nomination Process

- 3.2.1. The Nomination Process is the period and activities from when the Call for Nominations document is released until the Final Program for the league is released. This section does not apply to Victorian State Championships, which has its own nominations process. The leagues' process is as described below.
- 3.2.2. The Call for Nominations is sent to the Art Reps by a ASVI Chairperson, along with the individual club Nominations form (spreadsheet). This is about 6 weeks before the league competition.
- 3.2.3. The Art Reps complete the Nominations spreadsheet with the club skaters and forward to the Competition Director, using the leaguedirector@hotmail.com email address. This must be before the closure of nominations date.
- 3.2.4. The Competition Director arranges all the nominated club skaters by event into a list, then sends the complete list to all coaches for checking that skaters are in the right events. Art Reps also receive a copy for information.
- 3.2.5. The coaches invariably send changes, corrections and the like in response, back to the Competition Director.
- 3.2.6. The Competition Director re-verifies all the nominated club skaters by event into a list, then sends this entire list back to the coaches for confirmation a second time. After which the first-cut of the program is formed, with considerations to special requests by skaters, coaches and officials.
- 3.2.7. At this stage the ASVI Committee is informed of the pending schedule of events.
- 3.2.8. The first-cut program is then sent to the CAOC Chairperson for completing the officials allocation. This first-cut version is not to be made public. The CAOC Chairperson, ASVI Chairperson and Competition Director collaborate on the schedule of events and arrangement of officials.
- 3.2.9. Once officials are finalized for events in the schedule the DRAFT Program is sent to the coaches minus unconfirmed skaters, for socializing with the skaters, coaches, families, etc. Last minute issues may be resolved.
- 3.2.10. Then the FINAL Program is issued to the Calculators, Art Reps and the entire skating community. It is very, very rare that any changes are made to a FINAL Program. Any changes are performed on the day. The FINAL version is usually released about 1 week before the competition.

3.3. Special League Competition Regulations

- 3.3.1. The Competition Director is responsible for overseeing, directing and supporting the smooth running at all league events. The Competition Director does not work alone but in cooperation and coordination with all officials, skaters, coaches, volunteers and spectators.

- 3.3.2. The Competition Director has full authority during an ASVI competition to ensure the smooth and efficient running of the Schedule of Events with the skaters' best interests being the highest priority. In regards to any specific event, the Competition Director's authority supersedes that of the event referee. This authority will be exercised in consultation with the event referee and when the Schedule of Events is at risk.
- 3.3.3. Skaters are to be in the building and prepared to skate up to sixty minutes (60 mins) prior to the scheduled time of their event. Failure to do so may result in the skater missing their event.
- 3.3.4. For all single skater Dance and Freeskating events the following conditions apply:
 - a) Number of skaters in the warm-up will be 8. The Competition Director may vary this number up or down for any specific event in order to preserve the Program.
 - b) The number of minutes for warm-up will be:
 - 1) Event time plus 2 minutes:
 - i. International Free Dance
 - ii. International Freeskating
 - 2) Only 2 minutes:
 - i. All Championship Figure Loops for all skaters
 - ii. Championship Figure Loop official warm-up.
 - 3) Event time plus 1 minute:
 - i. All other Dance and Freeskating events
 - 4) The rationale for the non-international warm-up time is because the skater may warm-up behind the curtain.
- 3.3.5. The warm-up area behind the curtain allows for jumps and spins to be performed by the skaters. All skaters may utilize this area bearing in mind the following rules:
 - a) Precision teams are entitled to have the warm-up area to themselves at and for an appropriate pre-event time.
 - b) Dance Pairs are entitled to have sufficient warm-up area at and for an appropriate pre-event time.
 - c) The Championship Director will direct warm-up floor time when skaters and coaches are unable to reach a mutually agreeable time share.
- 3.3.6. Medal Presentations:
 - a) All skaters are required to be in full skating attire for medal presentations. Club tracksuits with shoes may be worn; non-club tracksuits or skating attire without skates may not be worn.
 - b) No medals will be awarded to skaters who are not present at the medal ceremony unless they have informed the Marshals of their absence.
- 3.3.7. An overall winner for each event, in each discipline, will be determined each year. The winner will be calculated according to the Victorian Awards for Skating section.

- 3.3.8. First Aide – see Health and Safety section.
- 3.3.9. Music Failure at commencement of a routine:
 - a) Where this is due to wrong music being supplied the skater will be moved to be the last skater in the event to give the coach time to retrieve and hand in the correct music.
 - b) International Dance & Freeskating events skaters must skate in their drawn order.
- 3.3.10. Championship level events and Elementary level events participation:
 - a) A skater may skate in any discipline event, whether it is a Championship or Elementary event, provided they meet the event requirements. Skating in an event may incur restrictions upon a skater skating in other events.
 - b) A skater may skate multiple events per discipline.

3.4. Withdrawals & Refunds

- 3.4.1. Event fee refers to the amount paid by the skater to take part in the competition. There is an event fee for each event skated however the fee may differ for each event.
- 3.4.2. Withdrawals:
 - a) Before the Competition will be directed to the Club Artistic Representative who will forward this information on to the Competition Director.
 - b) On the Day of Competition should be directed to the calculators as soon as possible.
- 3.4.3. ASVI Chairperson has discretion over the refund for a competition and the amount which is refunded.
- 3.4.4. Skaters withdrawing from an event or part of an event who have marshaled and present to be able to take the floor, will receive a mark of 0.0 should they withdraw and they will not be marked as 'Did Not Skate'.
 - a) The skater will not be eligible for any podium placing.
 - b) The event does count towards the one competition requirement for Nationals selection.
 - c) The event does count towards the required events for end of year trophy.
 - d) No points will be awarded for the event in regards the end of year trophy.
- 3.4.5. Any skater who withdraws from a competition or medal event for the reason of ill-health must provide a letter declaring they are fit to skate before taking the floor to skate again at any ASVI sanctioned event. The letter must be signed by the skater's coach and either a parent/guardian when skater is under 18 years of age, or only the skater when 18 or older.

3.5. Marshaling

- 3.5.1. No unauthorized persons will be in the marshaling area during the competition. The Marshal has the right to remove unauthorized people from the Marshaling area.
- 3.5.2. Clubs:
- a) Clubs will be allocated Leagues when they need to coordinate the marshal roster.
 - 1) The rostered marshals do not need to be members of that club but can be from other clubs
 - 2) When a club does not provide the marshals for the League they may be fined up to \$200 (small clubs will be taken into consideration)
- 3.5.3. Skaters:
- a) Skaters not present at the referee's event instructions may be omitted from the event. Referee event instructions can be up to 20 mins before the event start time. Note: the event start time can be up to an hour earlier than the stated time on the program
 - b) A skater may be refused participation in their event when not marshaled or not in the marshaling area at the commencement of the event.
 - c) Once in the marshaling area skaters are not to leave prior to their event without the permission of the Marshal. A skater who leaves the marshaling area without permission may be disqualified.
 - d) For safety reasons the designated marshaling area is to be kept clear and only skaters in the called events, their coaches and League Officials shall be permitted in the area.
 - e) Skaters and coaches must not enter the marshal area outside their event period.
 - f) Guardians/parents must not enter the marshaling area unless approved by the Competition Director.
 - g) When a skater finishes skating they will be allowed to leave the marshaling area on the proviso that no-one is being judged on the competition area when they leave
 - h) A skater is not permitted to jump or spin in the marshaling area but must be behind the backdrop curtain to do so.
 - 1) For clarification, the area behind the curtain is deemed the warm-up area and is not part of the marshaling area but marshals do have authority over all the skaters in the warm-up area because some may have marshaled in.
 - 2) A skater warming up behind the backdrop curtain may be requested to cease jumping whilst another skater is being judged.
- 3.5.4. Coaches:
- a) Coaches are reminded that they do not have the right to override the marshaling area rules.
 - 1) Coaches are charged with the responsibility to ensure that their skaters are aware of the marshaling requirements.
 - 2) Disregard of the requirements of the Marshals could lead to a coach being

asked to leave the marshaling area or the venue.

- 3) Coaches-in-training are those officially accepted into the coaching development program. These coaches-in-training are not permitted within the marshaling area without their supervising coach also being present in the marshaling area.
- b) Coaches not abiding by the Marshal directions may be sanctioned by the ASVI Committee at a later date.

3.5.5. Referees:

- a) Prior to the commencement of the event Referees are required to check the skating order with the calculators, and then advise the judges and marshals of the order.
- b) Referees should inform skaters of all requirements prior to the commencement of the event.
- c) Referees are reminded that decisions in relation to the scheduling of events, cancellation of events, whether the scoring method is open or closed, and event warm up groupings are the province of the Competition Director.

3.5.6. Officials:

- a) CAOC has the duty of providing:
 - 1) Appropriate judges and calculators for a league competition, in cooperation and coordination with the Competition Director.
 - 2) Supplying all competition paperwork for judges, calculators and referees.
 - 3) Copies of all rules and regulations governing skating at a competition, including ASVI Elementary requirements and SA Championship requirements.
- b) Calculators are responsible to ensure that all results are forwarded to SA as agreed.
- c) All officials are responsible for maintaining their own continuing development records
- d) The Competition Director is responsible to ensure all rules and regulations are adhered to through the appropriate parties. The Competition Director will adjudicate and determine any outstanding issues as necessary, leading up to, during and following a league competition.

3.6. **Music**

3.6.1. Electronic Music Files:

- a) All skating music for a league competition will be stored and played from a computer that has been loaned to ASVI expressly for the purposes of playing skater/team music at a league competition.
- b) The ASVI Chairperson is the person responsible for maintaining (uploading and deleting) the music files on the computer. The ASVI Chairperson may assign another person this task from time to time but the ASVI Chairperson is always responsible for the computer and the music files. Music for a skater/team will be stored permanently on the computer under the event folder name as defined by ASVI events.

- c) A backup of the music files must be maintained and regularly updated to a device other than the music computer.

3.6.2. Coaches and Music files:

- a) The coach is responsible for bringing and supplying a back-up music file for each of their skaters at a competition in case of computer music failure.
 - 1) The backup music file must be on a CD.
 - 2) Other devices such as memory sticks, jump drives and MP players will not be accepted.
- b) At a league competition all skater music will be played from the music computer under the control of the Music Announcer.
- c) The coach must ensure the music file complies with these rules, and is forwarded and received by the ASVI Chairperson. Methods acceptable for transmitting the music file:
 - 1) Email
 - 2) CD, ensuring the music file has been ripped and copied and named appropriately.

3.6.3. Process for adding Music file to computer:

- a) The coach is responsible for supplying a music file for each skater's event, to the ASVI Chairperson.
- b) The ASVI Chairperson will load the music file onto the music computer and test. When the file cannot be loaded, played, or is deemed inappropriate for whatever reason, the ASVI Chairperson/Competition Director will notify the coach and discuss the issue. The coach will be responsible for supplying a replacement music file.
- c) For all league competitions the music to be used must be supplied no later than the Wednesday prior to the competition. No music files will be accepted or changed after this date unless by agreement with the ASVI Chairperson.
- d) At the end of each skating year all music will be deleted. Coaches will need to supply the music for the following year even if the same music is being used.

3.6.4. Naming a Music File:

- a) The standard for naming a music file is: Event name, underscore, skater name. For example: Advanced Freeskating_Pat Smith (see Appendix A)

3.6.5. Format:

- a) All files will be accepted in formats determined by the ASVI Committee from time to time. The current formats acceptable are:
 - 1) MP3
 - 2) WAV

3.6.6. Ownership:

- a) All music stored on the computer is restricted for the use of the coach supplying that music, and is not to be downloaded or distributed to other persons or played for other skaters or coaches.

- b) In the event of a music file failure at a league competition a coach may verbally instruct the Competition Director to allow a music file that belongs to them to be used by another coach on that day.

3.6.7. Copyright:

- a) The ASVI Chairperson reserves the right to refuse to load, or to delete an uploaded music file, when believing the music is infringing copyright laws of Victoria.
- b) In this case the coach will be notified and must supply a different piece of music.

3.6.8. Automatic Music File Deletion:

- a) All music files for a skater who is not registered as a member of ASVI skating may be deleted by the ASVI Chairperson.
- b) Coaches may request by e-mail to the ASVI Chairperson, the deletion of music files for skaters who are no longer being coached by them.
- c) Any music file sent to the ASVI Chairperson with the request to update the skater's music file will result in the earlier version being deleted.
- d) A skater can only have one (1) music file per event.
- e) The ASVI Chairperson is to ensure that all music will be deleted at the end of a competition season.

3.6.9. Other Music File Usages:

- a) The music computer and its music files are not intended to be used for Proficiency Tests, training sessions, development seminars or any other such activities. The music files are restricted to the use for league competitions.

3.7. Calculating Computers

- 3.7.1. The ASVI Chairperson is the person responsible for maintaining the Calculating computer(s). The ASVI Chairperson may assign another person this task from time to time but the ASVI Chairperson is always responsible for the Calculating computers and their software.
- 3.7.2. These computers are the property and assets of ASVI.

3.8. Scrutinizing Skates

- 3.8.1. All skates will be scrutinized prior to skaters taking the floor for their warm-up.
- 3.8.2. Skates which do not pass the scrutinizing process will be required to be altered such that they comply with regulations regarding exposed axels and black toe stops.
- 3.8.3. Skates which cannot be adjusted such that they comply with the regulations will not be allowed to be worn in the venue until they comply.
- 3.8.4. Placing tape over the axel is not an acceptable solution for axels which protrude

beyond the outer edge of the wheel.

3.9. Privacy Requirements

- 3.9.1. In accordance with Privacy principles skaters should be aware that the competition program and the competition results will be placed on the ASVI Angelfire website (<http://artsk8vic.angelfire.com/index.html>)
- 3.9.2. Names, skating order and event placings/results may be listed.
- 3.9.3. Any person not wishing for their details to be published needs to talk with the ASVI Chairperson on the matter.
- 3.9.4. Photographs taken by the general public are permitted. Parents should be aware that some photos taken might include their child.
- 3.9.5. Parents will be contacted regarding any photos which are to be used on an ASVI Committee approved web site or for promotional purposes by the ASVI Committee.
- 3.9.6. The ASVI Committee reserves the right to prohibit an individual or general photographing or videoing events at anytime and anywhere within the competition venue.
- 3.9.7. The operation of photographic equipment of any type is strictly forbidden in change rooms and toilets. The operator of the equipment can be asked to exit the premises or be held until police arrive.

3.10. Time Management In Planning a Competition

- 3.10.1. Time management may be used to plan a League competition where conventional event processes are not able to be followed due to time restrictions. The Competition Director will decide which event modifications will be employed, and will try to honour the following hierarchy:
 - a) Flights: introduce flights of 2 skaters only to all Debut, all Elementary level dances and Championship level Primary & Juvenile Solo Dance , excepting where it may be considered unsafe for a skater.
 - b) Refuse all late nominations.
 - c) Limit Elementary level Figures to 2 repetitions.
 - d) Limit Championship level Figures to 2 repetitions in a hierarchical order : Tiny Tots, Primary, Masters, Juvenile, Preliminary, Advanced Masters, Cadet, Intermediate, Advanced, Junior International, Senior International.
 - e) Cancel Artistic Performance.
 - f) Cancel Open Short Routine.

- g) International Dance and Freeskating limited to only one portion of the event. The portion which could be skated would be determined by the amount of time available.

3.11. Time Available During a Competition

- 3.11.1. If the competition falls more than 15mins behind, events may be partially Close Scored (i.e. scores given for all skaters at the end of the event), completely Close Scored, and/or events may be cancelled in order to preserve the available time allocation.
- 3.11.2. Cancelled events will be refunded the appropriate fees and deemed to have been skated in regards to the two competition rule. All skaters will receive three (3) points towards the League Points Method for Awards.

3.12. Medal Awards

- 3.12.1. Debut – appropriate recognition but no placement medals.
- 3.12.2. Elementary events:
 - a) Medals for all placing 1, 2 & 3.
 - b) Males and Females will compete with each other in all events.
- 3.12.3. Championship events:
 - a) Medals for all placing 1, 2 & 3.
 - b) Separate female and male placings for all events except Solo Dance, CSD and Solo Freedance (non-International).
 - c) Skaters nominating for an event that contains two parts must skate both parts in order to qualify for a medal. Events subject to this rule are:
 - 1) Junior International Freeskating
 - 2) Senior International Freeskating
 - 3) Junior International Dance
 - 4) Senior International Dance
- 3.12.4. All medal styles are subject to availability from the supplier
 - a) The medals presented for any event are subject to medals on hand.
 - b) The medals may differ in style between or within an event.
 - c) Wherever possible, Elementary event medals will not be awarded to Championship events and Championship event medals will not be awarded to Elementary events.

3.13. Skates

- 3.13.1. No BLACK toe stoppers or wheels are allowed on the rink. Under no circumstances will protruding axles or protruding axle nuts be permitted on the floor. Further details may be advised from time to time.

- 3.13.2. Only competitors and officials shall be permitted on the skating surface during events.
- 3.13.3. All competitors should ensure that their skates are in good condition without any protruding metal or axles.
- 3.13.4. All skates will be scrutinized prior to skaters taking the floor for their event.
- 3.13.5. Any skater found with skates that could damage the floor will not be allowed to skate in those skates as long as they can damage the floor.

3.14. Medical Certificates

- 3.14.1. Medical Certificates cannot be used for including a competition as counting towards a skater's eligibility for National's selection. The exception is a skater who has injured themselves earlier in the competition and an injury report form lodged with the Competition Director.
- 3.14.2. Where a skater has paid for a competition but is unable to attend any part of the competition due to medical reasons or any other reason the competition will not count for that skater.
- 3.14.3. For consideration of refunds see the section on Withdrawals and Refunds.

3.15. Spectators

- 3.15.1. Free entry for all spectators into League events.

3.16. What is an Event

- 3.16.1. An Event is a formal portion of a competition in which skaters may perform their routine.
 - a) An event may or may not be judged
 - b) An event may consist of one or two separate portions
 - c) An event includes the warm-up element
 - d) The *Interruption to Skating* rules apply to an event
 - e) The *Call for Nominations* document will define the events offered at a competition.

3.17. Recognition a Skater has skated in an Event

- 3.17.1. Any skater who actually skates their performance for judging will be deemed to have participated in that event.
- 3.17.2. For the Victorian League competitions the following criteria is used to define whether a skater is deemed to have taken part in an event in a Victorian league or State's competition when they do not skate their performance for judging.

- a) The skater has marshalled in for the event; and.
 - b) The skater is present at the pre-skate talk by the referee, if a pre-skate talk is performed.
 - c) A skater may elect not to take the floor for the event warm-up.
 - d) A skater who complies with a) and b) above and who then decides not to skate their routine:
 - 1) Must give the referee a reason for not skating.
 - 2) Shall be given a mark of point zero (0.0) by the judges.
 - 3) The skater will receive no podium placement in the event and thus no medal.
 - 4) The Championship Director will make the ultimate decision in regards the skater's event participation should direction be sought or there is a protest.
 - 5) The skater's marks of point zero (0.0) shall be visible on the official event Calculation paperwork.
 - 6) Will be deemed to have skated:
 - i. The event for the purposes of Nationals selection; and
 - ii. Receive one (1) point towards the end of year trophy.
 - e) A skater in a two-part event who complies to 3.17.1 above in the first part, then:
 - 1) Does not comply with 3.17.1 in the second part will be given a "Did Not Skate" status in the second part, will be deemed not to have skated in that part of the event and therefore not receive any points towards the trophy; and
 - 2) Does comply with 3.17.1 for the second part will be given marks, will be deemed to have skated in the event and receive points according to their podium placing towards the trophy.
 - f) A skater in a two-part event who complies to 3.17.1 above in the second part only, then:
 - 1) Will be given a "Did Not Skate" status in the first part, will be deemed not to have skated in the first part of event and therefore not receive any points for the first part of the event towards the trophy; and
 - 2) Will be given marks for the second part only, will be deemed to have skated in the second part of that event and receive only one (1) point towards the trophy.
- 3.17.3. Skaters in a pairs performance are considered to be one team, and thus this section requires both skaters to meet the criteria.

3.18. Precision Team Reserves' Nominations

- 3.18.1. A Precision Team must nominate its reserves before the closure of nominations and indicate by name the reserve skaters.
- 3.18.2. The reserve skaters will not be invoiced for being a reserve unless they actually skate in the formal judging performance. Where they skate the judging performance the Club of the Precision team will be invoiced retrospectively.
- 3.18.3. A Precision skater who is a reserve will be deemed to have participated in that

event but not subject to nomination fee when restricted to:

- 1) Skating in the leg stretch only; or
- 2) In full skating attire and present in the marshaling area for the leg stretch.

3.18.4. The reserve is eligible for any medal or podium finish in-keeping with the Precision team's placing.

3.19. Moving from a Championship Level Event to an Elementary Level Event

3.19.1. Other than the SA restrictions on the levels competitive skaters may skate in or move between, there is no ASVI restriction on a skater moving between the Championship level events and the Elementary level events.

4. VICTORIAN NATIONALS TEAM SELECTION 2015

4.1. Selection Criteria

4.1.1. Firstly, the following criteria must be complied with in order to be considered for the Victorian National's Team 2015:

- a) That there is no restriction imposed upon the skater outside of these selection rules preventing them from being selected. For example, the skater is an ASVI and SA financial member; the skater owes no monies to ASVI; there is no SA restriction on the skater, etc.
- b) The skater must indicate on the Victorian State Championships' nomination form their desire to be selected for Victoria and go to Nationals 2015.
- c) The skater has complied with both the following:
 - 1) League Competition conditions:
 - i. Skated in at least one (1) League competition for that discipline; or
 - ii. Is granted consideration as if they had skated in one League competition and subsequently paid the appropriate nomination fee for that granted league competition.
 - 2) Victorian State Championships:
 - i. Skated Victorian State Championships in the event that they wish to nominate for Nationals.

4.1.2. Secondly, and only when the skater has complied with all of the above points:

- a) For an event with SA imposed number limitation, the skaters will be selected in their finishing order at State Championships. That is, Gold medal first selected, then Silver medal as second selected, and so on.
- b) For an event with SA unlimited number of entries, upon adherence to the event requirements the skater will automatically be selected for this event.

4.1.3. Thirdly, and only when the skater has been granted consideration without skating at the Victorian State Championships, see 4.3 below.

4.2. Skater did not skate one League in discipline before State Championships

4.2.1. When the skater has not competed in one (1) league for that discipline before Victorian State Championships, then:

- a) The skater or their representative must write to the ASVI Chairperson requesting special selection consideration for that discipline. The request must be submitted before the closure of Victorian State Championships nominations.
- b) The ASVI Chairperson is the primary adjudicator on whether or not the skater's request will be granted. When it is considered that the request is not appropriate, the ASVI Chairperson will consult with AACC chair, CAOC and the development coordinator before a final decision is made.
- c) All requests will be considered.

- d) Being granted special consideration does not mean the skater has been selected for that discipline in the Victorian National's Team; merely that they are eligible to be treated the same as a skater who has done one league.
- e) The skater will need to pay the appropriate nomination fee for that granted league competition.
- f) The skater will still need to skate Victorian State Championships.

4.3. Skater did not skate State Championships

4.3.1. When the skater did not skate in their discipline at the Victorian State Championships, then:

- a) The skater or their representative must write to the ASVI Chairperson within two (2) days of the end of the Victorian State Championships, requesting special selection consideration for that discipline for the Victorian National's Team.
- b) The ASVI Chairperson is the primary adjudicator on whether or not the skater's request will be granted. When it is considered that the request is not appropriate, the ASVI Chairperson will consult with AACC chair, CAOC and the development coordinator before a final decision is made.
- c) All requests will be considered.
- d) Being granted special consideration does not mean the skater has been selected for that discipline in the Victorian National's Team; merely that they are eligible to be selected. A skater who has not skated in the Victorian Championships cannot be selected above a skater who did skate regardless of whether special consideration was granted by the ASVI Chairperson.
- e) When there are multiple skaters who have been granted exceptional consideration for a discipline but not enough positions available for them all, the ASVI Chairperson will be the solo adjudicator on which skaters will be granted the available positions. No discussion will be entered into once the decision is released.
- f) In the event of the skater not nominating for the event but being called upon as a replacement or addition for a pairs or precision team, this skater must pay the State Championships fees in order to be in the Victorian State Team.

4.4. Selection Flowchart

4.4.1. See Appendix B for a detailed order explanation.

5. LEAGUE AND PROFICIENCY LEVELS FEES

5.1. Competition Fees

5.1.1. Unless stipulated in the requirements of a specific competition, fees will be (inclusive of GST) the following:

a) Event fees will be determined by family groups.

5.1.2. The following rules apply:

a) Skater number 1 in family:

1) 1st event - \$30 (see rule A below)

2) Subsequent events - \$10

b) Subsequent skaters in family

1) All events \$10

- A. A family's league fees are \$30 for the first event provided that event is not Precision, or Debut, then Rule C.
- B. Where the family event is only Precision or Debut type events, each event is \$15 per event until \$30 is reached, then Rule C.
- C. Each family event cost over \$30 is \$10 per event until maximum is reached (One skater = \$60; Family = \$80) regardless of the events.

Mary Smith	First Event	\$30
	Second Event	\$10
Johnny Smith	First Event	\$10
	Second Event	<u>\$10</u>
	Family Total	<u>\$60</u>
Sally Jones	First Event	\$30
	Second Event	<u>\$10</u>
	Total	<u>\$40</u>
Joe Bloggs	First Event (Precision)	\$15
	Second Event (Debut)	\$15
	Third Event (Debut)	<u>\$10</u>
	Total	<u>\$40</u>

5.2. Proficiency/Medal Test

- a) \$30.00 per discipline test and includes the medal or bar.
 - 1) \$8 of this \$30 needs to be returned to the ASVI Committee for payment of the medals.
- b) Medal tests may be held:
 - 1) At the discretion of CAOC chair in agreement with the Competition Director.
 - 2) By Clubs organising their own medal tests.
 - 3) All medal tests must be endorsed by the ASVI Committee regardless of who is organising/coordinating it.

5.3. Sanction Fees

- a) Each event entry a Competitive skater makes in a League competition that will lead to a judging mark, will incur a \$1.87 payment to Skate Australia. This fee is payable from the skater's paid competition fee.
- b) This amount per competition is termed the Sanction Fee. When paying the Sanction Fee to Skate Australia GST must be added to the total of the \$1.50 amounts.
- c) The Finance Controller is responsible for the Sanction Fee payments to Skate Australia.
- d) Debut, Invitational and medal test skaters are exempt from Sanction Fee payment.

6. GRANTS

6.1. Grants Panel

6.1.1. A special panel called the ASVI Grants Panel will be convened to consider and recommend all artistic grants. The members are:

- a) Development Coordinator, who chairs and convenes the Panel.
- b) Financial Controller who is a permanent member.
- c) One voted in General Member who is a permanent member.
- d) Two other people who are sitting members of the ASVI Committee, being either voted in members or artistic representative delegates. These two members may vary per grant submission as deemed by the Development Coordinator.

6.2. Conflict of Interests

- a) Conflicts of interest by any of the three permanent members will result in their replacement by other ASVI Committee members upon request by the Development Coordinator to the ASVI Chairperson.

6.3. Grant's Funding Approval

- a) Funding will be allocated either for activities which are yet to commence or for payment of an activity in retrospect which has not previously been funded by ASVI.
- b) There will be two funding cycles per year:
 - i) Round one closing 1st March; and
 - ii) Round two closing 1st September
 - iii) Funding will be allocated either for activities which are yet to commence or for payment of an activity in retrospect which has not previously been funded by ASVI.
- c) Grant applications are open to all financial members of ASVI with no discrimination in monies previously given to individuals (skaters, officials, coaches) or groups (AACC, CAOC, Clubs) depending on their official standing.
- d) It is expected where individuals from AACC, CAOC or Clubs are applying for funding that the applicant has applied to their parent bodies (either SA – AAC, CAOC or Club) for sponsorship before applying to the grant panel.
- e) These grants require no repayment providing they are used to fund the project for which it was allocated.
- f) To receive a grant, you must submit a request (Grant Proposal) to the Development Co-ordinator before the funding closing date.
- g) All grants that will result in ASVI funding must be recommended by the ASVI Grants Panel to the ASVI Committee and be endorsed by the ASVI Committee before final approval.
- h) The ASVI Committee may vary or modify the terms of a grant as recommended by the ASVI Grants Panel however this should be very limited in its use.

- i) Approval by the ASVI Committee results from a vote of all the elected members and all Artistic Representative delegates, who are eligible to vote, where 75% must vote in favour.
- j) Where time is urgent the ASVI Grants Panel may seek approval and endorsement from the ASVI Executive. The use of this approach should be more of an exception than normal practice.
- k) A Grant not approved by a vote of 75% of the ASVI Committee (as above) cannot subsequently be approved by the ASVI Executive.

6.4. The Grant Proposal must include the following key criteria.

- a) Grant proposals which do not address the key criteria will not be considered for funding:
 - 1) Name/Group requiring funding
 - 2) Contact details for the above
 - 3) Why funding is being sought (i.e. seminar attendance, uniforms)
 - 4) What will be gained from the acquisitions that the funding has allowed (i.e. club uniforms, seminar attendance, coaching seminars) and how will this further develop the sport.
- b) Detailed Budget
 - 1) Make sure the budget is well documented, realistic, appropriate and justified.
 - 2) Give sufficient details for each item (i.e. flight costs, coaching costs).
 - 3) Include any funding received from an alternate source.

6.5. Selection criteria that must be considered is:

- a) The grant must be in support of ASVI where Artistic skating will benefit from the grant. This may be tangible (leotards, equipment, etc.) or intangible (officials training, coaching team support, etc.).
- b) All grant monies must be matched with an equivalent amount in receipts or submissions of worksheets (egg coaching times, attendance, etc.). Funding may be granted before receipts are received as the funding may be needed to achieve the grant's goal.
- c) Funding will be paid to the requesters only through the ASVI Financial Controller where it involves funding by the ASVI Committee. This does not prevent ASVI or Skate Australia from partially or completely funding the grant.
- d) A grant may be requested before, during or after the grant's intended achievement. That is, a person or club may have funded their own achievement and thereafter seek subsidy from the ASVI Committee.

6.6. Status of Grants:

- a) Grants do not have precedence and each is to be handled and considered upon its own merits. A prior grant should not be referred to when considering a specific grant submission.
- b) Grants are not loans. There should be no onus upon the requestor to repay part or all of a funded grant. As such a grant may not be financially recoverable once paid. The ASVI Development Panel may seek assistance from the ASVI Committee in this instance.
- c) The ASVI Grants Panel may:
 - 1) Turn down a grant request to a requestor without explanation. An explanation can be provided on request.
 - 2) Not increase the funding amount approved by the ASVI Committee without seeking approval from the ASVI Committee beforehand.
 - 3) Not cancel a funding agreement with a requestor without approval from the ASVI Committee.
 - 4) Withhold further funding from a requestor during the life of a grant should the requestor not meet the terms of the grant.
 - 5) With agreement with the requestor, vary the conditions within a grant before, during or after funding a grant. This can be initiated by the requestor or the ASVI Development Panel.
 - 6) Add conditions that the requestor must adhere to before approving the grant, which the requestor must comply with after the funding expires. For example, funding for a Precision team may have a condition that the team enters all competitions up to a certain future date, which may be a year following the funding.
 - 7) Seek assisted grant support from ASVI, Skate Australia or other appropriate sources for partial or complete funding.
 - 8) Only consider grants from ASVI registered Artistic clubs or ASVI registered Artistic persons 18 years of age or over.

6.7. Club grants for figure circles

- a) ASVI will fund 50% total cost for figure circles based on \$13 per circle to a maximum of \$200 per calendar year per club
- b) Clubs are required to pay the full price of the figure circles to the supplier and then submit an invoice to ASVI for recovery of the grant funds.

6.8. Right of Appeal

- a) The ASVI Chairperson is the chair of any Appeal panel, and the decision by the panel is final.

7. HEALTH AND SAFETY

7.1. Pregnancy

- a) Any skater who is, or believes that she may be pregnant, should consult with her physician prior to registering for a competition.

7.2. League First Aide

- a) Any accident or injury to a skater or spectator must be reported to the designated First Aid official or Competition Director.
- b) An accident/injury report is to be completed.
- c) Any withdrawals from the competition are to be notified to the calculators as soon as possible.

7.3. Heat

- a) Guidelines:
 - 1) This section is to inform on the ASVI guidelines for managing competitions when the climate temperature is above 30 degrees Celsius.
 - 2) The Competition Director, in conjunction with the Artistic Chairperson, will assess the heat factor before and during a competition. The decision may be made at any time to cancel the entire competition or any remaining events.
 - 3) Any cancelled events will receive a complete refund.
 - 4) Cancelled events will be deemed as being skated for the purposes of any ASVI rules requiring skaters to have skated those events.
- b) Fans
 - 1) Provision of fans and their location within the venue are the responsibility of the Competition Director, in consultation with the Artistic Committee.
 - 2) These will be the industrial strength 'air moving' fans and/or various pedestal type fans which will be supplied.
 - 3) The primary reason for the fans is for the officials as they will have little opportunity to move away from their tables.
 - 4) The secondary reason for the fans is for the skaters; however it is the skater's and coach's responsibility to ensure that they have sufficient hydration and other heat mitigating options (e.g. ice blocks, wet face washers, etc.) with them and available at all times.
 - 5) Only if there are sufficient fans will these then be placed around the stadium.
- c) Opportunity to not skate:
 - 1) Any skater or coach at a League may decide at any time to not skate if they believe it is in the skater's best interest to withdraw
 - 2) If this happens, it needs to be discussed with the Competition Director so that an agreement can be reached with regards to refunds and league points

8. VICTORIAN AWARDS FOR SKATING

8.1. League Points Method

- a) The League Points Method (LPM) is the mechanism used to determine skater ranking within an event during the skating season.
- b) This process applies to all non-International events as International event skaters are recognised differently.
- c) The LPM will be administrated by the Competition Director and ASVI Chairperson, and not made public.
- d) All Debut events are considered developmental and as such do not accrue Points for the skaters.
- e) A skater qualifies within the LPM when:
 - 1) The competition is a League Competition under the direction of the Competition Director. This includes the ASVI State Championships and ASVI Elementary Championships.
 - 2) For all events (except International events)
 - i. Skaters who have participated within the same discipline in three (3) separate league competitions within the same skating season are eligible to win that event. The three separate competitions may include ASVI State Championships or ASVI Elementary Championships.
 - ii. In regards the three (3) separate league competitions, a skater does not have to do the same event within competitions, but may change events or change levels provided the three events skated are within the same discipline.
 - 3) For International events there are no trophy awards. International skaters will in lieu of receive complimentary ASVI membership for the following year, inclusive of SA membership.
- f) Where an event is cancelled after the competition starts, or the second part of an event is cancelled or not offered for skating, the LPM will consider that event or part thereof to have been valid and count towards the number of events for those affected skaters. All skaters so affected will be credited three (3) points for the cancelled event.
- g) Where a skater is injured at the competition and must withdraw from later events due to that injury, the later events will count towards the minimum number of competitions required but not accrue any LPM points.
- h) Oceania events, National events and any other non-ASVI skating events do not attract an end of year trophy and therefore are not included in the LPM.
- i) Skaters who skate in an event but are then found to have been irregularly included in that event and subsequently be defaulted out of that event, will have that competition count as one of their league competitions and will be awarded one (1) point in the appropriate event regardless of their final placing. It is the responsibility of the skater and coach to ensure the skater is in the correct event.
- j) Skaters who elect to move between events, whether within or between Elementary

and Championships, will not transfer any points from the former event to the latter event. Points are non-transferable between events or, in the case of Pairs, between skaters. A moving skater will retain their eligibility to win the former event.

8.2. Points Awarded

- a) The following table summarises the Points allocated to skaters per an event, where skaters earn points based upon their event final podium position:

Event skater Numbers	Gold	Silver	Bronze	All others
3 or more skaters	6	4	2	1
2 skaters only	5	3	-	-
1 skater	3	-	-	-

- b) The following table summarizes the Points allocated to skaters due to irregularities:

Cancelled Event or Part thereof	Skated In Incorrect Event
3	1

8.3. League Awards Panel

- a) Annually the League Awards Panel will be convened to consider the recipient of awards from within the League Competition.
- b) This Panel will have five (5) permanent members consisting of:
- 1) ASVI Chairperson
 - 2) CAOC Chairperson
 - 3) AACC Chairperson
 - 4) Competition Director
 - 5) Development Coordinator
- c) Panel members with a conflict of interest for a trophy cannot participate in that trophy's discussion for recipient award.
- d) Their decision will be final and no discussion will be entered into.

8.4. Trophies

- a) Trophies subject to awarding consist of
- 1) One per discipline per event, except Debut.
 - 2) Debut skaters will receive recognition as agreed by the Panel.
- b) Encouragement awards
- 1) Award given for each discipline in Championship and Elementary
 - 2) Skaters who are eligible are anyone who did not receive an Event trophy

- 3) Winner would be determined by a similar ballot method as per the overall discipline trophies
- c) Overall Discipline Trophy
 - 1) One per discipline representing that year's overall acknowledged skater, including Precision and Masters trophy.
 - 2) Overall trophy winners will be selected from the group of Championship event winners in the same year, skaters who are within 10% of the total points of the overall winner and any skater who placed 3rd or above at that year's National championships.
 - 3) A skater may only win one of the four discipline trophies in a year. A skater may win the same trophy in consecutive years.
 - 4) Consideration is given to the skater's contribution including aspects of ambassadorial representation, leadership skills, involvement in other aspects of the sport (officiating, coaching, etc.) and educational attendances.
 - 5) See Trophy Sponsorship below.
- d) Optional Awards not subject to Panel ratification are
 - 1) One presented by the Official Chairperson (CAOC).
 - 2) One presented by the Coaches Chairperson (AACC).
 - 3) One presented by the ASVI Chairperson.
- e) Skaters who are not at the Awards Presentation ceremony to collect their trophy cannot have someone else collect that trophy. Instead the trophy will be retained by ASVI and made available at the league competitions during the following year for collection. These are the only times the trophies are available for collection. Uncollected trophies will be re-cycled after failure to be collected during the following calendar year.

8.5. Trophy Sponsorship

- a) Any individual, club, business or organisation may donate a trophy or trophies dedicated to a specific event or for a specific intention, inclusive of the three overall trophies.
- b) The selection criteria for any donated trophy will be agreed between the sponsor and the ASVI Committee. This sponsorship will be reviewed from year to year.
- c) As a guideline trophies will not be accepted where:
 - 1) The recipient(s) are intended to be from specific club(s)
 - 2) The sponsor expects to have an input into who the recipient(s) will be.

8.6. Presentation of Awards

- a) The public ceremony of announcing recipients will take place at the annual Presentation Night.

9. TRAVEL & ACCOMMODATION

9.1. Application of Travel and Accommodation

- a) All invitees to ASVI hosted events ; and
- b) All local persons travelling interstate on behalf of ASVI.

9.2. Airfares

- a) ASVI Chairperson must approve all airfares that are to be partially or fully funded by ASVI prior to any actual commitment on behalf of ASVI.
- b) Essential information required for funding is:
 - 1) Travellers name
 - 2) Leaving port and Date
 - 3) Arrival port and Date
- c) Funding will be based upon the following guidelines:
 - 1) The traveller may choose any flight or any transport method of their choice, and ASVI will not be booking any reservations or flights, etc.
 - 2) Reimbursement to the traveller will be based upon the cheapest flight found whereby a traveller may arrive at their destination closest to 20.00hrs or 8 o'clock at night.
 - 3) Consideration to added flight expenses and hidden costs is to be included.
 - 4) The airline and flight number(s) along with the total cost will be forwarded to the traveller as the maximum reimbursement.
 - 5) The traveller is encouraged to book their own flights, permitting them to use whatever flyer rewards system they have.
 - 6) Once ASVI receives confirmation of booking via a copy of the formal airline ticket, the reimbursement amount will be made to the traveller.
 - 7) Nothing herein prohibits the traveller from applying to ASVI for funding of the difference between the reimbursement amount and the actual flight paid amount.
 - 8) Where the traveller seeks another method of travel the reimbursement will always be based upon the costing of a flight, as above. Where the flight actual cost is less than the reimbursement offered to the traveller, the reimbursement will not be reduced.

9.3. Accommodation

- a) ASVI Chairperson must approve all accommodation that is to be partially or fully funded by ASVI prior to any actual commitment on behalf of ASVI.
- b) The funding amounts below are subject to review and change at any time by the ASVI Committee.
- c) Essential information required for funding is:
 - 1) Traveller's name
 - 2) First night requiring accommodation, i.e. the Start Date
 - 3) Number of accommodation nights

d) Funding will be based upon one of the following guidelines:

1) Option A:

- i. Full funding of rack-rate accommodation as chosen by ASVI, payable directly to the accommodation establishment. This may include same-sex twin share.
- ii. In-house and other costs while staying in the establishment are to be borne by the traveller if not already in the accommodation price.
- iii. Traveller will receive an allowance of \$30 per day.
- iv. All transfer costs to be reimbursed by ASVI.

2) Option B:

- i. An allowance of \$110.00 per night plus one is paid to the traveller who arranges their own accommodation.
- ii. Traveller will receive an allowance of \$40 per day.
- iii. All transfer costs to be borne by the traveller. However, the traveller may request specific transfer costs as may be necessary ahead of time. Approval is required from the ASVI Chairperson before any actual commitment on behalf of ASVI.

3) Option C:

- i. Disbursement of funds as negotiated between visiting official and COAC/ASVI Chairperson/Finance controller

10. Appendix A - Music Event Codes

Dance

Event

Name for Music file

Advanced Solo Free Dance	Adv Free Dance _Skater name
Cadet Free Dance	Cadet Free Dance _Skater name
InLine Creative Solo Dance	InLine CSD _Skater name
Intermediate Solo Free Dance	Int Free Dance _Skater name
Junior International Solo Free Dance	JI Free Dance _Skater name
Juvenile Creative Solo Dance	Juv CSD _Skater name
Masters Creative Solo Dance	Masters CSD _Skater name
Preliminary Creative Solo Dance	Prelim CSD _Skater name
Senior International Solo Free Dance	SI Free Dance _Skater name

Event

Name for Music file

Advanced Free Dance (Dance Pairs)	Adv Pairs Free Dance _Skaters names
Advanced OD	Adv Pairs OD _Skaters names
Preliminary Free Dance (Dance Pairs)	Prelim Pairs Free Dance _Skaters names
Preliminary OSP	Prelim Pairs OSP _Skaters names

Event

Name for Music file

Debut Creative Solo Dance	Debut CSD _Skater name
Elementary CSD - Level 1	L1 CSD _Skater name
Elementary CSD - Level 2	L2 CSD _Skater name
Elementary CSD - Level 2 - Masters	L2 Masters CSD _Skater name

Freeskating

Event

Name for Music file

Advanced Freeskating

Adv Free_Skaters name

Cadet Freeskating

Cadet Free_Skaters name

Intermediate Freeskating

Int Free_Skaters name

In Line International Freeskating

InLine Int Free Short_Skaters name

InLine Int Free Long_Skaters name

Junior International Freeskating

JI Free Short_Skaters name

JI Free Long_Skaters name

Juvenile Freeskating

Juv Free_Skaters name

Masters Freeskating

Masters Free_Skaters name

Open InLine Freeskating

Open InLine Free_Skaters name

Open Short Routine

Open Short Free_Skaters name

Preliminary Freeskating

Prelim Free_Skaters name

Primary Freeskating

Prim Free_Skaters name

Senior International Freeskating

SI Free Short_Skaters name

Tiny Tots Freeskating

TT Free_Skaters name

Continued

<u>Event</u>	<u>Name for Music file</u>
Debut Routine	Debut Routine_Skaters name
Level 1 & Below – Adult Freeskating	L1 Adult_Skaters name
Level 3 & Below – Adult Freeskating	L3 Adult_Skaters name
Level 1 Freeskating	L1 Free_Skaters name
Level 2 Freeskating	L2 Free_Skaters name
Level 3 Freeskating	L3 Free_Skaters name
Level 4 Freeskating - 11yrs and over	L4/O11 Free_Skaters name
Level 4 Freeskating - Under 11yrs	L4/U11 Free_Skaters name
Level 5 Freeskating - 11yrs and over	L5/O11 Free_Skaters name
Level 5 Freeskating - Under 11yrs	L5/U11 Free_Skaters name

Precision & Quartet

<u>Event</u>	<u>Name for Music file</u>
Elementary Mini Precision	Elementary Mini Precision_Team name
Elementary Mini Precision Masters	Elementary Mini Precision Masters_Team name
Elementary Precision	Elementary Precision_Team name
Elementary Precision - Masters	Elementary Precision - Masters_Team name
International Precision	International Precision_Team name
Masters Precision	Masters Precision_Team name
Mini Precision	Mini Precision_Team name
Open Precision	Open Precision_Team name
Quartet	Quartet_Team name

11. Appendix B – National's Team Selection 2015

Victorian Skater Selection for Nationals

