



DOCUMENT NAME:	GNSW Event Policy
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POLICY COVERAGE:	GNSW Competitions and Events
DATE OF REVIEW:	December each year
CONTROLLING BODY:	GNSW

1. SCOPE AND OVERVIEW

This policy applies to all GNSW events/competitions, including regional events and sanctioned club competitions in NSW. This policy is implemented in conjunction with the Sport Specific policies and guidelines and the event information provided by GNSW and its committees.

By documenting competition rules that are clear and concise GNSW aims to ensure that its competitions and events are conducted in a manner that is fair and reasonable.

2. RELATED DOCUMENTS

All participants at a GNSW event agree to abide by GNSW policies, rules and codes of conduct. Relevant policies include:

- Anti-Doping Policy
- Awards Policy
- Committees and Volunteer Policy
- Competition Sanction Policy
- Discipline Policy
- Finance Policy
- Grievance Policy
- Gymsport Technical Regulations
- Judge Policies and Protocols
- Member Protection Policy
- Provision of Judges Policy
- Return to Sport Plan

This list is not exhaustive, and members should consult the GNSW website for further information.

3. RETURN TO SPORT – COVID-19

GNSW is committed to ensuring the safety of people attending GNSW and GNSW sanctioned events. This includes athletes, coaches, judges, volunteers, event crew and spectators. To this end, additional rules, guidelines and policies have been developed in accordance with the GNSW Return to Sport Plan and COVID-

19 response policies. These documents outline standards and the regulations for the safe conduction of events, competitions and activities during COVID-19. Where decisions or procedures are enforced in-line with this plan as relevant at the time, they will supersede any conflicting regulation contained in the GNSW Event Policy.

LINK: [GNSW Return to Sport Plan](#)

4. INTERPRETATION

Whether by error or omission if any of the foregoing regulations require interpretation the original intent of GNSW in the framing of the subject regulation shall prevail.

5. DECISIONS OUTSIDE THIS POLICY

GNSW reserves the right to make and enforce a decision outside of the GNSW Event Policy where the decision is in the best interest of the sport and the parties involved. All parties affected will be notified as soon as it is feasible and such decisions shall be final and are not to be construed as having set a precedent.

6. POLICY

PART A – ENTRIES

PART B – BEFORE AN EVENT

PART C – DURING AN EVENT

PART D – AFTER AN EVENT

7. ENFORCEMENT

If any of the parties that are affected by the policy do not comply with the policy, then GNSW reserves the right to prevent them from attending the event.

8. POLICY PROMOTION

This policy will be made available to all members via the GNSW website at www.gymnsw.org.au.

9. REVIEW

This policy will be reviewed on an annual basis. In addition to the annual review of all policies recommended changes to any policy may be submitted to the Board for consideration, at any time. In the event that the proposed changes are agreed, the policy will be amended, and circulated to members via the latest news.

PART A - ENTRIES

1. ELIGIBILITY

Entry to GNSW events/competitions is open to all GNSW affiliated clubs. Clubs must have affiliated in the relevant Gymsport to enter athletes in the sport's event/competition. Athletes must meet the event criteria set by the relevant NSW Gymsport Committee, including the event qualifying score.

Athletes entering GNSW events may only be entered and/or withdrawn by an affiliated club. Clubs must nominate all athletes and coaches on the official entry form and all athlete entries must be accompanied by a current registered coach holding the required accreditation level. Clubs must provide judges for every event for which they submit entries and they are required to provide volunteers for assigned volunteer roles at events. Clubs must nominate all judges and volunteers on the relevant event Provision of Judges form and Volunteer Nomination form.

Athletes and officials (coaches, judges and volunteers) agree that GNSW or any official shall not be deemed to be responsible or liable whether in contract or in tort or under any statute for any injury, illness or any mishap which may be suffered by the athlete/official or be sustained to the property belonging to the athlete/official in, arising from, out of or directly or indirectly connected with any travelling, disciplinary action, participation, training or function of any nature held during the event/competition, or in any way directly or indirectly connected.

Athletes and officials (coaches, judges and volunteers) agree that they shall indemnify and will at all times indemnify and keep GNSW or any official fully indemnified from and against all actions, suits, causes of actions, proceedings, demands, costs and expenses whatsoever which may be taken or made against GNSW or incurred or become payable by GNSW in connection with or arising out of such injury, illness or mishap to the athlete/official or their property or any other matter.

Athletes and officials (coaches, judges and volunteers) acknowledge that GNSW or any official may act as their agent in accruing such expenses and/or doing whatsoever is reasonably necessary for their benefit in connection with or arising out of any such injury, illness, loss, damage or other mishap.

Clubs must ensure they have read the event terms and conditions, the NSW Gymsport Technical Regulations, the Event Policy, as well as other associated policies. Clubs must make sure they have informed athletes and their parents/guardians of the conditions and obtain permission from the athlete and their parent/guardian on their behalf. Through the submission of entries, all parties are acknowledging and accepting the policies and event terms and conditions.

Any club or athlete who has outstanding amounts owing to GNSW may be refused entry to all GNSW events until such time as the account is settled.

2. SKILL COMPETENCY

Clubs and coaches declare by the submission of entries that all athletes under their control entered for an event are appropriately prepared for the event with the required skill level and skill competency and have not been prematurely advanced in level beyond their ability. Gymnasts must be able to demonstrate at least a minimum level of proficiency and safety for each skill, apparatus or event they are entered. Gymnasts,

clubs and coaches who fail to meet these standards may be removed from the competition floor and/or subject to disciplinary action.

3. NON-NSW CLUBS

GNSW may permit outside State or Territory clubs' entry into any GNSW event where time permits within the schedule. Acceptance of entries will be determined by competition and organisational capacity and requirements. GNSW reserves the right to not accept entries from non-NSW Clubs at its absolute discretion.

Where an ACT club is seeking to enter a NSW event, the ACT athletes must meet all event criteria as set by the relevant NSW Gymsport Committee, as they apply to NSW athletes. This criteria includes meeting the event qualification criteria, qualifying process (including qualifying through NSW regional and state trial events, as relevant) and any required qualifying score which has been obtained at a NSW competition in the relevant period.

Visiting clubs accepted into a GNSW event must comply with all rules and regulations as per the GNSW Event Policy and NSW Gymsport Technical Regulations. In the case of a NSW State Championships that has an Automatic Entry, interstate clubs must contact the GNSW Event and Sport Development Officer (ESDO) for an entry form. This entry form must be completed and received by the GNSW office no later than 5 weeks prior to the championships, unless otherwise stated.

4. MINIMUM AGE

Participation in any GNSW competition or sanctioned event requires the athlete to be attending school and be turning 6 years of age in the calendar year of competition. This minimum age also governs Regional events, and sanctioned club competitions.

5. ATHLETE REGISTRATIONS

All athletes wishing to participate in GNSW competitions and events must be registered financial members of GNSW and Gymnastics Australia (GA) and they must be registered in the National Database (Gymnastics Online/iMIS) with the correct Athlete Coding as per the Gymnastics Australia Athlete Coding Guide in the level at which they will compete at the competition. A membership fee for the appropriate category of athlete must be paid prior to an athlete being entered into a GNSW event.

Clubs who have entered non-registered, non-competitive athletes or athletes registered with the incorrect Athlete Coding at the time of closing date will incur an administration levy of 10% of each individual's entry cost for that event.

Clubs will be notified, via email, of their incorrect registrations, and subsequently issued an invoice for the total Administration Levy. All incorrect registrations will require prompt resolution within 24 hours of notification of the errors. All incorrectly registered athletes must then be fully registered three weeks prior to the GNSW event/competition, including Regional events and sanctioned club competitions. Failure to comply will result in those athletes being disqualified from competition, with no refund permitted. Non-transferred athletes do not fall into this category. Athlete transfers must be finalised prior to the set event closing date. For the rules for athletes who are transferring between clubs refer to the section on Transfers.

6. TRANSFERS

All athlete transfers are subject to the Gymnastics Australia Transfer Policy and GNSW Membership Policy. All athlete transfers must be finalised and registered with the current club prior to the set closing date. Decisions by GNSW pursuant to the GA Policy shall be subject to the GNSW Membership Policy, including the guidelines set out therein, together with the Reasonableness Test.

The transfer policy refers only to competitions. For the purposes of application of the transfer policy only, an event does not include any training sessions, squad sessions, clinics or workshops. As defined for coverage of all other aspects of the Event Policy, an 'Event' includes all competitions, squads, training sessions, workshops, clinics and other activities.

7. MULTI-CLUB REGISTRATIONS

Multi-club registrations are subject to the Gymnastics Australia Athlete Multiple-Club Registration Policy and the GNSW Membership Policy. Athletes should only be registered to one club as their primary club in their primary Gymsport. Where an athlete trains for different Gymsports at a different affiliated club, they can apply for a multi-club registration (Ath2 registration). An athlete who has registered a multi-club registration can compete with the relevant secondary club at Gymnastic NSW events. Where an athlete trains for the same Gymsport at multiple clubs they can only compete with the club which is registered as their primary club. Multi-club registrations must be current for the year of competition and be renewed each year.

8. QUALIFYING SCORES

Athlete entries will only be accepted into GNSW events/competitions on the provision of the required qualifying score, if one is required, plus any other requirements contained within the policy. This qualifying score is set by each Gymsport Committee and can be found in the relevant section of the NSW Gymsport Technical Regulations. Qualifying scores must be achieved and submitted by the close of entries for the event, or the published deadline. GNSW reserves the right to amend the due date for submission of a qualifying score in its absolute discretion.

9. ENTRY FORM LOCATION

All GNSW events will be promoted via the GNSW website. Event information, including competitor entry forms will be available via the Events calendar section of the website. It is the clubs' responsibility to access these resources in order to take part in the event. All entries must be completed on the official entry form in excel and submitted through the online link on the GNSW website.

10. CLOSING DATES

Entries for an event must be received in the GNSW office by 5pm on the closing date shown on the published entry form. Clubs requiring an invoice prior to sending payment must contact the ESDO two weeks in advance of the closing date to ensure payment is received on time. Late fees apply for entries submitted after the submission deadline. Please refer to the section of this policy regarding late fees.

11. PAYMENT OF ENTRIES

Payment must be received by the closing date for entries to be valid. This payment must be made regardless of whether the club's competitors have paid the club; it is the club's responsibility to manage its own

finances and cash flow, not GNSW. Failure to pay by this date may result in the Club being excluded from the competition and refused entry into subsequent events until the account has been finalised.

GNSW will not include club athletes in the competition schedule until full payment has been received.

All invoices must be paid in full prior to an event. Clubs are not permitted to short pay invoices due to athletes withdrawing from the competition. Any club who has outstanding amounts owing to GNSW will be refused entry to all GNSW events until such time as the account is settled.

In the case of an Automatic Entry for NSW State Championships, clubs will be required to follow the Automatic Entry process; a list of qualified athletes will be published the day after the final State Trial and clubs will have 24 hours to withdraw any athlete on the list. All remaining athletes will be entered into the respective State Championships with an invoice sent to each Club for the payment of these athletes. An online payment option is linked to the invoice, clubs will be required to pay online, or via direct deposit referencing the invoice number, by the outlined due date for final entries to be valid.

12. TWO TRIAL ENTRIES COMBINED

When a Gymsport has Trial 1 & Trial 2 entries due on the same date, clubs will have a 24-hour window following the conclusion of Trial 1 to withdraw athletes who have competed in Trial 1 (at no penalty) from the second Trial.

13. VALIDITY OF ENTRIES

Entry forms must be correctly filled out with all requested information. Entries will only be accepted by online submission through the link located on the relevant GNSW event page on the GNSW website, in digital format on the official GNSW Entry Form in excel. All details provided must be accurate and complete, including athletes and officials' full names as shown in the National Database (Gymnastics Online/iMIS) and the complete Working with Children Check details for all officials. It is the club's responsibility to ensure all athletes and officials are current registered members prior to submitting entries, and those officials' technical registrations will still be current on the day of the event. Forms received that are incomplete or incorrectly filled out will not be accepted and will be returned to the club for correction and resubmission. Failure to comply with the entry terms will incur administration levies as outlined in this policy.

For these entries to be valid the errors or omissions must be rectified, and the forms resubmitted through the online entries link prior to the event closing date. If not received within this time frame, the entries will be deemed invalid and returned to the club. Associated payments will be refunded less 15% Administration Fee.

14. CONFIRMATION OF ENTRIES

Completed forms must be uploaded through the competition entries link located on the relevant GNSW event page on the GNSW website. The Gymsport ESDO will confirm entries received upon request. Entries for Region Events should follow the Sanctioned Competition entry submission process and be submitted on the official form on the GNSW website.

15. CHANGES TO ENTRIES

Any changes that need to be made to competition entries will incur a \$20 administration fee. Changes include changes to athlete divisions or levels, the members or composition of a team or group and other applicable changes to entries. Changes to entries do not include withdrawals, or late entries. Requests for changes to entries must be made on the official online form on the GNSW website. The administration fee for changes to entries applies per change. No changes will be accepted within 2.5 weeks of the competition date. GNSW reserves the right to accept or reject the changes on the individual merits of the application.

LINK: [Request for Change to Competition Entry](#)

16. REPLACEMENT ATHLETES

If an athlete who is part of a pair, trio, group or team needs to be withdrawn from an event, the club may replace this athlete in order for the remaining athletes to be able to continue to participate in the event. This is only applicable where the withdrawal of the athlete from the event would result in the withdrawal of all athletes within the pair, trio, group or team if the athlete is not replaced. Any other additional athletes or replacement athletes are considered late entries and the associated late entry policy and fees will apply.

All replacement athletes must be correctly registered at the time of being entered into the event. Clubs must assure that the replacement athletes, along with all athletes in a reformed pair, trio, group or team have sufficient preparation for the level and competition prior to the event to ensure that all members are able to participate safely. Replacement athletes must also comply with the current relevant NSW Gymsport Technical Regulations pertaining to the respective event and any gymsport regulations regarding the formation of groups and replacement of athletes and may include qualification requirements.

Replacement athletes must be entered into the event on the online Replacement Athlete Form and submitted no later than 72 hours prior to the start of the first session of the event.

Withdrawn Athletes are only eligible for a refund where they meet the criteria in accordance with the refund policy. The replacement athlete must pay the full entry fee for their entry category.

LINK: Replacement Athlete Request

17. LEVEL PROGRESSION

Athletes must progress through the level system in accordance with the relevant Gymsport levels progression policy and guidelines and/ or technical Regulations. It is the responsibility of the coaches and club to recognise their gymnast's ability and to progress their athletes according to the relevant sport progression policies so as to not knowingly or unknowingly compete within a group where the skill and result of a competitor(s) is disproportionality skewed in their favour due to an overwhelming proficiency of the routines and a failure by the club to observe the eligibility of such a gymnast for progression in competition level. Similarly, a gymnast should never be disadvantaged in competitive gymnastics by premature advancement in level, or advanced in level beyond their preparation and ability to safely perform the skills and/or competition elements. Clubs should check these rules prior to entering athletes into an event.

18. MEDIA RELEASE AT THE TIME OF ENTRY

GNSW advises that there may be official still and video photographers at all GNSW events. Athletes and officials' images may be captured at events, and names will feature in competition documents published on the GNSW website. GNSW and/or their agents reserve the right to use any image, photograph or video from these events in publications and promotions and for sale in DVD, video and still photograph formats. GNSW also reserves the right to use images taken at events on the GNSW website and social media platforms. Member clubs that have athletes, officials or coaches who do not wish to be photographed or filmed must notify GNSW of this in writing on the official Photography Withdrawal Form available on the GNSW website at the time of entry. Event staff should also be notified on the day.

19. LATE ENTRIES

GNSW recognises that sometimes entry dates are missed requiring clubs to submit entries after the due date. To encourage all eligible athletes to compete and provide equal opportunity for participation late entries will be accepted up to a week after the closing date. Acceptance of any late entries will only be made if there is an ability for the late entries to be incorporated into the existing event program.

There will be a penalty of \$150 for all late club entries received during this week (the \$150 penalty applies regardless of the number of entries).

20. ADDITIONAL ENTRIES

Clubs who have submitted entries on time, who later wish to add additional entries after the closing date to the event will incur a late fee of 50% of each additional athlete's individual entry fee. Additional entries will only be accepted if there is an ability for the late entries to be incorporated into the existing event program. Additional athlete entries must be submitted on the official Additional Athlete Entry form.

NO entries will be accepted if submitted more than a week following the close of entries.

All late entries will be considered on a case-by-case basis and GNSW will make the final decision in its absolute discretion as to whether the late entry is accepted or declined.

21. NSW CLUBS ATTENDING COMPETITIONS OUTSIDE NSW

Any affiliated club seeking to participate at a competition, display or event outside of NSW must inform GNSW through the [Travel Sanction Request](#) form prior to travel. When notifying GNSW, the following information must be provided:

- Event Name, Date & Location
- Gymsport / Level of athletes traveling to the event
- Team Coach / Judge details (if applicable)

Any club or program wishing to compete at international events where an overnight stay is required must, after requesting and gaining endorsement from GNSW, also inform Gymnastics Australia via sport@gymnastics.org.au of their intent to travel to the event and seek approval for their participation no later than one month prior to the provisional entry deadline or at least 90 days prior to the anticipated departure date. GNSW and Gymnastics Australia will not be held responsible for any costs that the club/program may incur should the application be denied. For further information on the Gymnastics Australia Tour Endorsement Application, please refer to the Gymnastics Australia Travel Policy.

The club must ensure that any event they are seeking to attend outside of NSW is not conflicting with any GNSW event. Should this occur, the GNSW event will always take precedence and the application will be denied.

Clubs attending events outside of NSW may only compete under their own club and must not be classified as a 'NSW Team' or 'Australian Team'. Athletes and Officials travelling as part of a club trip must only wear their club uniform. Only officially selected GNSW teams may be referred to as 'NSW' and wear NSW State Team Uniform. Only officially selected GA teams may be referred to as 'Australia' and wear the official Australian Team uniform including the National Squad uniform while on official GA trips only.

PART B – BEFORE AN EVENT

1. ACCREDITATION

All coaches entered to take part in a GNSW event/competition must be registered technical members of GNSW and GA at the time of the event. Coaches must be appropriately accredited in the specific Gymsport to coach the level of athlete at that event and are required to take responsibility for the safety of their athletes for the duration of the event.

Clubs must nominate all coaches on the official entry form submitted by the closing date for the event. Non-nominated coaches will not be granted accreditation for the event and will not be permitted access to the field of play. Requests for additional coach accreditations after the close of entries must be submitted on the official Request for Additional Coach form on the GNSW website. Requests must be submitted no later than 72 hours prior to the start of the first session of the event. All requests for additional coach accreditations will be considered on a case-by-case basis and GNSW will make the final decision in its absolute discretion as to whether the request is accepted or denied.

Coaches should refer to the NSW Technical Regulations and Gymsport Technical rules for information with respect to the minimum accreditation requirements to coach at an event. A Beginner Coach can only coach on the competition floor for Levels 1 and 2, relevant to their level of competency and Gymsport. A beginner coach must be under the direct supervision of an appropriately qualified supervising coach, who is responsible for and must remain with the athletes at all times. Requests to supervise a Beginner Coach on the competition floor for a Level 1 and/or 2 competition must be submitted on the Request for Supervision of a Trainee Coach form on the GNSW website. No supervised coaches are permitted on the competition floor for any other levels.

LINK: [GNSW Coach Accreditation Requirements for Competitions](#)

2. EVENT SCHEDULE & ORDER OF WORK

The GNSW Event Manager or Events and Sport Development Officer, in conjunction with the GC Competition Co-ordinator, will endeavour to publish the event schedule, order of work, rotation information and competitor numbers (if applicable) on the GNSW website as soon as possible after the close of entries. The information will be posted on the GNSW website under the applicable event on the Events calendar section. Any changes to the final schedule will be notified to the affected clubs contact person via email as soon as possible following the change. It is the responsibility of the club and their coach in charge to access this information from the GNSW website, prior to the event.

If there are exceptional circumstances, or the club does not have access to the website for a particular reason, then it is the club's responsibility to notify GNSW so that appropriate measures can be made to allow communication.

3. CLUB SUPPLY OF JUDGES

Please see the Provision of Judges Policy for full details. The policy outlines the minimum requirements for the supply of judges by a club for an event. It informs affiliated and participating clubs of the discipline process, judging proxy fee and the process for clubs to request exemptions to the requirements. Each Club is required to nominate a judge (at an appropriate accreditation level or higher) for an equivalent number of sessions for which the club has athletes entered, in each competition in accordance with the judge provision ratio.

Failure to pay the proxy fees may result in the Club being refused entry into subsequent events until the account has been finalised.

LINK: Provision of Judges Policy

4. VOLUNTEERS AT EVENTS

It is the responsibility of each club to provide volunteers to assist with the necessary duties at each competition. Volunteers are required to assist with duties such as scoring, announcing, music operation, score running, marshalling and other duties. Event volunteer positions are allocated to clubs for each session at a competition in accordance with the volunteer roster. Where a club has been assigned a volunteer role at an event, the club must find and provide a suitable person to fulfil the duty at the event. Clubs are asked to ensure volunteers have a current understanding of the roles and responsibilities they will be undertaking at the event. The names of all volunteers must be provided to the ESDO by the specified date prior to the event. A proxy fee of \$100 per assigned volunteer position applies for clubs who do not provide volunteers for their assigned positions. Additional penalties may apply for clubs who repeatedly fail to provide volunteers for their assigned positions.

GNSW may accept volunteers (in addition to the provision of volunteers required in accordance with the volunteer roster) for key event positions as satisfaction of the provision of judge policy in its discretion. This discretion may or may not be applied at different events depending upon judge availability and GNSW volunteer requirements. Clubs should ensure they are meeting all requirements for the supply of judges in accordance with the Provision of Judges Policy.

All judges and volunteers nominated by clubs may not be required for every session but must be nominated on the Volunteer Nomination form and be available to assist if required for the nominated session.

Clubs entering athletes for Trampoline events are required to provide at least ONE (1) Trampoline Spotter for every session the club has athletes competing in the trampoline discipline. All spotters must have participated in a sanctioned spotter's workshop.

Volunteers are required to have a valid and verified Working with Children Check, which must be provided when the volunteer names are submitted.

Volunteers and spotters are to wear appropriate attire, or club uniform if available. Appropriate closed toe footwear must be worn at all times.

Mobile phones are not allowed to be used by volunteers while they are performing their assigned duties, or at any time while on the competition floor during a competition. This includes taking photos, video

recording, text messaging or reading texts received. Special circumstances requiring access to a phone should be discussed with the Event Manager prior to the start of the session.

5. APPARATUS HEIGHTS

Unless specifically notified otherwise under an event's call for Entries, all settings for competitions will be in accordance with the Australian Levels Program Manual and the Gymsport Technical Regulations – or its equivalent publication.

Exceptional Circumstances:

In exceptional circumstances, clubs may request the height of equipment to be modified for a gymnast. Requests for changes to be made to equipment measurements must be made on the official Change to Apparatus Measurements form at the time of entry to the event.

LINK: [Request for Change to Apparatus Measurements](#)

6. MUSIC SUBMISSION GUIDELINES

All optional floor music for any GNSW competition must be submitted via the Competition Music Submission link on the GNSW website by the specified deadline for each event. A \$20 penalty per missing piece of music applies to all GNSW competitions for which the music is not submitted and received by the specified deadline.

Please refer to the relevant Music Guidelines document for music format and music naming guidelines. All music must be submitted in mp3 format. Incorrectly formatted or labelled music may also incur a \$20 penalty per piece of music.

If a club needs to make changes to any submitted piece of music, the updated/changed music files can be submitted with the correct labelling without penalty. This also applies where music needs to be changed between trial and state competitions. Any submissions after the deadline for the event will incur the penalty.

Clubs must also ensure an appropriate back-up of all competition music is made available at the event on a device with an auxiliary (AUX) output port (headphone port) in case of technical difficulties.

7. QUERIES

It is the responsibility of the Club to contact the relevant Event & Sport Development Officer with any technical queries relating to the event that are not covered in this policy, the entry booklet or the relevant technical regulations. Clubs are strongly advised to have an in-depth look at all documents before enquiring further.

PART C – AT AN EVENT

1. COVID-19 – RETURN TO SPORT PLAN

GNSW will be following the GNSW Return to Sport Plan for all events. Event requirements and procedures may change at short notice in the interest of safety and wellbeing for all participants.

LINK: [GNSW Return to Sport Plan](#)

2. MEDICAL CLEARANCE

Each coach must confirm that all athletes under their control are medically fit when signing in on the coach attendance register upon arrival at the event. With the commencement of warm-up and competition for each athlete, clubs and coaches acknowledge and declare that all athletes under their control at an event are physically and medically fit to take part in the event and have no current or previous medical conditions which will affect their participation.

3. ARRIVAL AT EVENT – ENTRY & EXIT PROCEDURES

Clubs must organise a meeting point outside the venue where the parents will meet the coaches and drop-off their gymnasts. This point must not be the entrance door or within any ingress/egress points or thoroughfares which must be kept clear and free of congestion at all times. Coaches are to collect their gymnasts at this meeting point and will escort their group of gymnasts into the venue and sign-in for the session they are entering. Athletes must not enter the venue without their coach.

Athletes and officials cannot enter the Competition zones of a venue including the marshalling areas, warm-up spaces, officials' zones and field of play earlier than the designated time prior to their session. If a previous session is running late, athletes and officials cannot enter the venue before the participants and officials of the previous session have departed. Participants who arrive early should wait in an appropriate space outside the venue. Gymnasts are not allowed to enter the warm-up area without a coach and cannot commence warm up until the specified time.

At the conclusion of each event session, the club coach must escort all their athletes from the competition zones outside the venue through the designated exit to the club meeting point for collection by the athlete's parent/guardian(s). Coaches and officials must ensure that they and their athletes have all their belongings with them before the group leave the venue, and that the venue has been left clean and tidy.

The athletes will remain the responsibility of the coach from the time that they are dropped-off by their parents until they are collected by their parents after the end of the session from the club meeting point.

Parents/guardians and spectators must not enter any athlete or official zones. Participant and spectator groups to remain separate at all times. Clubs are responsible for ensuring the parents from their club are aware of the rules and remain off the field of play and official zones.

4. WORKING WITH CHILDREN CHECK

All coaches, judges, officials, administrators and volunteers working (either in a paid or volunteer capacity) at Gymnastics New South Wales affiliated clubs, GNSW sanctioned events, and as part of GNSW sanctioned teams must hold a current and valid Working with Children Check (WWCC). It is a requirement at all GNSW

Events to have the GNSW Member App in order to provide proof of WWCC upon entry to the event and during the event when asked. Coaches, judges, officials, vendors and volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC.

LINK: [GNSW Child Safe – Child Protection](#)

5. COMPETITION / EVENT ATTIRE

All gymnasts, coaches and judges attending GNSW event/competition must be suitably attired and adhere to all rules and regulations set down by the Sport's Gymsport Committee Technical Regulations.

Athletes:

- Athletes must wear club uniform at all GNSW events.
- Athletes must wear the correct attire according to the rules and regulations set out in the Gymsport Technical Regulations and/or outlines in the FIG Code of Points.
- NSW State uniform (past or current) is not permitted.
- Athletes not correctly attired may not be allowed to take part in the competition.

Coaches:

- All coaches at an event are required to be in club uniform, including sports shoes.
- Suitable coaching attire consists of club tracksuit and club t-shirt.
- Respectable shorts (at least mid-thigh length and in keeping with club colours) are allowed for state trial events only.
- Coaches must be in club tracksuit pants at all State Championship competitions.
- Bike pants, cargo pants or cargo shorts, leggings, street wear, singlet or short tops are unacceptable on the competition floor.
- NSW State uniform (past or current) is not permitted.
- Appropriate footwear must be worn at all times (runners or trainers), no thongs, street shoes or bare feet are permitted at events.
- Coaches who do not meet these guidelines may be refused entry onto the competition arena.

Judges:

- All judges must adhere to the relevant judges' assembly dress code. Judges not complying with this code may be refused entry onto the competition arena.

Volunteers:

- Volunteers and spotters are to wear appropriate attire, or club uniform if available. Appropriate closed toe footwear must be worn at all times.

Coaches, judges, officials, vendors and volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC.

6. ATHLETE BEHAVIOUR

All athletes must adhere to the GNSW codes of conduct. Athletes participating in competitions and events of any kind must show respect to all judges, coaches and officials. Displays of poor temperament or unsportsmanlike behaviour either by word or gesture will result in technical deduction, or in extreme cases, disqualification and / or possible disciplinary action. Any athlete not abiding by these guidelines may be removed from the event, and not allowed to take part, or continue to take part in the event.

Once the competition has commenced, athletes may not leave or communicate with any person off the competition floor without the approval of the floor manager.

7. COACH BEHAVIOUR

Coaches are governed by the 'NSW Coach Code of Behaviour' policy found on the GNSW website. Any coach who is found to be in breach of these rules will be warned by Competition Coordinator/Technical Director or ESDO. Further infringements will result in the coach being removed from the competition arena for the duration of the competition. The code of conduct and behaviour requirements apply to all events and activities conducted by GNSW.

Coaches are responsible for training their gymnasts in gymnastic etiquette and to behave with sportsmanship and cooperation during competition.

Coaches must not act in an intimidating or un-sportsperson like manner. Intimidating or un-sportsperson like behaviour as observed by officials, judges, or competition jury will be reported to the GNSW ESDO / Floor Manager. Un-sportsperson like behaviour towards judges, gymnasts, or officials will incur the following consequences:

- 1. First Warning (known as a YELLOW CARD) - Coach notified by ESDO / Floor Manager.**
- 2. Second Warning (known as a RED CARD) - Coach is removed from the competition floor.**

Note:

- If there is no other club coach available for the gymnasts, the red carded coach may remain on the competition floor in fairness for the gymnasts. However, the offending coach will then be ineligible for accreditation for the next GNSW sanctioned event their gymnasts enter. If the coach continues their un-sportsperson like behaviour, they will then be removed from the floor as well as the gymnasts.
- Abusive behaviour towards judges, gymnasts or officials will incur an automatic red card, with no additional warnings, and the Coach will be removed from the competition floor.
- These penalties will be upheld throughout the entirety of the competition and any coach removed due to a red card, may not attend any following sessions for that event.

Un-sportsperson like behaviours, in addition to the above carding, will be referred to the GNSW CEO and the GNSW Board for further action which may include, but is not limited by the following:

- Be banned from future competitions for a period of time
- Apologise to the offended parties
- Disqualified from membership to any State Team
- Or any other reasonable and appropriate sanction

The offender has the right of appeal as provided by the Association.

8. JUDGE BEHAVIOUR

All judges who take part in a GNSW competition or sanctioned event must abide by the GNSW Code of Conduct and act within the guidelines stated by the relevant Judges Assembly. Judges and officials in breach of the code of conduct are subject to the Yellow/Red Card warning system as set out above. Infringements may result in the judge or official being removed from the competition floor for the remainder of the duration of the competition and be subject to further disciplinary action following the conclusion of the event.

9. VOLUNTEER BEHAVIOUR

All volunteers who take part in a GNSW competition or sanctioned event must abide by the GNSW Code of Conduct. Volunteers in breach of the code of conduct are subject to the Yellow/Red Card warning system as set out above. Infringements may result in the volunteer being removed from the competition floor for the remainder of the duration of the competition and be subject to further disciplinary action following the conclusion of the event. Clubs are responsible for ensuring volunteers from their club are aware of the roles and responsibilities of their position, the code of conduct and the expectations for behaviour.

10. SPECTATOR CODE OF CONDUCT

As a spectator in any activity held by or under the auspices of GNSW, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold gymnasts for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
7. Refrain from any behaviour that may bring GNSW, a member association or an affiliated club into disrepute

All spectators must remain in the designated spectator areas at all times. No spectator will be granted access to the field of play or any athlete, official or technical area at any GNSW event. Technical members who have not been nominated by their club at the time of entry, and/or have not been accredited for the GNSW event must follow all directions as a spectator and are not permitted to access the field of play, competition floor, officials areas or warm-up spaces.

All scoring or technical administrative queries at an event will only be entertained if submitted by the club in accordance with the applicable Gymsport rules and procedures for enquiries. No direct enquiries from spectators will be answered. Clubs are required to promote this to their members.

Any breaches to the codes of conduct may result in removal from the venue and/or refusal of entry. In addition, breaches will be referred to the GNSW CEO and the GNSW Board for further action.

11. CHILD SAFETY AND WELLBEING

GNSW is committed to providing a safe environment for participation and ensuring the environment is inclusive, tolerant and welcoming for all athletes and officials (including people with disabilities, indigenous and/or from culturally diverse backgrounds). Aggressive, threatening or other inappropriate behaviour by athletes, officials and spectators while attending an event will not be tolerated. A Safeguarding Officer will be appointed for every event. This officer is the first contact person for participants wishing to report a harassment or abuse incident during an event. At GNSW events this will be the ESDO. GNSW provides an easy to use online Grievance Form to report concerns or misconduct. GNSW also has a dedicated Child Safe helpline (0488 111 260). The line is supervised by the GNSW Compliance Manager to support our children and young people in speaking out, making and handling complaints.

12. TECHNICAL BRIEFING

A coaches technical briefing will occur prior to the start of each competition session at all events. It is required that one coach per competing club be in attendance at this meeting to relay all information to any other coaches from that club who may be assisting on the competition floor. Coaches are required to attend the coaches briefing for each session they have athletes participating throughout the event.

Technical briefings may also be held prior to the commencement of competition sessions for Judges and Volunteers. Judges and volunteers are required to attend specific technical briefings when scheduled.

Additional competition session information for officials (coaches, judges and volunteers) may be communicated electronically prior to the start of a competition session or during a competition session if required through the GNSW Team App. It is the responsibility of each coach who will coaching during an event to ensure they have read the information prior to the event.

13. COMPETITION EQUIPMENT

GNSW will provide appropriate equipment for all events, no equipment is permitted to be brought into competitions by clubs, coaches or athletes.

Coaches are not permitted to add, re-arrange or remove springs from the springboards for any reason. Coaches cannot make any modification to competition equipment or setup.

Athletes must provide their own chalk for use at events. Athletes must provide their own spray bottle, if required.

RG athletes are required to provide their own hand apparatus for their use in competition. All hand apparatus must comply with the apparatus regulations and specifications in the RG Technical Regulations. For the provision of RG spare hand apparatus, refer to the RG Technical Regulations. Clubs and coaches must ensure the hand apparatus used by athletes is safe and appropriate for the athlete's skill and competition level.

14. APPARATUS SAFETY

Gymnasts, coaches, judges and the NSW Gymsport committee members present at an event owe a duty of care to ensure that the equipment is safe for competition. The event must be conducted in a venue sanctioned by GNSW and the equipment must be, as a minimum standard, safe for competition and safe for the activities that will be performed on it.

If a coach, judge or gymnast has concerns with the safety of equipment at an event, or if they do not believe that it meets the minimum competition requirements, if any, they should immediately raise the matter with the competition co-ordinators (consisting of the Event Manager and the Gymsport ESDO). The Competition Coordinators will assess the safety and compliance with competition rules and will determine the matter in any way, and by consulting who in their absolute discretion they see fit to consult. The collective decision of the Competition Coordinators is binding. Clubs that disagree with the determination of the Competition Coordinators may withdraw their athlete from an event or from a particular apparatus at an event and in so doing agree to bear any consequences that apply to team selection or overall ranking that flow from the decision to withdraw from an event.

The Head Judge at each apparatus has responsibility for the safe operation of the competition on that apparatus, including the safety conscious conduct of judges, coaches and gymnasts involved from time to time and any persons authorised or otherwise, who encroach on the apparatus environment under the Head Judge's control. Apart from directives and warnings to all involved, the most immediate course of action in case of a material failure of any person or aspect in meeting safety standards is to cease the operation of competition on that apparatus and place determination of the next course of action in the hands of the Competition Coordinators.

15. SKILLS PERFORMED UNSAFELY

Coaches may be advised by the Competition Jury or GNSW Event Management to withdraw an unsafe skill from a gymnast's routine if the Apparatus Jury, in consultation with the Competition Jury and/or GNSW Event Management, deems the skill unsafe. If the coach receives such advice, the skill must not be performed in the competition. If the skill is performed against advice the athlete will be disqualified from the competition and the coach may be asked to leave the competition floor and/or subject to disciplinary action.

LINK: Judge Policies and Protocols – PART E Judge Gymnast Safety Protocol

16. INJURY AND INCIDENT MANAGEMENT – ESCALATION PROCESS

All coaches on the competition floor are required to hold a current First Aid certificate in accordance with their level of accreditation.

In the event of an injury or other accident at a GNSW event the GNSW Event Escalation Process will be followed. The Designated First Aid Officer (DFO) shall implement treatment in accordance with first aid training. At GNSW events the DFO will usually be the event physiotherapist if present, or if not present, will be the senior staff member present or their delegate.

Athletes who have a diagnosed health care need, allergy or relevant medical condition at events must have with them their medical management plan and any prescribed or emergency medication. This includes for conditions including but not limited to asthma, diabetes and athletes diagnosed at risk of anaphylaxis.

Should a gymnast sustain an injury during the competition or warm-up time, the coach is responsible for alerting the Designated First Aid Officer and the GNSW staff member in the first instance. The coach is responsible for taking the gymnast to the first aid station or calling for assistance as necessary. In the event of a serious accident, the injured person must not be moved by any person other than the DFO unless it is a life-threatening situation. Keep the injured/unwell person calm and wait for the DFO to arrive.

The instructions of the DFO and Event Management must be followed. The Event Manager will ensure that all gymnasts are appropriately supervised and moved away from the incident, if considered appropriate by the Event Manager. This may require the Event Manager asking a nearby coach to supervise the gymnasts from the club of the injured athlete while the coach remains with the injured athlete. The Event Manager shall conduct a risk assessment of the competition to determine whether it is safe for the event to proceed. In the event of a critical situation, the Event Manager will take all reasonable steps, actions and provide directions as they determine to ensure the interests, wellbeing and safety of all parties.

The club/coach of the injured athlete should notify and liaise with the parent/guardian of the injured athlete to provide information as required and to keep relevant parties informed. If the parent/guardian is at the venue, the coach should liaise with them in the designated spectator zones. No unaccredited persons are permitted entry onto the competition floor. In the event an unaccredited person is required to enter the competition area, this will be under the direction of the GNSW management.

The Designated First Aid Officer will complete an Injury Report Form. The athletes' coach and witnesses will be required to complete attached statements. The reports should be completed as soon as possible following the incident. The privacy of all parties will be respected at all times and no non-essential information will be disclosed, subject to the need to comply with GNSW policies, and/or the need to fully investigate the matter and/or any legal requirements for disclosure.

LINK: GNSW Escalation Process

17. INJURED GYMNASTS

GNSW is committed to the health and safety of athletes. Where an athlete has sustained an injury and is advised by the GNSW Physiotherapist at an event that they are unfit to compete, the athlete must not compete. Where an athlete attempts to compete despite advice to the contrary by the physiotherapist the GNSW delegate on duty will advise the judges to not judge the routine and the gymnast and their coach may be removed from the competition floor and/or subject to disciplinary action.

All members have a responsibility for the welfare of all athletes. Any member present at the event has a 'duty of care' for a person who has a head injury and must learn to recognise signs and symptoms of suspected concussion. If a person receives a blow to the head or body where a concussion may result, the member should remove the person immediately from training or competition. The person should not be allowed to return to activity until they are cleared of signs and symptoms of concussion that could be present.

If a doubt of a concussion occurring, irrespective of no evident signs and symptoms, the member must adopt the mantra 'if in doubt, sit them out'. No one can decide that a participant with a suspected concussion may resume participating on the same day or same competition other than a medical practitioner. This includes the participant themselves, parents, coaches, officials, volunteers or staff.

LINK: GNSW Concussion Management Policy

18. INJURED ATHLETES RETURNING TO COMPETITION

Where an athlete has sustained an injury, either prior to an event or during an event, the club must provide a medical clearance letter for the athlete to participate in any other events in which the athlete has been entered. Injured athletes who have not provided a medical clearance letter to the Gymsport ESDO stating that they have appropriately recovered from the injury and are fit for competition will not be permitted to participate in the event. The clearance letter must state the athlete's recovery from the specific injury and the clearance to compete on the entered event date. This includes State Championship events with an Automatic Entry Process; the club of a qualified athlete who has sustained an injury prior to the State Championships must provide a copy of the medical clearance letter to the Gymsport ESDO before the event, for the athlete to be permitted to participate. The qualified athlete will still be automatically entered into the State Championships unless officially withdrawn by the club but will only be able to participate with the provision of the medical clearance. Medical certificates will only be accepted from the athletes treating practitioner which must be a Doctor of Medicine or a Physiotherapist. Medical clearances must be received by the GNSW no later than 72-hours prior to the start of the first session of the event.

19. ACCESS TO COMPETITION FLOOR

Non-nominated officials and spectators will not be permitted access to the field of play, including the competition floor, technical areas, warm-up areas or marshalling area and may be asked to leave the venue if they venture into the competition, warm-up or marshalling area. Additional penalties may apply if parents are in these areas. Clubs are responsible for ensuring the parents from their club are aware of the rules and remain off the field of play.

All officials are required to sign-in upon arrival for each event session.

Permission to enter the field of play must be granted by the Floor Manager, Competition Coordinator or the ESDO. Gymnasts are not allowed to enter the warm-up or competition areas without a coach and cannot commence warm-up before the specified time and directed by the Event Manager. The competition coordinator (Event Manager, Technical Director, Competition Coordinator, Judging Coordinator and ESDO) have the right to remove any individual from the competition floor.

20. FOOD AND DRINK ON THE COMPETITION FLOOR

No food or drinks except water is to be taken onto the competition or warm-up areas. Coaches and officials may not bring tea, coffee or fizzy drinks into these areas. All participants should have their own individually labelled water bottle, which should be kept with them at all times.

21. MOBILE PHONES

Mobile phones must not be used by athletes, coaches, judges or volunteers for personal use while they are performing their assigned duties, or at any time while on the competition floor during a competition. This includes making phone calls, taking photos, video recording, text messaging or reading texts received. Judges and volunteers must not have their mobile phones on their table/station during a competition. There may be circumstances where coaches, judges and volunteers are required to use a mobile phone on the competition floor in an official capacity. Use of mobile phones, or other devices for official roles is under the control of the competition manager. Special circumstances requiring access to a phone should be discussed with the Event Manager prior to the start of the session.

22. MOVEMENT ON AND AROUND THE COMPETITION FLOOR

Athletes' movement to and from the competition floor and between apparatus is controlled by the Floor Managers and shall be carried out in an orderly, quiet manner. Unless actually performing, athletes will remain seated in their designated seating area. Athletes are not permitted to enter spectator zones during their competition session, including between routines and when they have finished their individual competition. Some unobtrusive stretching or lowkey activity may be allowed at the discretion of the Event Manager and Head Judge.

Once the competition has commenced athletes, coaches, judges and volunteers are not permitted to leave the Competition Floor or warm up area without the express permission of the Event Manager, Floor Manager or Head Judge.

23. WITHDRAWALS AT AN EVENT

It is then the responsibility of the club coach to inform the Event Manager of any withdrawn athletes. The name of any athlete, who has been entered but is unable to compete, must be given to the Event Manager prior to the end of general warm-up. The athlete withdrawal must be made on the official withdrawal form available at the score table.

24. PROTESTS AND TECHNICAL QUERIES AT AN EVENT

Coaches should refer to the Gymsport Technical Regulations for Gymsport specific rules regarding protests and technical queries at an event. Protests and queries can only be made by nominated and accredited coaches on the field of play and if made in accordance with the applicable Gymsport rules and procedures. No enquires or protests from spectators, including technical officials who are not accredited to be on the field of play for that competition session, will be entertained and no conversation will be entered into. No video or photos from spectators or from personal cameras will be considered in any protest or query.

25. VIDEO AND CAMERAS

No video personnel or photographers will be allowed on the Competition Floor during competition or competition warm-up with exception of the official GNSW video personnel and photographers. Coaches must not use cameras on the competition floor; this includes camera devices on a mobile phone or tablet device, unless previous permission has been granted.

During presentation one coach per club is permitted to take photos from within the designated area on the field of play. Coaches must remain off the presentation zone, and behind the presentation table or area as specified by the competition manager. If coaches are directed by the competition manager to stop taking photos at any time, they must comply with this request. Permission to take photos during presentations may not be granted for every event.

The use of cameras or video at events is subject to the GNSW Acquiring and Displaying Images of Children Policy. GNSW permits parents and spectators to take photographs from the spectator area provided all shots are appropriate. Parents should only take images (still and moving) of their own children, unless they have the express approval of the parents of other children. Parents who suspect that other spectators are taking images of their child, or taking photos of another child that is not the child of the person taking the image, may report the incident to the Event Manager. The taking of such images is considered inappropriate

behaviour and the person may be asked to refrain from taking photos, delete any photos taken, the camera or other videoing device may be confiscated, or the Events Manager may ask the person to leave the venue. The Event Manager's decision is final. Breaches may be reported to police and GNSW may take subsequent additional discipline action following the event.

GNSW reserves the right to broadcast or telecast any event.

LINK: [Photography – Acquiring and Displaying Images of Children Policy](#)

26. AWARDS

At GNSW events/competitions awards will be presented as stipulated in the event guidelines and/or gymnsport technical regulations.

Perpetual trophies awarded will be granted to the winner for the period until the subsequent competition is next held. Trophies must be returned to GNSW prior to the event date in each calendar year. The trophies must be returned engraved and in good, clean condition by the club who received the award in the preceding year.

In the event of an interstate club attending a NSW State Championships, the residential award system will come into place. If a non-NSW athlete receives a placing during the event, subsequent residential places will be awarded for NSW athletes.

27. COACH ACCREDITATION

Coaches are required to have their Technical Membership accreditation with them in the GNSW Member App at all events. Failure to do so, or being unregistered, will result in being removed from the competition floor. If a replacement coach from the same club is unavailable, gymnasts may not be able to participate in the competition.

28. JUDGE ACCREDITATION

Judges officiating at GNSW events must be appropriately accredited within the specific gymnsport and be registered with both Gymnastics Australia, GNSW and with the relevant sport's Judging Assembly. All judges are required to be financial members of GNSW for the current year. Judges are required to have their Technical Membership with them in the GNSW Member App at all event.

29. TICKETS

No refund or exchange on any spectator ticket is available except as required by law and as otherwise specified by the seller. If a refund is made, GNSW may, to the extent permitted by law, retain any fee it has charged.

All tickets sold are for General Admission. No assigned seating will be available. The right is reserved to add, withdraw, reschedule or make substitutions to the advertised event schedules, programs, competition work plans, seating arrangements and audience capacity.

The right of admission is reserved and is subject to the GNSW and the venue's terms of admission.

PART D – AFTER AN EVENT

1. REFUNDS

The refunding of athlete entry fee is possible only under the following circumstances:

- An athlete's ill health and subsequent inability to participate in the event. This refund will be made on the provision of a Doctors certificate attached to the official GNSW Request for Refund form within 7 days of the conclusion of the event. Certificates presented after 7 days of competition will not be accepted. A 15% Administration fee will be deducted from the refund. Medical certificates will only be accepted from a Doctor of Medicine, Doctor of Chiropractic or a Physiotherapist.
- Should an injured athlete be part of a team/pair/trio, forcing the team/trio/pair to be withdrawn, the non-injured team members are entitled to a 100% refund of their entry fees. Only the injured participant will be deducted the 15% Administration fee from the refund provided the terms of submission of the Request for Refund are met by the injured athlete.
- An athlete's selection onto a Gymnastics Australia team prevents them from competing at an event that is entered prior to selection onto the Gymnastics Australia team. Evidence of selection must be provided with request for refund.
- Clubs may submit a written request for refund appeal for circumstances outside the above mentioned terms. GNSW reserves the right to the final decision on all requests. All requests must be received in writing, with all supporting documents, to the Event Manager or Gymsport ESDO within the 7 days of competition conclusion. All request appeals received after this period will not be considered.

2. RESULTS

Results will be posted on the GNSW website following an event.

ANNEXURE A – SUMMARY TABLE OF FEES

ITEM	FEE
Unregistered / incorrectly registered athletes, coaches or judges	10% of entry fee
Changes to entries	\$20 per change
Late Entries	\$150
Additional athlete entry after close of entries	50% of additional athlete individual entry fee
Volunteer Proxy Fee	\$100 per volunteer
Late Music Submission	\$20 per piece of music
Changes to music submission after deadline	\$20 per piece of music
Incorrectly formatted or labelled music	\$20 per piece of music
Judging Proxy Fee	\$250 per judge, per session
Late Submission of Provision of Judges form	\$100
Change of nominated Judge	\$20 per change
Withdrawal of judge without provision of replacement judge (per judge, per session)	\$250 proxy fee + \$100 admin fee