

Bye and Special Consideration Policy

Date approved:	4 January 2021	Effective start date:	1 January 2021
Policy Number:	ISV010	Version number:	2.0
Review date:	January 2021		
Related Policies/ Procedures/Forms:			

1. Purpose

To outline the rules and circumstances where an Athlete would be eligible to be considered for a Bye from an event where that event is being used as a selection requirement for participation in a future event.

2. Application

This policy applies to all Athletes who through a set of circumstances are required to apply for a bye from an event.

3. Rules and circumstances

3.1 Circumstances warranting a Bye

- a. Recent or ongoing illness, mental illness or injury that has affected training and preparation
- b. Sudden illness, acute mental illness issues or injury occurring in the immediate lead up to, or during the event that require the Athlete to withdraw, or be unable to complete at the event.
- c. Extreme family considerations
- d. Commitment to compete internationally at either Junior or Senior level.

3.2 Circumstances warranting a Special Consideration

- a. Recent or ongoing illness, mental illness or injury that has affected training and preparation
- b. Sudden illness, acute mental illness issues or injury occurring in the immediate lead up to, or during the event that affects the Athlete's ability to perform at their best.
- c. Extreme family considerations

4. Bye application process

All Applications are to be submitted in writing to the Association via the Secretary.

Where the circumstances are known prior to the event in question, the Application must be made in advance. Where circumstances arise at the event that require an Application, the Application must be submitted within forty-eight (48) hours of the conclusion of the Athlete's division at the event.

To be considered the Application must include:

- a. details of the nature of the illness, mental illness, injury, extreme circumstances, or international competition entry.
- b. copies of medical certificates detailing the nature of the illness, mental illness or injury where applicable.
- c. a list of the Medical Professionals recommendations.
- d. a plan detailing a return to peak performance in time for the event the Application is for.
- e. a letter from the Athlete's coaching team endorsing the Application.

Once the Application has been received, the Association, at the next scheduled Board meeting, will:

- a. consider the Application assuming the Rules and Circumstances have been met, and the Application includes all required elements.
- b. determine whether the Athlete needs to be observed completing a run through of their program(s), prior to a decision being made on the Application. If required the Association will:
 - i. convene one (1) or two (2) judges (Senior National, International or ISU) to observe the Athlete and report back to the Association.
 - ii. invoice the Athlete for any incurred expenses at and agreed upon rate.
- c. inform the Athlete of the outcome of the Application as soon as is practicable.

5. Special Consideration application process

All Applications are to be submitted in writing to the Association via the Secretary.

All applications for Special Consideration must be submitted more than twenty-four (24) hours prior to the Athlete's division at the event taking place.

To be considered the Application must include:

- a. details of the nature of the illness, mental illness, injury or extreme circumstances.
- b. copies of medical certificates detailing the nature of the illness, mental illness or injury where applicable.

- c. a list of the Medical Professionals recommendations.
- d. a plan detailing a return to peak performance in time for the event the Application is for.
- e. a letter from the Athlete's coaching team endorsing the Application.

Once the Application has been received, the Association, at the next scheduled Board meeting, will:

- d. consider the Application assuming the Rules and Circumstances have been met, and the Application includes all required elements.
- e. determine whether the Athlete needs to be observed completing a run through of their program(s), prior to a decision being made on the Application. If required the Association will:
 - i. convene one (1) or two (2) judges (Senior National, International or ISU) to observe the Athlete and report back to the Association.
 - ii. invoice the Athlete for any incurred expenses at and agreed upon rate.
- f. inform the Athlete of the outcome of the Application as soon as is practicable.

6. Definitions

Application	means the process of applying for a Bye or Special Consideration
Bye	means an exemption from a qualifying event
Special Consideration	means to have results at a qualifying event considered when there are exceptional circumstances impacting the Athlete's ability to perform at their best, but still participate.
ISV	Ice Skating Victoria
ISA	Ice Skating Australia
Medical Professional	means a Doctor, Physiotherapist, Phycologist, Psychiatrist or other certified Allied Health professional

6. Version history

Version	Approval date	Changes
2.0	January 2021	Inclusion of Special Consideration and mental illness as a reason for an Application.
1.0	2012	Initial version