



## **Ice Skating Victoria Incorporated**

**Registration Number: A0012348Z**

**ABN: 41317072095**

**Controlling Body of Amateur Figure Skating in Victoria**

**Correspondence to: The Honorary Secretary, P.O. Box 667, Carnegie VIC 3163**

## **ISV Guidelines for Skaters Entering Interstate and National Competitions**

These guidelines have been developed to explain the process for entering a skater in an Interstate or National Competition. It also assists the ISV administration in the processing of competition entries.

### **Procedure for Skaters**

- The ISV Secretary is responsible for submitting the entry on the skater's behalf. Skaters who intend to compete in an Interstate or National competition must submit their entries to the ISV Secretary, at least 2 weeks prior to the competition entry deadline.
- All skaters competing at an Interstate or National competition must be a current full financial member of ISV and the entry must be ratified by ISV in order to compete at the event.
- Skaters should notify the ISV Secretary at least a week in advance of the closing date of the event of their intention to compete at the event. This can be done via the Secretary's email [secretary@iceskatingvictoria.org.au](mailto:secretary@iceskatingvictoria.org.au).
- The entry form must be submitted to the ISV Secretary by the Wednesday before the closing date of the event. This will allow time for the Secretary to submit the entry form to the Event Competition Convenor.

### **Procedure for ISV Secretary**

Forms can be scanned and emailed, handed to a committee member or sent to ISV's post office box. If the skater is mailing their entry to the post box, they must send it and advise the Secretary they have done so at least a week before the closing date. This will allow the Secretary time to collect it and submit it to the Event Competition Convenor.

Payment should be made to ISV who will then forward it onto the club holding the event. This can be done either by cheque, money order, cash or bank deposit. Payment must be received by the closing date for entries. If paying by bank deposit, please allow two working days for the payment to be received into our account.

Our account details if paying by bank deposit are:

BSB: 033 084

Account No: 933625

For any questions about these guidelines please contact the Secretary on [secretary@iceskatingvictoria.org.au](mailto:secretary@iceskatingvictoria.org.au).