



## **FSAT Procedure for Skaters Entering Interstate and National Competitions As at October 2015**

This procedure has been developed to explain the process for entering a skater in an Interstate or National Competition. It also assists The Association administration in the processing of competition entries.

### **Procedure for Skaters**

The Association Secretary is responsible for submitting the entry on the skater's behalf. Skaters who intend to compete in an Interstate or National competition must notify The Association in order to compete at the event.

All Skaters competing at an Interstate or National competition must be a current full financial member of The Association and the entry must be ratified by The Association in order to compete at the event.

The entry form must be submitted to The Association Secretary at least a week (seven days) in advance of the closing date of the event.

If a skater wishes to confirm forms have been received and forwarded they should contact the Secretary, or that monies have been received and forwarded they should contact the Treasurer.

### **Procedure for submitting entries**

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

Payment should be made to The Association, who will then forward it onto the club or association holding the event. This can be done either by bank deposit, cheque, money order or cash. Payment must be received one week (seven days) prior to the closing date for entries. If paying by bank deposit, please allow two working days for the payment to be received into The Association's account.

If paying by cheque, the cheque can also be made payable to the club/association holding the event (as per the competition announcement) and sent to The Association's post office box.

The Figure Skating Association of Tasmania account details for bank deposit are:

BSB: 807 009

Acc No: 5134 7462

The Figure Skating Association of Tasmania email and post office box details are:

Email address: [fsatas@gmail.com](mailto:fsatas@gmail.com)

Postal address P.O. Box 370 Glenorchy TAS 7010