

VISSF Participant and Team Registrations, Withdrawals, Refunds and Cross Registrations

Introduction

This document outlines the guidelines regarding participant and team registrations, withdrawals, refunds and cross registrations relating to the 2024 Victorian International Student Sport Festival.

PARTICIPANT INFORMATION

Participant withdrawal key principles

UniSport must be advised of all participant withdrawals regardless of whether a refund is applicable, to ensure that competition operations can be adjusted accordingly. All withdrawal notifications must be made in writing via your University Team Manager (UTM), including requests for refunds. Any refund requests received by UniSport directly from event participants will not be processed.

1. Participant Eligibility

- a. All participants must meet UniSport's [Eligibility of Competitors](#) guideline to be eligible to participate at the event.
- b. Each UTM has the responsibility of verifying the eligibility of each of their participants.

2. Refund Conditions

- a. All applications for refunds must be submitted in writing by the UTM to UniSport.
- b. If a student withdraws on or prior to Friday 7 June, they will be entitled to a full refund of registration fees paid (less any PayPal fees paid).
 - i. The PayPal fee is \$0.30 plus 1.5% of the total transaction. This amount is shown at the time of paying for registration.
- c. If a student withdraws after Friday 7 June:
 - i. If they have a medical injury or family tragedy that precludes them from participating in the event, or have been deemed ineligible to compete in the event due to not satisfying the UniSport eligibility requirements, they will be entitled to a full refund (less any PayPal fees paid).
 1. Applications for refunds must be submitted in writing by the UTM by Wednesday 31 July and for a medical injury, must be accompanied by a medical certificate that covers the event dates.
 - ii. They can have their registration transferred to a new registrant, if they / the university can identify another student. The UTM must approve the transfer of registration and submit details of this in writing to UniSport.
 1. In this scenario, the new registrant does not need to be participating in the same sport as the withdrawing student, unless the team that the student was part of no longer has the minimum numbers required to continue.
 2. At the discretion of the UTM, the withdrawing student would either:
 - a. Have their registration fee refunded by UniSport (less any PayPal fees paid), after the new registrant has registered and paid; or
 - b. Not be refunded their registration fee, with the new registrant not required to pay the registration fee (the new registrant would complete a separate form to capture their registration details).

3. The new registrant must have registered after Friday 7 June for this to be considered.
 - iii. Not be refunded their registration fee, if Option 1c (i) or (ii) are not applicable.
- d. Please note that a student who is injured during the event is not entitled to a refund. Please see Section 6 of this document for further information on event time substitutes.
- e. Refunds are approved at the discretion of UniSport. Once approved, the refund will be processed (up to four weeks after the event), less any PayPal fees as outlined. Refunds will be transferred directly to the original payment source, where this is not possible, alternative payment options will be explored.

TEAM INFORMATION

3. Cross Registrations

- a. Cross registrations are when a participant competes in more than one sport at the event.
- b. UniSport will allow a limited number of cross registrations per team.
 - i. Please refer to the Sport Competition Guidelines for each sport, available via [Victorian International Student Sport Festival | UniSport](#), to view the maximum number of cross registrations per sport.
 - ii. There will be no additional cost for cross registrations.
 - iii. UniSport suggests that participants should compete in no more than two sports.
 - iv. Both sports count towards cross registration numbers.
 - v. When registering, participants are only able to select one sport. Any cross registration requests must be submitted in writing by the UTM to UniSport.
 - vi. Participants are not able to cross register to be part of more than one team in the same sport (eg. part of two basketball teams).
 - vii. UniSport strongly recommends that cross registrations are not used to reach minimum numbers.
 - viii. UniSport will allow cross registrations to occur during the event. UTMs must submit the cross registration request in writing to the UniSport representative.

4. Team Minimum Numbers

- a. Each team must have the minimum number of players registered to be eligible to participate.
 - i. Team minimum numbers are in place to ensure each team has enough players to compete across the entire tournament.
- b. Please refer to the Sport Competition Guidelines for each sport to view the minimum numbers for each team.
- c. For teams that haven't reached minimum numbers by Friday 7 June, UTMs will decide if that team:
 - i. Will be withdrawn.
 1. If a team is withdrawn, the UTM has the option to reallocate those players into another team.
 - ii. Will be topped up with players from another team that has exceeded minimum numbers.
 - iii. Will be merged with another university's team.
 - iv. Will be provided additional time to reach minimum numbers.

1. This option will only be considered when a team is close to reaching minimum numbers and the team can demonstrate that they have other players who will potentially register.

5. Participant Registrations during the event

- a. UniSport will allow students to register at the event. This includes at any stage during the event.
 - i. Students registering at the event will be required to register through the FuseSport registration system and pay the applicable registration fee. There will be no discount for students who register part-way through the event (eg. on the second day of the event).
 - ii. The UTM must verify the eligibility of the student and notify the UniSport representative before the new registrant is permitted to participate. The UniSport representative will then notify the Competition Manager of the new registrant.

6. Event Substitutes

- a. UniSport recognises that some participants will not be able to play the full two days of competition, due to work or other commitments.
- b. UniSport will allow substitutes to be used.
 - i. A substitute:
 1. Must be approved by their UTM. The UTM must submit in writing the registration details of the substitute, which player they are replacing, the duration of when the original registrant will compete and when the substitute will compete.
 2. The substitute is only eligible to play for the period specified in writing by the UTM. If the substitute wishes to play beyond this period, they will need to register as a participant and pay the applicable registration fee.
 3. Does not need to pay a registration fee.
 - ii. The original registrant is not entitled to a partial refund.
 - iii. If a player is injured during the event, they will not be entitled to a refund. An event time substitute can take their place.
 1. Where a substitute is not available, a student who is not available for the full two days will not be eligible for a partial refund.

7. Late Team Withdrawals

- a. At COB Friday 28 June, teams that are in the competition draws will not be removed. For results purposes, any teams that withdraw after that date will automatically have their games declared a forfeit.