

# UniSport Australia Guideline

## Team Nomination and Withdrawal

### Introduction

This guideline has been developed to provide a framework for the process of nominating and withdrawing teams from UniSport events. This guideline has been developed to align with the following objectives;

- To provide a clear framework and process for the nomination of teams to compete in UniSport events,
- To outline the process for the withdrawal of teams from UniSport events and,
- To set clear deadlines for the withdrawal of teams prior to the commencement of UniSport competitions and events.

### 1. Process for team nominations

For UniSport events, members are required to nominate competing teams to each competition as per the parameters outlined in the UniSport Guideline 'Qualification for Participation'. To nominate teams, member universities must:

- 1.1. Complete the team nomination process using one of the two following methods:
  - Via email to the Registrations Manager outlining the sport, competition and selecting a team code no more than four to 10 characters in length for each nomination, or
  - Through the online process using Fusesport
- 1.2. Nominate all teams prior to the close of team nomination period provided by UniSport for each event

Note on 1.2 – UniSport will provide confirmation of team nomination periods for all events at the start of the year through the Registrations Key Dates and Prices document. Any amendments required, due to unforeseen circumstances, will be communicated to members appropriately.

### 2. Process for second team nominations

Each university is permitted to nominate up to two teams in each competition as identified by UniSport. UniSport reviews which competitions have capacity for second teams annually, with the list provided to universities prior to the designated team nomination period.

- 2.1. Universities shall nominate second teams through the same process as outlined in item 1. Process for team nominations.
- 2.2. All relevant processes regarding team withdrawals apply to all teams nominated for a competition.

### 3. Process for team withdrawals

Any university wishing to withdraw a team from a competition must follow the procedure below:

- Email the Registrations Manager to confirm withdrawal of the team in writing
- Withdraw teams prior to the team withdrawal deadline

#### 4. Team withdrawal deadline

A team withdrawal deadline will be set for each event (as outlined in the Registrations Key Dates and Prices document). Any team withdrawals prior to the deadline will result in no penalty for the withdrawing university. This deadline also identifies the date at which minimum team numbers must be reached (as detailed in each sport guideline).

If teams are withdrawn after this deadline, the following process applies;

- 4.1. The university withdrawing the team will be invoiced for the registration fee of any competitors currently registered in that team, plus a \$22.00 administration fee per registered competitor, plus an additional \$440.00 team withdrawal fee.
  - 4.1.1. Universities will be given the option to move registered competitors from the withdrawing team to other sports at the same event and will not be invoiced for these registrations.
- 4.2. UniSport will refund all competitors of the withdrawing team their registration fee in full.
- 4.3. Any individual competitor refunds will be processed as per the UniSport Guideline 'Participant Withdrawal and Refund Requests'.

#### Examples

*Examples used are based on a \$200.00 registration fee. Final amounts may vary depending on the price set for the registration.*

*Example 1: University A withdraws a basketball team after the team withdrawal deadline. The team had five people registered, two of whom are moving to netball. University A will be invoiced for \$1,106.00 (3x withdrawn competitors + 3x administration fees + the team withdrawal fee).*

*Example 2: University B withdraws a hockey team after the team withdrawal deadline. The team had eight people registered, all of whom are withdrawing. University B will be invoiced for \$2,216.00 (8x withdrawn competitors + 8x administration fees + the team withdrawal fee).*

*Note: all prices listed include GST*

#### 5. Late team nominations

UniSport may accept late team nominations into competitions at their discretion. In this instance the following procedure will apply:

- 5.1. The university requesting the nomination must put forward the nomination in writing to the Registrations Manager for consideration.
- 5.2. The Registrations Manager in consultation with the Nationals Event Manager – Sport will confirm the acceptance or rejection of the team to the university by email.
- 5.3. In the event that any accepted late teams are required to withdraw from the competition, Section 3 still applies.

#### 6. UniSport imposed withdrawals

In the instance that teams have not met minimum numbers by the team withdrawal deadline, using its discretion, UniSport reserves the right to impose team withdrawals and associated fees as outlined in Section 3.

#### ***Previous amendments***

February 2020 | February 2021 | February 2023 | May 2024