

UniSport Australia Guideline

Replacement Player

Introduction

This guideline outlines the procedures to be followed when a competitor is withdrawing from a UniSport event due to medical injury, family tragedy or ineligibility and being replaced by a new competitor.

Definitions

- **Competitor replacement:** When a registered competitor is withdrawn from an event for an approved reason and is being directly replaced by a new competitor.
- **Pre-event replacement:** Competitor replacements that occur prior to the first day of competition, including the time between registrations closing and the first day of competition (as outlined in the registration key dates document).
- **Event time replacement:** Competitor replacements that occur during an event, starting from 12:00am (local time) on the first day of competition (as outlined in the registration key dates document).

1. Pre-event replacement

- 1.1 Pre-event replacements can be requested in the event a competitor is withdrawing due to medical injury, family tragedy or ineligibility only.
- 1.2 To request a pre-event replacement player, the University Team Manager (UTM) must submit the online form (UniSport Replacement Player Form – PRIOR EVENT) available in the members area of the UniSport website.
- 1.3 For each of the approved reasons for a pre-event replacement supporting evidence is required as outlined below:
 - 1.3.1 **Medical injury:** A relevant medical certificate to justify the need to withdraw the competitor from the event.
 - 1.3.2 **Family tragedy:** A written statement verifying the circumstances are such to warrant competitor withdrawal from the event.
 - 1.3.3 **Ineligibility:** A written statement verifying why the student is ineligible under the UniSport Australia Guideline *Eligibility of Competitors*.
- 1.4 Once a pre-event replacement request has been submitted and approved, the following process will be followed:
 - 1.4.1 The withdrawing competitor will be withdrawn from the event but will not receive a refund of their registration fee.
 - 1.4.2 UniSport will provide a discount code to the UTM to pass onto the incoming competitor to waive the event registration fee when registering.
- 1.5 UniSport reserves the right to review university requests for replacement players for extraordinary circumstances other than medical injury, family tragedy or ineligibility. If approved they will be subject to the above process and procedure.

2. Event time replacement

- 2.1 Event time replacements can be requested in the event a competitor is withdrawing due to medical injury or family tragedy only. The replacement player must be a registered competitor at the event, non-competing officials cannot replace competitors.
- 2.2 Any event time replacement players will incur an administration fee of \$22.00 inclusive of GST, payable at Nationals HQ when lodging the submission.

- 2.3 To request an event time replacement player, the UTM must submit the online form (UniSport Replacement Player Form – EVENT TIME) available in the members area of the UniSport website.
- 2.4 For each of the approved reasons for a pre-event replacement supporting evidence is required as outlined below:
 - 2.4.1 **Medical injury:** A relevant medical certificate or Sports Trainer report to justify the need to withdraw the competitor from the event.
 - 2.4.2 **Family tragedy:** A written statement verifying the circumstances are such to warrant competitor withdrawal from the event.
- 2.5 Once an event time replacement request has been submitted, approved and payment has been received the following process will be followed:
 - 2.5.1 The withdrawn competitor will be removed from the team and have their accreditation withdrawn; they will be ineligible to participate for the remainder of the competition.
 - 2.5.2 The replacement player's accreditation will be updated to reflect the change by changing the sport or adding the new sport (dependent on whether the competitor will remain in their original sport).
 - 2.5.3 UniSport will notify competition management staff, the team sheet will be edited to reflect the change at the venue.

Previous amendments

April 2012 | May 2014 | August 2015 | July 2016 | March 2019 | February 2020 | February 2021 | February 2023 | February 2024 | May 2024 | November 2024 | February 2026

