

# Rules & Regulations Policy



UPDATED 02.06.2023

## RATIONALE

This document outlines important rules & regulations of the Victorian Teachers' Games (VTG) event, taking place in Latrobe City from Sunday 17 September to Wednesday 20 September 2023.

## CONDITIONS OF ENTRY

To participate in the VTG, participants must be eligible in accordance with the VTG Eligibility Policy and register through the VTG website. Registrations open at 9:00am on Monday 5 June 2023, and close on Friday 18 August 2023 at 11:59pm. Registrations after this date will not be accepted.

### Registration Regulations

- A participant may partake in as many individual events as they wish, subject to scheduling and availability.
- Registrations are not complete until all required details are submitted, and payment is processed.
- Your confirmation email and payment receipt act as your proof of entry.
- Partially completed registrations may be followed up throughout the registration process. Please note incomplete registrations are not considered as a proof of entry.
- Participants must register and partake in at least one (1) event within the sporting or recreation & wellness programs to be eligible to partake in an event within the social program.
- Registrations are capped on a per event quota basis.
- Teams with less than the specified minimum number of participants (including meeting gender requirements for Mens, Women's and Mixed teams) who have completed the entry process for that event (including payment of entry fees) will be contacted. All reasonable steps must be made to find additional participants by the team manager. Relevant event fees & our refund policy applies.
- VTG reserves the right to refuse entries from any individual or agency.

## PARTICIPANT BEHAVIOUR AND CONDUCT

Please refer to the VTG Behaviour Policy.

Event conveners, umpires/referees/officials and volunteers make the VTG possible – they are integral to the success of VTG. Please always treat them all with the utmost respect and courtesy. Official event conveners and volunteers are identifiable by their event t-shirts.

## PARTICIPANT FEES

The Victorian Teachers' Games has two types of fees: the overall registration fee & individual event fees. Payment of all fees shall be via credit card at the end of your registration.



## Participant Registration Fee

The participant registration fee is an administrative fee payable by all participants attending the VTG. The payment of the fee covers various costs associated with running the VTG event, such as:

- Participant identification on-site
- Showbag
- Event T-Shirt
- Event Awards (medals, wooden spoons)
- Volunteer recruitment, training, and uniform
- Social functions & on-site activations, including catering
- Communications, Marketing & Signage – including banners and printing
- Registration platform costs
- Location-specific incentives, such as food & beverage deals
- Administrative costs (staffing)
- Late night transport

The tiered registration fee structure, including registration periods & associated fees, can be viewed on the VTG website.

## Individual Event Fees

Each individual event attracts a further fee. These fees are variable according to the event and are set by VTG or in conjunction with the event venue or supplier.

Individual fees for most events are based on event market value and associated expenses. They generally range between \$15-\$55 and are detailed on each events' page on the VTG website. The payment of these fees covers the costs of putting on each unique event, such as: -

- Event Convener/Supplier
- Venue Hire Fees, including cleaning & line marking
- Referees/umpire/official costs
- Equipment
- First Aid Coverage
- Catering (where applicable)
- Administrative costs (staffing)

## **EVENT REGULATIONS**

### General Event Regulations

- All participants must be registered to compete and partake in VTG events; identifiable by their participant identification.
- All events will be conducted at various venues throughout the host city/region.
- Age categories may apply to the below event. Age is determined at the time of competing in the VTG and allocated during the registration process.
  - Cross Country – whilst Under 35 and Over 35 divisions are included for participants to choose from, the final division will be determined once registrations have closed, and numbers are known. Event organisers will aim to categorise entries, so runners compete against other runners who they are most similar to.



- Whilst there are gender categories for certain events, VTG is an inclusive event which respects the gender identity of all participants.
- All participants are encouraged to select and partake in events they feel most comfortable in.
- Team members/event participants must play in at least one preliminary game to be eligible for finals.
- Most, if not all events carry a minimum number requirement to ensure a competition for medals and/or to ensure the event remains viable. Some events may set a maximum number of participants due to venue & time limitations.

### Event Awards

Gold, Silver and Bronze Medals will be provided for selected events within the sporting and social programs. Medal presentations will normally be made at the conclusion of the final of each event. Those who do not attend medal presentation ceremonies may nominate somebody to collect their medal for them; or collect from VTG Central. Only registered team members are eligible for medals; and medals are not provided for coaches or other team officials.

To keep within the light-hearted and social spirit of the VTG, wooden spoons are awarded to teams who finish in last place for selected team-based events.

Medals are not provided at events which are part of the recreational & wellness program except in some circumstances.

### Event Changes & Cancellations

Any event may be cancelled by mutual agreement between the Organiser and the respective event supplier or venue. VTG staff will initiate steps to notify all affected participants and issue refunds and/or re-allocate entries on a case-by-case basis.

Events with less than the minimum number of entries specified for a viable competition will be cancelled and participants notified; with those affected eligible to swap events (dependent on availability) or request a refund as per the VTG Cancellation and Refund Policy.

Should an event be cancelled at VTG due to inclement weather, every effort will be made by the Organiser to re-allocate affected participants to an alternative event as per the individual wet weather plan for that event.

If this is not possible, those affected will be eligible for a refund of the individual event as per the VTG Cancellation and Refund Policy.

The department continues to monitor and act on the advice of the Victorian Health Minister and the Department of Health in relation to coronavirus (COVID-19). The VTG will be delivered in conjunction with relevant restrictions relating to COVID-19, as per the VTG COVID-19 Event Plan. The event will be delivered in line with the latest advice from the Victorian Health Minister and the Department of Health. Where restrictions require the VTG event/s to be cancelled, refer to the VTG Cancellation & Refund Policy.



The VTG reserves the right to alter the venues, times, dates, location and event programming wherever it sees fit. Notification of any changes will be supplied to the affected participants via text message (SMS) and all such changes will be reflected on the VTG website, social media channels and/or via email.

#### Event Rules, Disciplinary Procedures, Appeals & Protests

- Each event is operated and run under the rules as set by the event venue, supplier or convener engaged by VTG, or in conjunction with the rules of the state or national governing sporting body.
- Every participant within VTG is bound by the VTG Behaviour Policy; acknowledging that they are to comply with the Rules & Regulations of VTG and VTG events
- In the event of a sporting appeal or protest, the following will take place:-
  - In the first instance all protests/disputes are to be made to the senior umpire/referee officiating at the time of the protest/dispute.
  - If the umpire/referee cannot resolve the matter the Event Convener is notified. The Event Convener will seek to resolve the matter at the venue at the time.
  - If the protest/dispute cannot be resolved by the Event Convener, the competition will be allowed to proceed under protest/dispute.
  - If a competitor wishes to lodge a written protest/dispute, the protest/dispute must be submitted in writing via email to [victorianteachersgames@education.vic.gov.au](mailto:victorianteachersgames@education.vic.gov.au) within 4 hours of the end of competition.
  - The Manager of the VTG will convene the Disputes/Protests Committee at the earliest possible opportunity.
  - The participant lodging the dispute shall be entitled to present their case in person to the Committee.
  - The Committee may invite any other persons involved in the relevant event to attend in person or via telephone in order to provide comment/information. The person(s) in question may request a support person attend the hearing.
  - If the presentation of medals is affected by the possible results of a protest/dispute, the awards shall be withheld pending the Protests/Disputes Committee's decision.
  - The VTG Protest/Disputes Committee decision shall be final.

VTG Management may by resolution, caution, counsel or reprimand a participant/team or may expel or suspend a participant/team from involvement in the VTG.

#### REFUNDS

Please refer to the VTG Cancellation and Refund Policy.

#### RELATED POLICIES

- VTG Cancellation and Refund Policy
- VTG Terms and Conditions & Eligibility Policy
- VTG Behaviour Policy