

ACF CALISTHENIC SKILLS PROGRAMME

ENTERING A STUDENT INTO SKILLS EXAMINATIONS

1. All information regarding the A.C.F. Skills Programme in Victoria is found on the CVI Website – menu listing: *ACF Skills Programme* - <http://www.calisthenics.asn.au/id17.html>
2. The student must be prepared to participate in extra classes as there is compulsory work (with technical aspects) and terminology to be learnt for the examinations.
3. If your club/class does not hold skills classes, ring the contact number on the website and a class/contact number within your area will be given for you to follow-up.
4. Entry forms must be completed with all requested information printed clearly. Correct email addresses are of paramount importance.
5. When entering skills examinations, cheques/money order should be sent with the completed entry form. Communication with the Skills Convenor and supervisors is via email including distribution of timetables (*only send a business sized self-addressed stamped envelope with entries if a hard copy version of timetable is required*).
6. Results are sent via email as soon as possible after completion of any exam period. Certificates and cloth badges/stickers are mailed at a later date. (*Finalising results for the November-December exam period is difficult because of the Festive Season but every effort is made to inform results via email prior to December 25th*).
7. The Examiner's decision is final and no correspondence/discussion is entered into.

IF A STUDENT FAILS TO PRESENT AT THEIR EXAM

Be aware:

- a. **Refunds are not available** for withdrawals or non-appearance for a scheduled exam at any examination venue.
- b. **Scheduled exam times can be re-organised** within any one exam period if reason is warranted. Please request well in advance of exam date so arrangements can be made at another venue/time which does not inconvenience Examiners. Requests are organized through the Skills Convenor and/or individual exam venue Supervisors.
- c. **At the time of an exam** if a candidate is sick / injured and cannot present, a Medical certificate relating to absence on the exam day needs to be posted (or scanned & emailed) to the Skills Convenor. This is retained till the next scheduled Skills Exam period (within 12 months) and affected candidates re-enter paying 50% fee only.

All guidelines, rules and regulations for coaches and candidates pertaining to Skills Examinations are contained in the booklet – **ACF Calisthenic Skills Programme, General Information and Rules and Regulations for Coaches and Candidates** - which is updated annually. Current Victorian version available on both ACF and CVI Websites - <http://www.calisthenics.asn.au/id17.html>