

Irish Universities Athletics Association

Guesting Handbook



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Compiled by the Universities Committee of
the Athletics Association of Ireland

www.iuaa.org

SECTION A: Guesting Regulations and Application Procedures:

SECTION A1: Regulations:

- All applications will be reviewed in accordance with these guidelines and adjudicated on by a three person sub-committee of the Universities Committee of the Athletics Association of Ireland All decisions will be taken strictly in accordance with the guidelines.
 - If it is felt that an applicant falls outside one of the categories, then a majority decision will be required by the Universities Committee of the Athletics Association of Ireland
 - If a majority isn't possible the Chair of the Association, or the presiding Chairperson if and when applicable, has the responsibility for making the decision.
- The applicant must accept and abide by the rules, regulations and procedures of the Association as detailed in the Association's *Constitution and Rules of Championship*, in this *Guesting Handbook* and in all other Association documentation.
- It is the responsibility of the applicant to familiarise themselves with all rules, regulations and procedures of the Association, as detailed in the Association's *Constitution and Rules of Championship*, in this *Guesting Handbook* and in all other Association documentation.
- The applicant must follow and meet the necessary criteria, as detailed in Section A and Section B of this document, for their application to be considered.
- The Universities Committee of the Athletics Association of Ireland reserve the right to withdraw the permission to guest that had been granted to an applicant, subject to the approval of a majority of the members of the Universities Committee of the Athletics Association of Ireland, if at any time the applicant contravenes any Association rules, regulations or procedures.
 - If a majority isn't possible the Chair of the Association, or the presiding Chairperson if and when applicable, has the responsibility for making the decision.
- An entry fee **€20** must be paid prior to close of check-in.
 - Cheques should be crossed and made payable to the, '*Irish Universities Athletics Association*'.
 - This fee is on a once per season per student basis for Association eligible Colleges applying for Association Membership.
 - This fee is on a once per championship basis for all other applicants.
- Applicants must be properly Check-in at least one hour prior to the start of an event.
- Applicants must attend and compete in the championships in plain attire with no affiliations or logos visible. No messages or text must be visible on the attire. Discrete manufactures names and logos are acceptable. The turning of affiliated attire inside out is not permissible.
- No promotion of a personal, direct or indirect sponsor(s) is permissible during the timeframe of the championships in which the athlete is guesting, in any shape or form what so ever. In certain circumstances footwear may be exempt from this clause, but this exemption should not be assumed.
- In both Indoor and Outdoor Track & Field championships applicants are permitted to proceed to the last three rounds of throwing and horizontal jumping events, provided they qualify to do so as one of the eligible eight competitors.

- In both Indoor and Outdoor Track & Field championships applicants are permitted to proceed to subsequent rounds, provided they qualify to do so.
- Enquires pertaining to the status of an application will delay the processing of that application.

SECTION A2: Application Procedures:

- Applications close at 10pm on the seventh day prior to the closing time and date for Members of the Association.
- Applications from:
 - Individuals must be made in person.
 - Affiliating/Suspended Colleges must be made by the Sports Officer or Athletic Club President/Chairperson.
 - Canvassing, either by the applicant or an associated third party, will disqualify the applicant.
- Applications must be made using the correct application form.
- Applications will only be accepted by email. Completed application forms must be emailed to the Universities Committee at guest@iuaa.org
- Applications will not be accepted if:
 - The incorrect application form, or no application form is used.
 - The application is late.
 - The application is not sent by email to guest@iuaa.org
 - The application form is incomplete or inaccurate/misleading information is provided.
 - The application form is sent using alternative technologies to email.
- Applicants applying under Section B1, B2, B3 or B4 must use application form **G1**.
- Applicants applying under Section B5 must use application form **G2**.
- Applicants applying under Section B6 must use application form **G3**.
- Applicants will receive an acknowledgement that their application has been received.
- Applicants will be notified by email only, of the outcome of their guesting application.
 - Application forms with no email address will not be processed.
 - Returned or failed emails from full or inactive email accounts will not be resent.
 - The Association accepts no responsibility for notification emails waylaid by SPAM filters or other filtering technologies including virus scanning software used by the recipient that may result in a failure to deliver the notification email.
- The Association will endeavour to inform applicants of the outcome of their application within seven days of receiving it.
 - Applicants should be aware that in certain circumstances this might not be possible.
 - Applicants should be aware that applications made close to the deadline might not be processed prior to the impending championships.
 - To this end the Association strongly advises applicants to get their applications in two to three weeks prior to the deadline.
- Applications that are processed four weeks or more prior to the closing date will only be accepted if upon receipt of a successful notification email from the Association, the applicant posts the required guesting fee to the Universities Committee (This is to verify the validity of the application).

SECTION B: Guesting Criteria:

SECTION B1: Guesting Criteria for applicants from within the Membership studying FISU eligible courses:

CATEGORY B1.1: FISU eligible Irish Nationals; Within the Membership:

This is to cater for students who haven't been selected in a specific event (e.g. due to more suitable students being selected ahead of them), or for students doing courses that are FISU eligible but not Association eligible. In all cases the students must be doing courses that are FISU eligible.

- The student must be trying to achieve the qualifying standard and/or the selection criteria for a major international championship that is to be held within five months of the Association championships in which they are applying to guest. In all cases the student must be representing Ireland at the championship in question. A list of suggested championships is given in Appendix A.
- The student must have a *realistic chance* of achieving the qualifying standard and/or the selection criteria.
 - For Track & Field competition the student must have been within 5% of the qualifying standard for the major international championships in the twelve months immediately preceding the date of the Association championship for which they are applying to guest, to be considered as having a *realistic chance*.
 - For Cross Country competition the student must be considered suitable by the appointed coach and the appointed manager for the major international championships for which they are trying to qualify, to be considered as having a *realistic chance*.
- For both Track & Field and Cross Country, proof of previous performances must be provided. Acceptable formats include a link to a results page on the National Governing Bodies official website or the recognised official event website, a certificate or a final copy of the official results. All times must be electronic.

CATEGORY B1.2: Non FISU eligible Irish Nationals; Within the Membership:

This is to cater for students who haven't been selected in a specific event (e.g. due to more suitable students being selected ahead of them), or for students doing courses that are FISU eligible but not Association eligible. In all cases the student must be no longer FISU eligible for Ireland due to their age. In all cases the students must be doing courses that are FISU eligible.

- These students will be considered under the guidelines specified in Category B1.1.

CATEGORY B1.3: FISU eligible non Irish Nationals; Within the Membership:

This is to cater for students who haven't been selected in a specific event (e.g. due to more suitable students being selected ahead of them), or for students doing courses that are FISU eligible but not Association eligible. In all cases the student must be FISU eligible for a country other than Ireland. In all cases the students must be doing courses that are FISU eligible.

- These students will be considered under the guidelines specified in Category B1.1, with equivalent standards being used in place of Irish specific criteria.

CATEGORY B1.4: Non FISU eligible non Irish Nationals; Within the Membership:

This is to cater for students who haven't been selected in a specific event (e.g. due to more suitable students being selected ahead of them), or for students doing courses that are FISU eligible but not Association eligible. In all cases the student must be no longer FISU eligible for their country due to their age. In all cases the students must be doing courses that are FISU eligible.

- These students will be considered under the guidelines specified in Category B1.1, with equivalent standards being used in place of Irish specific criteria.

No quotas will be applied for applicants accepted in any of the categories B1.1-4 from the same Member College.

In all Categories B1, B2, B3 and B4, Individual applicants are limited to a maximum of two events.

SECTION B2: Guesting Criteria for applicants from within Non-Member Colleges that are eligible to affiliate, studying FISU eligible courses:

CATEGORY B2.1: FISU eligible Irish Nationals; Within non-Member Colleges:

This is to cater for students in non-Member colleges that aren't applying to affiliate. The students must be doing courses that are FISU eligible. The courses don't have to be Association eligible.

- The student must be trying to achieve the qualifying standard and/or the selection criteria for a major international championship that is to be held within five months of the Association championships in which they are applying to guest. In all cases the student must be representing Ireland at the championship in question. A list of suggested championships is given in Appendix A.
- The student must have a *realistic chance* of achieving the qualifying standard and/or the selection criteria.
 - For Track & Field competition the student must have been within 5% of the qualifying standard for the major international championships in the twelve months immediately preceding the date of the Association championship for which they are applying to guest, to be considered as having a *realistic chance*.
 - For Cross Country competition the student must be considered suitable by the appointed coach and the appointed manager for the major international championships for which they are trying to qualify, to be considered as having a *realistic chance*.
- For both Track & Field and Cross Country, proof of previous performances must be provided. Acceptable formats include a link to a results page on the National Governing Bodies official website or the recognised official event website, a certificate or a final copy of the official results. All times must be electronic.

CATEGORY B2.2: Non FISU eligible Irish Nationals; Within non-Member Colleges:

This is to cater for students in non-Member colleges that aren't applying to affiliate. The students must be doing courses that are FISU eligible. The courses don't have to be Association eligible. In all cases the students must be no longer FISU eligible for Ireland due to their age.

- These students will be considered under the guidelines specified in Category B2.1.

CATEGORY B2.3: FISU eligible non Irish Nationals; Within non-Member Colleges:

This is to cater for students in non-Member colleges that aren't applying to affiliate. The students must be doing courses that are FISU eligible. The courses don't have to be Association eligible. In all cases the student must be FISU eligible for a country other than Ireland.

- These students will be considered under the guidelines specified in Category B2.1 with equivalent standards being used in place of Irish specific criteria.

CATEGORY B2.4: Non FISU eligible non Irish Nationals; Within non-Member Colleges:

This is to cater for students in non-Member colleges that aren't applying to affiliate. The students must be doing courses that are FISU eligible. The courses don't have to be Association eligible. In all cases the student must be no longer FISU eligible for their country due to their age.

- These students will be considered under the guidelines specified in Category B2.1, with equivalent standards being used in place of Irish specific criteria.

Quotas will be applied for applicants accepted in any of the categories B2.1, B2.2, B2.3 or B2.4 from the same non-Member College. The quotas shall be the same as those used for full Members competing in Association Championships.

In all Categories B1, B2, B3 and B4, Individual applicants are limited to a maximum of two events.

SECTION B3: Guesting Criteria for Irish Nationals, studying FISU eligible courses, abroad:

CATEGORY B3.1: FISU eligible Irish Nationals; Studying abroad:

This is to cater for students studying abroad. The students must be doing courses that are FISU eligible. The students must be Irish nationals.

- The student must be trying to achieve the qualifying standard and/or the selection criteria for a major international championship that is to be held within five months of the Association championships in which they are applying to guest. In all cases the student must be representing Ireland at the championship in question. A list of suggested championships is given in Appendix A.
- The student must have a *realistic chance* of achieving the qualifying standard and/or the selection criteria.
 - For Track & Field competition the student must have been within 5% of the qualifying standard for the major international championships in the twelve months immediately preceding the date of the Association championship for which they are applying to guest, to be considered as having a *realistic chance*.
 - For Cross Country competition the student must be considered suitable by the appointed coach and the appointed manager for the major international championships for which they are trying to qualify, to be considered as having a *realistic chance*.
- For both Track & Field and Cross Country, proof of previous performances must be provided. Acceptable formats include a link to a results page on the National Governing Bodies official website or the recognised official event website, a certificate or a final copy of the official results. All times must be electronic.

CATEGORY B3.2: Non FISU eligible Irish Nationals; Studying abroad:

This is to cater for students studying abroad. The students must be doing courses that are FISU eligible. The students must be Irish Nationals. In all cases the students must be no longer FISU eligible for Ireland due to their age.

- These students will be considered under the guidelines specified in Category B3.1.

Quotas will be applied for applicants accepted in any of the categories B3.1 or B3.2 from the same College. The quotas shall be the same as those used for full Members competing in Association Championships.

CATEGORY B3.3: FISU eligible non Irish Nationals; Studying abroad:

This is to cater for students studying abroad. The students must be doing courses that are FISU eligible. In all cases the student must be FISU eligible for a country other than Ireland.

- Such applications will not be considered.

CATEGORY B3.4: Non FISU eligible non Irish Nationals; Studying abroad:

This is to cater for students studying abroad. The students must be doing courses that are FISU eligible. In all cases the student must be no longer FISU eligible for their country due to their age.

- Such applications will not be considered.

In all Categories B1, B2, B3 and B4, Individual applicants are limited to a maximum of two events.

SECTION B4: Guesting Criteria for applicants from outside of Membership eligible Colleges and applicants studying non FISU eligible courses within Membership eligible Colleges:

CATEGORY B4.1: Irish Nationals studying non FISU eligible courses within Membership eligible Colleges:

This is designed to cater for the rare circumstance whereby an applicant is doing a non-FISU eligible course within a Member or a non-Member college and is eligible to compete for Ireland.

- Such applicants who have achieved a qualifying standard to represent Ireland at a major international championships, within the time frame for that major international championships, and who have been told by the National Governing Body that they must prove their fitness prior the that major international championships, but only when no other suitable opportunities are available. The major international championships must be taking place within four weeks of the championships in which they are applying to guest. A letter signed by the National Governing Body and countered signed by the manager and coach for the major international championships in question, must accompany an application made under these circumstances. A list of suggested championships is given in Appendix A.

CATEGORY B4.2: Non FISU eligible Irish Nationals; Outside of Membership eligible Colleges:

This is designed to cater for applicants who are not students (i.e. they are not Association eligible or FISU eligible), but eligible to compete for Ireland.

- These applicants will be considered under the guidelines specified in Category B4.1.

Quotas will be applied for applicants accepted in any of the categories B4.1 or B4.2. The quotas shall be the same as those used for full Members competing in Association Championships.

CATEGORY B4.3: Non Irish Nationals studying non FISU eligible courses within Membership eligible Colleges:

This is designed to cater for the rare circumstance whereby an applicant is doing a non-FISU eligible course within a Member or a non-Member college and is eligible to compete for a country other than Ireland.

- Such applications will not be considered.

CATEGORY B4.4: Non Irish Nationals studying non FISU eligible courses outside of Membership eligible Colleges:

This is designed to cater for applicants who are not students (i.e. they are not Association eligible or FISU eligible), but eligible to compete for countries other than Ireland.

- Such applications will not be considered.

In all Categories B1, B2, B3 and B4, Individual applicants are limited to a maximum of two events.

SECTION B5: Guesting Criteria for applicants within eligible Colleges applying for Membership:

CATEGORY B5.1: Association eligible students within non-Member Colleges applying for Membership:

- Provided that a completed Association Membership application form (M1) has been submitted and that a completed guesting application form (G2) is submitted no later than 10pm on the seventh day prior to the closing date for Members, then Association eligible students within this College can compete in Association championships, pending the outcome of their application at the next Association AGM.

Quotas will be applied for applicants accepted in category B5.1. The quotas shall be the same as those used for full Members competing in Association Championships.

SECTION B6: Guesting Criteria for applicants within the Membership that are currently suspended from the Association:

CATEGORY B6.1: Member Colleges that are currently suspended for non-payment of Membership Fees:

This is designed so as to give Members suspended, under the rules of the Association for non-payment of membership fees, time to finalise/rectify their financial status.

- Members currently suspended for non-payment of membership fees may be allowed to guest, on a Championship-by-Championship basis, on the understanding that full fees and any fines owed will be received for the following season.
- The arrangement is only valid for one season and guesting fees must be paid.
- Championship results cannot be altered retrospectively, if subsequent to the championships the suspension is lifted due to payment of membership fees.

Quotas will be applied for applicants accepted in category B6.1. The quotas shall be the same as those used for full Members competing in Association Championships.

CATEGORY B6.2: Member Colleges that are currently serving Disciplinary suspensions, imposed by the Association:

This is designed to cater for Association Members that are serving disciplinary suspensions, imposed by the Association. The suspension may relate to an Association Member or individual student(s) within an Association Member.

- Such Association Members and/or individuals cannot guest during the suspension period.

APPENDIX A

FISU World University Championships in Track & Field Athletics
FISU World Championships in Cross Country

IOC Olympic Games in Track & Field Athletics

IAAF World Championships in Track & Field Athletics
IAAF World Championships in Indoors Track & Field Athletics
IAAF World Championships in Cross Country

IAAF World U23 Championships in Track & Field Athletics
IAAF World U23 Championships in Indoors Track & Field Athletics
IAAF World U23 Championships in Cross Country

EAA European Championships in Track & Field Athletics
EAA European Championships in Indoors Track & Field Athletics
EAA European Championships in Cross Country

EAA European U23 Championships in Track & Field Athletics
EAA European U23 Championships in Indoors Track & Field Athletics
EAA European U23 Championships in Cross Country