

NZCAF Grade Change Application Process

This process and application form have been produced by the NZCAF Technical Committee, and outlines the process that must be followed in order to request a grade change.

All processes and restrictions detailed in this document apply from the 1st of February 2013.

Date requirements:

- Applications must be received by the last weekend of term 1 (following the Ministry of Education term dates).
- Applications received after this date will not be considered.

Who can apply?

- The athlete themselves.
- The athletes coach or manager on behalf of the athlete.

Process for change of grade

- Download and complete the **NZCAF Grade Change Application form**
- Submit footage of the athlete competing at an NZCAF National Event the previous year either by:
 - Uploading it to YouTube, and detailing the URL of the clip in the application
 - Provide details of where the footage may be found on an official event DVD.
- Submit your application form to the Technical Committee, using the details on the NZCAF website.
- You will be notified within one month on receiving your application as to the outcome.
- The technical committee will inform the appropriate regional head judge and regional organizer of the decision
- The decision of the technical committee is final, and no further correspondence will be entered into once a decision has been made.

Restrictions

- Applications can only be made for athletes who have just qualified for, and are yet to compete in the Open grade.
- Only one application may be submitted per athlete per grade change. The decisions of the NZCAF technical committee are final.

NZCAF Grade Change Application

Please complete this form, and email it as an attachment to the current head of the NZCAF Technical Committee.

See the NZCAF website (www.nzcaf.org.nz) for their contact details

Date of application	
Athlete name	
School / Club	
Region	
Number of years competing	
Current school year	

Applicant details (if not the athlete)	
Name	
Relationship to athlete	

Contact details	
Phone number	
Email	

Reason:

Example reasons for applying for a grade change

- Due to low entry numbers an athlete has placed in the top 3 in the novice or Open Novice grade, however the athlete is not currently at Open level in their ability
- The athlete has placed in the top 3 at a National event as part of a team, but is competing as an individual and not currently at Open level in their ability

Details of Video Footage to be used for this application	
YouTube URL:	
Or	
DVD	
<i>Please specify the category & performance number</i>	