

Tariff Sheet Submission – National Clubs 2018

1. Please submit Tariff sheets in PDF format. Any sheets not submitted in PDF format will be returned to the coach for correction and must then be re-uploaded by the coach, and a 0.3 deduction per sheet, will be applied.

- ☐ Ensure that you keep an excel copy of your sheet on your computer in case any changes are required to be made.
- ☐ You must ensure that you are using the most current Australian Tariff Sheet – please see GA website for the most current sheet (from 2017) under Acro – Technical Information.

2. All Tariff Sheets will need to be submitted by 12.00 midday EST on Monday 3rd September 2018.

- ☐ Please ensure that you allow enough time to upload and remember that the sheets can be submitted early.

3. Late Tariff sheets will have a 0.3 per sheet applied to each sheet.

4. Tariff sheets must have the naming convention as follows:

Level/Age	Group Type	Routine	Names of Athletes	Club
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Examples:

L6 MX BAL Smith Jones AGA

11-16 W3 DYN Smith Jones Brown AGA

L10 M4 COM Smith Jones Brown Williams AGA

SNR M2 BAL Smith Jones VIC AGA

- ☐ There is no requirement to use Underline between words, you can just use spaces however it is imperative that your sheets are named correctly.

5. Coaches will be responsible for uploading sheets into the correct Google Drive folders.

- ☐ Folders will be ordered into sessions and levels. EG Friday Session – Level 4 – Trio - Balance
- ☐ If you aren't Google Drive/computer savvy, please contact your State Judging Coordinator for assistance prior to the due date.

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6. Difficulty Judges will contact coaches to let them know if any of Tariff sheets have issues, require clarifications, or if any changes are needed. Coaches must ensure that their email address and phone number details are correct on the sheet, so that contact can easily be made regarding sheets.

7. Coaches will be required to fix errors and return sheet via email to DJ1 in PDF format with V2 at the end of the naming convention. Eg: L6 MX BAL Smith Jones AGA V2. DJ's will instruct coaches on when the sheet must be returned by in order to give judges time to upload the sheet.

- ☐ DJ1 will place the new sheet in the Google File.
- ☐ All sheets must be back in the Google file by midday EST Monday 10th September.

8. After midday on Monday 10th September no more sheets will be able to be submitted via the Google Drive. If coaches do not get their sheets back to the Difficulty Judge by the agreed time a 0.3 deduction for the late sheet will be applied.

9. If coaches need to re-submit a new sheet due to injury, or make a minor change they can do so at National Clubs by **bringing a hard copy** of the sheet.

- ☐ Coaches should contact the NJC via **text message** to inform that a new sheet is going to be submitted. 0407 225 200.
- ☐ New sheets need to be submitted by coaches or a representative at the start of the Judging meeting after the Orientation Meeting on Thursday evening. Sheets must be highlighted to clearly show the change.
- ☐ Please note that if the injury happens during the National Clubs Event, sheet changes due to an injury must be made a minimum of 30 minutes prior to the commencement of the session with DJ1.

Any questions or queries regarding Tariff Sheets, values, clarifications etc, can be sent to acroaus@gmail.com.

Many thanks

Michelle Mason
NJC