



## **Proof of Age Application Instructions**

### **Introduction**

1. Proof of Age (POA) registration is compulsory for all skaters competing in divisions Preliminary and up and all Synchronized and Theatre on Ice skaters including all Adults.
2. The Ice Skating Australia (ISA) Proof of Age Register assists with establishing eligibility for all competitions and championships with age restrictions.
3. The Register is maintained by the POA officer nominated by the ISA Board of Management.
4. Registration is free of charge and recognized by all Members of ISA.
5. Proof of Age (POA) Number is issued as soon as practicable after receipt of a valid application.
6. Updates of the POA Register are made available to State Secretaries and relevant ISA Standing Committee Chairs, at regular intervals.

### **Instructions – please read and follow exactly.**

- 1. Check with your State Association that a POA number has not already been issued.**
2. Print out a copy of the form POA19-02. No other forms will be accepted.
3. Ensure handwritten forms are printed clearly in UPPER CASE and use a black or blue pen to show up clearly.
4. Two Club, State or National officials must sight an original or properly certified copy of a document which clearly shows the skater's full name, date of birth, gender and preferably, nationality. **Coaches signatures will not be accepted by the State Associations.**
5. The signatories must not be related to either the skater or their coach.
6. All parts of the application must be correctly filled out in full and independently by each official and the information must match exactly. Forms with discrepancies will be rejected.
7. Check all spelling and dates carefully as incomplete or illegible forms will be rejected.
8. If possible, include a clear copy of the sighted document as a backup.
9. The application form must be in the same name as the document used for confirmation.
- 10. Forms with electronic signatures will not be accepted. They must be signed by hand.**
11. **Scan and email the form to the State Association** who will check and then forward to the Proof of Age Officer. Applications sent directly to the POA officer will not be processed and will be forwarded to the relevant State for approval.
12. Email applications and supporting documents must be sent as an attachment NOT imbedded in the email. PDF files are preferred; photographs are only accepted if clear.
- 13. For ease of processing and saving multiple applications, please ensure all documents are submitted the right way up.**
14. Requests for change of details (name, Nationality, Date of Birth corrections) must be accompanied by documentary evidence.
15. Note that Nationality can only be proven with a Birth Certificate, Passport or Naturalisation Certificate.