

COMPETITION RULES AND POLICIES
OF THE
BRISBANE GIRLS DEBATING ASSOCIATION



Current as at 22 November 2019

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Part 1 - Competition Rules

1 Overall

- (1) Teams who participate in the Brisbane Girls Debating Association Incorporated (hereafter “the BGDA”) Competition must abide by these Rules.
 - (a) By registering teams for the BGDA Competition (hereafter “The Competition”), the School Debating Coordinator agrees, on the behalf of teams, to comply with these Rules as part of the nomination process.
 - (b) In instances where the students register individually, their individual registration constitutes an acceptance of these rules.
- (2) Any issue not explicitly covered by these Rules shall fall to the BGDA Executive to interpret and determine an outcome.
- (3) The BGDA Executive have discretion in investigating the occurrence of and determining the appropriate penalty for any potential violation of these rules.
- (4) The President may grant a team one team point, or a win, and/or speaker points equal to the average of their other rounds if they deem it appropriate. This cannot affect any other participant. This decision is final.
- (5) Any questions about these rules should be directed to the Competition Officer.
- (6) Any application for a determination of these rules must be made in writing to the President. Any advice given at rounds is advice only. The President may overrule any determination or decision made without their approval.
- (7) In the event that a team has been found to have violated these rules, the President may grant the opposing team one team point, or a win, and/or speaker points equal to the average of their other rounds so far if they deem it appropriate.

2 Requirements for Participants

- (1) Age limits for participating in The Competition as follows:

Year	Age
12	20

11	19
10	18
9	17

(a) Participants eligibility is determined by their age as of December 31st of that year.

(b) If requested by the Executive, the ages of participants must be given to the BGDA.

(2) Year level limits for participating in The Competition are as follows:

Year	Age
12	Grade 12 and below
11	Grade 11 and below
10	Grade 10 and below
9	Grade 9 and below

(a) Participants eligibility is determined by their grade as of December 31st of that year.

(b) If requested by the Executive, the year levels of participants must be given to the BGDA.

(3) Any team in breach of s 2 will be deemed ineligible for the Final. Points will be awarded in accordance with ss 1(4), (7).

(4) The President has discretion in determining whether to grant such an exemption and will make this decision with regard to the criteria listed above and overall consideration for the smooth-running of the Competition.

3 Duties of Each Team

(1) It is the duty of each team to read the Draw accurately.

- (2) Affirmative teams must provide a Chairperson and negative teams must provide a Timekeeper and a bell.

4 Team Membership

- (1) Teams must contain a minimum of four and a maximum of five participants.
- (2) The President may allow teams of three participants at their discretion.
- (3) No participants may debate more than once in the same grade and in the same round.
- (4) During registration, the participants in each team must be declared.
- (5) A change in the participants of a team may only be authorised by the President in writing or by email.
- (6) Applications must include:
 - (a) The team's school, year level and number;
 - (b) The name and telephone number of the applicant;
 - (c) Where applicable, the participants being removed or added to the team;
 - (d) Reason(s) for why the change in the participants of a team is necessary.
- (7) New participants must comply with s 2.
- (8) Only participants who have debated with a team twice in the preliminary rounds may debate with that team in the Final.

5 Substitution of Team Members

- (1) When required, a maximum of two substitute participants may be used per debate.
- (2) Each team may have substitutions in a maximum of two rounds in the competition.
 - (a) Teams may use substitute participants in more than two rounds only by application to the President in writing or by email.
 - (b) Applications must include:
 - (i) The team's school, year level and number;
 - (ii) The name and telephone number of the applicant;
 - (iii) Reasons for the needed substitutes;

- (iv) Reasons why a change in team membership is not appropriate.
- (3) Teams may not use a substitute during the Final.
 - (4) Substitute participants may be:
 - (a) Registered participants in a lower grade in The Competition; or
 - (b) Unregistered participants meeting the requirements of ss 2(1)-(2).
 - (5) Participants not meeting these qualifications may not be used.
 - (6) Where possible, schools should inform the Competition Officer either before the round in writing, or if necessary at the round, of substitutions.
 - (a) The Competition Officer may check whether any substitution is in breach of s 5(4).
 - (b) Any determination by the Competition Officer is not final and may be overruled by the President.
 - (c) It is the ultimate responsibility of teams to comply with s 5(4).
 - (7) Where this rule is breached, the team in breach will be deemed to have forfeited the debate (receiving zero Team Points and zero Speaker Points) regardless of the direction of the Competition Officer.. The team debating against a team in breach of this rule will be accredited one Team Point, or a win, and Speaker Points equal to the average of their other rounds.
 - (8) The President will determine whether or not a team is held to have breached this rule. This specifically includes determining whether given circumstances constitute a legitimate requirement for substitution.
 - (a) Until the President has made a determination on the matter, debates shall proceed normally. The President will give a determination shortly after the debate.
 - (9) Substitutions may not be made after the Chairperson has declared the debate open. If a participant is unable to present a speech after that time, the participant's team will be deemed to have lost the debate. The opposing team will be accredited one team point, or a win, and speaker points equal to the average of their other rounds.

6 Preponements And Postponements

- (1) Applications for preponements and postponements must be made to the President by email or in writing at least two weeks prior to the schedule of that round.

- (2) Applications must include:
 - (a) The team's school, year level and number;
 - (b) The name and telephone number of the applicant;
 - (c) The round in issue;
 - (d) Detailed reasons for the postponement or preponement.
- (3) Preponement and postponement is at the discretion of the President.
- (4) In exceptional circumstances, The President may prepone or postpone a debate less than two weeks prior to the schedule of a round at their discretion.
- (5) When an application for postponement is granted, the teams participating in the preponed or postponed debate must, in consultation with the Executive, determine a time and venue for the preponed or postponed debate. Schools must act reasonably when approached to make arrangements for the preponement or postponement of a debate.
- (6) Debates can only be preponed or postponed within the time between the round before the round of the conflict and the round after the conflict. Debates will not be preponed or postponed beyond this period.
- (7) In the circumstance where no team other than the team that has been granted the postponement can reschedule the debate, the team that seeks a preponement or postponement shall either receive an awarded bye or shall have deemed to have forfeited the round based on appropriate factors including, but not limited to:
 - (a) Whether adequate notice has been given based on the circumstances at hand.

7 Byes

- (1) In the event of an odd number of teams registering in a division, one team will be awarded a bye each round where required.
- (2) Teams will only be awarded one bye throughout the competition.
- (3) Teams who have requested a postponement for that round will be prioritised in the allocation of a bye.
- (4) Teams will be required to give formal notice in writing to The President if they intend to receive a training workshop, or if they instead will not be attending the round.

8 Forfeits

- (1) Circumstances for a forfeit include:
 - (a) A team who does not attend the round without formally requesting a postponement pursuant to s 6(2);
 - (b) A team who fails to present within 30 minutes of topic release;
 - (c) A team who otherwise violates the competition rules, even if the debate occurred.
- (2) Teams who forfeit a debate will be awarded zero team points, or a loss, and zero speaker points.
- (3) Participants who are part of teams that forfeit debates shall be awarded zero best speaker points for that round.
- (4) Teams who forfeit two debates will not be eligible for the Final.
- (5) Schools will be fined in accordance with the Fines Schedule for their forfeiting teams.
- (6) The Executive, at their discretion, may waive fines or exclusions from the Finals.
- (7) Teams or schools forfeiting on a regular basis, with or without notice, will incur a warning. Failure to act in accordance with this warning will result in penalisation at the discretion of the Executive. Penalties include, but are not limited to, excluding the school from registering teams in The Competition in the following year.

9 Adjudicators

- (1) A representative of a team who are dissatisfied with an adjudication may request the name of the adjudicator and seek further justification for the decision.
- (2) The abuse of adjudicators will not be tolerated:
 - (a) Abuse of an adjudicator will result in penalties at the discretion of the President.
 - (b) An initial instance of abuse will ordinarily incur only a warning. However, an initial instance of abuse may incur a more serious penalty in extraordinary circumstances. This will be determined at the discretion of the President.
- (3) Complaints regarding adjudication must be forwarded to the President and meet the following requirements:
 - (a) Be sent from the school's debating coordinator;

- (b) Be in writing or by email;
 - (c) Be submitted within four days of the making of the decision to which the complaint relates.
- (4) Complaints must state the following:
- (a) The date, topic and grade of the debate;
 - (b) The teams debating;
 - (c) The name of the adjudicator;
 - (d) The basis of the complaint;
 - (e) The name and telephone number of the complainant.
- (5) Discretion to review an adjudicator's decision lies with the President.
- (6) Complaints lacking sufficient detail may be rejected at the discretion of the President.
- (7) Teams or schools regularly submitting complaints that are not upheld will incur a warning. Further submissions of unsubstantiated complaints will be dealt with at the President's discretion. This may involve a decision to cease investigating complaints made by that team or school.

10 Absence of An Adjudicator

- (1) If no adjudicator is present at the time scheduled for the commencement of a debate, the teams involved in the debate must contact the Competition Officer.
- (2) The BGDA may allocate a substitute adjudicator in the place of the original allocated adjudicator. Where this occurs, the debate will proceed as scheduled, subject to the provisions below.
- (3) If no adjudicator is present within 20 minutes of the time scheduled for the commencement of the debate, both teams will be accredited one team point, or a win, and speaker points equal to the average of the teams' other rounds.
- (4) In the case of a dispute over the time of the adjudicator's arrival, the President will determine the outcome.
- (5) If no adjudicator is present within 20 minutes of the time scheduled for the commencement of the debate, the teams may debate nonetheless. If somebody adjudicates that debate (including the original adjudicator, having arrived later than 20 minutes after the scheduled debate), s 10(3) still applies.

- (6) For the purposes of this section, the President, in consultation with the Adjudicators' Officer, may rule that a replacement adjudicator was not adequately qualified and therefore apply s 10(3).

11 Misreading The Draw

- (1) It is the duty of teams to correctly interpret the draw.
- (2) A team that arrives after the commencement of preparation time will not receive any extra time.
- (3) Where a team prepares the wrong side of a debate, the debate may be postponed for 15 minutes during which time the team in error may prepare the correct side of the topic.
- (4) Where there is disagreement as to whether or not a team has misread the draw, the teams in disagreement should contact the Competition Officer. In such a situation, the determination of the Competition Officer is final.

12 Preparation Time

- (1) Subject to s 11, it is the responsibility of teams to be present at the venue to receive topics 60 minutes prior to the commencement of the debate.
- (2) Teams must not attempt to receive prior notification of the content of topics. Any attempt to do so may, subject to the discretion of the President, result in that team being deemed to have forfeited the debate.
- (3) Teams may have a maximum of four students in each preparation room.
- (4) Teams must check with their opposition that their topic and side of the topic is accurate before entering their allotted preparation room.
- (5) From the release of the topic until the debate is declared open by the chairperson, no communication may be conducted between the four team members and parents, coaches or other persons who are not one of the four team members entering the preparation room. For the purpose of this section, "communication" includes but is not limited, to electronic, verbal, non-verbal and written communication.
- (6) Any student who intends to participate in the preparation of the debate must be present with the rest of their team when the topic is released, and enter the preparation room with their team, subject to the following:
 - (a) Students arriving within 15 minutes of when the topic is released will be deemed to have complied with this section. Team members present at the time of topic

release are not required to wait until the arrival of a team member utilising this provision to enter their allotted preparation room.

- (b) Any student who arrives 15 minutes after their team has entered the preparation room shall not be permitted to enter.
- (7) Team members are permitted to leave the preparation room to attend a restroom, but must remain compliant with s 12(5) at all times.
- (8) Items and materials that are permitted in the room are limited to:
- (a) Writing materials (Pens, pencils, highlighters, rulers, whiteout, erasers);
 - (b) Blank paper and palm cards (These must not contain any written content including words and prompts like "caseline", "definition" and "split");
 - (c) One unannotated dictionary and one thesaurus per team;
 - (d) A stop watch or wristwatch (No other equipment capable of timing);
 - (e) Water bottles and food (Subject to the school rules at the venue).
- (9) All items intended to be used in the room must be in the possession of team members at the time of topic release.
- (10) No other written materials or electronic equipment including, but not limited to, laptops, and mobile phones, are permitted in the room.
- (11) There is to be no writing on the blackboards or whiteboard in the preparation room under any circumstance.
- (12) In the event that a team member has any item that is not those permitted in s 12(8), the team must not touch or engage with the material or equipment.
- (13) Any alleged breach of this section should be immediately brought to the attention of the Competition Officer.
- (14) If an alleged breach is brought to the attention of the Competition Officer, they may investigate the alleged breach and request that the accused parties stop the alleged misconduct. Regardless of the outcome of any investigation, the debate involving the accused parties will continue and be decided upon the merits of the debate, not factoring into account any alleged misconduct. Any disciplinary action shall be taken by or in accordance with the directions of the President.

13 Timings

- (1) Warning bells are to be rung once.
- (2) Final bells are to be rung twice.
- (3) 30 second overtime bells are to be rung three times.
- (4) Bells are to be rung as follows:

Grade	Warning Bell	Final Bell	Overtime Bell
Development	5 minutes	6 minutes	6 min 30 sec
10	1 & 6 minutes	7 minutes	7 min 30 sec
11	1 & 7 minutes	8 minutes	8 min 30 sec
12	1 & 7 minutes	8 minutes	8 min 30 sec
12 - Reply	3 minutes	4 minutes	4 min 30 sec

- (5) Bells are to be rung audibly with equal intensity and duration.
- (6) A Breach of this section, such as ringing bells in a manner so as to deliberately advantage one team over another, will incur a warning. Subsequent breaches will be penalised at the discretion of the President. The maximum penalty will result in the team in breach being deemed to have forfeited the debate.
- (7) It is the duty of the adjudicator to correct any breaches of ss 13 (1)-(5).
- (8) Where a team suspects that this section has been breached, regardless of the actions of the adjudicator to intervene, it is the responsibility of the team alleging the breach to notify the President.
- (9) Applications, which must be in writing or by email, informing of a breach of ss 13(1)-(5) must include:
 - (a) The team's school, year level and number;

- (b) The name and telephone number of the applicant;
 - (c) The round in issue;
 - (d) The basis for the complaint.
- (10) The President will determine, after an application has been made, whether this section has been breached.

14 Communication With Participants During The Debate

- (1) Neither the chairperson, the timekeeper nor the audience is permitted to communicate with any team during the debate.
- (2) Communication includes verbal, visual and written communication.
- (3) This rule is subject to the exception that team members speaking in the debate may speak with the chairperson inter alia:
 - (a) To inquire as to the correctness of the timing of the debate; or
 - (b) Request the chairperson make a direction as to the running of the debate. This may include, but is not limited to,:
 - (i) A direction that bells be rung more loudly; or
 - (ii) A direction that members of the audience acting in any manner intended to disturb a participant cease to act in such a manner or leave the room.
- (4) Team members invoking s 14(3) must speak to the chairperson at a volume able to be heard by the entire room.
- (5) Where a team suspects that any provision in this section has been breached, that team must inform the adjudicator immediately after the conclusion of the debate. No discussion with the adjudicator is to be entered into during the debate.
- (6) After following the procedure pursuant to s 14(5), a team may choose to notify the President in writing or by email of the alleged breach.
- (7) Applications, must include:
 - (a) The team's school, year level and number;
 - (b) The name and telephone number of the applicant;
 - (c) The round in issue;

- (d) The basis for the complaint.
- (8) If any provisions in this section are breached, the President may deem the team in breach to have forfeited the debate and accredit one team point, or a win, and speaker points equal to the average of the team's other rounds to the team opposing the team in breach.

15 Inappropriate Behaviour

- (1) Participants must act in an appropriate manner, including appropriate use of language.
- (2) Members of the audience are not permitted to act in any manner intended to disturb a participant during the debate.
- (3) It is the duty of the adjudicator to call audience and team members to order as they deem necessary.
- (4) Breach of this rule will be penalised at the discretion of the President. This may include deeming that the team affiliated with the audience member has forfeited the debate.
- (5) Where a team suspects that this rule has been breached, regardless of the actions of the adjudicator, it is the responsibility of the team alleging the breach to notify the President.
- (6) Applications, which must be in writing or by email, must include:
 - (a) The team's school, year level and number;
 - (b) The name and telephone number of the applicant;
 - (c) The round in issue;
 - (d) The basis for the complaint.
- (7) No discussion is to be entered into with the adjudicator as to whether or not this section has been breached. The debate and adjudication will continue as normal.
- (8) The President will determine whether or not a team is held to have breached this section.

16 Electronic Recording of Debates

- (1) No recording of any description of debates will be allowed by schools, parents, teachers, coaches or any member of the general public.
- (2) The BGDA may record debates when necessary for training or promotional purposes.

- (3) Breach of this rule may incur a penalty up to and including the disqualification of a school and/or team from the competition. The severity of the penalty shall be at the President's discretion.
- (4) Where a team believes that this rule has been breached, a representative of that team must notify the President in writing of its belief.
- (5) Applications, which must be in writing or by email, must include:
 - (a) The team's school, year level and number;
 - (b) The name and telephone number of the applicant;
 - (c) The round in issue;
 - (d) A description of the incident.

17 General Rules

- (1) The adjudicator may give general directions as to the conduct of the debate (e.g. ringing of bells, seating, names on blackboards and so forth).
- (2) Adjudicators may refer any suspected breach of these rules to the President.
- (3) An adjudicator must not make decisions as to breaches of these rules unless they have been expressly empowered to make such decisions under these rules or in writing from The President.
- (4) The Competition Officer or President may make such enquiries as are necessary to investigate complaints or breaches of these rules. Schools must comply with any reasonable request of the President in this regard.

18 Draw Tabulation

- (1) Teams, for each round, shall be awarded:
 - (a) Either one team point (denoting a win) or zero team points (denoting a loss); and
 - (b) speaker points equal to the sum of the points that each individual participant receives.
- (2) During the first round, the draw shall be randomised and where possible, teams will be conflicted from debating teams from their own school.
- (3) During the subsequent preliminary rounds:

- (a) At the conclusion of a round, teams will be ranked in order of their aggregate team points from highest aggregate to lowest.
- (b) The teams will be then divided into pools of teams with the same number of aggregate team points, with pools being ranked from highest aggregate to lowest aggregate.
- (c) Teams in each pool shall be ranked from highest aggregate Speaker Points to lowest aggregate.
- (d) If any pool (hereafter “The Upper Pool”) consists of an amount of teams equivalent to a number that is not divisible by two, then a team from the pool ranking immediately below that pool (hereafter “The Lower Pool”) may be promoted into the Upper Pool, so that the Upper Pool consist of a number of teams that is divisible by two.
- (e) The Team that is pulled into the Upper Pool shall be the team that has the highest number of aggregate Speaker Points within the Lower Pool.
- (f) If all year levels have an even number of teams, within each pool, bracket folding shall be implemented to determine the teams in debates.
- (g) If two year levels have an amount of teams equivalent to a number that is not divisible by two:
 - (i) One team from each year level will be selected to debate each other for that round.
 - (ii) Teams will not be awarded either team points or speaker points based when they debate a team in a different grade.
 - (iii) Both teams, instead, will be awarded one team point, or a win, and speaker points equal to the average of the other rounds they have participated in in the competition.
 - (a) Teams must participate in the debate to receive a win pursuant to s 18(3)(g)(iii). If teams decide not to participate in the debate, they will be deemed to have forfeited the debate.
- (h) If three year levels have an amount of teams equivalent to a number that is not divisible by two, provisions under s 18(3)(g) shall be re-enacted before those in s 18(3)(i) so that only one year level has a team with no opposition to verse.
- (i) If a single year level has an amount of teams equivalent to a number that is not divisible by two:

- (i) One team will be randomly selected from the year level to not debate another competing team.
- (ii) The BGDA will try to find a replacement, or 'swing' team for the participants to debate.
 - (a) If this occurs, the team will not be awarded either team points or speaker points based on the debate they verse the 'swing' team in.
 - (b) Instead, they will be awarded one team point, or a win, and speaker points equal to the average of the other rounds they have participated in in the competition.
 - (c) Teams must participate in the debate to receive a win and speaker points. If teams decide not to participate in the debate, they will be deemed to have forfeited the debate.
- (iii) If a replacement team cannot be found, the team will be awarded one team point, or a win, and speaker points equal to the average of the other rounds they have participated in during the competition.

19 Qualification for Finals

- (1) Two teams from each year level shall participate in a Final.
- (2) At the conclusion of the preliminary rounds, teams shall be ranked by:
 - (a) Their team points; and then by
 - (b) Their speaker points.
- (3) If two teams are ranked higher based on s 19(2), these two teams shall qualify for the finals.
- (4) If more than two teams are of equal ranking for the second place in the Final:
 - (a) If only two teams are of equal rank for the second place in the Final and those teams in question debated each other, the outcome of that debate shall determine the team that qualifies for the final;
 - (b) If s 19(4)(a) cannot be enacted, an extraordinary debate or series of debates must be held between the conclusion of the preliminary rounds and the Final. The outcome of this debate, or series of debates, shall determine who qualifies for the Final.

- (i) The arrangement of this debate shall act within the applicable provisions of s 6.

20 Best Speaker Award

- (1) A Best Speaker for each year level shall be awarded at the Final of the competition.
- (2) In order to be eligible for the award, a participant must have spoken in a number of debates equal to half the preliminary rounds, rounded down, plus one.
- (3) For each debate, participants shall be ranked based on their individual speaker points:
 - (a) Only substantive speeches shall be ranked. Therefore reply speeches shall not be considered for the awarding of best speaker.
 - (b) Six best speaker points shall be awarded to the participant who achieves the highest speaker score in the debate;
 - (c) One best speaker point shall be awarded to the participant who achieves the lowest speaker score in the debate;
 - (d) Participants who receive the same speaker points shall receive the same number of Best Speaker points, with subsequent participants receiving a number of Best Speaker points equal to the previous Best Speaker points less the number of people receiving that number of Best Speaker points.
- (4) Participants part of teams that forfeit debates shall be awarded zero Best Speaker points for that round.
- (5) For ss 18(3)(g)-(i), participants will not receive Best Speaker Points for that round.
- (6) Best Speaker, shall be determined by ranking the participants in each year level by their average Best Speaker Points:
 - (a) If only one participant has the highest average Best Speaker points, this participant shall receive the Best Speaker Award; or
 - (b) In the event of a tie after the preliminary rounds, the award may go to all participants, at the discretion of the Executive.

21 ‘Spirit of the BGDA’ Award

- (1) The Executive may annually award a ‘Spirit of the BGDA’ Award to any participant in The Competition who fulfills the following criteria:
 - (a) Regular attendance to rounds (no forfeits); and

- (b) Commitment to improvement demonstrated by:
 - (i) Regular attendance and engagement with training; and
 - (ii) Consistently seeking feedback; and
- (c) Demonstrated 'sportspersonlike' behaviour; and
- (d) Other evidence of commitment to developing girls' debating in Queensland.

Part 2 - Financial Policies

22 School Subsidisation Scheme

- (1) The Executive may allot, prior to the opening of registration for the competition, a pool of registration fees to waive and a member of the executive, or Responsible Officer, to oversee the distribution of fee waivers.
- (2) All fee waivers must be finalised prior to the closing of registration.
- (3) Schools who have had fees waived are still responsible for the payment of forfeit fees, if appropriate, in keeping with the Competition Rules.
- (4) Neither The Executive nor the Responsible Officer may allocate a fee waiver where the total pool of waivers would exceed the amount agreed to by The Executive previously. If such a case occurs, The Executive must allocate more fee waivers to the pool before more waivers may be granted.
- (5) The Executive have no limit on the allocation of fee waivers for each school.
- (6) In order for either the Responsible Officer or The Executive to grant a fee waiver they must be satisfied that the school applying for the fee waiver would:
 - (a) Benefit from participation in the competition; and
 - (b) Have significant difficulty in allocating funds to register a team or teams; or
 - (c) Would directly charge students who are of low socioeconomic status for the registration fee.
 - (d) Be in keeping with any additional considerations that The Executive or the Responsible Officer think relevant.

- (7) Schools may appeal the decision of the Responsible Officer directly to The Executive by contacting the President in writing or by email.
- (a) Applications for appeal must include:
- (i) The school's name and number of teams trying to be fee waived;
 - (ii) The name and telephone number of the applicant;
 - (iii) Details of why the school should be granted fee waiver status.
- (8) The Executive may overrule any decision made by the Responsible Officer prior to the start of the competition. If The Executive overrules the Responsible Officer, The President must inform the school of the decision of the executive and the reasons for the decision.
- (9) A decision of the Executive is final.
- (10) The Responsible Officer is responsible for overseeing the scheme. The Responsible Officer must:
- (a) Create the application process for fee waivers;
 - (b) Ensure all schools are aware that fee waivers exist for the competition;
 - (c) Ensure all schools are aware of the application procedure for fee waivers;
 - (d) Actively encourage schools for whom it would be appropriate to apply for fee waivers;
 - (e) Keep records of all correspondence with schools related to the Scheme;
 - (f) Submit all records to the Executive if a school appeals a Responsible Officer's decision;
 - (g) Inform schools of the status of their applications and any reasons for either part or whole rejection of fee waiver applications;
 - (h) Inform schools that they may appeal the decision of the Responsible Officer to the Executive.

23 Fee Schedule

- (1) Penalties will only be incurred for infractions outlined in the below table.

(2) The Executive may not alter infractions or penalties between the period of the opening of registrations and the close of the Competition.

(3) Penalties will be charged to Schools at the close of the Competition.

Infraction	Penalty
Forfeit (School's First Instance)	\$20
Forfeit (School's Subsequent Instances)	\$40