



COACH CARD SUBMISSION RULES & DEADLINES

Please take note of the rules below governing coach card submission deadlines for the 2024 National Championships. They have been designed to ensure maximum fairness while keeping the competition running smoothly as we all learn how to deal with the new system.

All coach cards must be uploaded to Dropbox using your club's Dropbox File Request before Friday, May 3, at 23:59pm (in your own time zone).

All these coach cards will be imported into the scoring system **and considered final**, except in the 3 cases below:

1. MEDICAL ISSUE

Clubs who need to change a coach card because of a medical issue **that prevents them from performing a routine as per submitted coach card** will be allowed to change their coach card up to 2 hours before the start of a session (when events are grouped together they are considered as a single session starting at the time of the first event). These changes will need to be approved by the event Chief Referee.

2. CHANGES BETWEEN PRELIMS AND FINALS

Clubs will be allowed to change their coach cards between prelims and finals but will need to respect the deadlines below. Note that if you don't upload a new card for finals, we will just use your card from the preliminary event.

There will be no exceptions to the deadlines: the Dropbox timestamp will be used to determine submission time and anything over the deadline will be disregarded.

Finals – Junior Team Tech	Wednesday, May 8	13:00 EDT
Finals – Youth Duet	Wednesday, May 8	17:00 EDT
Finals – Junior Team Free	Friday, May 10	15:00 EDT
Finals – Youth Team	Friday, May 10	15:00 EDT
Finals – Junior Duet Free	Friday, May 10	17:00 EDT

Please make sure to sign the sheet by the scorer table to make sure we are aware you are making a change and uploading a new card. The coach card will only get changed if you have BOTH signed the sheet and uploaded the Coach Card by the deadline.

3. LAST RESORT DESPERATION MOVE

Clubs who want to change coach cards for reasons other than the 2 above will be allowed to do so no later than 20:00 EDT the night before an event, **but will be required to pay a \$100 fine to do so**. Clubs going for the last resort desperation move are required to inform either a Referee, a scorer or the Competition Director by the deadline.

New coach cards will always need to be submitted by uploading to Dropbox via your file request link, and file names should NEVER be changed from the names given by the ISS Coach card software.