

Fixture Change/Forfeit Process

The purpose of this document is to describe the process to be used by an AWFA Club when it wants to change or forfeit a match.

The AWFA 'Fixture Change/Forfeit' form (*see below*) is to be used when requesting a fixture change or advising of a forfeit.

Fixture Forfeit

The Club is to fill out the sections highlighted in **GREEN** and send the form directly to the AWFA Registrar/Recorder. The Registrar/Recorder shall notify the opposing Club and the Referee's Association of the forfeit. The form must be received by the Registrar/Recorder no later than 48 hours before the fixture is scheduled to be played (*e.g. Division 1 Men are scheduled to play at 3pm on a Sunday so the notification must reach the Registrar/Recorder by 3pm on a Friday afternoon*). Fines will be issued if Clubs do not comply.

Fixture Change

The Clubs are to fill out the applicable sections highlighted in **GREEN** & **BLUE**.

To request to change a match the following process shall be followed:

1. Speak to the opposing Club (*and the hosting Club if applicable*) to get verbal agreement before filling out the form
2. Fill in the 'Fixture Change/Forfeit' form and send it to the opposing Club (*also fill in the Hosting Club's section if your Club is scheduled to host the game at your home ground*)
3. The opposing Club fills in their section (*also filling in the Hosting Club's section if their Club is scheduled to host the game at their home ground*). If the game is not being played at the ground of either Clubs involved in the fixture then send the form to the hosting Club
4. When all Clubs have filled in their applicable sections, the form is to be sent to the AWFA Registrar/Recorder no later than 48 hours before the fixture is scheduled to be played (*e.g. Division 1 Men are scheduled to play at 3pm on a Sunday so the notification must reach the Registrar/Recorder by 3pm on a Friday afternoon*). The fixture is not deemed to be officially changed until all Clubs involved receive writing confirmation from the AWFA Registrar/Recorder.
5. The AWFA Registrar/Recorder will also notify the Referee's Association.
6. Registrar/Recorders email contact registrar@awfa.asn.au

The **RED** section of the form is to be filled out by the AWFA Registrar/Recorder.

NOTE: All Clubs involved in a fixture change must agree to the change otherwise approval will not be given.



FIXTURE FORFEIT/CHANGE

We the undersigned Clubs request and agree to the fixture change or forfeit as detailed below.

Round Number:-
Date:-
Competition:-

FORFEIT (Please specify)

- | | | |
|---|---|---|
| <input type="checkbox"/> HOME CLUB TO AWAY CLUB | | |
| <input type="checkbox"/> AWAY CLUB TO HOME CLUB | | |
| <input type="checkbox"/> Under 10 | <input type="checkbox"/> Under 11 | <input type="checkbox"/> Under 12 |
| <input type="checkbox"/> Under 12 Girls | <input type="checkbox"/> Under 13 | <input type="checkbox"/> Under 14 |
| <input type="checkbox"/> Under 14 Girls | <input type="checkbox"/> Under 16 | <input type="checkbox"/> Division 3 Men |
| <input type="checkbox"/> Division 3 Women | <input type="checkbox"/> Division 2 Women | <input type="checkbox"/> Over 35 Men |
| <input type="checkbox"/> Division 1 Women | <input type="checkbox"/> Division 2 Men | <input type="checkbox"/> Division 1 Men |
| <input type="checkbox"/> All Teams | | |

FIXTURE CHANGE (Please specify)

Ground From:-	
Ground To:-	
Time From:-	
Time To:-	
Date From:-	
Date To:-	
Signature of designated Home Club President/Secretary	
Signature of designated Away Club President/Secretary	
Signature of designated Hosting Club President/Secretary	

AWFA USE ONLY	Granted/Denied
Signature of Recorder:-
Date request processed:-
Time of notification:-
NOTIFICATION TO REFEREE'S ASSOCIATION	
Date of notification:-
Person notified:-