

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Team Forfeit Procedure
Procedure Reference No:	SA1
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Date last modified:	28 September 2016

APPLICATION OF THIS PROCEDURE

- This procedure is to be followed if a team has no other option but to forfeit a scheduled match.
- This procedure is aimed at dealing with the process and consequences of a forfeit.

STEP BY STEP PROCESS

- The procedure for and consequences of forfeiting a match is as follows:

Step	Description of action	Responsible
1	Players or team managers become aware of insufficient players to field a Team (11) are to inform their <u>club secretary</u> on Thursday prior to the scheduled match	Players / Managers
2	By 8pm on the Thursday prior to the match, the <u>Club Secretary</u> must telephone: a) The opposition club secretary (refer to club contact details at www.sarugby.com.au/playing/club-contacts) b) Codey Atkinson (Rugby Services Coordinator, SA Rugby) - 0423 367 109 And email: competition@sarugby.com.au	Club Secretary
3	The Rugby Services Coordinator contacts the referee who was scheduled to referee the match.	Rugby Administrator
4	Should the communication be <u>after</u> 08:00pm on the Thursday prior to the match: a) The Club Secretary must contact the opposition Club Secretary and/or Team Manager and the Rugby Manager immediately upon becoming aware of the forfeit or lack of numbers; and b) The club will incur a fine of \$200 for each such game and payable to SARU within 7 days of the time scheduled for the forfeit Match (unless waived in writing by notice to the club from SARU). c) The money will be distributed between the affected club and SARU.	Club Secretaries Team Manager Rugby Manager
5.	Competition points for the forfeit match will be awarded to the opposing team based on a winning margin of twenty to nil (4 tries, no conversions). <u>Only the opposing team will be permitted to submit a team sheet for the forfeited match.</u>	Union

OTHER INFORMATION

- Clubs are to be aware that they can only forfeit their lowest grade on any particular day. (over 35's do not count)

* This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.

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- If a club forfeits any match in seniors, then that team and all lower grade teams of that club shall be deemed to have forfeited their match in that same round, unless otherwise decided by the union and confirmed in writing prior to the round commencing.
- If a team forfeits four matches during a competition then SARU may (in its absolute discretion) withdraw the grant of eligibility for that team to participate in that competition and, without limiting any other consequences which might arise under the competition rules, the club will forfeit all competition points earned by that team and the club will not be permitted to field that team in that competition in that season. There will be no refund by SARU of fees paid by a club for a team found ineligible to participate in a competition in these circumstances.

RELATED PROCEDURES

- Competition schedule

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- SA Rugby Competition Rules
- SA Rugby key contacts