

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Team Forfeit
Procedure Reference No:	ROPI
Authors:	Carl Jones
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APPLICATION OF THIS PROCEDURE

- This procedure is to be followed in the unfortunate event that a Team has no other option but to forfeit a scheduled Match.
- This procedure is aimed at informing all relevant persons of the situation in a timely fashion and formally dealing with the Competition 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 Club Secretary on Thursday prior to the scheduled Match	Players / Managers
2	Club Secretary telephones opposition Club Secretary, SARURA Secretary and SA Rugby Manager by 7pm on the Thursday prior to the Match	Club Secretary
3	SARURA Secretary contacts the Referee who was scheduled to referee the Match	SARURA Secretary
4	If the Club has insufficient players to field a Team at the time scheduled for the Match to commence or gives notice of a forfeit after Should the communication be after the 7pm on the Thursday prior to the Match: a. The Club Secretary and/or the Team Manager must contact the SARURA Secretary, the opposition Club Secretary and/or Team Manager and the SA Rugby Manager immediately upon becoming aware of the forfeit or lack of numbers; and b. The Club will incur a fine of \$100 for each such Game and payable to the Union within 7 days of the time scheduled for the forfeit Match (unless waived in writing by notice to the Club from the Union).	SARURA Secretary Club Secretaries Team Manager SA 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.	Union

OTHER INFORMATION

- If a Club forfeits any Match, then that Team and all lower Grade Teams of that Club shall be deemed to have forfeited their Match in that same Weekend, unless otherwise decided by the Union.

* 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 Team forfeits three Matches during a Competition then the Union 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 the Union 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