

OPERATIONAL PROCEDURE



GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Team Forfeit Procedure
Procedure Reference No:	ROP2
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SCOPE OF RESPONSIBILITY

- This procedure is to be followed in the unfortunate event that a team has no other option but to forfeit a scheduled match.
- The procedure is aimed at informing all relevant persons of the situation in a timely fashion

STEP BY STEP PROCEDURES

- Procedure for Forfeiting a match

Step	Description of action	Responsible
1	Players or Team Managers become aware of insufficient players to field a team (11) are to inform home 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 to cancel	SARURA Secretary
4	Should the communication be after the 7pm deadline on the Thursday prior to the match: a. The Club Secretary/Team Manager is to contact SARURA Secretary, Opposition Club Secretary/Team Manager and Rugby Manager ASAP b. The late notice will result in the club incurring a fine of \$100	SARURA Secretary / Club Secretaries / Team Manager / Rugby Manager

OTHER INFORMATION

- Should a team forfeit on three occasions they may be withdrawn from the competition

RELATED PROCEDURES

- Competition schedule

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- SA Rugby Competition Rules
- SA Rugby key contacts