

## CLUB DEFERRAL & FORFEIT PROCEDURE

All correspondence and communication regarding deferrals and forfeits must come from Club Office Bearers. It is to go to the Office ([admin@haw.net.au](mailto:admin@haw.net.au)) and Competitions Director ([competitions@haw.net.au](mailto:competitions@haw.net.au)).

Division 1 men and women are to play their scheduled matches as set down in the fixtures. There are to be no forfeits for Division 1 for any reason without Board of Management approval. The only acceptable reason for deferral for Division 1 is Representative commitment. The procedure below must be followed and the Board of Management must be notified

### DEFERRAL:

Except in exceptional circumstances, all requests for deferral will be submitted 7 days prior to the scheduled game.

Deferrals requested of the HAW Board will be automatically granted to a Club (including Division 1 games) if five (5) of their players are affected by HAW Representative commitments.

If the Coach or Manager of a Team does not have enough players to play a game and wish to request a deferral they are to:

1. Contact their Club Secretary, to tell them of the situation. If the deferral is requested because of Representative commitments, affected players will be based on 50% participation and must have played in that team in the two (2) weeks prior to the request being made. (Therefore must have played for half the games in the season so far and played at least once (1) in the past two (2) weeks for their club team).
2. The Club Secretary will contact the Club Secretary for their Opposition and explain the situation. They will either contact the relevant Coach or give your Club their contact details for you to speak to the Opposition Coach.
3. If the Opposition Coach agrees to a deferral then you need to have a discussion regarding a suitable date and time to play the deferred game.
4. If the Opposition Team have agreed to a deferral, contact your Club Secretary, who will prepare the using the Deferral form (at [www.haw.net.au/Information/Forms](http://www.haw.net.au/Information/Forms)) giving details of the conversation had with the opposition team and the proposed date for the game to be played. The opposition team has the right to choose within reason, where and when the game is rescheduled to be played.
5. The form is then to be emailed to the HAW Office; Director of Competitions; Director of Umpires and the opposing Club.
6. If the teams cannot agree to a rescheduled time, within seven (7) days, the Director of Competitions will have the right to make the final decision
7. If an opposing team denies a deferral, your Club can appeal to the HAW Board of Management.



ABN: 72 893 760 500

## **FORFEIT:**

If the Coach or Manager of a Team does not have enough players to play a game, and have unsuccessfully tried to have the game deferred, and wish to forfeit, they are to:

1. Contact their Club Secretary, to tell them of the situation.
2. As soon as possible the Club Secretary will contact HAW Office; Director of Competitions; Director of Umpiring and the Opposing Club of the decision. Refer to the Bylaws section 5.9(a)
3. The game shall be recorded as a 5 – 0 loss.
4. There will be no Best & Fairest Votes recorded

If your Team is receiving a forfeit, the Team manager needs to fill out the Competitions system with choosing "forfeit".

1. The game shall be recorded as a 5 – 0 win.
2. There will be no Best & Fairest Votes recorded.