



# Procedure to Request a Change in the Competition Fixture

## Purpose

This document is to be used if a team requires their fixture to be adjusted due to a coach clash or other event that will make it difficult for the team to play.

## Procedure

1. All requests to change the fixture must be received with **more than one week's notice**
2. Requests can be made from the coach or team manager, of the team requesting the game change.
3. The Request must come via email addressed to both [President](#) & [Vice President](#)
4. Requests must be in a format that can be readily forwarded to the association
5. **Title:** Westside Fixture Change Request - Round [Insert]
6. The request must include an image of the game fixture and/or the clash
7. The request must include the consequence of not addressing the request.  
*For example, needing to move the game otherwise the team will have to forfeit*
8. No fixture adjustments for players will be accepted for second games



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## Example Request

Westside Fixture Change Request - Round 4 Inbox x







to me, Kris ▾

Hi Sonya and Kris,

I have a clash with my Westside (U18B Andrew) and Kensington (U16B Andrew F) teams that I coach on Saturday 30th Nov (Round 4). Could you please request a fixture change?

Cheers  
Andrew

|  |  |
|--|--|
|  <b>Westside Suns</b><br>U18 Boys Andrew  |  <b>Kensington U16</b><br>Boys Andrew F |
|  <b>Williamstown</b><br>Magic U18 Boys... |  <b>Willy Cannons</b><br>U16 Boys SIM   |
| 4:25pm<br>VU Community Sports<br>Stadium, Court 2  | 4:35pm<br>Footscray City Primary<br>School, Court 1  |
| <b>AF</b> <b>LT</b>  | <b>AF</b>  |

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