

KARRATHA SOCCER ASSOCIATION INCORPORATED

Fixture Change Policy & Decision Framework

Version: 1.0

Adopted: April 2026

Review Date: March 2027

1 Purpose

To ensure all fixture change requests are assessed consistently, fairly, and with priority given to maintaining the integrity of the competition.

2. Core Principle

Fixture changes are exceptions, not the norm. Approval will only be granted where there is a genuine and unavoidable reason that cannot be managed internally by the club.

3. Assessment & Approval Process

- All fixture change request forms are submitted to the KSA Competition Manager.
 - The Competition Manager will review the request for completeness and provide a summary to the Executive Committee for assessment.
 - The Committee will assess the request in line with this policy and determine the outcome (Approve / Approve with Conditions / Decline).
 - The decision will be communicated back to the Competition Manager for implementation and notification to the relevant clubs.
 - All decisions must be recorded, including the rationale and any conditions applied.
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4. Valid Grounds for Consideration

- Significant team unavailability (e.g. illness affecting multiple players)
- Representative or endorsed school commitments
- Ground or venue unavailability (confirmed)
- Exceptional circumstances beyond the club's control

Not Valid Grounds (Stand-Alone)

- Unavailability of a single coach or team official
- General inconvenience or preference

- Minor player absences
- Poor planning or internal scheduling conflicts

Note: Clubs are expected to have contingency plans, including alternative coaches/managers or responsible adults.

5. Club Responsibility Requirement

- Sourcing a replacement coach, parent, or official
- Coordinating internally to cover absences including players playing up

Failure to demonstrate this may result in the request being declined.

6. Mandatory Assessment Checklist (by KSA Competition Manager)

1. Completeness

- ☐ Form complete and clear
- ☐ Alternative date/time proposed
- ☐ Submitted within required timeframe

2. Reason Strength

- ☐ Reason is unavoidable and significant
- ☐ More than a single-person unavailability

3. Team Capacity to Cover

- ☐ Club attempted to find a replacement coach or players
- ☐ Another adult could reasonably step in for a coach

4. Opposition Impact

- ☐ Opposition consulted
- ☐ Agreement status considered
- ☐ No unfair disadvantage created

5. Competition Impact

- ☐ No fixture congestion created

☐ No impact on ladder fairness or finals eligibility

☐ Within competition timeframe

6. Operational Feasibility

☐ Ground available

☐ Referees available

☐ Aligns with competition rules

7. Decision Tool

APPROVE

- Strong, unavoidable reason
- Minimal competition impact
- Fair to both teams

APPROVE WITH CONDITIONS

- Moderate reason or some impact
- Conditions required (e.g. must be played by set date)

DECLINE

- Weak or avoidable reason (e.g. coach unavailable only)
 - Club has not demonstrated effort to cover internally
 - Negative impact on competition integrity
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8. Decision Recording (Required)

- Outcome (Approve / Conditional / Decline)
 - Brief reason for decision
 - Any conditions applied
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9. Standard Guidance Example

Coach Unavailable: Not sufficient on its own. Clubs are expected to provide an alternative responsible adult unless safeguarding or compliance requirements cannot be met.

Single Player Unavailable: Not sufficient on its own. Teams are expected to have adequate

squad depth to fulfil fixtures. Requests based on individual player absence will generally not be approved.

Insufficient Players (Exceptional Circumstances): May be considered where a team can demonstrate a significant and unavoidable shortage (e.g. widespread illness), and all reasonable efforts to field a team have been exhausted.

10. Guiding Principle

Prioritise fairness to all teams and the integrity of the competition over individual convenience.

11. Email Responses

APPROVED

Hi [Club/Team Name],

Your fixture change request for the match between [Team A] and [Team B] on [original date] has been **approved**.

The match has been rescheduled as follows:

New Date: [insert]

New Time: [insert]

Venue: [insert]

This decision has been made based on the information provided and consideration of competition scheduling and fairness.

Please ensure both teams are aware of the updated details and that all match arrangements (including officials, ground access, etc.) are confirmed.

If you have any questions, please let me know.

APPROVED WITH CONDITIONS

Hi [Club/Team Name],

Your fixture change request for the match between [Team A] and [Team B] on [original date] has been **approved with conditions**.

The match has been rescheduled as follows:

New Date: [insert]

New Time: [insert]

Venue: [insert]

Conditions of approval:

- [e.g. Match must be played by (date)]
- [e.g. Clubs are responsible for organising officials]
- [e.g. No further changes will be permitted]

This decision reflects consideration of the circumstances provided, while ensuring the integrity and timing of the competition are maintained.

Please ensure all arrangements are confirmed accordingly.

DECLINE EMAIL

Hi [Club/Team Name],

Thank you for your fixture change request for the match between [Team A] and [Team B] on [original date].

After review, the request has been **declined**.

The reason for this decision is that the circumstances outlined do not meet the criteria for fixture changes under the competition policy. In particular, teams are expected to manage typical absences and operational challenges internally to ensure fixtures proceed as scheduled.

As such, the match will remain as originally scheduled.

We appreciate your understanding and cooperation in maintaining fairness and consistency across the competition.