

TO: All Juniors, Womens, Thirds & Masters Clubs

FROM: Competitions Department

DATE: 18 November 2008

SUBJECT: 2009 Fixtures: Forfeit Process

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FFV will be streamlining the process of forfeiting fixtures in 2009. All clubs are required to follow the steps listed below:

- When the club confirms it cannot field a team for an upcoming fixture this must be communicated to FFV on club letterhead.
- The document must include the date, time, round and fixture, the reason the club is forfeiting the fixture and signed by a recognised club official e.g. club secretary.
- This must be submitted to FFV by **COB Wednesday** prior to the fixture to avoid the fine. If the club submits this request after this deadline the club will be fined in accordance to the Grievance, Discipline and Tribunal by-law.

If you have any questions regarding forfeiting a fixture do not hesitate to contact the competitions department on 9474 1800 or via email at [emcintyre@footballfedvic.com.au](mailto:emcintyre@footballfedvic.com.au).

Regards,



Liam Bentley  
Competitions Coordinator