



AUSTRALIAN
FLYBALL
ASSOCIATION

AFA Policy on the Authority to Alter Entries and Sanction Details

1 January 2023

POLICY ON DELEGATED AUTHORITY TO ALTER ENTRIES AND CHANGES TO SANCTIONS

Purpose

The **AFA committee** frequently receives requests from:

- **clubs** to approve entry of **teams** to a **race meeting** after the **close of entry date**;
- **clubs** to approve changes to their **teams'** entries;
- **host clubs** to approve changes to sanctioned details of **race meetings**.

This policy has been developed to provide clarity and guidance for **clubs** on:

- what changes the **AFA committee** is willing to consider approving;
- who has the authority to approve changes; and
- responsibilities of **host clubs** when changes are approved.

Definitions and Interpretation

In this policy:

- words and expressions which are defined in the **rules** have the same meaning when used in this policy;
- the principles of interpretation contained in the **rules** apply.

Late entries

The **rules** define the **close of entry date** as the last day for receipt of entries for a **race meeting**.

The **AFA committee** considers it would be unfair to **teams** that have entered a **race meeting** by the **close of entry date** to allow **clubs** to enter **teams** after the **close of entry date**.

The **AFA committee** will not approve requests to enter a **team** after the **close of entry date**.

Changes to entries

The **rules** permit **teams** to change specific details on **timesheets** before the start of a **race meeting** but do not contemplate other changes.

The **AFA committee** considers other changes, including changes to **seed times**, are not fair to other **teams**.

The **AFA committee** will not approve changes to entries other than those expressly allowed under the **rules**.

Changes to race meeting details

The **AFA committee**:

- acknowledges that from time to time **host clubs** may request approval to change sanctioned details of a **race meeting**;
- has determined that not all requests need to be considered by the full **AFA committee**.

The table below shows the changes for which a **host club** may request approval and who has delegated authority to grant or refuse each request.

Requested Change	Approved by:		
	Authorised approver	Any two members of Executive Committee	AFA committee
Date*			PRIMARY
Venue*		PRIMARY	SECONDARY
Start time*		PRIMARY	SECONDARY
Close of entry date (compliant with rules)		PRIMARY	SECONDARY
Close of entry date (NOT compliant with rules)			PRIMARY
Judges	PRIMARY	SECONDARY	SECONDARY
AFA representative	PRIMARY	SECONDARY	SECONDARY
Add/remove open class	PRIMARY	SECONDARY	SECONDARY
Add/remove champions trophy	PRIMARY	SECONDARY	SECONDARY
Change team to/from regular class or open class	PRIMARY	SECONDARY	SECONDARY
Change of surface, including use of mats at standard charges*		PRIMARY	SECONDARY
Use of mats at NO charge OR for event not open to all members			PRIMARY
Add/remove training during breaks	PRIMARY	SECONDARY	SECONDARY
Use of lights at standard charges		PRIMARY	SECONDARY
Use of lights at NO charge OR for event not open to all members			PRIMARY

PRIMARY	The PRIMARY APPROVER can approve or reject the request
SECONDARY	If the PRIMARY APPROVER is unavailable or has a conflict the SECONDARY APPROVER can approve or reject the request

Notice to clubs

When any of the changes marked “*” are approved the **host club** must:

- promptly notify all **clubs** who have entered **teams**;
- allow those **clubs** to withdraw, or submit an amended entry for, any **team** entered by them.

If a **team** is withdrawn the **host club** must refund the entry fee paid for the **team**.