



AUSTRALIAN
FLYBALL
ASSOCIATION

AFA Policy on the Authority to Alter Entries and Sanction Details

1 January 2024

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 |
| Run only pairs class at a race meeting when less than four teams enter in other classes | | PRIMARY | SECONDARY |
| Run only pairs class when team(s) withdraw after close of entries leaving less than four teams in other classes | 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**.