



## **KNA Winter Forfeit Procedure**

It is imperative that you notify the correct members to ensure all clubs and teams are given ample warning. This is to prevent teams showing up at the courts when the opposition has forfeited.

### ***Prior to the day of the match:***

If you have exhausted means to find borrowed players, Team Managers will forward their notice to forfeit, via email, to their Club Registrar, KNA Secretary: [knasec@kna.com.au](mailto:knasec@kna.com.au) , KNA Registrar: [knareg@kna.com.au](mailto:knareg@kna.com.au) . It is with respect you also include the opposing clubs Club Registrar. All these details can be found with your Club Registrar.

### ***Included in the email should be a detailed description of your intent. E.g.:***

It is with regret our A2 LNC10 team could not find sufficient substitutions for the upcoming game on 11/5/24 @ 1.30pm crt 1. Therefore, we will need to forfeit. Our team members name at the top of our list is Jo Smith. We are playing BER10.

The representatives you include in the email will be able to contact the opposition team to inform them they are not required to attend on that day. KNA Registrar will follow up with an email and CC the club being forfeited against, KNA Umpires (all), KNA Grounds, Forfeiting Clubs team manager and Registrar. Noting all are aware.

### ***If it is on the day of the game:***

The forfeiting team **MUST** phone the courts on 9988 3338. Also, send an email, to the above mentioned, confirming you have spoken to (*enter name of person you spoke to*) at the complex and relayed your message. The person you spoke to will phone the opposing team directly.

The forfeiting Team Manager must receive confirmation that the opposition has been informed via email. Otherwise, this may prove the opposition was not informed! They should follow up if this has not been received.