

Fixture Change Request Process

[Link to Fixture Change Request Form](#)

For Affiliated Water Polo Clubs within Swim Ireland

1. Purpose

This document outlines the standard process for clubs requesting changes to scheduled match fixtures. It ensures that all fixture amendments are managed consistently, fairly, and in the best interests of the leagues, participating teams, officials, and venues.

2. Scope

This process applies to all league fixtures organised or sanctioned by the National Water Polo Committee

3. Definitions

- **Fixture Change Request (FCR):** A formal request submitted by a club or region to alter the date, time, or venue of a scheduled match.
- **Requesting Club:** The club initiating the fixture change request.
- **Opposing Club:** The other team involved in the affected fixture.
- **Competitions Committee:** The representative body within the National Water Polo Committee responsible for reviewing and approving/denying fixture changes.

4. Eligibility Criteria for Fixture Change Requests

A fixture change request may be considered only under specific circumstances, such as:

- **Clashes with National Team Selection**
- **Exceptional circumstances** affecting a club's ability to fulfil the fixture.

Note: Requests based solely on player availability or convenience may not be accepted.

5. Submission Requirements

The requesting club must submit a completed **Fixture Change Request Form** that includes:

1. **Fixture details:** League, teams, original date/time/venue.
2. **Reason for request:** clear justification and supporting evidence where relevant.
3. **Any additional information** required by the Competitions Committee

Requests must be submitted:

- By a club or regional Chairperson or Secretary
- Via the online official FCR Form
- **At least 28 days prior** to the scheduled fixture, unless in emergency situations.

Please note: The requesting club should not approach the opposing club to find a resolution to a FCR

6. Process Overview

Step 1 — Club or Region Submits Request

The requesting club or region submits the completed FCR via the online form, which is received by the Swim Ireland Water Polo Office

An automated or manual acknowledgement is sent within **48 hours**.

Step 2 — Initial Review (Swim Ireland Water Polo Office)

This stages checks:

- Eligibility and completeness of the request
- Compliance with deadlines
- Supporting evidence
- Impact on competition integrity and logistics
- If a straightforward and obvious change is available

Step 3 — Consultation (Swim Ireland Water Polo Office)

The Swim Ireland Water Polo Office contacts:

- **Opposing club** to confirm agreement or gather objections relating to a straightforward and obvious change
- **Match officials**, if necessary
- **Venue operators**, if applicable

Clubs are expected to respond within **72 hours**.

Step 4 — Decision Making (Competitions Committee)

After the **initial review and consultation**, the Swim Ireland Water Polo Office will present the facts to the Competitions Committee, who will then:

- Approve
- Approve with conditions
- Denie the request

Decisions are based on fairness, player welfare, scheduling feasibility, and competition integrity.

Step 5 — Notification of Decision (Swim Ireland Water Polo Office)

The Swim Ireland Water Polo Office will notify:

- Both clubs
- Match officials
- Venue management (if applicable)

Step 6 — Fixture List Update

Once approved, the new fixture details:

- Are published on official games management systems and website
- Become binding for both clubs
- Cannot be further amended without a new fixture change request

7. Grounds for Automatic Denial

A request may be rejected if:

- Submitted after the deadline without genuine exceptional circumstances
 - Lacks required evidence or supporting documentation
 - Causes significant fixture congestion
 - Compromises the integrity of the competition
 - Is opposed by the opposing club, if the FCR was received inside the 28-day notice period
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8. Appeals

Clubs may appeal a denial within **5 working days** by submitting in writing to the National Water Polo Committee via Waterpolo@swimireland.ie

The appeal decision is final.

9. Responsibilities

Clubs

- Submit accurate and timely requests
- Follow all competition rules and deadlines

Competitions Committee and Swim Ireland Water Polo Office

- Apply the process consistently
 - Maintain transparent communication
 - Ensure fixture integrity and fairness
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10. Document Review

This process will be reviewed annually or when competition rules are updated

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