



MEMO 18-2026

DATE: Tuesday, 3 March
TO: NNSWF Premier Competitions Clubs
FROM: Premier Competitions Coordinator
SUBJECT: Fixture Change Request Confirmations and Processes

For Information or Action	Action required	Action completed by	NNSWF Contact	Total Pages
Action	Read carefully and notify relevant club personnel	Immediately	Thom Kane	2

Dear All,

This memo is to provide information regarding fixture detail update confirmations, processes and requests for Premier Competitions matches.

Senior Football Confirmations – NPL Men’s and Women’s, and HIT 106.9 Northern League One

As discussed in the recent Standing Committee Meetings, official confirmation of fixture amendments in the NPL Men’s, NPL Women’s and HIT 106.9 Northern League One competitions will be provided via a JotForm notification and accompanying PDF (example attached with this memo).

The JotForm notification will indicate whether Squadi has been updated, or will be updated shortly, and will identify the NNSWF Football Operations staff member who has processed the change.

Please ensure all relevant stakeholders within your club are advised that this JotForm notification denotes official confirmation and sanctioning of any fixture changes for Senior Football.

Youth Football Confirmations – Premier Youth League and Junior Development League

Confirmation of updated details for PYL and JDL fixtures will continue to be communicated via email from a member of the Football Operations Department.

Within the body of the email, the staff member will indicate whether Squadi has been updated or will be updated shortly.

NNSWF staff will ensure that a Squadi update is not the first notification a club receives regarding any fixture changes, *unless already mutually agreed by the clubs.*



General Fixture Update Request Processes

Recently, we have received a large number of fixture change requests that have either not been agreed upon by both parties or fall outside the principles outlined in [MEMO 67 – 2025](#), [NNSWF Fixturing Policy](#) and [Rules & Regulations](#). To save time for volunteers and streamline the process, when submitting a fixture change request please:

- Review whether the request falls within the parameters outlined in the above documents.
- Communicate with the opposition club in the first instance and include communication confirming the agreement (this can be as simple as CC'ing the opposing club in the email).
- Include competitions@northernnswfootball.com.au in all correspondence to ensure the request is received and reviewed promptly.

As always, we are happy to work with clubs and accommodate reasonable fixture update requests. Following the above processes and guidelines will assist in ensuring an efficient turnaround time.

Kind regards,

Thom Kane
Premier Competitions Coordinator
Northern NSW Football