

RAF Sport Fixture/ Meeting Authorisation Process

Fixture and meeting authority letters will now be held as stand alone PDF documents on the individual association SharePoint site. New season documents can be requested at the start of your new season by contacting [SDO](#).

Associations manage an individual event list

Associations are to manage an internal fixture/ meeting list, this should be held on the association SharePoint pages and can be managed internally by the fixture secretary.

A template has been made for use [here](#).

Once a serial is complete, submit to RAF Sport via MS Forms

[Event Authority Request Form](#)

Instructions for completion can be found on pg. 2

If you are submitting more than 5 serials concurrently, an email can be sent to:
22Gp-DRS-Fixtures@mod.gov.uk

This email must contain all the relevant details (including AO Link & RP Approval).

Once authorised by RAF Sport, the event will appear on the Central Fixture List

When authority is granted, the event will appear on the [RAF Sport Central Fixture List](#)

To quickly find your event, use the filters to show only your sports.

An email confirmation will also be sent to the form submitter & association secretary.

N.B Only DRS can edit this list, if any amends are required, please contact [SDO](#).

Clear to proceed on duty

Please enter your fixture details in the form below. If any fields are empty your fixture will not be authorised. Please contact: 22Gp-DRS-Fixtures@mod.gov.uk with any questions or queries relating to the Fixture Authority process.

* Required

1. Sports Association *

2. Association Sub Discipline? (If required, please use official discipline names where possible)

3. Association Squad (Men's/ Women's/ Mixed/ Masters/ Development/ or alternative) *

4. Event Start Date *

5. Event Start Time (HHMM) *

6. Event End Date *

7. Event End Time (HHMM) *

8. Event Type *

Inter Service
 RAF Championships
 Meeting
 Other

9. Competition Description/ Fixture Details (for example Women's Team vs ... & associated pre-fixture training) *

10. Venue (if multiple, please provide full details) *

11. Please provide a link to your event AO *

12. Has this fixture/ event received approval from the Responsible Person? *

Yes
 No

13. Full Name *

14. Your Email *

15. Any other required information?

Q2- Free text entry, only applicable if your association has Sub Disciplines. Alternatively, please enter BRANCH if the fixture is an association sponsored branch team event.

Q4, 5, 6 & 7- NEW INFO Start and End Dates & Times.

Start date/ time - First serial of fixture or event.

End date/ time - Last serial of fixture.

Q11- NEW INFO Link to Event/ Meeting AO.

Please provide a direct SharePoint link to the AO. Providing a link to the AO in this form speeds up the authority process. specifics.

Q12- NEW INFO RP Approval.

This provides evidence to DRS that the RP has approved the event. **NO = NO AUTHORITY!**

Q13 & 14- NEW INFO Name & Contact.

Contact info for event ProjO. As the process grows we will build a list of 'Authorised Submitters' (this could be sub discipline leads, team managers etc.). Secretaries will be cc'd on all authorisation emails to ensure knowledge of events.

Q15- NEW INFO Any other Info.

Request a DRS Guest? Do you need to be 2PA? Is this an important event you'd like highlighting on SM?