



OPERATIONS MANUAL & BY-LAWS

OF THE

SUNSHINE COAST/GYMPIE RUGBY FOOTBALL LEAGUE LTD

(Central Region)

To be read and applied in conjunction with the

Queensland Rugby Football League Limited

Constitution, QRL Rules and Policies

and

Central Region Rules and Policies

and

National Rugby League Policies

Approved March 3rd 2021

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FOREWARD

This Operations Manual supersedes all previous versions issued by the Sunshine Coast/Gympie Rugby Football League Limited (SC/GRFL).

This Operations Manual is a reference for all persons involved in the day-to-day management, administration, coaching, playing, and officiating of all Rugby League clubs affiliated with the SC/GRFL. This includes the Management Committees, Development Staff, Team Coaches, Managers, Referees, Sports Trainers and Leaguesafe Officers, Duty Officials, Players, Parents and Spectators.

The Board of the SC/GRFL is the only body that can amend this document.

All amendments will be issued under a covering Memo from the Secretary, SC/GRFL.

The rules detailed in this document will be operative and enforced for all rulings and proceedings from the date of issue.

INTRODUCTION

The Rules of the Queensland Rugby Football League Limited (QRL Rules), as amended from time to time, provide the framework under which all Rugby League is administered within the State of Queensland, and can be found at www.qrl.com.au.

The rules detailed within this Operations Manual are to supplement the QRL Rules and to ensure the common interpretation and consistent application across all Senior Rugby League clubs affiliated with the SC/GRFL.

The rules detailed in this Operations Manual have been written in good faith; however, the SC/GRFL Management Committee reserves the right to modify or override any rule that unintentionally hinders or favours any affiliated club, their officials, players, and staff.

Should any information within this document conflict or contradict any of the QRL Rules, then the QRL rule as documented within the Rules of the Queensland Rugby Football League Limited (as amended from time to time) will have precedence.

DEFINITIONS AND INTERPRETATION

Where the term “SC/GRL” is used in the following Operations Manual, the full Executive Committee of the Sunshine Coast/Gympie Rugby Football League is intended.

Where the term “Executive” is used, the Office Bearers of the SC/GRL (as defined by the Constitution of the Sunshine Coast/Gympie Rugby Football League Inc.) is intended.

Where the term ‘Nominee’ is used, person or persons given specific roles within the League by the SC/GRFL or QRL is intended.

Where the term ‘QRL’ is used, Queensland Rugby League Ltd. Is intended.

Where the term ‘NRL’ is used, National Rugby League is intended.

In the interpretation of these Rules, unless the context otherwise requires:

- singular includes plural and vice versa.
- gender includes all genders.
- mentioning anything after ‘include’, ‘includes’ or ‘including’ does not limit what else may be included.

- headings used for ease of reference are not to be interpreted as forming part of these Rules.
- Women includes U19's.

1. COMPETITION FORMAT

1.1 The competitions shall commence on such date as the League, from time to time, shall determine.

1.2 Allocation of points for fixtures: -

- Win = four (4) points.
- Draw = two (2) points.
- Loss = one (1) point.
- Bye = four (4) points.
- Forfeit = four (4) points to non-forfeiting team, and zero (0) points to the forfeiting team. Non-forfeiting team is allocated a score of forty (40) points, and the forfeiting team is allocated a score of zero (0) points.

1.3 If a club needs to forfeit a match, the lowest open grade team must forfeit. Any variation to this rule is at the discretion of the League Chairperson. Any Division 1 team which forfeits must show cause to continue to participate in the competition. Any club that forfeits more than 2 matches in a competition during a season will be asked to show cause as to why they should have any team nomination considered for participation the following season.

The deadline for advising the League Secretary of an impending forfeit is 7.30pm on the Thursday preceding the fixture game. The following fines apply:

- Division 1 - \$500, plus \$500 which shall be paid to the affected club (GST to be included in the figure as well).
- Grades other than Division 1 - \$100, plus \$100 which shall be paid to the affected club (GST to be included in the figure as well).

If a club forfeits after the 7.30pm Thursday deadline, and prior to midnight of the night before the fixture, the following fines apply: -

- Division 1 - \$750, plus \$750 which shall be paid to the affected club (GST to be included in the figure as well).
- Grades other than Division 1 - \$250, plus \$250 which shall be paid to the affected club (GST to be included in the figure as well).

If a club forfeits on the day of the fixture, the following fines apply: -

- Division 1 - \$1000, plus \$1000 which shall be paid to the affected club (GST to be included in the figure as well).
- Grades other than Division 1 - \$400, plus \$400 which shall be paid to the affected club (GST to be included in the figure as well).
- If a forfeit occurs on Match Day, the cost incurred for Match Officials will be added to the forfeiting teams' fine.

For any team that forfeits a match in either the last game of the season, or a finals' series game, the following fines may apply: -

- Division 1 - \$1500, plus \$1500 which shall be paid to the affected club (GST to be included in the figure as well).
- Grades other than Division 1 - \$750, plus \$750 which shall be paid to the affected club (GST to be included in the figure as well).

Failure to pay the respective fees or levies within fourteen days after the scheduled match may result in loss of previously accrued fixture points, or right to host games, or right to continued participation in the competition, until such payment is made.

NOTE – any variation to these fines, or who the fine is payable to will be at the discretion of the League Chairperson.

- 1.4** The onus is on the forfeiting club to contact all involved in a timely manner.
- 1.5** At the end of the final round the leaders of each competition shall be minor premiers. In the event of two or more teams having the same number of points, then the final standings of all teams will be calculated using points for and against.
- 1.6** Club Championship is contested by those clubs participating in the Division 1 competition who also have teams participating in the Division 2 and Under 18 Division 1 competitions. **Note** – in the case of a club having more than one team participating in a competition, then only their highest positioned team in that competition will be factored into the calculation for the Club Championship.

For the purposes of the Club Championship calculations, the following applies: -

- Division 1 – total competition points achieved by each team during the season are multiplied by 1.5 and included in the calculation for each respective club.
 - Division 2 and Under 18's Division 1 – total competition points achieved during the season, by the highest positioned team of each club in each competition, to be included in the calculation for each club.
- 1.7** All trophies and prizes shall be determined by the League before the competitions commence, or as the League, from time to time, shall determine.
 - 1.8** Game times are as follows, according to which day they are played: -

Saturday	-	Women	- 1.00pm
		Under 18	- 2.30pm
		Div. 2A	- 4.00pm
		Div. 1	- 5.30pm
Sunday	-	Women	- 10.45am
		Under 18	- 12noon
		Div. 2A	- 1.30pm
		Div. 1	- 3.00pm

Division 2B game times to be determined.

2. COMPETITION ADMIN

- 2.1** Fee for affiliation with the League is \$100 (plus GST) – to be paid at or before the League’s AGM. For a list of QRL requirements for affiliation, see Appendix 3.
- 2.2** All Clubs wishing to field teams in any sanctioned competition must first have their relevant team nomination accepted for inclusion by the League. Preliminary nominations are to be lodged on the applicable form by 30 November. Final team nominations accompanied by the relevant nomination fees, are to be lodged by 31 January. Accepted teams will be advised by the League by 1 February.
- 2.3** Team nomination fees (excluding GST): -
- Division 1 - \$1260
 - Division 2 - \$945
 - Under 18 - \$785
 - Women’s - \$785
 - Masters - \$250
- 2.4** Clubs must advise field availability by 30 November with the preliminary team nominations.
- 2.5** Requests for changes to the time, date or venue for games will be considered by the SC/GRFL when the request for change has been advised in writing by the Secretary of the hosting club, after consultation with the opposition, Match Officials, and any other affected parties. The deadline for this advice is twenty-one (21) days before the day of the game.
- 2.6** Matches shall be played on such grounds and at such times as the League may direct.

3. FINES AND PENALTIES

Failure to pay the respective fees or levies within ten (10) days may result in loss of previously accrued fixture points, or right to host games, or right to continued participation in the competition, until such payment is made.

OFFENCE	PENALTY
Forfeit	<p>Division 1 - \$500 (plus GST) to League plus \$500 (plus GST) to affected club.</p> <p>Grades other than Division 1 - \$100 (plus GST) to the League plus \$100 (plus GST) to the affected club.</p>
Late forfeit (after 7.30pm Thursday preceding game, and prior to midnight of the night before the fixture).	<p>Division 1 - \$750 (plus GST) to League plus \$750 (plus GST) to affected club.</p> <p>Grades other than Division 1 - \$250 (plus GST) to the League plus \$250 (plus GST) to the affected club.</p>
Late forfeit (on the day of the game).	<p>Division 1 - \$1000 (plus GST) to League plus \$1000 (plus GST) to the affected club.</p> <p>Grades other than Division 1 - \$400 (plus GST) to the League plus \$400 (plus GST) to the affected club.</p>
Forfeit of the last fixture of the season, or of a finals' series match.	<p>Division 1 - \$1500 (plus GST) to League plus \$500 (plus GST) to affected club.</p> <p>Grades other than Division 1 - \$750 (plus GST) to the League plus \$750 (plus GST) to the affected club.</p>
Dressing shed not left clean and tidy by visiting team.	\$100 (plus GST) cleaning fee to be paid to the affected club.
Deliberate delay of team taking the field after official starting hooter.	\$200 (plus GST).
Breach of interchange process (rules 7.8 & 7.9).	Possible loss of competition points and a fine of up to \$500 (plus GST).
Incorrect Team List.	Loss of points for the game and a fine of \$500 (plus GST).
Player registers as a new player when a clearance should have been obtained.	Suspended for three (3) competition matches (suspension starts when clearance is fully approved).
Knowingly playing an unregistered or ineligible player.	Loss of points for the game and a fine of \$500 (plus GST).

4. FACILITIES

Venues

- 4.1** The club shall ensure that the venue nominated to host a competition match is presented in an appropriate manner. [Click here](#) for pre-game venue safety list and monthly checklists.
- 4.2** Clubs must provide to the League a plan showing the proposed licensed drinking area to be used throughout the season. The plan should show the drinking area in relation to the dressing sheds, Match Official's rooms, Sin Bin area and playing field, by 31 January (with final team nominations).
- 4.3** Each venue **should aim to provide** as a minimum standard the following amenities and services: -
- Lockable separate home and away team dressing rooms, which shall be made available for access at least 35 minutes prior to kick-off. These dressing rooms shall have toilet and shower facilities that meet Australian Health Standards and be presented in a clean hygienic manner.
 - For clubs hosting female matches, it is a requirement that clubs provide facilities that adequately cater to the female participant or Match Official.
 - Lockable Match Officials' dressing room. These dressing rooms shall have toilet and shower facilities that meet acceptable Australian Health Standards.
 - Medical Officer's room.
 - Provision of an elevated area located on or near the halfway line for video recording of matches.
 - Men's, Women's and Disables amenities available for public use.
 - Canteen facilities.
 - Public Address system.
 - Digital time piece with match time display.
 - Ambulance access to the area immediately adjacent to the playing field.

Medical Facilities

- 4.4** Each team dressing room shall: -
- Contain a table for observing, assessing, and treating players with injuries such as minor head injuries, concussion, fractures, lacerations etc.
 - Provide facilities for adequate disposal of used materials such as syringes, needles, contaminated waste disposal kit etc.
 - Have unobstructed access for any player taken by stretcher from the field.
 - For cleaning purposes, have a minimum of a broom, dustpan and brush and a rubbish bin.
- 4.5** Visiting teams Managers are required to leave dressing rooms clean and tidy. Failure to do so may result in a cleaning fee of **\$100** being applied to the club responsible.
- 4.6** The host club should have available reasonable quantities of ice, water, and lockable storage.

4.7 The League Executive may assess each venue on its own merit prior to permitting a club to host a match day.

Lighting Standards

4.8 The following lighting standards shall be required for training and competition matches.

- Ball and physical training 50 Lux
- Competition and Match practice 100 Lux

The above information has been extracted from Australian Standard AS 2560 Part 2.3. Only a duly qualified member of the Illuminating Engineering Society (IES) can be used to verify that field lighting meets these standards.

4.9 A copy of the completed Lighting Audit, together with a signed form – Sports Field Lighting – Certificate of Compliance signed by the testing engineer, **must** be forwarded to the SC/GRFL by 28 February on a bi-yearly basis.

4.10 Notwithstanding the presentation of the pre-season audit, a club will be required to undertake a further audit or audits, through the regular season if the lighting appears, under reasonable inspection, to have fallen below the required standard. The cost of these additional audits will be borne by the club.

Failure to comply with these rules could result in games being transferred to grounds that conform.

5. HOST CLUB GAME DAY RESPONSIBILITIES

5.1 Field marking requirements – refer to Laws of the Game - [click here](#)

5.2 Admission prices shall be subject to a maximum fee for general admission: -

- Division 1 matches a maximum of \$7,
- Non-Division 1 matches a maximum of \$5.

5.3 Sin Bin

- The sin bin must be a clearly defined area with shaded cover and must be clearly signed. It must be situated in a position away from the spectator area, benches, and licensed area. No player who has been sent off the field to the Sin Bin should walk past the player's benches or through the spectator area.
- A duty official must be present at the sin bin while any player is serving time in the sin bin.

5.4 Match Balls and Ball Persons

Host club is to supply QRL official game balls (minimum of 3) in good condition for each game played and to supply persons to carry out the duties of returning footballs to the field of play, supplying sand and/or kicking tees for kicks. The balls are to be delivered to the Referee's room before the commencement of the first match for confirmation of their suitability for use.

5.5 Duty Officials

- Host clubs must supply a Game Day Manager, Games Marshall, and Duty Official to oversee the necessary operations of the day.
- The host club must ensure that those persons are made aware of the requirements of the role (see Appendix 2 for clarification of their duties), and they must be suitably dressed and clearly identifiable as duty officials.

5.6 Opposition clubs are to supply a Game Day Club Representative, who needs to report to the hosting club's Game Day Manager upon arrival.

5.7 Host clubs are to supply an Operations Box Manager and a Scorer to control times of games, ground announcements and to complete the progressive scoring of each game within one hour after the match is completed. See Appendix 2 for a full list of their duties. Ground announcements are required to remind all persons in attendance at game days of the Code of Conduct and rules to be observed while attending rugby league matches, and also to acknowledge the major/minor sponsors of the SC/GRFL before the commencement of each game on game day.

5.8 Alcohol

- No person is permitted to bring alcohol into a venue.
- Clubs must provide to the League, when requested prior to the game, a copy of the permit allowing the sale of liquor at that game.
- The sale and consumption of alcohol must be strictly controlled in accordance with the Liquor Licensing Laws, including Responsible Service of Alcohol (RSA) laws which specify that all persons serving alcohol must be over 18 and hold an RSA certificate.

- The bar service area must be well signed.
- SC/GRFL recommends that mid-strength alcohol be served in can bars.

5.9 Video Recording

All fixtures and finals' series games in all grades must be digitally recorded. The League will appoint a suitable person to co-ordinate the provision of camera operators for this purpose, who shall be paid on a per-game basis. The recording of trial games will be at the club's discretion.

5.10 Smoking

Reference – Queensland Health [website link](#)

6. LAWS OF THE GAME

International League Laws (13's+)

Located on NRL: playrugbyleague.com – documents and policies section – [click here](#)

7. GAME PROCEDURES

7.1 Match Duration

- (i) Division 1 matches - duration of play will be eighty (80) minutes, i.e., forty (40) minutes each way, with a half time break of ten (10) minutes.
- (ii) Division 2 and Under 18 matches - duration of play will be seventy (70) minutes, i.e., thirty-five (35) minutes each way, with a half time break of ten (10) minutes.
- (iii) Women's matches – duration of play will be sixty (60) minutes, i.e., thirty (30) minutes each way, with a half time break of ten (10) minutes.
- (iv) Master's matches – [Click here.](#)

It is the responsibility of participating teams to seat one (1) representative with the official Operations Box Manager to check the timing of matches. This is not compulsory and is at the discretion of each club involved.

- 7.2** The home side is to run onto the field one (1) minute after the official starting time hooter sound, and the opposition team is to run onto the field within two (2) minutes after the official starting time hooter. If any team fails to obey this rule, the offending club may be fined **\$200**.

It is recommended that clubs sound a five (5) minute warning hooter before the commencement of each match, and a two (2) minute warning hooter before the resumption of play in the second half of any match.

7.3 Time Out Rule

- (i) Time out is called in both halves of Division 1 for all stoppages signalled by the Referee.
- (ii) No time out for Division 2, Women's or Under 18's in first half for any stoppages. Time out is allowed in 2nd half of Division 2, women's and Under 18's for injury only. No time out at scrums will apply. However, the Referee may warn a team for time-wasting, and subsequently apply a penalty at his/her discretion if he/she determines that the time-wasting is excessive.

NOTE - Time off for injury will be allowed in both halves in semi-finals and finals in Division 2, Women's and Under 18's.

7.4 Temporary Suspension

Time in the Sin Bin is officially referred to as "Temporary Suspension". Temporary Suspension is for playing time only and is calculated after the Match Official signals time-on when play recommences, either of which should occur after the dismissed player crosses the touch line. Temporary Suspension is suspended if the Referee signals time-off during the suspension period and shall recommence when the Referee recommences play.

7.5 Incomplete Matches

- If a match is stopped during the first half and is not able to be restarted for any unforeseen reason, the match will be declared a no result and the competition points will be shared. Points for and against will be allocated based on the average achieved by winning teams competing in the same competition during that round.
- If a match is stopped during the second half and is not able to be restarted for any unforeseen reason, a resolution will be determined at the discretion of the SC/GRFL Executive in consultation with the affected clubs, upon giving due consideration to the relevant circumstances of the match.

NOTE 1 – an “unforeseen reason” does not include the mandatory cessation of a match due to a team not having the required minimum number of players available (9) for the match to continue. Such occurrences will be treated as a forfeit. For and against points in these situations will be allocated either, as per the forfeit rule, or as per the score at the time of abandonment if the point’s differential is greater.

NOTE 2 – in the case of all unforeseen stoppages that could potentially result in a match being called off, a decision to abandon the match must not be finalized until either: -

- a period of 30 minutes has elapsed since the initial stoppage, or
- the SC/GRFL Nominated Delegate have given alternative approval.

7.6 Fitness of Ground/Cancellation of Matches

Due to inclement weather conditions, it may become necessary to postpone a match, or identify and nominate an alternative venue, at the discretion of the Chairman or his nominee.

The fitness of the ground to be played upon shall be decided on the field by the Match Officials and captains of the teams. In case of adverse climatic conditions, the League shall make the decisions for competition matches to be played or not.

Rescheduling of these matches will either be mid-week or on a spare weekend with the possibility of grades playing apart. Should a team not wish to proceed with the postponed match, they may forfeit with no financial penalty.

When a fixture has been cancelled because of climatic conditions, if the two clubs involved cannot agree within fourteen days of the cancelled game of a suitable date or venue for the playing of the cancelled fixture, and after advising the League, then the League may direct the following: -

- the date and venue at which the match is to be played, or
- award each team two competition points as well as up to twenty points for.

In the event of a host club not being able to host a scheduled match day for whatever reason, the League will determine a suitable alternative venue at their discretion, which also includes finals’ series games.

7.7 Players must appear on the field of play in the registered colours of their club, and in proper football uniform, which shall consist of jersey, socks, shorts, and boots. Players must appear on the field of play in the jersey number according to the Team List. **Exemptions in regard to alternate playing uniform for special events may be approved by the League.**

7.8 Player Numbers and Interchange

An interchange is the replacement of one (1) player in a team for another during the match.

Division 1 – Limited Player interchange

- A maximum of 17 players may be included on the Team Sheet. A limited interchange system is used in Division 1, whereby each team may use up to a maximum of twelve (12) interchanges in ordinary time during a match.

Management of the limited interchange rule: -

- SC/GRFL Official Interchange Cards numbered 1 to 12, as provided by the League are to be utilised. It is the responsibility of each club to have these cards available for use during all matches.
- Two sets of cards are required for each match - one set for each team.
- One set of interchange cards numbered 1 to 12 will be provided to each team prior to the commencement of the first half and are to be used in the order from 1 to 12.
- As each interchange is to be made, the player about to enter the field of play must provide the correctly numbered interchange card to the designated Interchange Official, who will oversee the correct replacement of the player who is leaving the field of play. If the player does not provide the interchange card to the Interchange Official, he/she does not have approval to enter the field of play and must not attempt to do so.
- A player with no interchange card will be sent back to the bench to obtain a card before the interchange will be allowed to proceed.
- The Interchange Official is responsible for filling out the Player Interchange Sheet during the match and at the completion of the first half (write down the player numbers on the bench), and the commencement of the second half (record any changes that were made at half time).
- At the completion of the match any unused interchange cards must be returned to the Interchange Official.

NOTE: With respect to the replacement of an injured or bleeding player, such interchange will be included as an “official” interchange, unless the injury/bleeding is deemed by the match officials to have been the result of a rules breach that subsequently resulted in a penalty being awarded to the team of such player. In this instance the match officials will advise the Interchange Official that a “free interchange” is applicable.

Division 2, Women’s & Under 18’s – Unlimited Player Interchange

- A maximum of 19 players may be included on the online Team Sheets, and the player interchange bench may be utilised on an “unlimited interchange” basis.
- The Women’s Competition will be conducted as a thirteen-a-side competition. However, if both teams find that they have the numbers to field only eleven players for any particular game, they may reach mutual agreement to play that game with eleven players. The timing for this agreement and subsequent communication to Match Officials and the host club’s Game Day Manager is 15 minutes before the commencement of the game.

7.9 Should a team begin a match with less than thirteen (13) players, it may fill the vacant positions prior to half-time, provided the additional players are added to the online Team

Sheet, or if this is not possible, advice has been given to the Operations Box Manager regarding the names and player numbers of the additional players.

- 7.10** A player leaving the field of play and not reporting to a touch judge, or not leaving in an approved manner, may be dismissed and cannot return to the match.
- 7.11** A player entering the field of play without reporting to the touch judge will be reported to the referee by the touch judge. The player will subsequently be charged with misconduct and may be dismissed from the match, his place shall not be filled, and the game shall recommence when that player has left the field.
- 7.12** All coaches and players are to be made fully aware of Rules 7.8 and 7.9. A breach of these rules may result in a loss of competition points and/or a fine up to **\$500**.
- 7.13** 1pm on the Monday following the game is the deadline for: -
- Receipt of Match Sheets,
 - Any protest about incorrect scoring - this must be submitted by the Club (i.e., not a coach, manager, parent or other individual) to the League Secretary.
- 7.14** Each club is required to allocate all players and staff to games on the Online Results area of MySideline. The deadline of this (except for Finals' Series games) is 6pm on the Friday night preceding the game. However, if the game is scheduled to be played on a Friday night, the deadline is moved forward to 6pm Thursday night. Additionally, where teams have been formed through a combination of players from two clubs, team staff must get the required permits in place before the team sheet deadline.
- 7.15** Any player who has not presented themselves to the playing bench, in full playing gear and cleared from injury to play before the half-time siren must be removed from the Team Sheet. Additionally, all players on the Team List must be prepared to take the field. Each team is responsible that their team list is accurate and correct. Team Managers are to check the number of players on the Team Sheet to ensure that the list of players participating in each match is accurate.
- 7.16** Any necessary amendments to the Team List online can be made up to 10 minutes before the game is due to commence. In the case of later amendments such as deleting a player who has not arrived for the game and replacing them with another player – Team Managers should give this information to the Operations Box Manager for amendment **at a later time** (not during the game).
- 7.17** The host team is responsible for printing the team sheets from the MySideline Match Results. The games are to be progressively scored on MySideline **and** a manual record is to be made throughout the game. Any disputes refer to 7.13.

Team Staff and Bench Player Rules

- 7.18** The only persons allowed on benches are as follows: -
- Reserve players who are taking part in the game. They must be in full playing gear, listed on the Team List and able to participate if required. Special consideration may be given to other players being allowed on the bench, at the discretion of the League, upon application made in writing.

- Coach, up to two Managers, a maximum of two Sports Trainers, and a maximum of two LeagueSafe.
- 7.19** All persons within the playing area (the space enclosed by the fence, or other such line of demarcation which prevents the encroachment of spectator) are to be dressed appropriately. Footwear must be enclosed, with no thongs or beach sandals.
- 7.20** All players on the Team List must be prepared to take the field and must be seated on the bench if not on the field. At no time are these players to pass comment to any official regarding rulings – these include comments directed to Match Officials. Any breach of this policy will incur a suspension and/or a fine.
- 7.21** All coaches and Managers are to remain seated on the bench at all times. Under no circumstances is the coach to call instructions to their players during the match and at no time is he/she permitted to enter the field of play unless instructed to do so by an official.
- 7.22** The Manager is responsible for making sure that the bench area is kept clean and tidy and that the dressing room is clean after each game.
- 7.23** All team staff may be required to produce their Blue Card and should have them in their possession. Similarly, they may be required to provide details of their coaching, First Aid or LeagueSafe qualifications, so must be prepared for this as well.
- 7.24** The Game Day Manager shall have the Match Official verify and sign/submit the team sheet only if there is an incident which needs to be reported – referees do not need to sign/submit team sheets where there is no incident to be reported.
- 7.25** When the Referee indicates that a player is put on report or sent off (not a temporary suspension), the Operations Box Manager should make an entry on the team sheet noting the time of the incident.

Player Best and Fairest and Referee’s Points

- 7.26** Best and Fairest points are allocated to players on a basis of 3 points, 2 points and 1 point. These points are to be allocated by the opposition Coach, in consultation with the opposition Captain. Referees are given a rating of between 1 and 3 to indicate how each team rates the Referee’s performance for each game. Each home Team Manager is to complete the information for their game on the “Best and Fairest and Referee’s Point Sheet”, and also to make sure that the visiting Team Manager does the same. The Host club is responsible for making the “Best and Fairest and Referee’s Point Sheet” available for completion on game day, and for lodging the completed form to Match Day Operational Support along with the Game Sheets by 6pm Sunday.

7.27 Timing of Match Reviews

Sunday 9pm – all Referee Reports, requests for review** from the League Chairperson to be received by the League Secretary.

Tuesday 5pm – Match Review Summary Sheet distributed to all clubs.

Wednesday 5pm – Club to advise League whether early guilty plea or challenge decision at Tribunal hearing. If no response is received from the club, then it is deemed to be an early guilty plea.

Thursday – Judicial Tribunal Hearing.

Friday 3pm – Judiciary Result Summary Sheet distributed to all clubs and Notification of Outcome of Judiciary Tribunal Hearing letter sent to club.

** QRL rule 5.2 allows for a Club Chairperson to request a review of an incident in a game. If the League Chairperson is unavailable, he/she may delegate this to an appropriate person.

7.28 The host club is responsible for the emailing of the match reports to the League Secretary by 1pm Monday following the game (if not immediately after each game). Penalties for failure to comply with this will be at the absolute discretion of the SC/GRFL Executive.

7.29 Incorrect Team Lists will result in loss of points, and/or a fine of **\$500** at the absolute discretion of the SC/GRFL Executive.

Replacement of Bleeding Players

7.30 The following procedure will apply in all cases where a player is bleeding, or their clothing or equipment has been contaminated by blood: -

1. If the referee notices a bleeding or blood contaminated player, he will immediately stop play, call 'time-out' and signal to the team's trainer to attend to the player.
2. The team trainer will immediately enter the field of play to assess whether the player can be quickly treated on the field or whether he will require treatment off the field.
3. If the trainer advises that the player can be treated on the field, the referee will instruct the player to drop out behind play for that purpose, and the match will immediately recommence.
4. If the trainer advises the referee that he will have to treat the player off the field, the match will not restart until the player has left the field. The player may be interchanged, or alternatively the team can elect to temporarily play on without that player. **Note:** other than for the initial assessment, the match will not be held up while the bleeding player receives treatment or is interchanged.
5. If the referee stops play twice for the same player and the same wound, the player must be taken from the field for treatment and either interchanged or the team may elect to play on without 12 players until the bleeding player returns.
6. If the bleeding player has left the field for treatment and is not interchanged, that player may return to the field of play at any time provided it is done from an on-side position. If the bleeding player has been interchanged, returning to the field will be through the normal interchange process.
7. A bleeding player who returned to the field of play without being interchanged is not to be regarded as a replacement/interchange player and therefore may take a kick for goal. Conversely, when a bleeding player has returned to the field of play as an interchange, they may not take a kick for goal at that time.

8. REGISTRATION OF PLAYERS, COACHES and VOLUNTEERS

Player Registration/Re-Registration and Clearances Refer QRL Rules 4.1.4, 4.1.5 & 4.1.6

NRL National Registration Policy [click here](#)

NRL National Clearances and Permit Policy [click here](#)

- 8.1** To be eligible to play, a player must register fully on the online database, and have provided ID (such as Drivers Licence, Over 18 card) to their participating club Registrar. For a player who is registering for the first time, a copy of this ID is to be attached to their record on the database. Their registration will not be approved if no ID is attached.
- 8.2** When a player completes on-line registration for a club by registering as a new player when a clearance would have been required, upon being found guilty, they will be suspended for three competition matches. This penalty will commence once the clearance has been fully approved, and the player is registered with their new club.
- 8.3** If it is found that a Club knowingly plays an unregistered or ineligible player, they shall lose any points accumulated for that game and be fined **\$500**.
- 8.4** Registering an Under 18 player: -
- (i) Any player aged 15 as at the 1st of January of the current season is required to register with the Under 16 competition of their junior club or closest junior club, and must fulfil their Under 16 playing requirements before playing in the Under 18's competition on any weekend.
 - (ii) A Club cannot sign an under 18 player who has represented the Sunshine Coast Junior League in any age group from Under 13's to Under 18's unless the players most recent Junior Club is regarded by the SC/GRFL as a "feeder" Club to the Under 18 team in question.
- 8.5** Cut-off time for requests for assistance from administrative staff in regard to dual registrations and new or pending player registrations is 9am of the Friday before the game in question. Any exceptions to registration rules may be considered for approval at the discretion of the SC/GRFL Chairperson.
- 8.6** Acceptance of any and all player and/or coach registrations will be at the discretion of the SC/GRFL Chairperson.
- 8.7** If a player is not listed a defaulter, his/her current club has three (3) working days to provide evidence as to why a clearance cannot be issued after which, the League Secretary will approve the clearance. A registration may be declined in order to ensure that the integrity of all competitions administered by the SC/GRFL is maintained.
- 8.8** Prior to the 1st of December, no club or club representative is to sign, or approach with a view to sign any player for the following season from a rival club within the SC/GRFL.
- 8.9** Representative coaching staff are not permitted to approach representative players with a view to them changing clubs the following year.

Permits/player movement within the SC/GRFL Competition

- 8.10** Permit registration arrangements may be allowed for Clubs which field a Division 2 team to form an association with a Division 1 Club with no Division 2 team, wherein dual

registrations to the club with the Division 1 team will allow the Division 2 players to play in Division 1. Similarly, a Club with a Division 1 team and no Division 2 team may form an association with a Club with no Division 1 team so that the Division 1 players may play in Division 2. Clubs need to take into consideration the finals' eligibility rules.

- 8.11** Where a club has more than one team participating in the same competition, a player is permitted to play for only one team during the season, unless approval is given at the discretion of the SC/GRFL Chairperson.
- 8.12** Weekly player permit arrangements may be approved as and when required to enable players to play for any club of their choice with approval of their Primary Club.
- 8.13** Players who represented at League level (Mal Meninga and 47th Battalion) or higher in the previous season may not transfer to a club of a lower Division.

Permits/player movement between SC/GRFL and Major Competitions

- 8.14** Any permit arrangements between the State League clubs and Local League Clubs must be approved by the League, giving consideration to the best interests of the game. Where a permit registration arrangement exists between a State League club and a SC/GRFL member club, a player who has played one or more Intrust Super Cup matches cannot play in any grade below the SC/GRFL Division 1 competition, where such player is primary registered to the State League club.
- 8.15** That for the purpose of dual registration each SCGRFL club is permitted to have a maximum of 5 permitted players in a season, other than Falcons players. Any player who has primarily signed with a 'major competition/BRL' club, is eligible to be permitted back to the SCGRFL however, they must have a recent affiliation (2 out of the last 5 years) with the SCJRL or the SCGRFL club that is proposed as the club subject of/to the dual registration, or be at the discretion of the Board. The Sunshine Coast Falcons will have the first right of refusal on all permitted players. Eligibility and qualification for Finals will be in accordance with Rules 9.1-9.6 (or as amended from time to time) in the SCGRFL Operations Manual and By-Laws. All permitted players must be approved by the Board.
- 8.16** Any exception to rules pertaining to permit registration and player movement is at the discretion of the SC/GRFL Chairperson.

Team/Club Insurance

- 8.17** It is the Club's responsibility to ensure that all coach/players/club officials/members are aware of what their insurance actually covers and must inform them that it is their responsibility to seek further additional cover, in particular Private Health Insurance Cover if not sufficient to their needs.
- 8.18** It is the Club's responsibility to inform all coach/players/club officials/members that any act on or off field that could be construed to be of an illegal nature, that could leave them open to criminal or civil prosecution is not covered by the QRL or Clubs Insurance.

Coach Registration Refer QRL Rule 4.2.

- 8.19** The club is required to register all coaches of teams within the club on the NRL Database.

Volunteers Registration

8.20 The club is required to register all volunteers such as team managers, sports trainers, Leaguesafe, touch judges and other volunteers who hold any official position within the club on the NRL Database.

Come and Try Policy

8.21 Female under 18 players new to rugby league may participate in one (1) game for the purpose of them making a decision as to whether they wish to play rugby league. The player must have completed the registration process on the online registrations database. Prior to participating in a game, clubs must advise the SC/GRFL of the player's name, age and which game they will be participating in. This 'Come and Try' policy is strictly for one game only. If the player decides not to continue, the club must arrange deregistration with the League Secretary.

18 Month Registration Policy

8.22 Senior players who are entering their first year of a senior competition, up to and including the age of nineteen (19 years of age and are born in the second half of the calendar year (July 1 – 31 December) shall be eligible to apply for the 18-Month Registration Window. Applications for this exemption are to be submitted to the League via the League Secretary – see Appendix 4 for the application form.

Player Drug Testing – [Click here.](#)

8.23 All registered players are subject to the NRL Anti-Doping Rules and the rules of Sport Integrity Australia as may be amended from time to time.

All players must make themselves familiar with the Anti-Doping Rules and all Club Secretaries must make available a copy of such Anti-Doping rules to any player upon demand.

9. FINALS' SERIES

The following tables show the games to be played for varying number of games in finals' series:

For a four to eight team competition – three-week, four-team finals' series:

Wk	Match	Match Name	Team	Team	Venue	Day
1	1	Minor Semi Final	Team 3	Team 4	Team 3	Sunday
1	2	Major Semi Final	Team 1	Team 2	Team 1	Saturday
2	3	Preliminary Final	Loser Game 2	Winner Game 1	Team 2	Sunday
3	4	Grand Final	Winner Game 2	Winner Game 3	TBC	Saturday

For a nine team plus competition:

Wk	Match	Match Name	Team	Team	Venue	Day
1	1	Elimination Semi	Team 4	Team 5	Team 4	Sunday
1	2	Qualifying Semi Final	Team 2	Team 3	Team 2	Saturday
2	3	Minor Semi Final	Winner Game 1	Loser Game 2	Team 3	Sunday
2	4	Major Semi Final	Team 1	Winner Game 2	Team 1	Saturday
3	5	Preliminary Final	Loser Game 4	Winner Game 3	TBC	Saturday
4	6	Grand Final	Winner Game 4	Winner Game 5	TBC	

Player Eligibility/Qualification

- 9.1** To be eligible to play in a Finals' Series match a player must be correctly registered to play, and must have participated in a minimum of 3 competition fixture matches for their club during the current season. For the Women's competition, this will be 2 competition fixture matches.
- 9.2** It is the responsibility of each club to check with the League Secretary or nominee as to player eligibility for all finals' match games.
- 9.3** Finals Eligibility: 60% rule* (not applicable to Under 18 players):
- a player having played 60%* or more Division 1 matches cannot play in the Division 2 finals' series. (please see Note 2 below).
 - a player having played 60%* or more Intrust Super Cup games, where said player is primary signed to a State League Club cannot play in the SC/GRFL finals' series.

*The 60% calculation for a player applies to the number of open aged fixture matches the player has participated in during the season e.g. a player who has played in 10 open aged matches is ineligible to play finals in a lower grade if they have played 6 or more matches in a higher grade. (please see Notes 2 and 3 below).

NOTE 1 – Any exceptions to this rule may be considered by the Chairman, giving reference to the circumstances and potential impact on a finals series.

NOTE 2 - If a player's name appears on the match report for the Division 2 match played on the same day as his name appears on the Division 1 match report, then it is deemed that the Division 1 match doesn't count in the eligibility calculations.

NOTE 3 - If a club is involved in more than one final on the same weekend then a player not selected to play in the higher-grade final may be selected in the grade immediately below, irrespective of the number of matches he has played in that grade.

- 9.4 SC/GRFL primary registered players can include representative matches played for the SC/GRFL (47th Battalion Cup Falcons), and/or Central Division representative team matches when determining finals' eligibility.
- 9.5 SC/GRFL primary registered players can include matches played for State League teams (Intrust Super Cup and Hastings Deering Cup) to achieve eligibility for final series if required.
- 9.6 Team lists are to be emailed to the League Secretary by 12noon Wednesday so that player eligibility can be checked.

Semi-final/Final Hosting Levies

- 9.7 Hosting fees are to be determined by the League prior to the finals, and are payable to the SC/GRFL. Host clubs are advised that it is their responsibility to cover costs as per the conditions set out in rules 9.11 to 9.13.
- 9.8 The SC/GRFL shall host the Grand Final at a venue to be determined by the League Executive, or at its discretion tender out to clubs. Should the Grand Final be tendered to a club, a levy as determined by the League Executive will be payable to the SC/GRFL.
- 9.9 Host clubs are advised that it is their responsibility to cover all costs, but the League/Executive at its discretion can identify specific costs that it will take responsibility for.
- 9.10 The hosting club is responsible to supply all volunteers/facilities as follows:-
 - Game Day Management team (Game Day Manager, Games Marshall, Duty Official, Operations Box Manager and Scorer), and the equipment necessary for these personnel (Computers, Printer, Public Address System, Scoreboard, Digital time piece with match time display and hooter),
 - Gate Keeper/s,
 - Carparking Attendant/s,
 - Medical equipment, as required, such as stretcher and oxygen,
 - 2 ball persons, and 2 tee persons,
 - 4 dressing sheds with showers, toilet facilities, strapping table and benches or chairs. Sufficient heated water must be available for all grades. Each dressing shed should have signs clearly indicating the team's occupancy.
 - Complete marking of field,
 - Field lighting to Australian Standard AS 2560 Part 2.3.
 - Ambulance access to the area immediately adjacent the playing field,

- Men's, Women's and Disabled toilets for public use, and
 - Secure area with toilet for drug testing if required.
- 9.11** The hosting club is responsible for all payments for necessary personnel, as follows:-
- Match Officials,
 - Camera Operators used to record games,
 - Qualified and insured Medical Attendant,
 - Qualified Security Guards and Police Officers as per SC/GRFL rules and Liquor Licensing rules.
- 9.12** The hosting club will supply and erect all tents or shade areas that are required for players and other volunteer personnel, and for the Sin Bin area.
- 9.13** The hosting clubs is responsible for all rubbish removal from the canteen and bar outlets and will incur the cost of a basic clean afterwards.
- 9.14** Admission price will be determined by the SC/GRFL. The league will issue entry tickets for players and Match Officials. Any player or Match Official not producing a ticket issued by the League will have to pay the admission fee.

Golden Point

- 9.15** If, at the conclusion of the second half of any game in the finals' series, the scores are equal, the Match Official shall direct play to continue in a golden point format in 10 minute periods, teams changing ends and alternating kick-offs, until one team scores. For Division One Men, where the interchange is limited, two additional player replacements are allowed. Once a team has scored a point/s from a drop goal, penalty goal or try the match is immediately over and the team who scored is declared the winner.

10. BEHAVIOUR MANAGEMENT

NRL Member Protection Policy [click here](#)

All breaches of the Codes of Conduct are subject to the SCJRL Disciplinary and/or Judiciary Tribunal action under QRL Rules Part 5.

Contact with the Media:

Rule 4.4 (e) & (f)

Rule 4.4 (e) (All coaches and players must) not, without the approval of the Division Manager or nominee, write a column for publication in any newspaper or publish statements through any media source. Provided that such approval shall not at any time be unreasonably withheld and shall be deemed to continue until withdrawn by the Division Manager or nominee.

Rule 4.4 (f) (All coaches and players must) not, at any time, make any comment in any publication whether written, televised or broadcast through social medium which is detrimental to the interests, welfare or image of the Game.

11. MISCELLANEOUS

CHILD PROTECTION - RISK MANAGEMENT PROGRAM/BLUE CARD POLICY

Refer to: Queensland Government Blue Card Services – [Click here](#).

QRL webpage – documents and policies section – [Click here](#).

MATCH OFFICIALS

11.1 Invoices will be sent by the Sunshine Coast Referees Association: -

1. to the host club for payment of Match Officials, and
2. to the League for payment of Interchange Officials for Division 1 matches.

11.2 It is compulsory for Match Officials to be escorted to and from the field to their change rooms at commencement of the game, half-time and full-time. Additionally, Match Officials are to be filmed when leaving the field of play until they are out of sight.

11.3 Under no circumstances are match officials to be approached, questioned, or harassed in any way by club officials, players or spectators either during, or after a match. If a claim of abuse of Match Officials is made, the League will require a report from the host club's security guard or Duty Official.

11.4 All complaints regarding the performance of the match officials shall be lodged in writing by the club to the League within 48 hours of the match being played. Sunshine Coast Referees Association will be informed of the complaint within 24 hours of the League receiving the complaint. No member of a club shall pass comment on the report until the investigation by the League is completed. The existence of a report from a club will be relayed to the media only by the League.

Any breaches of this policy by clubs, coaches or officials will instigate immediate disciplinary action by the League.

11.5 Under no circumstances are written complaints to be sent to the Sunshine Coast Referees Association directly nor should any Match Official or Sunshine Coast Referees Association Official be approached regarding the performance of any match official.

Protest by a club on the result of a match

11.6 Any club wishing to protest the result of a match shall make the protest in writing to the League Secretary by 1pm on the Monday after the completion of the match.

Life Suspension

11.7 In some instances, a Judiciary may add a proviso that the suspended person may seek the opportunity to have the suspension lifted after a period of ten years.

Submission of budget

11.8 QRL's rule 3.8 requires that clubs submit a budget to the League twice a year, as follows: -

1. on or before the last day of November in each year, a budget for the forthcoming season for the Club and its' associated Leagues' Club prepared by the Auditor of the Club and its' associated League's Club incorporating a statement of the estimated total commitment for players including bonuses and coaching fees, and,
2. on or before the last day of May in each year, the audited balance sheet and profit and loss accounts for the Club and associated Leagues' Club for the preceding six (6) months ending thirty-one (31) March and on or before the last day of November in each year the audited balance sheet and profit and loss accounts for the Club and associated Leagues' Club for the whole preceding year ending thirty (30) September.

Submission of minutes of all general meetings

11.9 All clubs are required to submit copies of their monthly general meeting minutes to the League and relevant QRLSC Staff as soon as these minutes are available. All details will remain confidential.

Appendix 1

Downloading Forms/Policies from the QRL Website

1. Log on to the QRL website.
2. Select “More”.
3. Select “About Us”.
4. Select “Documents and Policies”. (or [click here](#))

Here you can download the following forms: -

- Insurance Handbook
- Insurance Declaration form
- Certificate of Currency (when your insurance has been paid in the current season)
- Application to Tour/Host
- Application for Therapeutic Use Exemption
- Volunteer Blue Card Application/Renewal (through the link to Blue Card Services)
- Authorisation to confirm Blue Card (through Blue Card Services)
- Paid Employee Blue Card Application/Renewal (through Blue Card Services)
- Exemption Application (for Police Officers and Teachers) (through Blue Card Services)

In addition, from this screen, you can download the following Policies and Rules: -

- QRL Constitution
- QRL Rules
- Local League Model Constitution
- Football Club Model Constitution
- QRL Social Media Policy
- International Laws of the Game
- Junior League Laws (6-12 years)
- Masters Rugby League Laws
- Safe Play Code
- NRL On-Field Policy
- NRL Member Protection Policy
- NRL Head Injury Guidelines
- NRL Commission Anti-Doping Policy
- Blue Card Policy
- QRL Heat Guidelines
- QRL Privacy Policy
- Sanctioning of Events – Non-Affiliated Bodies Policy
- QRL Social Media Policy
- QRL Licensees

Downloading from Club Spot

1. Log in to Club Spot ([click here](#))
2. Click on “QRL” in the drop-down box in the top right of the screen.

Here you can download:

- pre-recorded ground announcements,

- QRL checklists and templates,
- Queensland Maroons messages,
- QRL Position Descriptions, and
- Ground Signage posters.

Appendix 2

Duties of Game Day Officials

Game Day Manager – responsible for the overall running of game day.

Should preferably be Chairperson or on the Executive or Committee of the home club and needs a thorough understanding and knowledge of all relevant QRL and SC/G RL rules.

1. Ensure that the proper ground markings have been made, grass length is appropriate to ensure that the surface is playable and does not present a risk to the safety or welfare of the players. Check field lighting if appropriate to the time when the game will be held.
2. Ensure that the club complies with QRL brand guidelines.
3. Ensure that public toilets, dressing sheds and Referee's room (including showers and toilets) and Medical Room are acceptable.
4. Ensure that the time clock and siren are operating correctly, and games start on time.
5. Determine the area for sin-bin operations is defined, and appropriately signed.
6. Provide a minimum of 3 QRL-approved game balls.
7. Brief the Games Marshall, Duty Official, Operations Box Manager and Scorers at the beginning of game day to ensure they fully understand their roles and responsibilities.
8. Brief and work in full co-operation with the Security Officers allocated to the ground to ensure the safe and successful running of game day.
9. Along with the Games Marshall and Duty Official, have a pre-game meeting with the Referees. Introduce the Games Marshall as the person who be escorting them to and from the field.
10. Check 30 minutes prior to any women's game to ascertain whether they are availing of the option to play eleven-a-side instead of thirteen-a-side. Advise the Match Officials and other Game Day Officials if the eleven-a-side option is chosen.
11. Provide the visiting club, players, officials and media every assistance and courtesy at all times.
12. Ensure all games start on time.
13. Provide Team Managers with the appropriate form for completion of 3, 2&1 player points, and Referee points.
14. Liaise and take direction from any QRL staff or SC/G RL Management Team present on game day.
15. With at least 5 minutes of normal time remaining, if it appears that a game could go into extra time, make contact with the timekeepers and reconfirm that the correct timing procedures will be implemented.
16. Ensure that the Match Official signs the Team Sheet if there is an incident to be reported.
17. Lodge Team Sheets, 3, 2 & 1 sheets and Referee's points with the League Secretary by 1pm Monday (if not immediately following the game).

Games Marshall – *control the sideline and player bench.*

Needs a thorough understanding and knowledge of all relevant QRL and SC/G RL rules.

1. Receive a briefing from the Game Day Manager.
2. Wear the appropriate vest designated to the Games Marshal role.
3. Along with the Game Day Manager and Duty Official, have a pre-game meeting with the Referees.
4. Introduce themselves to visiting Club Chairpersons or Club Representatives and engage them to assist with any unruly persons from that club.
5. Liaise with Team Managers to ensure accurate team lists are communicated to the Live Scorer.
6. Assist with ensuring that all games start on time by liaising with Team Mangers regarding timelines for games, 5-minute warnings and teams taking the field prior to the commencement of the games.
7. Escort Match Officials to and from the field.
8. Maintain communication with Game Day Manager and Duty Official regarding sin-binned players and the monitoring of time.
9. Control the sideline/player's bench to ensure compliance of:
 - a. Remaining seated.
 - b. No coaching from sideline,
 - c. No inappropriate language or sledging,
 - d. Appropriate persons only on the bench, and
 - e. Appropriate footwear worn at all times, and
 - f. Correct number of players listed on the Team List (in conjunction with on-line Scorer).
10. Be a reference point for the Match Officials for any issues.

Duty Official – *manage crowd behaviour. Co-ordinate sinbin with Game Day Manager.*

Needs a thorough understanding and knowledge of all relevant QRL and SC/G RL rules.

1. Receive a briefing from the Game Day Manager.
2. Wear the appropriate vest designated to the Duty Official role.
3. Along with the Game Day Manager and Games Marshall, have a pre-game meeting with the Referees.
4. Introduce themselves to visiting Club Chairpersons or Club Representatives and engage them to assist with any unruly persons from that club.
5. Assist Games Marshall with ensuring that all games start on time.
6. Maintain communication with Game Day Manager and Games Marshall regarding sin-binned players and the monitoring of time.
7. Ensure crowd behaviour is in accordance with QRL and SC/G RL rules and liaise with Security if provided.

Operations Box Manager – control game times and public address system.

Needs a thorough understanding and knowledge of all relevant QRL and SC/G RL rules relating to game times and rules of the different SC/G RL grades.

1. Receive a briefing from the Game Day Manager.
2. Check the operation of the time clocks, scoreboards, siren and PA system. Have a back-up or continuity plan.
3. Accept the opposition club nominating a representative to sit and overview or assist.
4. Ensure the timeliness of game day by announcing and sounding 5-minute warning sirens as appropriate.
5. Use PA System to: -
 - a. Welcome the visiting club/s, players, officials, and spectators,
 - b. Play appropriate music, announce club and SC/G RL sponsors and upcoming club events or next games to consistently engage the crowds during the day,
 - c. Read or play Zero Tolerance spiels during the day,
 - d. Remind Team Managers, if necessary, to verify that the Team List on MySideline is correct,
 - e. Announce the teams prior to their taking the field, and
 - f. Announce try and goal scorers and current scores.
6. Work alongside Scorer in regard to game times, managing time-out calls by the Referee and ensuring game score and individual player scores are correctly recorded.

Scorer – ensure team sheets are correct and record game scores.

Needs a thorough understanding and knowledge of all relevant QRL and SC/GRL rules relating to live-scoring and game times and rules of the different SC/G RL grades. Club needs to provide WIFI access, iPad or laptop, and a printer.

1. Receive a briefing from the Game Day Manager.
2. Check WIFI connection and access to MySideline. Check iPad or laptop has enough charge for the duration of the game day, or that appropriate electrical connection is available.
3. Print preliminary Team List for Team Managers to check and advise of any changes.
4. After the Team List change deadline of 10 minutes before the start of the game, print the Team List for use during the game. Use the printed sheet to record tries and goals during the game.
5. After the start of the match, check the number of reserve players on each team's bench in order to confirm that the number of players on the Team List matches the number of players for each tea. Request that the Games Marshall enquire with the relevant Team Manager to resolve any anomalies that have occurred.
6. Record on the printed Team List the time of an incident when the Referee signals that a player has been put on report.
7. Work alongside Operations Box Manager to start game, record player scores, manage time-out calls by the Referee, and finish time periods on MySideline. Upload final score at the end of the game.

8. Provide all printed Team Sheets to the Game Day Manager so that they can be lodged with the League Operations Manager.

Appendix 3



QUEENSLAND RUGBY LEAGUE CENTRAL REGION
CHECK LIST OF DOCUMENTS TO LODGE AT LOCAL
LEAGUE'S AGM



CLUB NAME: _____

- 1. PRESIDENT'S REPORT
- 2. AGM MINUTES
- 3. AUDITOR'S REPORT AND FINANCIAL STATEMENT (includes QRL Clearance Declaration)
- 4. (a) COPY OF OFFICE OF FAIR TRADING RETURN REGARDING INCORPORATION STATUS (including receipt for payment of annual fees, if available).

-- or --

(b) IF YOUR CLUB IS REGISTERED AS A COMPANY, PLEASE PROVIDE A COPY OF THE NOTIFICATION TO ASIC OF THE CHANGE OF OFFICEHOLDERS.

- 5. COPY OF ANY AMENDMENTS MADE TO CONSTITUTION SINCE LAST LODGED WITH QRL CENTRAL REGION

Please tick here if no amendments have been made

QRL AFFILIATION APPLICATION FORM (C1)

Please email front page of Affiliation Application form plus the full Audit Report to QRL Admin Officer before attending your Local League's AGM. Email address – m.thompson@qrl.com.au

PLEASE ENSURE ALL RELEVANT PAPERWORK IS ATTACHED

Checked By (Club): Date: / /

Checked By (Local League): Date: / /

NO FORMS WILL BE PROCESSED UNLESS CORRECTLY AND FULLY COMPLETED AND ENDORSED

Appendix 4

18 Month Registration Application form

To further enhance the Rugby League experience for participants born in the second half of the calendar year, the 18-Month Registration Window is being offered. The rationale behind the concept is attempting to promote a more enjoyable environment for younger players who, for a number of reasons, may feel challenged in their calendar group.

Please Note: This provision has not been introduced to allow for a player to dominate younger divisions, but to improve the Rugby League experience for players who are being adversely impacted by the Relative Age and Maturation Effects.

The provision is available to all Junior age groups up to eighteen (18) years of age.

Eligibility: All Junior players (i.e. 18 years old and younger) that are born in the second half of the calendar year (July 1 – 31 December) are eligible to apply for the 18-Month Registration Window.

Considerations when identifying players eligible to apply for 18-month registration include, but are not limited to:

- Weight and/or height of participants and those who are deemed above the 85th percentile of the age group they are applying to play in.
- Differences in physical, mental or emotional maturity relative to remainder of calendar group.
- Feeling overly challenged in their calendar age group.
- Unavailability of the applicant's calendar group.
- New participant to the game of Rugby League.
- Additional provisions may be provided in extenuating circumstances (including but not limited to medical reasons).

Successful applicants of the 18-Month Registration provision will forfeit the following:

- Consideration for Junior Representative Teams.
- Eligibility for 'portability' clearance in order to participate in another competition.
- Eligibility in a Restricted Weight Division outside their calendar group.
- The right to participate in their calendar group unless under special circumstances (e.g. a team would forfeit without their involvement).

Handling Disputes: An appeal process will be available for Clubs wishing to request a review of a player participating under the policy. Each League will nominate an appropriate committee for the review of disputes of initially successful 18-Month Registration players. Local League staff may also act as representatives.

The Committee will be responsible for the collection of supporting information to assist in the decision-making process as to whether the player who was previously admitted the 18-Month Registration provision shall remain in their nominated age group or be returned to their respective calendar age group. Supporting information includes, but is not limited to:

a) The player's weight, to assist in determining which percentile they fall in on the weight-for-age percentile scale,

- b) Interviewing/gathering feedback from opposing coaches to the player in question,
- c) Previous scorecards.

The Committee's determination of which age group the player should continue in shall be final.

18 Month Registration Window Application Form

Full Name _____

Email Address _____

Participant/player name _____

Participant/player date of birth _____

Weight (kg) _____ Height (cm) _____

Club that the participant/player is registered with

League Name _____

Reasons for requesting 18-Month Registration Window:

- Differences in physical, mental or emotional maturity relative to remainder of calendar Group.
- Feeling overly challenged in their calendar group.
- Calendar group not available.
- New to the game.
- Other.

Reason for selecting 'Other'

Please attach any additional supporting information.

Appendix 5

Social Media Policy

Updated March 2020

The use of or engagement in social media is not mandatory. We believe that social media can drive brand awareness and exposure if used responsibly, with awareness and commitment. As a member of the SCGRL, we require that you adhere to the following policy document.

Purpose

The purpose of this policy is to ensure that individuals within the SCGRL understand our group's expectations in relation to the use of social media, appreciate the obligations of using social media, are informed of the importance of managing the risks associated with its use in a practical sense, and adopt best practice use. SCGRL does not require anyone within the SCGRL network to have a social media presence. However, if you choose to have a club-related social media presence, SCGRL requires that you do so in accordance with the guidelines outlined in the Social Media Guidelines

What do we mean by social media?

For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation, blogs, wikis, social networking sites such as Facebook, LinkedIn, Twitter, Instagram, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Social media, real estate and our brand

Brand representation is the responsibility of all social media users associated with SCGRL network. We want you to understand that engagement with social network places information into the public domain reaching a broad community and can impact the public perception of the SCGRL brand at large. It's important that you do not post, share or link materials that are defamatory, harassing, discriminatory or indecent. This could bring the brand into disrepute. You should always add value through social media engagement by intelligently developing and sharing content. You should acknowledge that social networking is a relationship building channel, it is a place to share your work and to engage with your local community. It is not a transaction-based, lead generating or advertising channel.

Let us know

SCGRL must be notified of all club branded social media platforms via email to sponsors@falcons.com.au before the account is opened.

Our responsibility to you

SCGRL will provide the Policy and Guidelines for SCGRL Network social media interactions. The SCGRL will also provide collateral that advises on Audience, Purpose, Content and Conflict Resolution for social media. SCGRL does not offer technical and set-up support for social media. SCGRL has the right to review your social media platforms to ensure the brand is well represented through activation, creative and content. SCGRL can request removal of a comment/ post if deemed non-compliant with this policy. If a social media presence is deemed to be non-compliant with this policy on more than one occasion or after failure to remove a comment/post, SCGRL can request the closure of the platform.

Your responsibility to the Group

Administrators of social network platforms must log in daily to ensure timely management of responses. Users are responsible for the content published on the platforms they manage. You must take responsibility for the content and ensure communication is compliant with industry requirements. It is important you do not publish or respond to rumours and/or internal or confidential information about SCGRL and its affiliated clubs, sponsors , affiliated associations or related third parties.

Identification

This policy is relevant not only to SCGRL group social networking platforms but also affiliated clubs or members who list their affiliation on a private social network, and Board members, staff and committee members of SCGRL who use social networking privately. This is because prospective and existing clients in the industries associated with SCGRL network often search for service providers on the internet and through social media or cross-check recommendations they are given. Working in service industries, SCGRL network members are easily identifiable as representative of the SCGRL brands online, whether or not use of social media is for business purposes or whether or not the individual identifies themselves as a SCGRL network member.

Therefore, conduct privately and personally reflects on the professional reputation of the individual and the brand they represent. Participation in and behaviour on social networks whether or not the individual is at work and participating during work hours, and regardless of whether the participant is identified as a member of the SCGRL, should be in accordance with the desired public image of the individual member and the relevant brand.

CONTENT

Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialogue with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our software, details of current projects, future marketing initiatives,

financial information, research, and trade secrets. We must respect the wishes of our corporate customers regarding the confidentiality of current sponsors or their projects. We must also be mindful of the competitiveness of our industry.

Be honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you are affiliated with the SCGRL. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out but also be smart about protecting yourself and your privacy. What you publish will be around for a long time and you don't know who will see it, so consider the content carefully and also be cautious about disclosing personal details.

Respect your audience, SCGRL and affiliated associations

The public in general, and the SCGRL Network's members and customers, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the SCGRL brand or website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and topics that may be considered objectionable or inflammatory - such as politics, sexual orientation and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of the SCGRL and affiliated clubs.

Protect SCGRL Sponsors, Media Partners, affiliated associations and suppliers

Customers, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a customer, partner or supplier by name without permission and never discuss confidential details of customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g. Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the customer or make it easy for someone to identify the customer. Your blog is not the place to "conduct business" with a customer.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information from your business page similar to what would be on the Rugby League Sunshine Coast website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including the SCGRL owned trademarks, service marks, copyrights and brands. You should never quote more than short excerpts of someone else's work and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Controversial Issues

If you see misrepresentations made about SCGRL in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If a negative comment or complaint is made on your social media account you must notify sponsors@falcons.com.au immediately and before responding to the comment. The SCGRL will step you through the appropriate next steps. If you make an error, be upfront about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly. Always recognise other individual points of view and avoid personal attacks, online fights and hostile communications.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect. Wherever practical, you must use a disclaimer saying that while you are part of SCGRL anything you publish is your personal opinion, and not necessarily the opinion of SCGRL. Ensure it is clear that content is the member's own view and does not appear to be attributed to or endorsed by SCGRL by entering the below disclaimer in the Description or other relevant section (see Facebook example below); "The opinions expressed here represent my own and not those of the SCGRL."

Leaving

If a member leaves SCGRL Board or any affiliated club, any branded social media business account should be closed and any personal account affiliation ceased. Once the account is closed, please send confirmation to sponsors@falcons.com.au.

Our brand reputation is in your hands... please look after it!

Appendix 6

Brand Style Guide 2020



Aim:

To ensure that all marketing material comply with this style guide:

- Email footers, letterhead, logos, website, social media marketing, invitations, event marketing, banners and signage

Who are We?

Sunshine Coast Gympie Rugby League - all marketing mentioned above **MUST** state it is for this entity, specifying SENIOR league.

Our Logo



Rugby League Sunshine Coast

When is this entity name permitted to be used?

What guidelines are we putting in place for the usage of this name - when a combined SCGRL and SCJRL profile/website only as shown below

Website: www.rugbyleaguesunshinecoast.com.au

Facebook Page: Rugby League Sunshine Coast

Instagram: Rugby League Sunshine Coast

Differentiating from Sunshine Coast Falcons

Website changes- now taking viewers straight to a combined Junior and Senior local league site in lieu of sharing with SC Falcons.

All links for draws etc. will now take viewers to our local site without having to choose

Limited imagery to be used promoting the ISC, Under 20's teams. Mal Meninga to be promoted under our banner until handed over to SC Falcons at end of 2020 season.

Sponsors

All Sponsors to be shown in their relevant Categories when advertised on any marketing including digital.

Categories to be:

Senior Competition naming sponsor

Junior Competition naming sponsor

Senior sponsor

Junior sponsor

Media Partners

Corporate partners

If unsure which category any sponsor should fall in - please email: sponsors@falcons.com.au

Sponsor Logos:

All Logos should be shown in size relevance to their sponsorship at all times.

At the beginning of each season, sponsorship coordinator is to ensure correct and current sponsors logo is provided to the Secretary for usage.

Website:

Relevant photos to be used for page categories- no photos showing Falcon's rep jerseys should be used on any page with the exception of the Representative page.

Stories / articles:

Any articles posted on website must be relevant to Junior and Senior local leagues, QRL updates, NRL relevant updates and sponsor information.

All photos must be High Res in quality only.

Events recap story to be posted after all sponsor events, fundraising events, gala days, representative carnivals, finals fixture weeks and presentation functions.

Sponsors/ Partnership page should also follow above guidelines for Logos.

*update sponsors page to be Rugby League Sunshine Coast or such- remove photo of Falcons jerseys and remove any mention of Falcons.

Facebook Content:

Cover photo must be reflective of both Senior and Junior Leagues.

Content to be solely in the interest of the Junior and Senior Leagues.

Limited content to be posted regarding ISC Falcons and Under 20's Falcons - all Mal Meninga to be continued to be posted.

Link to website draw to be posted separately each week for Junior and Senior comps.

Any business being promoted on our Face Book page MUST either be a sponsor, media partner, corporate partner that provides contra/ pro rata service to the leagues.

No business that is not affiliated with the leagues is to be promoted without the consultation of Sponsorship coordinator and President. Opportunities for other businesses may be made available to them for advertising their business or service on our platforms.

This is to ensure our value is shown to our strategic partnerships and paying sponsors.

Print Material:

All print material including newspaper advertising, event invitations (including digital), Game Day programs, brochures and flyers and any other such materials must be approved by Sponsorship Coordinator to ensure correct sponsor information used and that the style guide has been followed to keep our branding streamlined.

Professional design and print ONLY to be used for Game Day programs and flyers that will be distributed publicly.

General Brand Style Guidelines:

Main Colours of Black and Yellow to be used where possible.

Full black or Full White background to be used only.

Any photos used must be relevant to the Senior League.

Correct and current logo to be used at all time.

Affiliation logos to be smaller than SCGRL and not be dominate.

Sponsor Logo layout and size as above.