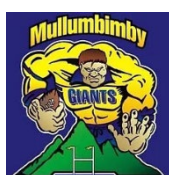




OPERATIONS MANUAL



ADOPTED: 6 June 2022

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DEFINITIONS

Board	Tweed-Byron Group 18 Junior Rugby League Board
G18 JRL (G18)	Tweed Byron Group 18 Junior Rugby League Incorporated
NSWCRL PPM	NSW Community Rugby League Policies and Procedures Manual as issued by NSWRL – current version
Region	(Currently East Coast Region – replacement tba)
Mini Competition	U6 – U9 age groups
Mod Competition	U10 – U12 age groups
International Competition	U13 – U16 age groups (inclusive of GLT Under 14's & Under 17's)
18MRP	18 Month Registration Policy
GLT	Girls League Tag (otherwise known as Monarch Blue Tag Competition)
Region	Rugby League Northern Rivers Region

PART 1: GOVERNANCE

GENERAL

1. PATRON

- a) Following the Annual General Meeting of the Group, the General Committee shall appoint one or more persons to be Patron or Patrons of the Group.

2. RETURNING OFFICER

- a) Prior to the election of Officers at the Annual General Meeting, the Group shall elect a Returning Officer to conduct such election.
- b) The Returning Officer shall not be a candidate for election to any office and shall not have the right to vote in such election.

3. ANNUAL GENERAL MEETINGS

- a) Each affiliated Club of the Group shall hold their AGM prior to the Group AGM.
PENALTY: Failure to do so will incur a fine of \$1000

- b) Business of an Annual General Meeting
 - Apologies
 - Renewal of affiliations and acceptance of fees for the ensuing year
 - To check credentials of delegates and members
 - Minutes of the previous Annual General Meeting
 - Chairman's opening address
 - To receive the Annual Reports and Financial Statement
 - Election of Returning Officer
 - Election of Tweed Byron Group 18 JRL Board
 - Election of Life Members
 - Election of Patron/s
 - Motions of which due notice has been given
 - Correspondence relating to the Annual General Meeting
 - General Business for the AGM
 - Meeting closed (Handover to new Board)

4. BOARD ORGANISATION

- a) **Group 18 JRL Board**
 - i) Board shall in determining the status of operations within G18 JRL jurisdiction, make all rules that it deems necessary for the conduct of competitions and the running of the Game in its authority. This may include delegation of powers by way of appointed committees to meet and act in an advisory capacity to the Board.
 - ii) At all times the Board shall conduct their affairs and operations in accordance with the rules of NSWRL and Region and shall be answerable to the Region in the first instance.

- iii) Of sufficient size and composed of independent people with appropriate range of skills and independence to ensure responsibilities are met
- iv) The main objectives of the Board are to provide direction in regard to:
 - The making and running of competitions including trials and all rules and regulations in relation to those competitions
 - The levying of fees
 - Determination of safe and suitable venues
 - Rules and regulations regarding the conduct of players and officials
 - Approval or otherwise of sponsorship to ensure compliance with direction from NSWRL
 - Deferring or cancelling of matches
 - Eligibility of players
 - Sound financial management
 - Strategic direction

b) Group 18 Board Members

- i) Chair any Board Committees in place
- ii) Prescribe and regulate rules to govern the Game on the G18 area
- iii) Provide good governance and guide the future direction of the sport in the G18 area

c) Group 18 JRL Committee Members

- i) At the first meeting following the AGM held by G18 JRL or at such date as G18 JRL may determine or approve, committees deemed appropriate to act in an advisory capacity to G18 JRL may be appointed by the Board and meet as required and be chaired by a member of the Board.
- ii) Group 18 JRL Committees include:
 - Finance
 - Governance
 - Male Participation
 - Female Participation
 - Match Review
 - Disciplinary Review
 - Tribunals (Disciplinary and Judiciary)
- iii) Each of the above shall where possible be made up of at least three (3) members and will usually include members of the Board or Committee members. A member shall be ineligible to sit on any Review/Tribunal matter where a potential conflict of interest may arise. This includes any member of the Review Committee or Tribunal, who shall not be eligible to sit on any appeal hearing into the matter. Any person with a conflict of interest in a matter should not participate in the discussion and leave the room prior to any voting being undertaken.
- iv) Sub Committee selection of nominees is at the discretion of the Board. Sub Committees will meet as required to address relevant matters, which in turn will be reported to the Board at its monthly meetings.

BOARD POSITIONS

5. PRESIDENT

- a) Serve as a spokesperson for the Group when required
- b) Chair Board/Committee meetings ensuring that they are run efficiently and effectively
- c) Act as a signatory for the Group in all legal purposes and financial purposes
- d) Regularly focus the Committee's attention on matters of Group governance that relate to its own structure and role
- e) Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- f) Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
- g) Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Group.

6. GROUP SECRETARY

- a) The Secretary is responsible for attending to all matters relating to the administration of Group affairs. This includes but is not limited to:
 - i) keeping records of all meetings,
 - ii) dealing with and issuing all correspondence including notices to Clubs,
- b) In addition, he/she is our delegate to NSWRL and is obliged to attend NSWRL meetings. He/she will make a report to all meetings, including checking that all clubs have received the previous months weekly Judiciary & Disciplinary Reports. He/she will immediately hand over all records to his/her successor.
- c) The Secretary is to manage the content of the Constitution and By-Laws of the incorporated association. All amendments to these documents are to be issued as an Amendment List within 7 days of being accepted.

7. TREASURER

- a) The Treasurer shall keep proper books of account including a cash book and Ledger of the Group and shall produce the same together with the bank statements of the Group at all meetings of the Executive Committee and of the General Committee.
- b) The Treasurer is responsible for compiling the annual report for the Department of Fair Trading in regard to the operation of the Incorporated Association.

8. REGISTRAR

- a) The Register is responsible for all matters relating to the registration of players, volunteers and officials. These roles include, but not limited to:

- i) Keeping of player registration details via MySideline database
- ii) Transfers and Clearances in accordance with NSWCRRL Transfer Policy

9. PUBLICITY & SOCIAL MEDIA OFFICER

- a) The Publicity & Social Media Officer will be an appointed position and determined by the Board. The Publicity & Social Media Officer will make a report to all monthly Board meetings.
- b) The Publicity & Social Media Officer is to compile and distribute all relevant information to local media. Responses to all issues raised by the public and media seeking an 'official response', is to be in consultation with the Board.
- c) The Publicity & Social Media Officer is to maintain input into regular sporting columns and other areas of interest and actively be involved in promoting the Group, clubs and sport. He/she is to be in regular contact with all clubs to ascertain if any stories of media interest could be promoted or articles/photos submitted to media outlets.
- d) The Publicity & Social Media Manager will maintain the Group 18 JRL website and all social media platforms (Facebook etc.) with all up to date and relevant information.

10. SPONSORSHIP COORDINATOR

- a) The Sponsorship Coordinator will be an appointed position and determined by the Board
- b) The Sponsorship Coordinator will work with the Board to ensure that the Group gains any appropriate sponsorship for the maintenance of the competition.
- c) The Sponsorship Coordinator may work in conjunction with the Representative/Development Committee to ensure that appropriate sponsorship is sought and maintained for Group 18 JRL Development/Representative program.

11. HEAD SPORTS TRAINER

- a) The Board will appoint the role of the Head Sports Trainer annually.
- b) The Head Sports Trainer must hold a minimum qualification of a Level 2 Sports Trainer
- c) The responsibilities of the Head Sports Trainer will include:
 - i) The co-ordination of Sport Trainer courses within the Group 18 area
 - ii) The appointment of Sports Trainer to any Development programs
 - iii) To co-ordinate with Clubs hosting finals and carnival to ensure that First Responder requirement are met on these days
 - iv) Assist the Clubs with any issues regarding Sports Trainers
 - v) To maintain a database of the players receiving HIA forms, monitoring and reporting on medical clearances following a HIA report, entering HIA reports on MySideline player files and monitoring the Return to Play process within a club.

BOARD COMMITTEES

12. COMPETITIONS COMMITTEE

- a) The Chairperson for this Committee must be a current Board member. The Chairperson will be voted on if more than one nomination is received.
- b) The Chairperson will make a report to all meetings which will include details of forfeited matches, disputed results etc and any other matters Delegates should be aware of.
- c) Each affiliate club will nominate one representative to the Competitions Committee.
- d) The Committee is responsible for all matters relating to matches played within the Group, with the exception of Representative fixtures. This includes but is not limited to:
 - Preparation of the season calendar and draw,
 - Liaison with Referees Association,
 - Rescheduling of fixtures when required,
 - Answering all enquiries regarding competition rules,
 - Liaison with the Treasurer regarding fines imposed relating to matches
 - Coordinate the organisation of the Finals Series (including providing Ground Manager, venues, programs, officials as per the direction of the Board).
- e) The Chairperson is to prepare statistical information relating to competitions of the League (ie. Results, points tables etc, through MySideline). This will also include player history, matches, services to the game etc.
- f) This committee will meet as required at the discretion of the Chairperson.

13. MISCONDUCT COMMITTEE

- a) The Chairperson for this Committee must be a current Board member. The Chairperson will be voted on if more than one nomination is received.
- b) The Misconduct Committee Chairperson will hold the follow positions described in the NSWCRLL PPM:
 - i) Judiciary Administrator
 - ii) Match Review Committee Chairperson OR Judiciary Chairperson
 - iii) Conduct Review Committee Chairperson OR Incident Review Controller
 - iv) Appeal Administrator
- c) The Misconduct Committee Chairperson must organise the appointment of the following positions each year:
 - i) Match Review Committee
 - ii) Judiciary Panel Members
 - iii) Conduct Review Committee
 - iv) Incident Review Controller
 - v) Appeals Committee
- d) The appointment of all positions will be run in accordance with the applicable Code of Procedure outlined in the NSWCRLL PPM.

14. QUALIFICATIONS COMMITTEE

- a) The Chairperson for this Committee should be a current Board member. The Chairperson will be voted on if more than one nomination is received. The Board may appoint an Independent Chairperson separate from the Board if deemed suitable.
- b) Prior to the commencement of regular season fixtures, each participating club will nominate a Qualifications Committee representative who, **IF** required, will be responsible for the review of disputes of initially successful 18-Month Registration players. Local League staff may also act as representatives.
- c) When handling disputes of players who have successfully been admitted the 18-Month Registration provision for the current Football Year, a Qualifications Committee made up of a minimum of five (5) members will convene. The Committee shall not have a representative from the club in which the player in question plays for.
- d) 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 respective age group. Supporting information includes, but is not limited to:
 - The players weight, to assist in determining which percentile they fall in on the weight-for-age percentile scale
 - Interviewing/gathering feedback from opposing coaches to the player in question
 - Previous scorecards
- e) The Committee's determination of which age group the player should continue in shall be final.

15. ANTI POACHING COMMITTEE

- a) The Chairperson of this Committee shall be the Chairperson of the Board. All Club Presidents/Chairpersons will be their appropriate Club delegates for this Committee.
- b) The Committee shall meet as required and complaints must be dealt with, within fourteen (14) days of receipt.
- c) The Committee is responsible for hearing all complaints relating to offering inducements, denigrating other Clubs, promises of favourable selection in rep teams or any other offer which could reasonably be interpreted as a lure to change Clubs.
- d) All complaints must be in writing. It is the responsibility of the complainant to produce satisfactory written or oral evidence to the Committee. The Committee may wish to conduct interviews of witnesses and others, to assist their deliberation.
- e) Imposition of penalties and fines against individuals and Clubs will be referred by the Committee to the Board who will make the final decision.
- f) **Penalties:** Club Officials (i.e elected Officials, appointed Officials, team staff) and any other person deemed to be involved in poaching;
 - **First offence:** 1 year suspension **Second:** 5 year suspension **Third:** Life suspension
 - **Fines:** To be paid by the Club and are cumulative in each five year period
 - e.g 2000-04, 2005-2009.
 - First Offence: \$250 Second: \$500 Third: \$750 Fourth: \$1,000 Fifth: \$1,250

FINANCIAL

16. FINANCE AND PROPERTY

- a) Authorising signatories for the operation of Group bank accounts shall be the President, Secretary and Treasurer. The Treasurer is responsible for completing the required bank authorisations for all accounts within 14 days of the Group Annual General Meeting.
- b) The signatories of Group bank accounts are not to be related (by marriage/defacto relationship/family). Another Board member is to be nominated to fulfil this duty should a relationship exist.
- c) The Group may open one bank account to be used for EFTPOS purchases. The Treasurer will be responsible for the card on this account. All purchases using the card electronically must be authorised by the President and Secretary.
- d) All other bank accounts must have two signatures to operate the account for withdrawal.
- e) Each Club must supply the following to the Group Treasurer by no later than the commencement of the Group AGM:
 - i) a copy of their Annual Financial Statement, as presented to and carried by a majority vote of the members present at the Club AGM and
 - ii) a copy of the A12 form submitted and notarised by the Department of Fair Trading.
- f) It shall be the responsibility of each affiliated Club to pay all monies by the due date. The Treasurer will nominate the due date on each account. In general this will be by the end of the month following the month of issue. Interest will be charged on late payments at the rate of 10% per annum.
- g) Host Clubs are responsible for payment of fees direct to the Referees Association for all fixtures played on their grounds, including all carnivals such as Conaghan Shield, 9's Carnival & DB Cup, whether or not they have teams involved, excepting representative trial game fixtures.

17. HONORARIUMS & ALLOWANCES

- a) The Honorariums & Allowances must be reviewed and voted on by all Members at the Annual General Meeting.
- b) The current Honorariums & Allowances are as follows:

Position	Amount
Group Chairperson	\$500.00
Group Secretary	\$2,000.00
Group Treasurer	\$2,000.00
Group Registrar	\$1,000.00

Group Publicity & Social Media Manager	\$1,000.00
Group Pathways & Development Manager	\$500.00
Group Qualifications Committee	\$500.00
Group Competitions Committee Chairperson	\$2,000.00
Group Misconduct Committee Chairperson	\$2,000.00
Group Board Member (General)	\$500.00
Group Head Sports Trainer	\$500.00
NRRRLRA Delegate to Group 18 JRL (50/50 Split with NRRRLRA)	\$250.00

PART 2

COMPETITION HANDBOOK & BY-LAWS

Tweed Byron Group 18 Junior Rugby League Inc (G18 JRL)

COMPETITION FORMAT

1. G18 JRL COMPETITION STRUCTURE

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure)

- a. G18 JRL competition will consist of individual competitions for each age group from U6 to U16.
- b. All competitions will play the number of Rounds as decided by the Group Calendar
- c. Age groups from U10 to U16 (including GLT U14's & U17's) will be competitive.
- d. Age groups from U6 to U9 will be non-competitive (except at exempted carnivals)
- e. In competitive grades all teams will play each other at least once unless there are not enough Rounds to permit this.

2. CARNIVALS

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure), 3.9 (Forfeits) & 1.13 (Trial Games/Carnivals/Gala Days – Approval Process)

- a. Carnivals for various age divisions will be conducted each season, as follows:
 - i. the John Conaghan Memorial Shield, for Mini & Mod age groups,
 - ii. the Derek Brouwer Cup (DB Cup), for Mini & Mod age groups, and
 - iii. the Nines Carnival, for International (including GLT) age groups.
- b. Clubs may also choose to accept invitations to Carnivals from other Leagues, subject to approval by the Board, and the Group may invite other Clubs to participate in our Carnivals.
- c. Any eligible team that does not nominate for the Conaghan Shield, DB Cup or Nines competition must give an acceptable written reason for not nominating to the Board.
- d. A team forfeiting a Carnival match must notify the Competitions Committee and host club by 4.00pm seven (7) days prior to the fixture, with the reason for the forfeit.
PENALTY: Failure to do so will result in a fine of \$200.
- e. All rules for G18 JRL carnivals will be sent to the affiliated clubs and any invited clubs no later than two (2) weeks prior to the commencement of the carnival.
- f. All affiliated clubs may, with the approval of G18 JRL, host an appropriate carnival subject to availability of a scheduled time. Any such carnivals must have an appropriate purpose with the aim being for the development of G18 JRL and its affiliated clubs.

- g. Hosting of Carnivals, Final Series, Gala Days etc are allocated through the Group Hosting calendar. However, for the G18 JRL Nines Carnival the Group Secretary will call on all clubs to nominate to host this event on an annual basis. After nominations are complete the Group Board will select the host.
- h. Gate entry fee of \$3/adult (over 18) to be collected at Group approved carnivals by the Hosting Club (Conaghan Shield, Derek Brouwer Cup, Nines Carnival)
REFERENCE POINT/S: NSWCRRL PPM Section 4.1 (Admission Prices, Gates & Season Passes at Regional Member Matches)

3. TRIAL GAMES

REFERENCE POINT/S: NSWCRRL PPM Section 1.13 (Trial Games/Carnivals/Gala Days – Approval Process)

- a. All trial games must be approved by the Competitions Committee Chairperson and Local League Administrator in accordance with NSWCRRL PPM Section 1.13.

4. COMPETITION – GENERAL

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure) & NSWCRRL PPM Section 2.16 (Monarch Blues Tag Competition Rule Modification)

- a. For the purpose of competition ladders the following points will be allocated:

Outcome	Points
Win	2
Draw	1
Loss	0
Bye	2
Forfeit Against	2

REFERENCE POINT/S: NSWCRRL PPM Section 3.3 (Competition Points)

- b. Forfeit – 2 points (and 20 points added to their Points For aggregate. Forfeiting team will have 20 points added to their Points Against aggregate)
REFERENCE POINT/S: NSWCRRL PPM Section 3.3 (Competition Points) & 3.9 (Forfeits)
- c. Clubs will endeavour to structure their teams in a fair and honest manner particularly when entering 2 or more teams in the same age division. However, all age divisions may be competitive in Carnivals/Gala Days as set out in the carnival rules.
- d. All matches to be completed as per the Draw. In the event of wet weather cancellations, delayed matches are to be played as directed by the Competitions Committee, preferably within the week following the postponement.
REFERENCE POINT/S: NSWCRRL PPM Section 3.1 (Abandoned Matches Due to Injury, Inclement Weather or Foul Play)
- e. If two or more grounds are deemed unsuitable to play due to inclement weather or weather event, the entire competition round will be cancelled/postponed. The Competitions Committee will decide if that Round can be played at a later date. **GLT matches are exempt from this clause – the Competitions Committee Chairperson will exercise his/her discretion in either delaying, postponing or cancelling such games.**

REFERENCE POINT/S: NSWCRRL PPM Section 3.1 (Abandoned Matches Due to Injury, Inclement Weather or Foul Play)

- f. Prior to the commencement of Round 1 of the competition, all players must be assigned to a team and the team lists must be entered online in the competition software. Clubs have until the completion of Round 2 to move any players within registered teams. After Round 2 any team change for a player must be approved by the Board. Online team lists must be kept up to date at all times.
- g. Match sheets for each Round will be produced electronically by the Host clubs, from MySideline. Each team is responsible for the input of team player selections on a weekly basis prior to each game. Team lists (including team management) are to be entered in MySideline by 9pm on the Thursday night prior to the Round game (this includes Girls League Tag).
PENALTY: Late input of team lists: Fine of \$50 per team (first offence), fine increases by \$50 for each subsequent offence by a team.
- h. Any late changes to team members must be written on the Match Sheet. A player playing up on a casual basis will have their name and registered age group listed. A player applying under the PDF ruling will have their name and PDF listed on the Match Sheet until such time as a decision is made approving or denying the request to play down and age group. Team Management changes/additions are to have NRL ID numbers listed with names.
- i. Match Scorers are to record player numbers of goal kickers on the Match Sheet in Mod grade fixtures. Any successful goal kicked by a player having already kicked, but prior to a complete rotation of the team on the field at the time, is not to be added to the points total and is to be brought to the Referees attention at the conclusion of the match.
- j. The Team Registration folder must be made available to the Match Scorer by each club and each team during all competition games. The folder is to have players Medical Cards, Playing in a Higher Age Division Forms and a printout of the team's individual players registration details with photo. Also listed must be the team management names, positions, photo and NRL ID number.
- k. Each Mini/Mod team must provide one (1) football for matches irrespective of whether they are home or away. For International grades, the Host Club will provide three (3) good condition NSWCRRL approved footballs.
REFERENCE POINT/S: NSWCRRL PPM Section 4.21 (Match Ball Sizes) & 4.14 (Ground and Match Preparation Requirements)
- l. Team officials and reserves are to be seated on benches or chairs. They will remain in the area designated by the Match Official except as in the case of Under 6 & Under 7 coaches only who may direct their players by running a minimum of 3m behind them during play. No other coaches are allowed on the field during play for any reason.
- m. Anyone entering the Field of Play must have appropriate footwear (covered shoes). No buckets, metal or rigid crates or sponges are allowed on the field.

5. MATCH DURATION

REFERENCE POINT/S: NSWCRRL PPM Section 3.6 (Duration of Matches) & Section 4.20 (Making Changes to the Duration of a Game)

- a. Playing times will be as follows:

Age Group	Playing Time	Break Time
Mini's (Under 6's-9's)	4 x 8-minute quarters	1 minute break at 1 st & 3 rd quarter, 3-minute half time
Mod's (Under 10's-12's)	2 x 20-minute halves	5-minute break
Under 13's & 14's	2 x 25-minute halves	5-minute break
Under 15's & 16's	2 x 30-minute halves	5-minute break
GLT (U14's & u17's)	2 x 25-minute halves	5-minute break

- b. There will be no time off for injury during a normal competition match for all age divisions.
- c. Mini matches called off early for any reason are not to be replayed.

6. **INTERCHANGE & PLAYING UP AN AGE GROUP**

REFERENCE POINT/S: [NSWCRL PPM Section 4.18 \(Interchange\) & Section 2.20 \(Playing a Player above Their Natural Age Group \(Playing Up\)\)](#)

- a. A player may play in matches one division above their correct age division either as a player registered in the higher division or as a casual replacement. In International grades:
 - i. Teams using lower age replacements are limited to 17 players. Unlimited interchange applies, however coaches have a responsibility to ensure correct age players receive maximum playing time unless injury prevents. Any complaints of contravention of this provision will be investigated by the Competitions Committee.
PENALTY: Teams found to be in breach of this rule will have 2 competition points deducted regardless of the game result.
 - ii. If more than 17 players are listed on the game sheet, then any player that is playing up an age group cannot take the field until there are no correct age players uninjured and capable of taking the field. Any further players playing up can only replace another player playing up.

REFERENCE POINT/S: [NSWCRL PPM Section 2.16 \(Monarch Blues Tag Competition Rule Modifications\)](#)

- b. A Playing in Higher Age Division Consent Form must be completed and kept in the team's registration folder from the first instance a player plays in the higher age division
REFERENCE POINT/S: [NSW CRLA Playing in a Higher Age Group Consent Form](#)
- c. A player must fulfill their commitments to the correct age group in the corresponding Round of competition when playing in a higher age division as a casual replacement.
- d. In U13 & U14 age divisions each correct age player (or player playing up permanently/approved under 18MRP) must play a minimum of 50% game time.
PENALTY: The offending team coach will be stood down for 1 week regardless of the game result.
- e. If a Club has 2 or more teams in the same age division, players are to be allocated to specific teams, and no inter-team swapping is allowed, except in the following circumstances:
 - i. For Mini teams only during normal season Rounds - if a team is short of players, such that a forfeit would be required, then players are permitted to play in the other interclub team of the same age group, provided at least 50% of the players are from the short team. The players that fill-in must also complete their obligation to their own team unless games are within the same time slot and their team coach deems that there are adequate numbers to complete their match. This interchange of players should be at coach discretion.

- ii. **NOTE:** This rule does not apply on carnival days such as the Conaghan Shield/DB Cup, where competition points are allocated as part of the carnival
- f. Game time for players (Interchange):
PENALTY: Teams found to be in breach of NSWCRL PPM Section 4.18 (Interchange) will have two (2) competition points deducted regardless of the game result.
- g. Except for Mini & Mod games (see relevant NRL Junior Rugby League rules), there is no time limit on injuries and injured players may return to the field at any time, excepting that Sports Trainers are now empowered by NRL directive to decide if injured players continue in the match and the Sports Trainers decision is final.

7. **FORFEITS**

REFERENCE POINT/S: NSWCRL PPM Section 3.9 (Forfeits)

- a. A team forfeiting any match other than a carnival fixture must notify the Competitions Committee Chairperson, Referees Association, Secretary of the opposing Club and Secretary of the Host Club (if neutral game) by 6.00pm two (2) days prior to the fixture (Thursday).
PENALTY: Fine of \$150 (first offence), Second offence – double fine amount. **NOTE:** if a forfeit occurs after 6:00pm Friday fines are as per NSWCRL PPM Section 1.5 (\$400 first offence)
- b. A Girls League Tag team forfeiting any match other than a carnival fixture must notify the Competitions Committee Chairperson, Referees Association, Secretary of the opposing Club and Secretary of the Host Club (if neutral game) by 6.00pm two (2) days prior to the fixture (Wednesday).
PENALTY: Fine of \$150 (first offence), Second offence – double fine amount. **NOTE:** if a forfeit occurs after 6:00pm Thursday fines are as per NSWCRL PPM Section 1.5 (\$400 first offence)
- c. Late forfeit notice fines will be cumulative on each team (not Club) in any season i.e., first offence, as per notified fine (e.g., \$150), second offence, fine doubled.

8. **FINALS SERIES**

REFERENCE POINT/S: NSWCRL PPM Section 3.4 (Competition Structure) & Section 3.8 (Finals Eligibility)

- a. A player must play in 3 or more minor premiership games (excluding carnivals) to qualify to play in the final series.
REFERENCE POINT/S: NSWCRL PPM Section 3.8 (Finals Eligibility)
- b. A five team final series will be played for all competitive grades. The games will be as follows:

Week	Game
Week 1	Qualifying Final (Game 1) - 2 nd v 3 rd Elimination Final (Game 2) – 4 th v 5 th
Week 2	Minor Semi Final (Game 3) – Loser Game 1 v Winner Game 2 Major Semi Final (Game 4) – 1 st v Winner Game 1
Week 3	Preliminary Final (Game 5) – Loser Game 4 v Winner Game 3
Week 4	Grand Final (Game 6) – Winner Game 4 v Winner Game 5

- c. Finals Series matches will be hosted in accordance with the current Hosting roster as issued by the Group.

- d. Gate entry fee of \$3/adult (over 18) to be collected at all Final Series games
REFERENCE POINT/S: NSWCRRL PPM Section 4.1 (Admission Prices, Gates & Season Passes at Regional Member Matches)
- e. Host Clubs are responsible for video recording of all games except for Grand Final games which are the responsibility of Group 18 JRL.
- f. On Grand Final day two (2) security guards are to be employed with the cost split between G18 JRL and the Host Club.
- g. The Competition Tables (Ladders), including for & against, will determine final positions and playoffs will not be used.
REFERENCE POINT/S: NSWCRRL PPM Section 3.5 (Competition Tables (Ladders))
- h. Time off is as directed by the referee (eg injuries, time wasting), and this time off also applies to the sin bin clock.
- i. Drawn Matches during the Final Series will follow Policy 4.11 of the NSWCRRL PPM except:
 - ii) In all Final Series matches, in the event that neither team has scored following two periods of 10 minutes of extra-time international grades or two 5-minute periods of extra time in the mini/mods games, the match will continue until:
 - In Mod's (Under 10's to Under 12's), a try is scored; or,
 - In Internationals (Under 13's and above), either a field goal, penalty goal or try is scored.

9. MONARCH BLUES TAG COMPETITION RULE MODIFICATIONS

REFERENCE POINT/S: NSWCRRL PPM Section 2.16 (Monarch Blues Tag Competition Rule Modifications)

- a. The Monarch Blues Tag Competition may be otherwise referred to as 'Girls League Tag'
- b. It is resolved that Tweed Byron Group 18 (G18) Junior Rugby League (JRL) will adopt the Player Transfer Policy - Community Rugby League, as set out in section 2.23 of the NSWRL Community Rugby league Policies & Procedures Manual and
 - It is noted that the existing policy does not apply to, or regulate the movement of players to or from a club where they will or have only played League Tag
 - Tweed Byron G18 JRL is to include the movement of players transferring into a team participating in all age groups of the Girls League Tag competition
 - This by-law is effective as from 7 February 2022

Tweed Byron G18 JRL Representative and Development Player Quota is 2

REFERENCE POINT/S: NSWCRRL PPM Section 2.23 (Player Transfer Policy – Community Rugby League)

- c. The GLT competition will be run on Friday nights in alignment with the Group Calendar. Final series games will be decided by the Competitions Committee and will be dependent on the number of teams nominated in each age group of the GLT competition.
REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structures)

REGISTRATIONS & NOMINATIONS

10. PLAYER REGISTRATION

REFERENCE POINT/S: NSWCRRL PPM Section 1.11 (Registration Requirements) & Section 1.5 (Fines & Fees)

- a. All players must have a current photo (less than 12 months old) uploaded to the online database. A copy of the players proof of age document (birth certificate/passport) must also be uploaded.
- b. A Club may register a player to play in a division one (1) division above the player's correct division provided a Playing in Higher Division Consent Form has been submitted to the Secretary/Registrar. Once a player has been registered to play in a higher division, the player cannot play in a lower division that season except for representative fixtures.
- c. G18 JRL registrations commence on the first working day in November for the new season. Each year a player must have completed online registration and be on a club's active registration list for that season for them to participate in any pre-season training and/or games and to play in the Tweed Byron Group 18 competition/draw. Any player who has requested transfer clearance into a club is not fully registered until the online process has been completed by the player, thus is not able to participate in training or games. A player is not covered by insurance until online registration/clearance is complete. Playing an unregistered player will result in a fine and/or penalty.
PENALTY: Fine of \$300 per player, per match & the match is considered a forfeit. Fine doubled for further offence.

REFERENCE POINT/S: NSWCRRL PPM Section 1.5 (Fines & Fees)

- d. If any Mod or International team plays with a player:
 - i. who is not fully registered online
 - ii. who is ineligible to play under the 18 month Registration Window (18MRP)
 - iii. who has applied for consideration under the 18 month Registration Window (18MRP) rule and is not listed as a Group 18 assessed/approved player
 - iv. and the teams wins:

PENALTY: Regardless of win or loss, two competition points will be deducted and the club will be fined \$300 per ineligible player. The losing team will not be awarded the competition points.

REFERENCE POINT/S: NSWCRRL PPM Section 1.5 (Fines & Fees)

- e. If a Mini team plays a player who is not fully registered online and/or on the G18 JRL approved 18MRP list and/or is outside the 18MRP rule the following applies:

PENALTY: The club will be fined \$300 per ineligible player

REFERENCE POINT/S: NSWCRRL PPM Section 1.5 (Fines & Fees)

11. VOLUNTEER REGISTRATIONS

REFERENCE POINT/S: NSWCRRL PPM Section 1.11 (Registration Requirements)

- a. From the first working day in November each year all club management, team management and club volunteers must have completed online registration (including Working with Children clearance if required) before commencing work with any teams/children.

12. TEAM NOMINATIONS

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure) & Section 4.24 (Number of Players on the Field)

- a. Clubs must nominate their teams for the competition to the Competitions Committee no later than the date notified to them by the Board.
- b. For any Pre-season Competition and Carnivals, any Club may request to nominate a “Short Side” in any age division. A Short Side is defined as:

Age Group	Players
Mini's (Under 6's & 7's)	4-5
Mini's (Under 8's & 9's)	6-7
Mod's (U10's & U11's)	8-10
Mod's (U12)	11-12
International	9-12
GLT (U14's & U17's)	9-10

- c. A nominated Short Side may borrow players from one age division lower to use as replacements, however they may only have the registered number on the field.
- d. The opposition may use their full allowable numbers but can only have the Short Side numbers on the field.
- e. Once a nominated Short Side registers a full team, the opposition may play full numbers whether or not the (previously nominated) Short Side has full numbers on any given day.
- f. Clubs may sign on any number of players in any age division but are restricted to the following numbers for any match:

Age Group	Players
Mini's (Under 6's & 7's)	10
Mini's (Under 8's & 9's)	12
Mod's (U10's & U11's)	18
Mod's (U12)	20
International	20
GLT (U14's & U17's)	18

- g. In the event a team is withdrawn from the competition, the following shall apply:
 - i. In Mini grades, there are no competition ramifications, so players are free to move to other teams at their Club, or to permit to other Clubs at any time during the season (in accordance with the Transfer Policy in the current NSWCRRL PPM).
 - ii. If a team withdraws from the competition at any time, competition points and for/against points will be reallocated by the Competitions Committee
 - iii. In the event a team withdraws from the competition, team nomination fees will not be refunded.
 - iv. In all grades, the Competitions Committee may alter the Draw to ensure remaining teams in the grade are not missing any more play than necessary

REFERENCE POINT/S: [NSWCRRL PPM Section 1.8 \(Playing with More than One Club\)](#)

13. **TEAM OFFICIALS & ON-FIELD PERSONNEL**

REFERENCE POINT/S: NSWCRRL PPM Section 4.8 (Coach/Sports Trainer/Team Managers) & NRL On-Field Policy

- a. All personnel who enter the field of play shall abide by, and be aware of, the current NRL On-Field Policy.
REFERENCE POINT/S: [NRL On-Field Policy](#)
- b. All members who act as a Coach & Sports Trainer for any team are responsible for maintaining the currency of their qualification in order for them to fulfil the duties of that position. All members who act as Leaguesafe for any team are responsible for completing the online training course.
- c. At the commencement of each season all clubs are to ensure that all team officials and on-field personnel have completed online volunteer/coach registration (including Working with Children clearance – www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check), should this be required. By completing this online registration all volunteers are bound by the Team Officials & On-Field Personnel Code of Behaviour Agreement which is embedded in the registration process. It is the Club Registrar's responsibility to check at regular intervals that all team officials and on-field personnel are approved applicants prior to their being involved with any team/club.
REFERENCE POINT/S: NSWCRRL PPM Section 2.1 (Child Protection Policy) & Section 2.3 (Child Protection Policy – Working with Children Check (Requirement & Process)). Please see Section 4.2.
- d. Expectations of Coaching Staff in Interchange Areas:
Team Officials must be seated on the supplied seating at all times during play excepting as follows:
 - i. A Trainer (Leaguesafe/Sports Trainer) must remain seated unless he enters the field of play in accordance with the NRL On-Field Policy, and
 - ii. LeagueSafe must immediately return to his/her seat when that duty is completed.
 - iii. The Match Scorer or the Ground Manager have the right to prevent play commencing or stop play (if match is in progress) when this rule is breached.

PENALTY: The fine for breaches of this rule is \$150 and loss of two (2) Competition Points

DUTIES OF A HOST CLUB

14. **GENERAL**

REFERENCE POINT/S: NSWCRRL PPM Section 4.14 (Ground and Match Preparation Requirements)

The host club is responsible for the organisation and control of all matters relating to all fixtures on their ground whether or not the Host Club has teams involved (except Match Official for Final Series) and those responsibilities include but are not limited to:

- a) Providing adequate facilities for visiting teams and spectators.
- b) Ensuring grounds are correctly marked and that equipment such as goalposts (including pads), corner posts etc. are provided and that fields are either fenced or roped off 3m all around
- c) Ensure all necessary checks have been completed in accordance with the current NSWRL Ground Manager checklist.

- d) Appointment of a Ground Manager, Match Scorer and Ground (Duty) Officials to attend to requests by the Referees and Team Officials as well as control of spectators, who are at all times to be kept outside the fenced/roped area. Ground Manager and Duty Officials are to report incidents of misconduct on an Incident Report form, including where possible names of offenders, their Club and names of any witnesses.
PENALTY: Clubs to be fined \$150 for each and every match where a Ground Manager and Duty Officials is not provided. **Note:** Ground Manager and Duty Officials are not the Match Scorer.
- e) Ensure that all Team Staff record their appropriate accreditation numbers on the match sheet and that they are correctly attired in accordance with NSWRL guidelines.
PENALTY: The offending club will be fined \$150 for each and every match where this is breached.
- f) Provision of Ballboys/girls when appropriate which is generally for Mod and International matches only.
- g) Appointment of a Match Scorer (timekeeper/scorer) aged 18 or over, who is to ensure Match Sheets are fully and correctly completed with accurate match statistics, their name entered in the appropriate line and lastly, the sheet signed by the coach or manager of each team. **Under no circumstances is the Match Sheet to be altered in any way after the coach/managers have both signed the Sheet.**
- h) Completed Match Sheets must be received by the Competitions Committee Chairperson no later than 6pm on the Sunday following the match. These Match Sheets must be scanned documents so that they are legible and able to be viewed clearly. Free Apps are available for download (e.g. CamScanner, Camera Scanner & Adobe Scan). Original match sheets & Dismissal paperwork must be delivered by mail or in person to the Competitions Committee Chairperson.
- i) Provision of Sports Trainers at all matches in accordance with NRL On-Field Policy. The Sports Trainers must be qualified in some way, as recognised by the NRL accreditation system. They must be easily identifiable in accordance with NRL guidelines and have the appropriate equipment. If no Sports Trainer is provided then matches will not be played.
- j) The Host Club is to ensure that a video is recorded of all Mod and International (U10 to U16) age group games played at their field. The camera should be positioned at the halfway line of the field where possible. All games are to be recorded continuously except for the half time break. Copies of each game are to be available to the Tribunal/Judiciary Committee should this be called for. Copies of recorded games should be kept for a minimum of 7 days. All games must be uploaded by 6pm Sunday for the Match Review Committee.
- k) Host Club must provide a minimum of nine (9) seats or equivalent benches adjacent to the Match Scorer on each field and on the opposite side to where spectators are situated (when possible).
- l) Provision of a minimum of two (2) Sin Bin chairs which will be placed in close proximity to the Match Scorer.

15. SPECIFIC POSITIONS

16. GROUND MANAGER

REFERENCE POINT/S: NSWCRRL PPM Section 4.14 (Ground and Match Preparation Requirements) & Section 4.15 (Ground Managers)

- a. Before start of play
 - i. Sight a completed pre-game safety checklist from the home club
 - ii. Complete teams check and other check lists
 - iii. Make themselves known to the visiting club officials, the referee, etc
 - iv. Identify the location of the ambulance access and ensure that it is free and maintained free at all times
 - v. Check suitability of playing conditions with the referee

- b. During the match
 - i. Be visible at all times (approved vest with “Ground Manager” printed on back)
 - ii. Ensure that there are adequate Ground/Duty Officials to enforce compliance of codes of conduct
 - iii. Communicate with other match officials
 - iv. Enforce the NRL On-Field Policy
 - v. Support the Match Scorer with the control of sin binned or sent off players
 - vi. Confer with the Sports Trainer on heat conditions/extreme temperatures and follow protocols as per Risk Management Guidelines
 - vii. Give warnings and enforce compliance of codes of conduct
 - viii. Evict persons displaying inappropriate behaviour when applicable, after warnings
 - ix. Notify police in the event of criminal behaviour
 - x. Monitor electrical storm conditions and act as per Risk Management Guidelines

- c. After the Match
 - i. Complete Incident Report forms where necessary
 - ii. Attach any Incident Report forms to the Match Sheets for return to Tweed Byron Group 18 JRL dependent upon relevant guidelines as listed in this manual
 - iii. Return pre/post-match check lists to the club appointed representative.

17. **MATCH SCORER**

REFERENCE POINT/S: [NSWCRL PPM Section 4.30 \(Score/Official Table Requirements\)](#)

- a. Before the match
 - i. Be aware of the protocols for being the Match Scorer in line with Tweed Byron Group 18 JRL requirements for times, sin bin, send offs etc
 - ii. Ensure that there are sufficient Match Sheets prepared for games
 - iii. Check the operation of time clocks and sirens
 - iv. Have each team management check required details on a Match Sheet. Must ensure that appropriate Coach/League Safe/Sports Trainer accreditation is noted, and Registration folders are provided by each team
 - v. Identify team scorers/representatives who are, if required, to be at the Match Scorer table
 - vi. Make themselves known to the referee

- b. During the Match
 - i. Be visible at all times at the official table and act as ground announcer if required
 - ii. Time the match in accordance with match requirements listed in Part 2, Competition Format, para Match Duration
 - iii. Maintain accurate records of the tries scored and successful kicks. In addition, for Mod games, note all goal kick attempts and (Mini & Mod) annotate players wearing the First Receiver (FR) & Dummy Half (DH) bibs in each half
 - iv. Time sin binned players and control their movements, along with players sent off, in conjunction with the Ground Manager

- c. After the Match
 - i. Complete the Match Sheets and have the referee complete their area, then have the Sheets signed by both team's manager/coach. Under no circumstances is the Match Sheet to be altered in any way after the manager/coach has signed the Sheet and/or been given their copy.
 - ii. Collect referee and/or incident report sheets from the Ground Manager and attach them to the Match Sheets
 - iii. Pass on all sheets to the appropriate Tweed Byron Group 18 JRL representative as required by this Competition Handbook.

18. **CLUB SPORTS TRAINER**

REFERENCE POINT/S: NSWCRRL PPM Section 4.8 (Coach/Sports Trainer/Team Managers) & NRL On-Field Policy

- a. Before the Match
 - i. Ensure accreditation is current and identification available
 - ii. Complete pre-game First Aid checklist
 - iii. Make themselves known to visiting club officials/coaching staff
 - iv. Be appropriately dressed as per NRL On-Field Policy
 - v. Ensure Ice and First Aid equipment is available for injury management
- b. During the Match
 - i. Be visible at all times and appropriately identified
 - ii. Monitor heat conditions using the system outlined in the Risk Management manual and if the conditions appear to require the game to be called off, bring this to the attention of the Ground Manager, Match Scorer and referee
 - iii. Be prepared to initiate emergency procedures should they be required
 - iv. If a patron/spectator requires your attention, be prepared to attend, however, not at the expense of an injured or ill player. Your Duty of Care is to the players
 - v. Do not abuse your time allowed on the field
 - vi. Complete medical advice forms/HIA forms where necessary
 - vii. Ensure appropriate forms are issued to players and/or their parents/carers if required. e.g head injury notification form etc
 - viii. Be aware of all appropriate regulations issued by NRL/NSWCRL in relation to Sports Trainers
- c. After the Match
 - i. Ensure that dressing rooms are free from blood and that the rooms are left in a clean condition, as per WH&S standards

MISCONDUCT & PROTESTS

19. **APPEALS & PROTESTS**

REFERENCE POINT/S: NSWCRRL PPM Section 1.10 (Protests and Appeals)

- a. A club may apply to the Board Secretary at any time to confirm the age of an opposition player and may subsequently protest to the Group if the player is playing in contravention of the rules. Any such protest will be adjudicated by the Board and if the complaint is found proved, competition points gained for matches in which the player was a participant will be deducted.

- b. All protests other than those of disputed age, arising from a match must be lodged with the Board Secretary no later than 5:00pm on the Tuesday following the match.
REFERENCE POINT/S: [NSWCRL PPM Section 1.10 \(Protests and Appeals\)](#)
- c. For disputed match results see the process required in NSWCRL PPM Policy 1.10. For disputed match result protests there is no prescribed fee payable.
- d. The Appeals Committee will be the appointed by the Board or Misconduct Committee Chairperson.
REFERENCE POINT/S: [NSWCRL PPM Section 8.1 \(Appeals Committee Code of Procedure\)](#)
- e. Fines & fees of an appeal against a decision or protest of a rule or regulation is paid to NSWRL
REFERENCE POINT/S: [NSWCRL PPM Section 1.5 \(Fines & Fees\)](#)

20. SIN BIN, SEND OFFS & PLAYER REPLACEMENTS

REFERENCE POINT/S: [NSWCRL PPM Section 4.31 \(Send Offs\) & Section 7.1 \(Judiciary Code of Procedure\)](#)

- a. Host Clubs must have Incident Reports and Referee Dismissal forms available, through the Match Scorer, at every match.
- b. Any player dismissed from the field of play must leave the field and be escorted by a Duty Official or team manager/trainer, remain behind the fence or roped area, and proceed to the dressing room immediately. Under no circumstances can he re-enter the field of play (ie sit on bench, run water etc).
REFERENCE POINT/S: [NSWCRL PPM Section 4.31 \(Send Offs\)](#)
- c. In the event of a dismissal, the Referee must complete a Dismissal Form, in accordance with Section 15 of the International Rules of the Game Law Book, immediately at the conclusion of the match and hand the sheet to the Match Scorer. The Match Scorer must hand a copy to the team manager/representative who must not leave the ground without a copy. The Host Club must notify the Judiciary Committee Chairperson of the dismissal by days end by emailing a scanned copy of the Referee Dismissal form and the Ground Manager's Incident Report. The originals of these forms must then be posted with the Match Sheets.
- d. Group 18 JRL Referees have the authority to put a player 'on report' (by signalling a cross above their head). The Match Scorer is responsible for recording the time of the incident on the Match Sheet and the Host club must supply the game video to the Match Review Committee (MRC). The MRC has the discretion to lay charges as a result of this review. A Notice of Charge will be issued by the MRC to the player should charges be laid.
REFERENCE POINT/S: [NSWCRL PPM Section 7.1 \(Judiciary Code of Procedure\)](#)
- e. The power to arraign and lay charges against officials, spectators and supporters resides with the Tribunal which will only act if complaints are submitted in writing using an Incident Report form and is supported by a Club with endorsement by their President or Secretary.
REFERENCE POINT/S: [NSWCRL PPM Section 7.1 \(Judiciary Code of Procedure\)](#)
- f. Upon receiving Match Sheet reports or an Incident Report Form alleging misconduct by players, officials, spectators or supporters, the Board Secretary or Competitions Committee Chairperson is to immediately refer them to the Chairperson of the Misconduct Committee for action.

- g. Match Scorer are to record the name of any player replaced at the direction of the referee on the Match Sheet and the reason for the roll-over.
- h. In International grades, all sin binned players will be recorded on a central data base by the Misconduct Committee Chairman. Should a player be sin binned on more than two occasions, their club will be instructed to advise what action they will take to stop any repeat offence. Any action taken must be acceptable to the Board.

21. **COMPLAINTS & NOTIFICATIONS OF INCIDENTS**

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure)

- a. All complaints should be dealt with via the corresponding policy outlined in the NSWCRRL PPM.
- b. For any complaint, please use the Incident Report in Appendix 2 if there is no other appropriate paperwork specified by the NSWCRRL PPM.
- c. Any critical incident should follow the procedure outlined in the NSWCRRL PPM. Please immediately contact the Chairman, Misconduct or Competitions Committee Chairperson to notify of a critical incident.

REFERENCE POINT/S: NSWCRRL PPM Section 4.10 (Critical Incident Management)

MISCELLANEOUS

22. **COMPETITION AWARDS**

REFERENCE POINT/S: NSWCRRL PPM Section 3.4 (Competition Structure)

- a. *Player of the Competition:* to be awarded in each competitive grade and be decided by the total of 3, 2, 1 points in the minor premierships games as judged by the referees of each match. Players sent off or cited and subsequently found guilty of Misconduct will be ineligible to receive the award.
- b. *Champion Team:* To be awarded from competitive grades and be decided by the total of points as follows; Minor Premiership - 3 points for win, forfeit or bye, 2 points for draw, 1 point for a loss and 20 points for the minor premiership. Finals Series - 10 points for major semifinal, 5 points for preliminary final and 20 points for grand final. **Note:** for all teams to have an equal chance, the highest number of matches in any grade will be used as the base for all grades and teams in a grade with less matches than the base will have their minor premiership points adjusted pro rata e.g the base is 12 matches but a grade only has 10 matches, their scores are multiplied by 12 over 10.
- c. *Champion Club:* To be decided as follows; Minor Premiership matches - 3 points for win, forfeit or bye, 2 points for draw and 1 point for a loss in each competitive grade, plus 1 point for each player registered in a competitive grade, plus 1 point for each rep football player (Under 16 Andrew Johns Cup Player)
- d. *Coach of the Year:* Can be from any grade including Mini.

23. REFEREES & TOUCH JUDGES

REFERENCE POINT/S: NSWCRRL PPM Section 4.29 (Referees) & Section 4.34 (Touch Judges)

- a. Abuse of officials is not tolerated and should be brought to the attention of a Club Official and/or Senior referee as soon as possible. Under no circumstances are match officials to be approached, questioned or harassed by Club Officials, coaching staff, players or spectators either before, during or after a match. The G18 JRL have a “ZERO” tolerance for this type of behaviour.
- b. The Northern Rivers Regional Rugby League Referees Association (‘NRRRLRA’) will be responsible for the appointment of Referees and Touch Judges for all matches (excepting NSWRL Championships). Fixture details will be supplied by the NRRRLRA Group 18 Delegate & Competitions Committee Chairperson.
- c. If no touch Judge is appointed by the NRRRLRA or available to a fixture, the Club may allow for an accredited Volunteer Touch Judge to fill that position.

24. FEES & APPLICABLE FINES

REFERENCE POINT/S: NSWCRRL PPM Section 1.5 (Fines & Fees), Section 3.4 (Competition Structure) & Section 3.9 (Forfeits)

Affiliation Fees	
Fee	Amount
Annual Affiliation Fee (payable at the AGM of each year)	\$250.00
Competition Related Fees	
Fee	Amount
G18 Team Nomination Fee	\$40.00
G18 Administration Levy	\$20.00 per registered player
NSWRL Insurance Levy	\$20.00 (5-16 years old) per player \$40.00 (17-18 year old) per player \$20.00 (LeagueTag 5-18 years old) per player
Final Hosting Levies	
Elimination or Qualifying Final	\$750.00
Minor or Major Semi Final	\$750.00
Preliminary Semi Final	\$1,000.00
Grand Final	\$1,500.00
Carnival Levies	
Fee	Amount
Hosting Fee for Nines Tournament	\$2,000.00
Nines Tournament Team Nomination	\$100.00 per team
Hosting Fee for Conaghan Shield	\$2,000.00
Hosting Fee for DB Cup Mini/Mod Day	\$1,500.00
DB Cup Team Nomination	\$10.00 per team

Miscellaneous Fees	
Fee	Amount
Development Program Sponsorship U14's & U15's	\$300.00
Group 18 JRL Ladies in League Luncheon	Minimum donation of \$250.00 per club <i>Unless total ticket sales for the individual club exceeds \$250.00</i>
Group 18 JRL Annual Presentation Dinner	Minimum cost of 4 attendees per club
Fines - Forfeit	
Fee	Amount
Late Forfeit (+GLT) (after 6pm 2 days before the game)	\$150.00 first offence Double for each subsequent offence per team
Late Forfeit (after 6pm on the Friday before the match)	\$400.00 first offence Double for each subsequent offence per team
Late Forfeit (GLT) (after 6pm on the Thursday before the match)	\$400.00 first offence Double for each subsequent offence per team
Forfeiting a Carnival Fixture (within 7 days of the carnival)	\$200.00
Notes	
Where the forfeiting team is a visiting club	The fine will be collected by the Group and forwarded to the Host Club
Where the forfeiting team is the host club	The fine will be collected by the Group and retained by the Group at the Board's discretion.
Referee Payments when match is forfeited	If the forfeit occurs after 6pm on a Friday, the Referee fee will be paid in full by the forfeiting team's club
Competition Fines Summary	
Fee	Amount
Failure to post and receive the official match sheets by the Competition Committee Chairperson within 2 weeks of the game day	\$150.00 <i>Fines will be doubled for subsequent offences</i>
Failure to advise the Competitions Committee Chairperson of the match results for all competitive grades by 6pm Sunday following the matches	\$150.00 <i>Fines will be doubled for subsequent offences</i>
Failure to appoint a Ground Manager NOTE: A game cannot commence without a Ground Manager being present	\$150.00 <i>For each and every subsequent match</i>
Failure of club officials to wear correct attire including footwear and identification vests	\$150.00 <i>Fines will be doubled for subsequent offences</i>
Failure of team personnel to wear correct attire including footwear and identification vests	\$150.00 <i>Fines will be doubled for subsequent offences</i>
Failure of club officials to correctly record all current team player details together with staff identification numbers. INCLUDES: Completion of match sheets, medical cards and registration folder	\$150.00 & 2 Competition Points <i>Fines will be doubled for subsequent offences</i>
Failure of team officials to follow NRL On-Field Policy and paragraph 'Team Officials and On-Field Personnel' sub-para 'd'	\$150.00

PART 3

APPENDIXES

APPENDIX 1 – JUDICIARY TIMELINE

REFERENCE POINT/S: NSWCRRL PPM Section 7.1 (Judiciary Code of Procedure) - Appendix 7

	Time Deadlines	Actions
1	At the completion of the Match	<p style="text-align: center;">Team sheets to be signed with send-off noted Referee completes the 'Match Officials Dismissal Sheet' Team Official/Player receives 'Yellow' copy Referee keeps 'Pink' copy Original 'White' copy must be scanned and sent to the League & Club Support Officer</p> <p style="text-align: center;">It is important both Referees Association or League/Regional administrator are aware of the charge. Note: This is not an official Notice of Charge</p>
2	6:00pm Sunday	<p style="text-align: center;">Match official to fill in and submit further "Online Match Officials Report" via the following link:</p> <p style="text-align: center;">The "Online Match Officials Report" will be automatically sent to the League & Club Support Officer</p>
3	9:00am Monday	<p style="text-align: center;">The 'Match Officials Dismissal Sheet' is to be sent to the Judiciary Administrator and the League & Club Support Officer.</p> <p style="text-align: center;">Clubs must upload all game videos for Match Review Committee to review</p>
4	7:00pm Monday	Match Review Committee reviews report to determine actual charge and grading based on the evidence provided.
5	5:00pm Tuesday	Confirmed charges and grading returned from Match Review Committee. Judiciary Administrator issues the official 'Notice of Charge' to the Club Secretary League & Club Support Officer will be copied in on email to clubs
6	9:00am Wednesday	'Notice of Plea' returned by Club to the Judiciary Administrator Email will be sent as provided on 'Notice of Plea'
7	12:00pm Wednesday	The Referee Association and Tribunal Members are notified as to whether Match Officials are required to attend a hearing (no notification indicates that officials are not required)
8	From 5:00pm Wednesday/Thursday	Tribunal convenes to adjudicate on cases brought before it (either "not guilty" OR "dispute grading" pleas) Location of hearing will be listed on "Notice of Hearing"
9	Before 5:00pm Friday	The Judiciary Administrator issues the club with a "Notice of Outcome" All verdicts (including not guilty) are recorded onto national data base League & Club Support Officer will be copied in on email to clubs for their records

APPENDIX 2 – FORMS

The following forms are required for the running of G18 JRL competition.

APPENDIX 2.1: NSWCRL Assoc. Playing in a Higher Age Group Consent Form

APPENDIX 2.2: Group 18 Incident Report Form

APPENDIX 2.3: Group 18 Match Results Sheet

APPENDIX 2.4: NSWRL Ground Management Game Day Checklists

NSW Community Rugby Leagues Association



PLAYING IN HIGHER AGE GROUP CONSENT FORM

APPLICATION TO PLAY

1 YEAR UP

2 YEARS UP

PARENT/GUARDIAN TO COMPLETE

I hereby give permission for my child

_____ DOB ____/____/____ to play with the
(insert full name)

_____ Under _____
(insert Club) (insert higher age division)

I am aware of the increased risk my child will be exposed to both physically and mentally by playing in a higher age division. I am aware that my child is required to fulfil his obligations to his correct age division prior to competing in the higher age division (if playing up an age group on a casual basis).

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

CLUB TO COMPLETE

On behalf of the _____ JRLFC
(insert Club name)

I hereby give permission for the abovementioned player to play with the Under _____ in 20_____.

I am aware of and have explained the increased mental and physical risks of playing a higher age division to both the player and his parent/guardian.

Club Representative Name _____

Club Representative Signature _____ Date _____

PLEASE NOTE: IF A PLAYER IS PLAYING TWO YEARS ABOVE THEIR NATURAL AGE GROUP CLUBS MUST ATTACH A WRITTEN LETTER FROM A SENIOR CLUB COACH OUTLINING THAT THE ABOVEMENTIONED PLAYER HAS THE APPROPRIATE SKILLS AND PHYSICALITY TO PARTICIPATE IN A COMPETITION TWO YEARS ABOVE THEIR NATURAL AGE GROUP. APPLICATIONS THEN NEED TO BE APPROVED BY THE PLAYERS DISTRICT AND NSWRL. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE REQUIRED ACCOMPANYING LETTER.

DISTRICT TO APPROVE

League Secretary Signature _____ Date _____

NSWRL TO APPROVE (FOR APPLICATIONS TWO YEARS ABOVE NATURAL AGE GROUP)

NSWRL Representative Signature _____ Date _____

FOR PLAYERS PLAYING UP **ONE YEAR ABOVE THEIR NATURAL AGE GROUP** COMPLETED FORMS CAN BE SUBMITTED TO THE DISTRICT AT THE EARLIEST CONVENIENCE AFTER THE PLAYER HAS PARTICIPATED – FORM WILL BE SIGNED BY DISTRICT AND UPLOADED TO THE PLAYERS MYSIDELINE MEMBER RECORD

FOR PLAYERS PLAYING UP **TWO YEARS ABOVE THEIR NATURAL AGE GROUP** FORMS MUST BE SIGNED AND APPROVED BY DISTRICT AND NSWRL PRIOR TO PLAYER TAKING THE FIELD IN THE HIGHER AGE GROUP

Tweed Byron Group 18 Junior Rugby League



Occurrence Date: _____ Time: _____ Field: _____

Incident Details: _____
 (eg. Breach of Codes of Conduct, Damage to Property etc)

Alleged offending club or person: _____

Details of complaint: _____

Complainant Name: _____ Signature: _____

Phone: _____

Witness _____ Phone _____

Witness _____ Phone _____

Resolved by Ground Manager: Yes No **Form sighted and signed by the Ground Manager of the field.**

Printed Name: _____ Signature _____

*This form must be presented to the Ground Manager on the day of the alleged incident, signed and attached to the days Match Sheets for posting. **A digital copy of the form must be emailed to the Group Secretary by 9am on the Sunday following the alleged incident.** Original sent with Match Sheets.*

	<u>ACTION</u>		<u>OFFICE USE ONLY</u>
Judiciary/Tribunal	YES / NO	Date _____	Investigation YES/NO Date completed _____
Reported to Home Club	YES / NO	Date _____	
Reported to Offender Club	YES / NO	Date _____	
Reported to Board	YES / NO	Date _____	
Referees Assoc	YES / NO	Date _____	



TWEED BYRON GROUP 18 MATCH RESULTS SHEET

	CLUB:	DATE:		
GRADE	TEAM	SCORE	TEAM	SCORE
6				
6				
6				
7				
7				
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16				

All details are to be completed and emailed to Kris Dinsey at kjdinsey@bigpond.com by 6pm the **Sunday** following your home game.

Match Sheets are to be posted to: Kris Dinsey – 200/250 Kirkwood Road, Tweed Heads South, 2486.



GROUND MANAGER START OF DAY CHECKLIST

GROUNDS / FACILITIES			
IS THE PLAYING SURFACE FREE OF DEBRIS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
HAVE WEATHER CONDITIONS MADE THE SURFACE UNSAFE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
IS THE SURFACE IN GOOD CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ARE SPRINKLERS COVERED CORRECTLY AND SAFE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ARE FIELD MARKINGS CLEAR AND ADEQUATE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
GOAL POST PADS IN PLACE AND IN GOOD CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
PLAYING AREA CORRECTLY AND SAFELY ROPED OFF	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
BENCH SEATING IN PLACE AND IN GOOD CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
OFFICIALS AND TIMEKEEPERS TABLE IN PLACE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
EQUIPMENT IN PLACE FOR OFFICIALS <ul style="list-style-type: none"> - BELL / HOOTER - RULES DOCUMENTS - THREE WORKING CLOCKS - GROUND MANAGER VESTS 	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
DO YOU HAVE KEYS TO ACCESS AMBULANCE / EMERGENCY ENTRANCE POINTS TO THE GROUND	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
SUPPLY OF ICE IS AVAILABLE AT OFFICIALS TABLE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FIRST AID KIT FULLY STOCKED AND AVAILABLE AT OFFICIALS TABLE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
CHANGE ROOMS ARE OPEN AND ARE IN A CLEAN AND SAFE CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ALL PUBLIC TOILETS ARE OPEN AND ARE IN A CLEAN AND SAFE CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
LIGHTING CONDITIONS ARE ADEQUATE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
IS ALL EQUIPMENT SAFE AND IN GOOD CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A



GROUND MANAGER PRE-GAME CHECKLIST

GAME READY			
DO YOU HAVE A FULL SCHEDULE OF GAMES TO BE PLAYED AT THE VENUE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
GROUND MANAGERS FOLDER / ONE PAGE RULES DOCUMENT AVAILABLE AT OFFICIALS TABLE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ARE COPIES OF RULES / LAWS AVAILABLE IF REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FAMILIAR WITH ALL THE RULES / LAWS AS THEY APPLY TO THE GAME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
INTRODUCED YOURSELF TO VISITING TEAMS, REFEREES AND TOUCH JUDGES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
OUTLINED ANY LOCAL VENUE RULES TO ABOVE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
CHECK PLAYER AND TEAM STAFF ID (15 MINS PRIOR TO KICK OFF)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
MINIMUM SPORTS TRAINER REQUIREMENTS MET (SEE BELOW) IF NO – GAME CANNOT COMMENCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ENSURE ALL PLAYERS AND TEAM STAFF HAVE SIGNED THE SIGN ONSHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
GAME STARTS ON TIME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

Age	Minimum Personnel Required for Contact Rugby League	Minimum Personnel Required for League Tag	Minimum Accreditation Required
U6-7	One (1) x First Responder for up to four (4) matches being played on an International Field.	One (1) x First Responder for up to four (4) matches being played on an International Field.	<ul style="list-style-type: none"> • League First Aid; or • NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer
U8-9	One (1) x First Responder for up to three (3) matches being played on an International Field.	One (1) x First Responder for up to three (3) matches being played on an International Field.	
U10-12	One (1) x First Responder per match	One (1) x First Responder per match	
U13-15	One (1) x First Responder per team for each match.		
U16+	One (1) x First Responder per team for each match.	One (1) x First Responder per team for each match.	<ul style="list-style-type: none"> • NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer.



GROUND MANAGER POST-GAME CHECKLIST

AFTER A GAME			
SIGN ON SHEET HAS BEEN COMPLETED CORRECTLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
MATCH OFFICIALS HAVE SIGNED THE SIGN ON SHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ANY PLAYER THAT WAS REPLACED DUE TO A SUSPECTED HEAD INJURY IS MARKED ON THE SHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ANY PLAYER SIN BINNED / SENT OFF HAS BEEN CORRECTLY MARKED ON THE SIGN ON SHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ANY PLAYER THAT DID NOT TAKE THE FIELD IS CROSSED OFF THE SIGN ON SHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
GROUND MANAGER SIGNS SIGN ON SHEET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ANY INCIDENT REPORT FORMS ARE COMPLETED AND ATTACHED TO THE SIGN ON SHEET FOR SUBMISSION TO LEAGUE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
RESET CLOCKS FOR NEXT MATCH	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ALL BENCHES AND OFFICIALS TABLE LEFT CLEAN FOR NEXT TEAMS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A



SPORTS TRAINER CHECKLIST

PRE-GAME CHECKLIST

IS YOUR SPORTS TRAINER ACCREDITATION CURRENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
IS YOUR SPORTS TRAINER ACCREDITATION RELEVANT TO THE AGE GROUP OF THE TEAM	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
ARE YOU FAMILIAR WITH THE NRL ONFIELD POLICY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
HAVE YOU MET WITH THE GROUND MANAGER TO DISCUSS YOUR ROLES AND RESPONSIBILITIES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
DO YOU HAVE A PHONE AVAILABLE TO CONTACT EMERGENCY SERVICES IF REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
DO YOU KNOW THE LOCATION OF THE NEAREST HOSPITAL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
DO YOU HAVE A FULLY STOCKED FIRST AID KIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
DO YOU HAVE ACCESS TO ICE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
IS THERE A DEFIBRILLATOR AT THE VENUE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

POST-GAME CHECKLIST

COMPLETE MEDICAL ADVICE / CONCUSSION FORMS AS REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
HAVE APPROPRIATE FORMS BEEN ISSUED TO PLAYERS / PARENTS /CARERS AS REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
HAVE YOU LEFT THE PLAYERS BENCH IN A CLEAN AND SAFE CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
HAVE YOU LEFT ANY DRESSING ROOMS USED IN A CLEAN AND SAFE CONDITION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A



GROUND MANAGER

DISRUPTIVE SPECTATOR CHECKLIST

TOOLS TO ASSIST WHEN APPROACHING A DISRUPTIVE SPECTATOR

» AVOID BECOMING EMOTIONALLY INVOLVED
» ACKNOWLEDGE THE PERSONS ANGER UP FRONT
» LISTEN TO WHAT THE PERSON HAS TO SAY AND ASK QUESTIONS
» GIVE THEM SPACE
» REMAIN CALM AND CONFIDENT – DO NOT RAISE YOUR VOICE OR TALK OVER THE PERSON
» REMAIN AWARE OF THE TONE OF YOUR VOICE AND THE TYPE OF LANGUAGE YOU USE
» USE NON-AGGRESSIVE BODY LANGUAGE AND FACIAL EXPRESSIONS – NO FINGER POINTING / STANDING WITH YOUR HANDS ON YOUR HIPS
» PATIENCE IS PARAMOUNT
» SUMMARIZE THE SITUATION AS YOU SEE IT
» PROVIDE REALISTIC, ACHIEVABLE CHOICES / SOLUTIONS
» IF CONFLICT TURNS PHYSICAL, REMOVE YOURSELF AND CALL THE POLICE IMMEDIATELY