

# **NSW COMMUNITY RUGBY LEAGUE**

# Team Managers Manual

2023 Version



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### Welcome

Welcome to all Community Rugby League Team Managers for the coming Rugby League season.

The Team Manager Role is a vital role in our competitions and on game day at our grounds.

We thank you for the time you have committed to this position and we hope that it is an enjoyable season, and you find the position rewarding.

In this Manual you will find relevant information for all aspects of your role. From your obligations with regards to registration and child safety to how to complete an online incident report and everything in between, we hope that we have covered all questions you may have about the role of the Team Manager.

All website and online resources that are listed in this Manual are accessible by either clicking on the hyperlink in the electronic version or by scanning the QR Code at the end of this Manual (see Links to Rules / Documents or Links to Websites).

If you have any further questions after reading this manual, your first contact should be your Club President or Secretary. Any questions you may have that they can't answer can be directed to your local League Administrator or your NSWRL League and Club Support Coordinator by your Club Secretary for further clarification.

We hope that you find value in the content of this manual and that it assists you in your operations.



### **NSWRL Position Description – Team Manager**



## VOLUNTEER POSITION DESCRIPTIONS

### TEAM MANAGER

#### Responsibilities

The Team Manager has a vital role in providing communication between the Club, the Coach, the team and the parents. The Manager also represents the team on behalf of Club Management and ensures all team members are kept up to date with Club requirements. A Team Manager should be aged, at a minimum, 14 years for Under 6 to Under 12 teams, and, at a minimum, 18 years for teams aged Under 13 and above.

#### Duties

- » Liaise closely with the Club Registrar to ensure that players are appropriately registered on MySideline
- » Ensure all players have completed a Medical Advice Form prior to the commencement of the season
- » Notify all players of their requirements and expectations before the commencement of the season (duty rosters, team / Club events, fundraising etc)
- » Ensure that all players and parents know when and where they are playing each week
- » Represent the team at all Club meetings (as required)
- » Ensure that any information is distributed to all team members and ensure that team parents are fully informed of what is happening in the Club
- » Arrange for team jerseys to be distributed to players or that they are washed each week and ensure that they are available for the next game
- » Manage your teams squad and weekly team lists on www.manager.mysideline.com.au
- » Have access to your teams player and team staff identification for presentation to Ground Managers on game day through <u>www.manager.mysideline.com.au</u>
- » Be responsible for correctly completing the sign on sheet at the official table for each game and ensure that each player signs the sheet as required by your Leagues Rules
- » Remain at or near the official table for the duration of the game and ensure that all particulars in relation to the game are correctly entered on the scoresheet prior to signing by the referee
- » Be responsible for all Club gear given to the team and ensure its prompt return at the end of the season
- » Ensure that all players are correctly attired for each game
- » Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selection
- » Check weekly scores and table to ensure they are correct
- » Have a sound understanding of the League / Region / State rules and regulations
- » Have a good working knowledge of the Club Constitution and the rules as they relate to the team
- » Ensure all players and officials are aware of the NRL National Code of Conduct and reinforce adherence to the Code at every opportunity
- » Ensure your team participates in the NSWRL #RESPECT Round and adheres to its guidelines
- » Ensure all team members respect and support the Club at all times
- » Ensure that all paperwork required by the Club / District is completed and submitted promptly

#### Notes

The Team Manager must be familiar with all aspects of the NRL National Code of Conduct and, in conjunction with the Ground Manager, is responsible for its application on game days. The Team Manager, supported by other team officials if necessary, may be called upon to advise the team of any breaches of the code by its supporters.



### **Your Obligations**

#### Age Requirement

Team Managers should be aged at least 14 years old for teams aged Under 6 to Under 12 and should be aged at least 18 years old for teams aged Under 13 and above.

#### Registration

All volunteers are required to register with their Club on the NRL's National Online Database.

You can register with your Club using the <u>www.playrugbyleague.com</u> website.

You will need an active NRL Account to register. You can either link an existing NRL Account to your registration or you will be prompted to create one.

You will need to add identification verification documents and upload a photo of yourself at the time of initial registration. If you are renewing your registration from a previous season you will not have to resubmit either identification or photos.

If you have any issues with registering for your Club, you can contact your Club Registrar for assistance.

You must be registered to be able to be assigned to your team online, which will allow you to access player and team staff online identification for game day sign on.

#### **WWCC Requirements**

The NSWRL sets out your obligations to Child Safety and Working With Children Checks in the NSWRL Community Rugby League Policies and Procedures Manual (Policy 2.2 Child Protection Policy – Working With Children Check (Requirements & Process)).

Through the below table you can identify your requirements with regards to Child Protection Policies.

#### Who requires a Working With Children Check?

WORKING WITH CHILDREN CHECK	WORKING WITH CHILDREN CHECK
REQUIRED	NOT REQUIRED
<ul> <li>Coaches, Managers and Sports Trainers for all teams with participants under the age of 18 (even if that team is an Open Age team with 17 year old participants)</li> <li>Match Officials who officiate games involving participants under the age of 18 (even if that game is an Open Age fixture with 17 year old participants)</li> </ul>	<ul> <li>Canteen personnel</li> <li>Committee members</li> <li>Coaches, Managers and Sports Trainers for teams with participants over the age of 18</li> <li>Coaches, Managers and Sports Trainers that are under the age of 18 themselves</li> <li>Match Officials that are under the age of 18 themselves</li> </ul>

If you are required to provide a WWCC to your Club, please do so at your earliest convenience.

Information on how to apply can be found through the link below:

https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check



### **MySideline Manager**

The MySideline Manager tool provides Team Managers and Club/League Administrators the ability to access a range of features to assist in match day and training functions, anywhere and anytime from their mobile phone.

#### Accessing MySideline Manager

Team Managers should access <u>https://manager.mysideline.com.au/</u> and select Login with NRL Account.

Login using your NRL Account or click Sign Up to create an account. (Note: the login is the same as what you use to register and / or access MySideline).

Register as a volunteer with your club through <u>www.playrugbyleague.com.au</u>.

Once you have created an NRL account and registered as a volunteer, ask your Club or Association Administrator to add you as an admin to your Team.

#### Squad Management

The squad management feature is available to Club Administrators only. It provides the ability to assign registered participants (players & team staff) to their relevant squad according to their age or competition type, making them available for team selection on game-day. It's important that all participants taking part in an upcoming match are assigned to the squad prior to a match, so they are available for selection.

#### My Members

This feature allows Club Administrators to view all registered participants at their club, whilst a Team Administrator will only see those Members that have been assigned to their Team via Squad Management.

The My Members area allows an Administrator to view the basic member details for participants, such as Name, Date of Birth, Email, Mobile, Emergency Contact and Health Details.

#### **Team Lists and Digital Cards**

The Team List feature provides administrators with the ability to assign players and team staff to an upcoming match, select their position (if required) and add their jersey number. Once a team is submitted, digital member cards for each participant will be available to verify a team list prior to a match commencing.

Submitting a Team List

- Select 'Team Lists' from the menu.
- Select the Match you would like to submit the team list for. For convenience, upcoming matches will be ordered first.
- Select both players and officials (team staff) participating in the match. Note: participants assigned to the previous match will automatically be assigned to the match in a draft format. This will save administrators having to re-add a team list each week and instead will only be required to make any necessary changes.
- If required, you can make any necessary adjustment such as removing participants or changing their jersey number.
- If a participant is not available for selection in the team list, it is likely they have not been assigned to your squad.
- Select 'Submit'. Important: Please ensure you select the 'Submit' button after you have assigned the team or made any modification to save and update the team list
- After selecting the submit button you will be provided with the following options:
  - (i) Submit the team list and remain on the current screen to either view digital cards or make any further changes



- (ii) Submit & Score to submit the team list and continue to 'Match Management' to start managing and scoring a match.
- Now that you have assigned your team list, you can view your cards and your team list will be prepopulated on your printed sign on sheet.

NOTE: Please see following Cheat Sheet for Saving Your Team List

Digital Cards

- Prior to viewing team cards, you will first need to ensure the team list has been submitted.
- Once the Team list is submitted, select the 'Cards' Button.
- Navigate through and check each card for verification purposes.
- Details displayed on each card include Member Photo, Full Name, Member Type, Date of Birth, NRL ID Number, Competition Name, Team Name, Club Name and Logo, Accreditations (Team Staff), and Dispensations (if applicable)

Team Lists must be submitted through the MySideline Manager by **10am Friday** to enable sign on sheets to be generated and distributed to hosting clubs for the weekends matches.

Note: If you do not submit a team list, your sign on sheet will be blank and you will be required to manually complete the sheet.

Sign on Sheets are generated through MySideline and distributed to hosting clubs on the Friday before the weekend matches. It is the hosting club's responsibility to print off the sign on sheets and have them available for team managers.

#### Managing a Match

MySideline Manager has a feature to allow managers to live score. However, many Leagues continue to use sign on sheets generated from MySideline to record game results and match statistics. Please contact your Local League Administrator to ensure that you are aware of the local processes.

If your club would like to live score, and your local League allows for live scoring, the process and more information can be found through the MySideline Manager Course via the NRL Online Learning Centre.

#### **Entering Match Results in MySideline**

Host Clubs should ensure that they enter all match results from games hosted at their grounds.

Club Administrators are required to log into <u>https://manager.mysideline.com.au/</u> and ensure they are logged in at CLUB ADMIN level. They can then select the team that played in the fixture and enter and save the result.

NOTE: Please see following Cheat Sheet for Entering Match Results.

#### **Online MySideline Manager Training**

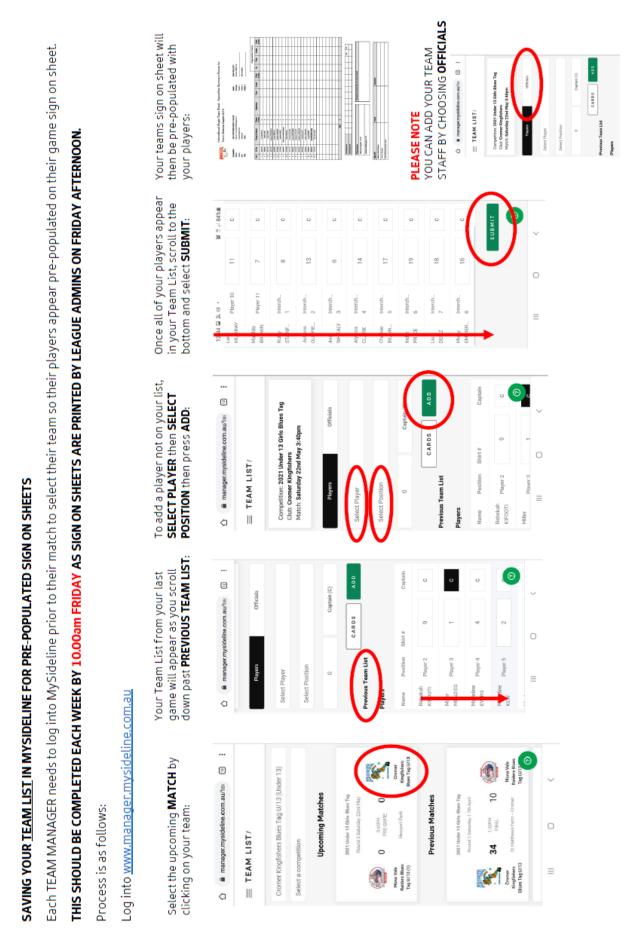
The NRL have provided an online training session that we would recommend you complete prior to the start of the season. It walks you through the processes outlined above.

You can find the online training using the link below:

https://learn.playrugbyleague.com/ilp/pages/coursedescription.jsf?courseId=4035679&catalogId=42160 11



### MySideline Manager Cheat Sheet – Saving Your Team List





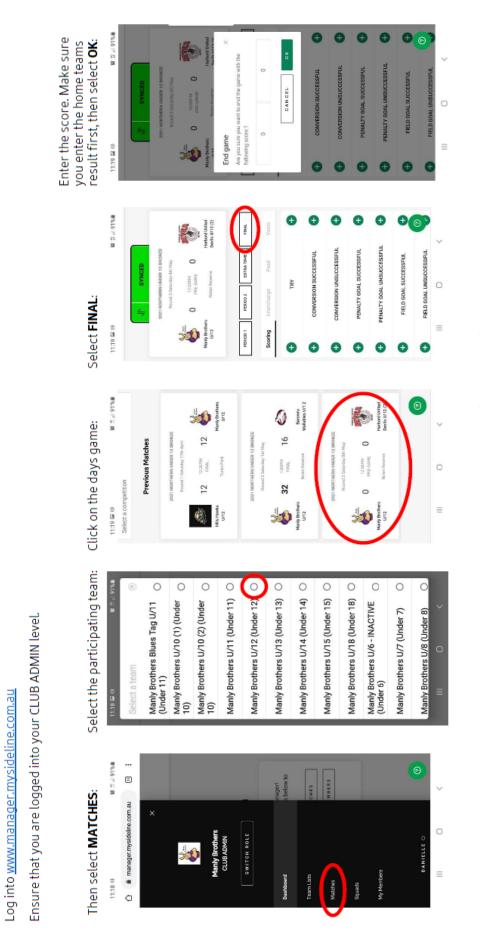
The HOST CLUB should enter all match results for fixtures at their ground at the end of the days games.

ENTERING MATCH RESULTS IN MYSIDELINE

Anyone with MySideline CLUB ADMIN level can enter results.

Process is as follows:

### **MySideline Manager Cheat Sheet – Entering Match Results**



For any games played at your ground that are both visiting teams, please ask the Manager of the team to follow the above process and enter their results.



### **Player Registrations**

You should encourage all of your players to register at the earliest convenience. This makes planning for your Club easier, along with team nominations and other processes moving towards the start of the season.

All player registrations must be completed via www.playrugbyleague.com.

Parents of returning players should be advised that they will need to have an active NRL Account to complete the online registration form and will need to link their children's player profiles to that NRL Account. The NRL Account should be created with the email account previously linked to the child's player profile.

If they have any issues with linking their children's profiles to their NRL Account, they can access a Help Desk by clicking the HELP icon on the bottom right of the registration page.



New players that are registering for the first time will need to upload both a copy of their Birth Certificate along with a current photo (head and shoulders against a white background).

If this is not completed at the time that they register online, your Club Secretary or Registrar may approach you to obtain these documents or images from parents or players.

Players without current photos may be unable to have their registration approved.



### Clearances

#### **NSWRL Transfer Policy**

Team Managers should make themselves aware of, and ensure that they understand, the NSWRL Transfer Policy which limits player movement to and from teams in all age groups from Under 6 to Under 17s.

The basic principles allow for the following recruitment by teams:

A maximum of **FOUR** players can be recruited from Clubs **INTERNALLY** (within your District) – only TWO players are allowed to come to you from any one Club internally in any one age group.

A maximum of **FOUR** players can be recruited from Clubs **EXTERNALLY** from any other District – only TWO players are allowed to come to you from any one Club externally in any one age group.

If your team played in the Division 1 Grand Final in the previous season, then you cannot recruit **ANY** player that played Division 1 in the previous season. You can still recruit Division 2 players or players that are new to the game or did not participate in the previous season.

Exceptional circumstances may be considered in relation to the above restrictions. If you believe that exceptional circumstances apply to a player that has requested transfer to your Club and team then you should discuss the process for appeal with regards to the Transfer Policy.

#### **Players Needing a Clearance**

Players coming to your team that require a clearance (which is any player that has previously played Rugby League) can initiate that clearance themselves online.

They simply follow the registration process at <u>www.playrugbyleague.com</u> and when they select your Club they will be informed that they need a clearance and the clearance process will then start automatically.

Clearances need to be approved by many different levels. For an external clearance, which is a player coming to you from another Sydney Metro District then the following levels of approval are required:

- » Club leaving
- » District Leaving
- » NSWRL Sydney Metro Region
- » District coming to
- » Club coming to

If the player is coming to you from interstate then other levels are added to the list.

Clearances should be completed and fully processed within 10 days.

Once the clearance has been processed at all of the required levels, the player / parent will need to complete the online registration process. An email will be sent to them to remind them to do this.

If you have any issues with a clearance for a player then you should contact your Club Registrar who can advise you of the current status of the clearance and can also assist with asking other Clubs, Districts or Leagues to complete their level of approval.



### Communication

#### With Players

You should endeavour to create a team contact list with both email and phone contacts for each player in your team.

With Junior and Junior International teams (U6 to U15) we would suggest communication is made between the Team Manager and parents / carers of players and not directly to players.

Although we understand with Under 16 to Under 18s teams that most players will be able to receive and deliver information independently of their parents / carers, we would still suggest that parents / carers are included in any communication to players.

Utilisation of social networking sites such as Team App, What's App and other instant messaging services along with Facebook, Snapchat and other group messaging platforms can be extremely effective to manage group communication.

If you do look to establish a communication group, then it should be first approved by your Club. Ensure that when you are communicating with teams that you have an independent member of your Clubs Committee in your communication group.

You should be reminded that the NRL National Code of Conduct refers to the use of social media and personal messaging. Any breach of the following clause in the NRL National Code of Conduct can result in a breach notice being issued and suspensions or other penalties as determined by a Code of Conduct Tribunal may be enforced.

Celebrate the "good news" stories, and understand that cyber-bullying, which includes negative or demeaning comments, status posts, personal messages or emails, is deemed as a serious form of harassment.

#### With your Club

You should ensure that you have all the appropriate contact information for your Club.

You should have the following contacts, at a minimum:

- » Club President
- » Club Secretary
- » Club Registrar

#### With the Junior League

In the first instance, if you need to contact your local League, you should approach your Club President or Secretary.

Contact with your local League should only be through your Club President or Secretary who can raise any concerns, or have any questions answered.

#### With NSWRL

In the first instance, if you need to contact the NSWRL you should approach your Club President or Secretary.



Contact with NSWRL should only be through your Club President or Secretary who can raise any concerns, or have any questions answered.

#### What to do if you have a complaint

If you have a complaint about behaviour at a ground, then please contact your Club Secretary. They can assist with submitting a Code of Conduct Online Report to the NSWRL.

If you have a complaint about a decision made by your local League, then please contact your Club Secretary who can contact the League directly.

If you have a complaint about a decision made by NSWRL with regards to the Transfer Policy, a Judiciary or Code of Conduct matter, or a rule application or other decision, please contact your Club Secretary who can contact NSWRL.

If you have an internal complaint at your Club, then please contact your Club President or Club Secretary. If you are unable to find a resolution internally then you can contact your local League or NSWRL for MPIO assistance.



### **Requirements for Team Staff**

#### **Coach Requirements**

As a Team Manager you should ensure that you have an appropriately accredited Coach assigned to your team.

Each Coach needs to undertake an age specific Community Coach course which will include online eLearning modules which need to be completed before the start of the season. There is also a Face to Face workshop that will be attended by all new coaches a few weeks into the season so they can discuss their early experiences.

All Coach Education Courses are facilitated by the NRL Game Development team.

NRL Game Development will set course dates at the start of each season. If your coach needs assistance, please contact your Club Secretary who will direct them to the appropriate course.

Coaches who have not completed their accreditations by 30 June of the season will be unable to continue to coach either at training or on game day. It is important that you ensure your coach is compliant before this date.

More information on Community Coach courses can be found at https://www.playrugbyleague.com/coach.

#### **Trainer Requirements**

As a Team Manager you should ensure that you have an appropriately accredited Sports Trainer assigned to your team.

Each age group has a different requirement under the NRL On-Field Policy which relates to trainers at Community Rugby League matches (<u>https://www.playrugbyleague.com/media/11096/nrl-on-field-policy p005 v40 21022019-1.pdf? ga=2.213806172.996035730.1678764369-1892715027.1661294432</u>).

As Team Manager, you should assist your coach with recruiting a trainer for your team. Once recruited then you should direct them to attain the appropriate accreditation for your age group from the table below:

Age Group	Minimum Accreditation	Trainer Shirt Colour
Under 6 to Under 9	League First Aid	Green
Under 10 to Under 15 (including Tag)	League First Aid	Green
Under 16 to Open Age	Level 1 Sports Trainer	Blue

The League First Aid course is a one-day face to face course that organised by NRL Game Development. Your local NRL Game Development Officer will set course dates at the start of each season. Please contact your Club Secretary to assist with booking a place in an appropriate course.

The Level 1 Sports Trainer course is a two-day face to face course that is facilitated through Sports Medicine Australia (SMA). NRL Game Development will set course dates at the start of each season. Please contact your Club Secretary to assist with booking a place in an appropriate course.

For volunteers that would like to not be an official trainer, but would like to run water for their team, there is an online League Safe course is that is offered by the NRL. The course is FREE for all volunteers. For any of the volunteers in your team that would like to undertake the course they can register and complete the course through the following link <a href="https://www.playrugbyleague.com/trainer/trainer-courses/leaguesafe/">https://www.playrugbyleague.com/trainer/trainer-courses/leaguesafe/</a>.



More information on all Sports Trainer courses can be found at <u>https://www.playrugbyleague.com/trainer</u>.

#### IMPORTANT NOTE WITH REGARDS TO TRAINERS ON GAME DAY:

During Under 6 to Under 12s matches home venues should ensure that there is, at a minimum, a volunteer with a League First Aid accreditation in attendance for games to proceed.

In Under 13s to Under 15s matches **EACH TEAM** must have, at a minimum, a League First Aid accredited trainer in attendance or **GAMES WILL NOT PROCEED**.

In Under 16s to Open Age matches **EACH TEAM** must have, at a minimum, an accredited Level 1 Sports Trainer in attendance or **GAMES WILL NOT PROCEED**.

If you are informed that your Sports Trainer is unable to attend on game day, please contact your Club **IMMEDIATELY** to ensure that you can find a suitably qualified replacement so your game can proceed. There will be no exceptions to the above rules. Any team that does not present with the appropriate sports trainer will be unable to play and will be deemed to have forfeited their match.

#### Team Staff Identification on Game Day

You should ensure that all of your Team Staff members identification 'cards' appear on your MySideline Manager App so they can be presented to the Ground Manager on game day. If you have any team staff missing, please contact your Club Secretary to make sure that they are:

- 1. Properly registered with the Club
- 2. Assigned to your squad on MySideline



### **Managers on Game Day**

#### Sign on Sheets – How to Complete

Approach the Ground Manager on arrival, to collect your sign on sheet.

Sign on Sheets need the following information completed before a game:

- » Player jersey numbers
- » Starting players names
- » Team Staff names
- » Team Staff Signatures

Sports Trainers **MUST** sign the sheet prior to the game commencing.

Players that are not participating in the match should be crossed out on the sign on sheet.

Players that leave the field suffering concussion are to be marked <u>HIA</u> on the sign on sheet beside their name for Mini/Mod or in the HIA boxes within the Interchange section for International

#### Mini (Under 6 & Under 7)

- » Managers are required to record the players involvement in each period by ticking the appropriate period box. (Note: minimum game time for players is 2 unbroken periods)
- » If a player does not play in that period, please leave blank or 'OFF'
- » Players wearing the DH or FR vest should be noted in the applicable period

#### Mini (Under 8)

- » Managers are required to record the players involvement in each period by ticking the appropriate period box. (Note: minimum game time for players is 2 unbroken periods)
- » If a player does not play in that period, please leave blank or 'OFF'
- » Players wearing the DH or FR vest should be noted in the applicable period

Note: The Under 8 sign on sheet has columns for tries and goals, please disregard as Under 8's is noncompetitive

#### Mod (Under 9)

- » Players to sign beside their name
- » Managers are required to record the players involvement in each period by ticking the appropriate period box. (Note: minimum game time for players is 2 unbroken periods)
- » If a player does not play in that period, please leave blank or 'OFF'
- » Players wearing the DH or FR vest should be noted in the applicable period
- » Record player point scorers in the applicable tries and goals columns
- » Tally point scores and enter in the final score box
- » Note any important information in the Dismissal & Incidents box

#### Mod (Under 10, Under 11 & Under 12)

- » Players to sign beside their name
- » Managers are required to record the players involvement in each period by ticking the appropriate period box. (Note: minimum game time for players is 1 unbroken period)
- » If a player does not play in that period, please leave blank
- » Players wearing the DH or FR vest should be noted in the applicable period
- » Record player point scorers in the applicable tries and goals columns
- **»** Tally point scores and enter in the final score box



» Note any important information in the Dismissal & Incidents box (sin bins and send offs)

Note: The under 10, Under 11 & Under 12 sign on sheet has 4 period columns, please disregard Periods 3 and 4.

#### International (Under 13 – Open Age)

- » Players to sign beside their name
- » Record player point scorers in the applicable tries and goals columns
- » Record interchange in the relevant section. Jersey numbers to be recorded for each player coming off and going on
- » Tally point scores and enter in the final score box
- » Note any important information in the Dismissal & Incidents box (sin bins and send offs)

#### Signing Players On

Managers are to meet with the Ground Manager for players and team staff to show match day cards and sign the sign on sheet.

The ideal time to do this is at the half time break of the match prior to yours.

#### What to do with Sign on Sheets After the Game

On completion of the match, referee, ground manager and opposing manager sign the sign on sheet. Before you sign the opposition sign on sheet you should check that the final score matches your sign on sheet.

Sign on sheets are to be left with the ground manager. For your records, take a photo of your teams sign on sheet

#### Identification of Players, Team Staff and Spectators

In the event of any incident that is in contravention of the NRL National Code of Conduct, whether it occurs before, during or after a game, it is important that a Team Manager agrees to participate in the identification of any player, team staff member or spectator as required.

If you are asked by the Ground Manager or Referee to identify any member of your team or a member of your spectator group, you are required to assist in the identification of that person.

Keep in mind, if you do not agree to assist in the identification of a person involved in an incident then as per the NSWRL Tough Love in League Policy your team may be suspended until the person is identified.

#### Rules on Suspended Players, Team Staff and Spectators

Team Managers should be aware of the rules, as they apply, to suspended players, team staff and spectators.

If a player is suspended, the following rules apply:

While suspended, a player:

- » Cannot be inside the spectator fence or rope (the playing area) at any Junior League ground at any time while Junior League games are taking place
- » Is NOT permitted to act in any official club capacity
- » IS NOT able to act as a Sports Trainer, Leaguesafe Trainer or a runner for any team
- » IS NOT able to act as a coach unless express permission is granted by the relevant tribunal chair
- » IS able to participate in training activities.



If a coach, trainer, manager or a Club official is suspended from participating, the following will apply:

#### A PERSON SUSPENDED or DISQUALIFIED FROM All Rugby League activity.

- » Cannot be inside the spectator fence or rope (the playing area) at any ground at any time whilst games and training are taking place
- » Cannot be in the dressing room at any time with any team
- » Cannot have any official involvement in club or Committee activities, meetings etc. however the League board may allow suspended persons limited involvement in various activities
- » Cannot be involved in team warm up activities or matches at team talks prior to and during any Rugby League Activity.
- » Can assist with barbeques, field set up, canteen etc. providing the points above are adhered to

If a parent, spectator, or an official or player is banned from attending Community Rugby League matches, the following will apply:

#### Parents / Spectators / Officials Banned from Attending Junior League Matches

Parents, spectators, and any other officials or players of the game who are banned from attending Junior League matches by a Junior League Affiliated Tribunal must not be in attendance at any Community Rugby League match, including, but not limited to:

- » Junior League Matches, including trial games
- » Schoolboy Rugby League Matches
- » Club Heritage Matches
- » League Gala Days and the like

Should a person banned from attending Junior League matches be found in breach of these conditions, the hosting club has the responsibility to request the match be suspended until such time as the offending person leaves the venue. The club is to report the matter to the relevant Junior League Manager and / or the NSWRL. The relevant Tribunal will issue a Code of Conduct Breach Notice. Following any hearing, the League reserves the right to suspend or deregister any siblings or relatives of the offender as it sees fit.

It is the responsibility of Clubs and their officials to ensure that any suspension is served as per the above instructions. Any Club or Official that is found to be supporting a suspended person either having access to a player or team, or attending where they have been suspended from doing so, may face disciplinary action before the NSW Community Rugby League Association or Local League Administrator.



### **Community Rugby League Head Injury Procedure**

If a player is removed from the field by a Sports Trainer and there is a suspected concussion or head injury, the following process should be followed:

#### AT THE GAME

- » Player removed from the field with a suspected HIA
- » PLAYER IS NOT ABLE TO RETURN TO THE FIELD UNDER ANY CIRCUMSTANCES
- » TEAM MANAGER SHOULD MARK **HIA** NEXT TO THE PLAYERS NAME ON THE SIGN ON SHEET
- » Sports Trainer should complete the NRL Head Injury Recognition and Referral Form (NRL HIRR Form) <u>https://www.playrugbyleague.com/media/10904/nrl-community-hia-form-\_</u> <u>2021.pdf? ga=2.259081807.450182959.1631660826-1835572606.1597991942</u>
- » Sports Trainer should also complete an injury form and submit the injury form to the League Administrator with the Sign on Sheet
- » All 3 pages of the NRL HIRR Form should be given to the player / parent / carer
- » The player should be directed to attend a Doctor or a Hospital as soon as possible for further assessment and to determine whether a head injury / concussion has occurred

#### AFTER ASSESSMENT – NO CONCUSSIVE EVENT

- » If the GP / Hospital assesses the player and determines that NO CONCUSSIVE EVENT HAS OCCURRED, the player can be cleared to play. To allow the GP / Doctor to properly assess the player, please ensure that all 3 pages of the NRL HIRR Form are given to the Doctor.
- » Please have the form completed in full by the GP / Doctor and return the completed form to your Club Secretary
- » The Club Secretary will then forward the NRL HIRR Form to the League Administrator and the player can be cleared to play

#### AFTER ASSESSMENT – CONCUSSION CONFIRMED

- » If the GP / Hospital assesses the player and determines that A CONCUSSIVE EVENT HAS OCCURRED, the player must be rested for a 14-day period, during which time the player is subject to Graduated Return to Sport (GRTS) Protocols
- » Once the 14-day rest period / GRTS Protocols have been completed, the player should return to the Doctor for medical clearance to play
- » Once medical clearance has been given by a Doctor, the signed clearance form should be returned to your Club Secretary
- » The Club Secretary will then forward the Medical Clearance to the League Administrator and the player will be cleared to play.
- » Please ensure that any Medical Clearance is returned to the League Administrator one business day before the player intends to return to play



### **Players from Other Age Groups**

#### Playing Up an Age Group Form and Process

If you have any players playing up in your team from the age group below, be it for the whole season, on a regular basis or even just on one or two occasions, then a fully completed and approved NSW CRLA Playing in a Higher Age Group form should be obtained and kept in your Team Managers Folders at all times.

Please note that players in Mod Football tackle competitions (U6-U12) are not able to apply for dispensation to play more than 1 year above their natural age group. **\*\*** 

If you require a NSW CRLA Playing in a Higher Age Group Consent form, please ask your Club Registrar or your Club Secretary.

#### IN TACKLE COMPETITIONS:

For players playing up ONE age group (1 YEAR UP) the form should be completed and signed by the parent and the Club before the player takes the field in the higher age group. The form then needs to be submitted to the League Administrator for approval and upload to the players MySideline Member Record.

For players wishing to play up TWO age groups (2 YEARS UP) the form needs to be completed and signed by the parent and the Club and the form needs to be submitted to the League Administrator, along with supporting letter from a Senior Club Coach, BEFORE the player takes the field. The League Administrator will then submit the form to NSWRL for final approval and dispensation will be added to the players MySideline Member Record so the player can be assigned to the squad.

#### IN TAG COMPETITIONS:

Players can play up to THREE years above their natural age group. For all Tag players, the form should be completed and signed by the parent before the player takes the field in the higher age group. The form then needs to be submitted to the League Administrator for approval and upload to the players MySideline Member Record.

APPLICATION TO PLAY	I YEAR UP	2 YEARS UP	APPLICATION TO PLAY	D 1 YEAR UP	2 YEARS UP	3 YEARS UP
	I play up occasionally throughout the saas					
	iyer will be playing up all season and will to	ot participate in their natural age group?	CASUAL APPLICATION (viny			
PARENT/GUARDIAN TO COMPLE	TE		PERMANENT APPLICATION	(player will be playing up all se	eson and will not participate in t	heir natural age group?
hereby give permission for my child			PARENT/GUARDIAN TO COM	PLETE		
	D08	/to play with the	I hereby give permission for my chi	ld		
(insert full name)					800	/ to play with th
(insert Club)	Under	(insert higher age division)	(insert full na	ime)		
am aware of the increased risk my chil		ly and mentally by playing in a higher age	[insert Clu	6)	Under (insert hi	shor and disirias
division. I am aware that my child is req the higher age division (if playing up an Parent/Guardian Name	age group on a casual basis).	heir correct age division prior to competing in	I am aware of the increased risk my division. I am aware that my child is the higher age division ()f playing u	y child will be exposed to be s required to fulfil their ob	oth physically and mental ligations to their correct a	ly by playing in a highe
Parent/Guardian Signature		_	Parent/Guardian Name			
CLUB TO COMPLETE		10000	Parent/Guardian Signature		Date	
On behalf of the	(lub name)	RLFC	CLUB TO COMPLETE			
I hereby give permission for the abover			On behalf of the	isert Club name)	IRLFC	
		of playing a higher age division to both the				
player and their parent/guardian.	and a second second proportion of the	a popoga opia og anden to sen en	I hereby give permission for the ab	ovementioned player to pl	ay with the Under	in 20
Club Representative Name			I am aware of and have explained to player and their parent/guardian.		hysical risks of playing a	higher age division to b
Club Representative Signature		Date	Club Representative Name			
	THEO YEARS AROUS THEIR NATUR	AL AGE GROUP CLUBS MUST ATTACH A				
WRITTEN LETTER FROM A SENIOR CLUB	COACH OUTLINING THAT THE ABI	OVEMENTIONED PLAYER HAS THE	Club Representative Signature		Date	
GROUP. APPLICATIONS THEN NEED TO B	E APPROVED BY THE PLAYERS DE ACCOMPANYING LETTER. APPLIC	ION TWO YEARS ABOVE THEIR NATURAL AGE STRICT AND NSWRL APPLICATIONS WILL NOT AITONS TO PLAY UP 2 YEARS FOR PLAYERS IN NRL LAWS OF THE GAME.	PLEASE NOTE: FOR BLUES TAG COM YEARS ABOVE THEIR NATURAL AG COMPETITION BUT NOT AN UNDER	E GROUP (Le. A PLAYER TU		
DISTRICT TO APPROVE			DISTRICT TO APPROVE			
League Secretary Signature		Date	League Secretary Signature		Date	
NSWRL TO APPROVE (FOR APPLI	CATIONS TWO YEARS ABOVI	ENATURAL AGE GROUP)				
NSWRL Representative Signature		Date	FOR PLAYERS PLAYING UP IN BU DISTRICT AT THE EARLIEST O		LL BE SIGNED BY DISTR	
SUBMITTED TO THE DISTRICT AT TH	E EARLIEST CONVENIENCE AFTI	GE GROUP COMPLETED FORMS CAN BE ER THE PLAYER HAS PARTICIPATED – FORM ERS MYSIDELINE MEMBER RECORD	ONCE DISPENSATION HAS BEEN			ED TO TEAM LISTS &
		GE GROUP FORMS MUST BE SIGNED AND	Since of ar End Anion may been	SIGN ON S		Contraction of the state of the

**\*\*** In Regional Areas, and where Clubs have teams in only every second age group, application can be made to the local League for permission for Mod players (U10-U12) to play more than one year above their natural age group.



### **Online Scores and Ladders**

Match Scores and Ladders are available for viewing at <u>https://www.playrugbyleague.com/competitions/</u>.

If a score is missing or ladder incorrect, please contact your Club Secretary for follow up with the League Administrator.

PLAY RUGBY LEAGUE	PLAY ASSIST LEARN COMPETITIONS SAFETY SHOP	۹ (	REGISTER	Log In
	COMPETITIONS NSWRL CONFERENCE COMPETITIONS /			
	2020 NORTHERN UNDER 14 GOLD			
	Draw Ladder			
	CROMER KINGFISHERS U/14 🗸			
	SATURDAY 18TH JULY			
	Cromer Kingfishers <b>26</b> FULL TIME 24 Raiders U/14			
	St Matthews Farm - Cromer - Field 0			
	SATURDAY 25TH JULY Round 2 Avaion Buildogs U/14 Sature 4 FULL TIME 4			
	Hitchcook Park - Field 0			

PLAY RUGBY	LEAGUE	E		PLAY	ASSIST	LEARN	COMPETITION	S SAFETY	SHOP		C	کر REGI	STER Log In
	COMPET		CONFER	ENCE C	омре	τιτιο	NS/						
					20	20 NORT	HERN UNDER <sup>•</sup>	4 GOLD					
							Draw Ladder						
	Pos	Team		Played	Points	Wins	Drawn	Lost	Byes	For	Against	Diff.	
	1		Avalon Bulldogs U/14	10	28	6	2	0	2	192	94	98	
	2	S.	Narraweena Hawks U/14	10	27	6	1	1	2	276	82	194	
	3		Kuringgai Cubs U/14	10	24	6	0	3	1	190	140	50	
	4 🥳		Mona Vale Raiders U/14	10	22	4	0	4	2	214	174	40	
	5		Southern Grizzlies U/14	10	19	3	1	5	1	166	248	-82	
	6	ACLES	Belrose Eagles U/14	10	16	2	0	7	1	110	248	-138	
	7	<u> </u>	Cromer Kingfishers U/14	10	14	1	0	8	1	92	254	-162	



### Judiciary

In all NSWRL Community Rugby League Competitions, when a player is 'sent off' by the Referee they will likely be charged by the NSW CRLA Judiciary.

#### What happens if a player is sent off?

If a player is sent from the field by the Referee, they will need to leave the playing area and remove their playing jersey. They are not able to remain on the bench. Managers / Coaches should ensure that the player leaves the playing area and if they remain at the ground they do so without incident.

Once the game has finished, the Referee will complete a report on the send-off. This will either be done manually with a duplicate form at the ground, or they will complete an online form with details of the offence. The Referee will suggest a grading for the offence.

Judiciary Send Off Reports will be collated by NSWRL on the Monday following all the weekend's games, and the reports will be sent to an assessor for review of gradings. Once gradings have been confirmed, the NSWRL League and Club Support Coordinator will create paperwork related to the player and the associated charge and send it to the players Club on the Tuesday morning. This will include a Notice of Charge, a Notice of Plea and a Notice of Hearing.

In the Notice of Charge, the offence will be listed, along with the points penalty for the offence (please see below Points Table for more information). The player will have three options:

- » Plead GUILTY and accept the penalty on the Notice of Charge
- » Plead NO CONTEST and accept the penalty on the Notice of Charge (minus any Early Plea discount)
- » Plead GUILTY BUT DISPUTE THE GRADING where the player accepts that they committed the offence, however they would like to reduce the grading of the charge
- » Plead NOT GUILTY. Players pleading NOT GUILTY will need to attend a Judiciary Hearing (see below for more information on hearings)

Notices of Plea need to be returned to the NSWRL League and Club Support Coordinator by 9am Wednesday morning. If you are unable to return the Notice of Plea within that timeframe, the players Club President or Secretary should contact the NSWRL League and Club Support Coordinator as soon as possible to discuss the matter.

#### **Judiciary Hearings**

If a player pleads NOT GUILTY to a Judiciary Charge, or pleads GUILTY BUT DISPUTES THE GRADING, they will be required to attend a Judiciary Hearing.

Details of the Hearing location will be provided with the Notice of Hearing sent to the club with the Notice of Charge. (Please note: NSWRL reserves the right to hold Judiciary Hearings by electronic methods i.e. Online Teams / Zoom meetings where required).

Players attending a Judiciary Hearing should be supported by a Club Representative.

For more information regarding the Judiciary Process, including a video that has more detail around the Hearing process, use the following link:

https://www.nswrl.com.au/competitions/judiciary/



#### **Points Table**

The following Points Table outlines the penalties for different offences with associated gradings. Please note that 100 points equals a one match suspension. For all Grade 4 (SERIOUS) gradings, players will be referred directly to the Judiciary Panel to attend a Hearing.

Type of Offence / Grading	Law of Game	Grade 1	Grade 2	Grade 3	Grade 4	Grade 4 (Minimum Penalty Guide)
Trips, kicks, strikes another player	15.1.a	200	400	600	Referred directly to Judiciary Panel	1200
Careless/Reckless High Tackle	15.1.b	200	400	600	Referred directly to Judiciary Panel	1200
Intentional High Tackle	15.1.b	800	1600	3000	Referred directly to Judiciary Panel	6000
Unnecessary Contact / Heavy Contact	15.1.b	200	400	600	Referred directly to Judiciary Panel	1200
Drops knees first onto an opponent on the ground	15.1.c	200	400	600	Referred directly to Judiciary Panel	1200
Dangerous throw when effecting tackle and / or spear tackle	15.1.d	200	400	600	Referred directly to Judiciary Panel	1200
Deliberately and continuously beaks the law of the game	15.1.e	120	200	400	Referred directly to Judiciary Panel	800
Offensive Language in general	15.1.f	200	400	800	Referred directly to Judiciary Panel	1600
Offensive Language directed towards a match official	15.1.f	400	800	1200	Referred directly to Judiciary Panel	2400
Disputes the decision of the referee or touch judge	15.1.g	120	200	400	Referred directly to Judiciary Panel	800
Re-enters the field of play	15.1.h	1200	1600	2600	Referred directly to Judiciary Panel	5200
Racial Insults	15.1.i	Referred directly to Judiciary Panel	Referred directly to Judiciary Panel	Referred directly to Judiciary Panel	Referred directly to Judiciary Panel	Referred directly to Judiciary Panel
Behaves in any way contrary to the true spirit of the game Including but not limited to : - Indecent gestures to the crowd - Breach of Safe Play Code - Eye / face gouging - Spitting - Biting	15.1.i	200	300	400	Referred directly to Judiciary Panel	800
Coming from a distance to become involved in a fight	15.1.i	400	600	800	Referred directly to Judiciary Panel	1600
Deliberately obstructs an opponent who is not in possession	15.1.j	120	200	400	Referred directly to Judiciary Panel	800
Uses a shoulder charge on an opponent	15.1.k	300	600	1000	Referred directly to Judiciary Panel	2000
Applies any unnecessary pressure or twists including grapples, crushers, or performs a 'chicken wing' style hold on a player in possession	15.1.l	200	400	600	Referred directly to Judiciary Panel	1200
Forcefully spears at the legs of a player in possession, exposing them to unnecessary risk of injury (cannonball tackle)	15.1.m	200	400	600	Referred directly to Judiciary Panel	1200



### **Code of Conduct**

#### The NRL National Code of Conduct

The NRL National Code of Conduct provides all participants – players, parents, coaches, referees, spectators and officials – with some simple rules that assist in delivering a safe and positive environment to everyone involved in the game.

You can download a copy of the Code of Conduct from the following link:

https://www.playruqbyleague.com/referee/laws-of-the-game/code-of-conduct/

#### **Summary of Offences**

There is a list of offences under the NRL Code of Conduct which outlines behaviour that can see a player, official, volunteer or spectator charged and held accountable for their behaviour. The list of offences and associated points penalties are below.

Offence	Low	Medium	High
A) Uses offensive or obscene language to any participant	Adjudicated Breach Notice	800 Points	Referred Directly to Conduct Review Committee
B) Enter the Field of Play or the Playing Area during the course of a match without the prior approval of the Ground Manager appointed by the home club and/or League	Adjudicated Breach Notice	800 Points	Referred Directly to Conduct Review Committee
C)Excessively disputes the decision of a referee or touch judge either during or after the match	Adjudicated Breach Notice	600 Points	Referred Directly to Conduct Review Committee
D)Assault or act with aggression to any person/s	Adjudicated Breach Notice	1200 Points	Referred Directly to Conduct Review Committee
E) Behaves in a way contrary to the Code of Conduct and/or the spirit of the game	Adjudicated Breach Notice	600 Points	Referred Directly to Conduct Review Committee
F) Behave in a way which disturbs the enjoyment of a match, function or event by any other person/s, or brings discredit to the home club and/or league	Adjudicated Breach Notice	600 Points	Referred Directly to Conduct Review Committee
G) Act in such a way as to exhibit racial intolerance by language or other conduct, to any person/s	Referred Directly to Conduct Review Committee	Referred Directly to Conduct Review Committee	Referred Directly to Conduct Review Committee
H) Refuse to accept the reasonable direction of the Ground Manager, official of the team/club which that person is supporting, or official of the home club and/or League	Adjudicated Breach Notice	600 Points	Referred Directly to Conduct Review Committee
I) No person/s may make comment or take actions that bring discredit to any person, Club or League through any social media outlet	Adjudicated Breach Notice	600 Points	Referred Directly to Conduct Review Committee

#### **Code of Conduct Points Index**



Clubs are responsible for the conduct of their players, parents / carers of players, coaches, officials and club supporters.

Breaches of the NRL National Code of Conduct may result in penalties, including but not limited to:

- » Suspension of a match and / or
- » Termination of a match (including potential forfeiture of competition points) and / or
- » Monetary fines and / or
- Suspension of any participant (player, official or supporter) on a temporary or permanent basis and / or
- » Suspension of a Club, League or Association on a temporary or permanent basis.

#### What will happen if a report is made about someone in your team?

If a report is made with regards to someone in your team, be it a player, a team official or a spectator, NSWRL will contact your Club with details of the alleged breach of the Code of Conduct and will either issue an Adjudicated Breach Notice or a Notice of Charge.

An Adjudicated Breach Notice is a letter which will outline the offence and an associated penalty. This will generally be a short period of suspension or it will be a 'suspended' penalty, in other words, a suspension that will not be enforced unless there is another offence committed by the person charged.

A Notice of Charge will proceed in the same process a Judiciary Notice of Charge (please see previous section).

In any of the above instances if you require any assistance or any information please feel free to ask your Club Secretary to contact your NSWRL League and Club Support Coordinator who can take you through the process in detail.

#### How to Make a Report

Should you experience any behaviour which you think may constitute a breach of the NRL National Code of Conduct, your Club can submit an online report to NSWRL. Reports will be investigated and, if necessary, charges will be sent to any participant who is deemed to have breached the NRL National Code of Conduct.

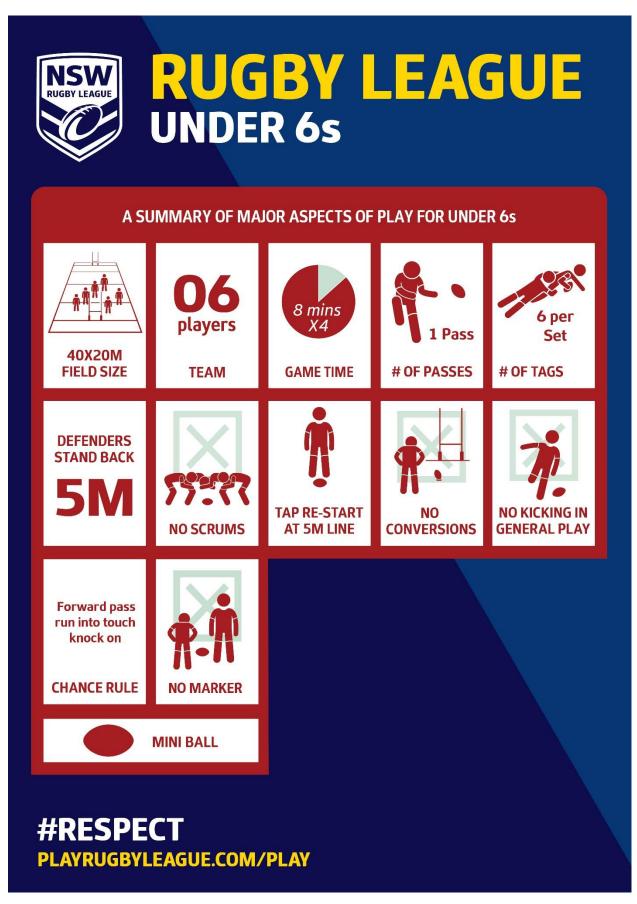
If you think a breach has occurred, please contact your Club Secretary or President who can submit a report using the following link:

https://www.cognitoforms.com/NewSouthWalesRugbyLeague/CODEOFCONDUCTINCIDENTREPORTFORM



### Age Specific Game Law Infographics

**UNDER 6s** 





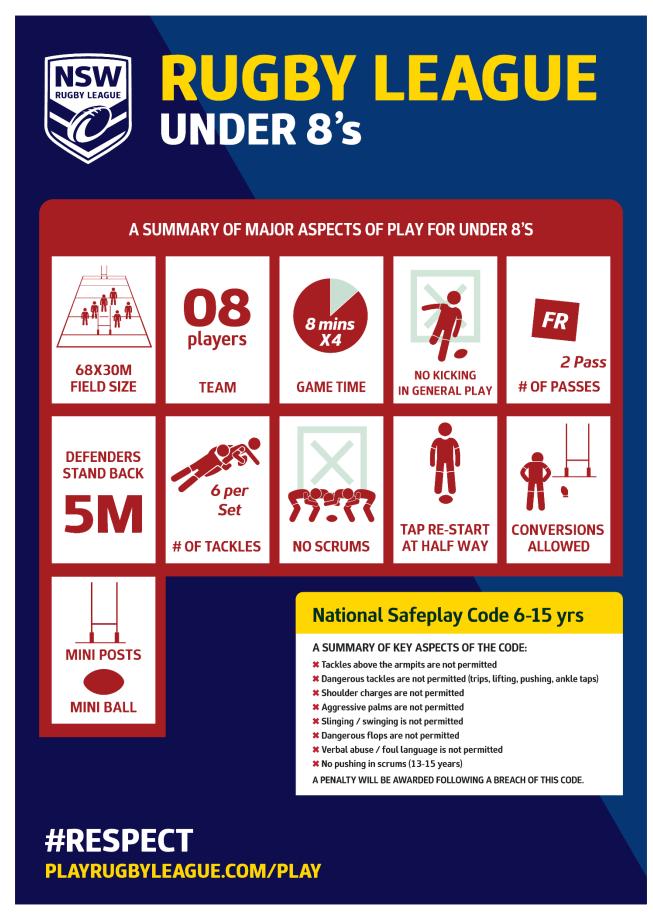
#### UNDER 7s

\*\* PLEASE NOTE – In the Under 7s Age Group, teams will be taken through the Rugby League Ready Program at the start of the season and will play Under 6s Rules (including TAG) up to 1 June.



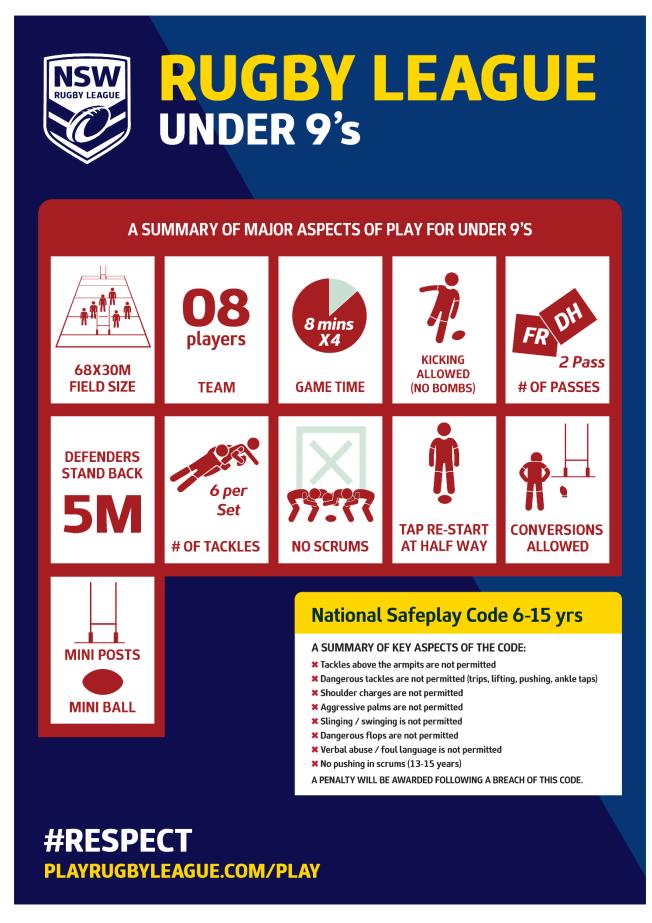


#### **UNDER 8s**



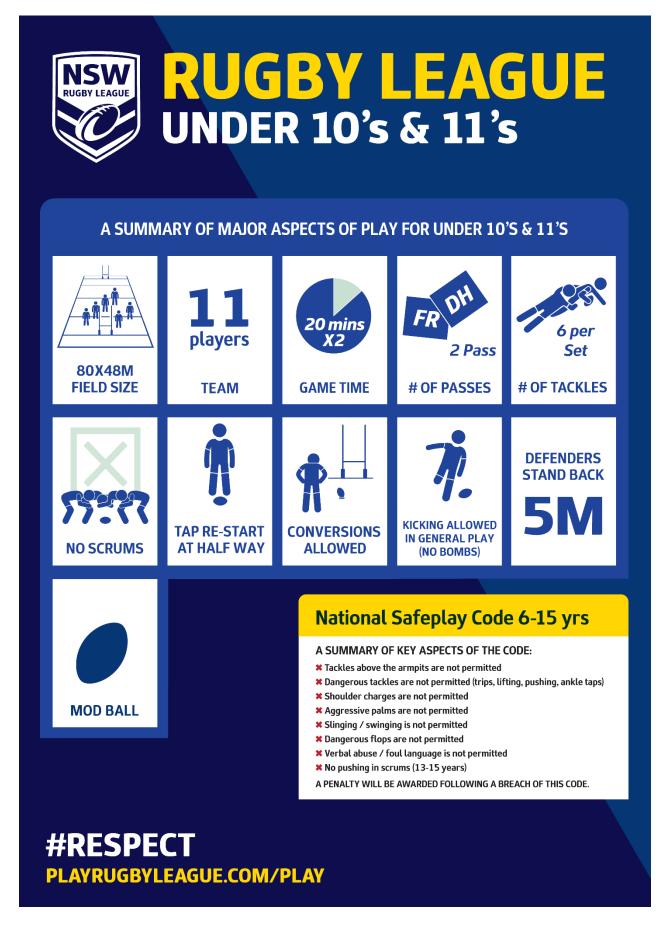


**UNDER 9s** 



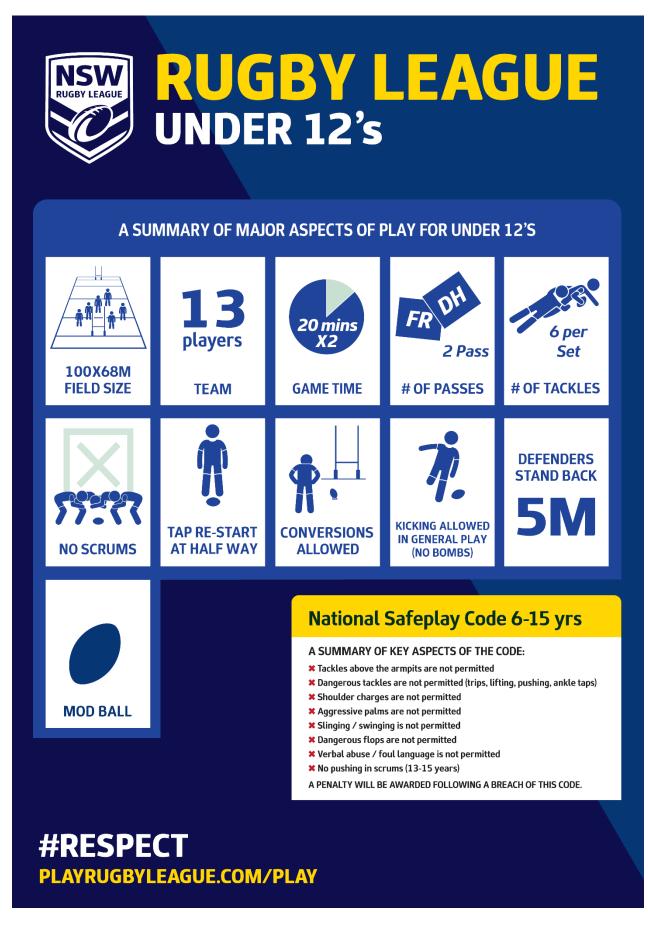


#### UNDER 10s & UNDER 11s



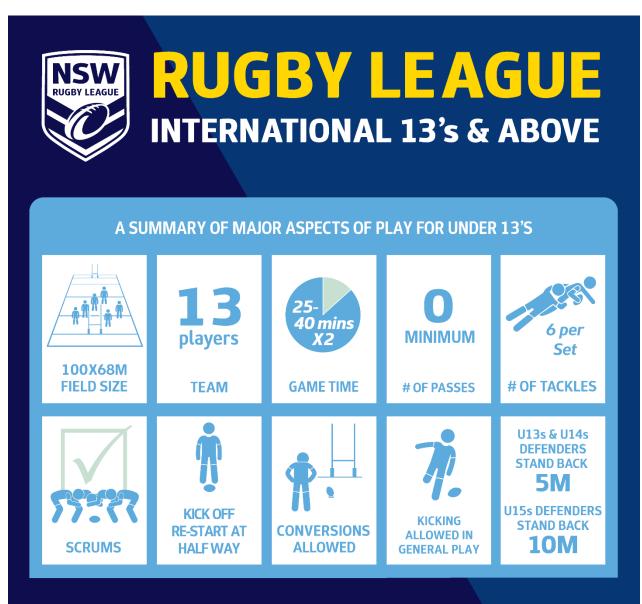


UNDER 12s





#### UNDER 13s & ABOVE



#### NSW Rugby League | Tough Love In League

#### Ages 13 - Open Age

#### A SUMMARY OF KEY ASPECTS:

- Club and Team Demerit Points (on/off field behaviour)
- Automatic send-off for punching
- Zero tolerance of fighting
- Abandoning games for Melee's
- Minimum suspensions for violence
- Stamping out abuse of match officials

Go to www.nswrl.com.au for more information

### National Safeplay Code 6-15 yrs

#### A SUMMARY OF KEY ASPECTS OF THE CODE:

- **X** Tackles above the armpits are not permitted
- X Dangerous tackles are not permitted (trips, lifting, pushing, ankle taps)
- **×** Shoulder charges are not permitted
- X Aggressive palms are not permitted
- × Slinging / swinging is not permitted
- 🛪 Dangerous flops are not permitted
- X Verbal abuse / foul language is not permitted
- 🗙 No pushing in scrums (13-15 years)
- A PENALTY WILL BE AWARDED FOLLOWING A BREACH OF THIS CODE.

## **#RESPECT** PLAYRUGBYLEAGUE.COM/PLAY



#### **BLUES TAG (ALL AGES)**



## **#RESPECT** PLAYRUGBYLEAGUE.COM/PLAY



### Links to Rules / Documents

#### Laws of the Game

https://www.playrugbyleague.com/laws-of-the-game-community/



NSWRL Community Rugby League Policies

https://www.nswrl.com.au/about/documents/community/



**NRL National Code of Conduct** 

https://www.playrugbyleague.com/laws-of-the-game-community/code-of-conduct/



**NRL National Safe Play Code** 

https://www.playrugbyleague.com/laws-of-the-game-community/safeplay-code/





#### Concussion Resource – NRL Head Injury Recognition and Referral Form

https://www.playrugbyleague.com/media/10904/nrl-community-hia-form-\_-2021.pdf?\_ga=2.90978206.509584185.1631491356-1835572606.1597991942



Judiciary Information and Video

https://www.nswrl.com.au/competitions/judiciary/





### **Links to Websites**

**NSWRL** Website

https://www.nswrl.com.au/



NSWRL 'Community Toolbox' Volunteer Resources

https://www.nswrl.com.au/community/



#### NRL Play Rugby League Website

https://www.playrugbyleague.com/



### MySideline Manager Log In

https://manager.mysideline.com.au/login





#### **MySideline Manager – Online Training**

https://learn.playrugbyleague.com/ilp/pages/coursedescription.jsf?courseId=4035679&catalogId=42160 11



**Gallagher Player Injury Insurance Claim Information** 

https://sport.ajg.com.au/nsw-rugby-league/claims/



**NSWRL Code of Conduct Incident Report Form** 

https://www.cognitoforms.com/NewSouthWalesRugbyLeague/CODEOFCONDUCTINCIDENTREPORTFORM

