



2019 OPEN AGED



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The purpose of this document is to ensure that all volunteers that have a role to play at their club's home games have the resources, knowledge and confidence to make the day as stress free as possible. No-one can deny the valuable asset our volunteers are to each and every club and hopefully this document helps to provide guidance for some of the roles they fill.

The League is only too aware of the ever changing attitudes in society, and not for the better, but if all clubs help enforce these protocols by not tolerating bad behaviour the message just may get through that the Rugby League fraternity in the Illawarra is not interested in people who wish to abuse, intimidate or harass participants of our great game whether they be on or off the field.

This document is only a sideline checklist and should be read in conjunction with the relevant By-Laws and full policies that are all available on the League's website - illawarrarugbyleague.leaguenet.com.au

Yours in Rugby League



Chris Bannerman
Manager Illawarra Rugby League

*Volunteers are not paid because
they are worthless*

*They don't get paid because
they are*

PRICELESS!!

GROUND MANAGER

The Ground Manager is one of the most important roles for any match day. The person should be a confident person capable of ensuring match day protocols are executed in a diplomatic and efficient way. The Ground Manager has the responsibility of maintaining control of spectators, interchange bench areas and liaising with match officials on such matters.

All events such as finals etc, in the control of the Illawarra Division Board of Management, will have ground managers appointed.

To fulfill this role the Ground Manager must:

- ⇒ Be a dedicated role (ie they can't be a timekeeper etc as well).
- ⇒ Wear the League issued HiViz Orange vest for easy identification especially for the match officials.
- ⇒ Take an active role in the control of supporters and officials including the bench area (in conjunction with the Team Liaison Officer).
- ⇒ Ground Managers and Team Liaison Officers shall not be permitted to drink alcohol prior to or whilst acting in this role.
- ⇒ Have a full understanding of the Illawarra Division' Board of Management match day expectations and the NRL National Codes of Conduct and NRL On-Field Policy
- ⇒ Furnish the League with a written report should any issues occur throughout the day.
- ⇒ Ensure all photographers have required Illawarra Rugby League Photographers accreditation at all times. Photographers are NOT permitted in dressing rooms for any reason.

The Ground Manager may if required, indicate to a match official that a match be halted in order to deal with a situation that requires attention. Similarly a match official may advise the Ground Manager that a match will be halted until a specific concern is addressed, and that should this not be resolved then the match will be abandoned.

NO MATCH IS TO BEGIN WITHOUT A GROUND MANAGER IN PLACE.

GROUND MANAGER

According to the CRL Job Description Manual other duties **may** include:

- ⇒ Depending on the size of the club, form a grounds sub-committee to achieve the identified tasks.
- ⇒ Liaise with the League as and when required and have a sound understanding of the various requirements in relation to ground management and ensure that all League policies to ground management are observed.
- ⇒ At the commencement of the season, order line marking and other equipment.
- ⇒ Mark out the playing fields at the commencement of the season and ensure all ground maintenance equipment is in safe working order.
- ⇒ Ensure the dressing rooms, canteen, referees room and toilets are in a clean and tidy condition each time they are used.
- ⇒ Ensure the ambulance access is maintained at all times.
- ⇒ Ensure that field lines are clearly marked and maintained in good order for all games.
- ⇒ Ensure that the playing surface is in good order at all times.
- ⇒ Report on any circumstance where any match is abandoned before the completion of normal time, in order for the league to confirm the outcome.
- ⇒ Ensure adequate supplies of sand are available and organise the watering of fields.
- ⇒ Ensure any player dismissed (sent off or sin binned) to retire to the dressing room or other designated area.
- ⇒ Advise the Committee of the overall condition of the fields to ensure continued availability.
- ⇒ Consult with match referees regarding any issues that delay matches or may cause any match to be abandoned.
- ⇒ Ensure all trainers are compliant with the NRL on-field policy.
- ⇒ Ensure interchange bench areas are only occupied by approved persons and conduct is in line with NRL on-field policy.
- ⇒ Ensure emergency procedures are enacted in required circumstances.
- ⇒ Consult with match officials in regards to extreme weather conditions and enact approved measures eg: heat, lightning etc.

TEAM LIAISON OFFICER

Following a review of incidents at a number of venues, the Board of Management have determined that the Ground Manager role at each venue would be better served with some assistance in dealing with parents/supporters of both teams involved. This modification to match day operations will apply at all levels of Rugby League in Illawarra.

- ⇒ Each team must provide a “Team Liaison Officer” who will act as a contact point for the Ground Manager during the fixture. Should supporters / spectators from either club behave in a manner that would previously been dealt with by the Ground Manager, from this point the Ground Manager will engage the relevant Team Liaison Officer to address this issue with the spectators involved.
- ⇒ The Ground Manager at each venue will hold two Hi-Vis Pink vests that each Team Liaison Officer will be required to wear during the course of the match so they can be easily identified. The Team Liaison Officer is to make themselves known to the Ground Manager prior to the start of the match.
- ⇒ The Team Liaison Officer will be required to remain near the bench area for his or her team during the match.
- ⇒ Ground Managers and Team Liaison Officers shall not be permitted to drink alcohol prior to or whilst acting in this role.
- ⇒ The Team Liaison Officer will be required to assist in resolving any situation that may occur with their teams spectators/supporters. ie: trying to calm the situation down before it gets out of hand.
- ⇒ The Team Liaison Officer will work with and assist the Ground Manager. The Ground Manager still has the responsibility of maintaining control of spectators, interchange bench areas, and liaising with match officials, this is not the role of the Team Liaison Officer.
- ⇒ At the end of the match the Hi-Vis Pink vest is to be handed back to the Ground Manager (not left on the interchange bench or on the ground).

**NO MATCH IS TO BEGIN WITHOUT EACH TEAM LIAISON OFFICER BEING IN PLACE
ALONG WITH THE GROUND MANAGER**

NATIONAL CODE OF CONDUCT

SUMMARY OF OFFENCES

Clubs are responsible for the conduct of their players, parents/careers, coaches, officials and spectators.

No person (s) attending a match, function or event shall:

- ⇒ Use offensive or obscene language to any participant
- ⇒ Enter the Field of Player during the course of a match without the prior approval of the Ground Manager appointed by the home club and/or League
- ⇒ Excessively dispute the decision of a referee or touch judge either during or after a match
- ⇒ Assault or act with aggression to any person/s
- ⇒ Behave in a way contrary to the Code of Conduct and/or the spirit of the game
- ⇒ 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
- ⇒ Act in such a way as to exhibit racial intolerance, by language or other conduct, to any person/s
- ⇒ 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

NATIONAL CODE OF CONDUCT

SUMMARY OF OFFENCES

Breaches of the Rugby League Codes 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 a participant on a temporary or permanent basis and/or
- ⇒ Suspension of a club, League or Association on a temporary or permanent basis

These penalties are in addition to any penalty which may be imposed by the home League's judiciary.

Before playing a game it is the responsibility of each constituent club, to ensure that all players are financial registered members of their club. The registration must be completed on the leaguenet database.

SPORTS TRAINERS

On-field Policy

- ⇒ No on-field personnel are to be allowed inside the playing arena unless they have their League issued accreditation ID card fully displayed on their person.
- ⇒ Under NO circumstances is any on-field personnel allowed to comment on a match officials' decisions or performance whilst employed within the boundaries of the field of play
- ⇒ No person other than an accredited NRL Sports Trainer, or those with appropriate and acceptable qualifications, shall administer first aid or offer advice to an injured/ill player. Personnel with other qualifications must be ratified by the National Sports Trainer Coordinator and equate with ARL Sports Trainer Certification. This process will be completed with a League issued ID card.
- ⇒ Each teams may engage and use a maximum of three (3) on-field personnel during a game. No more than two on field personnel from any one team can enter the field of play, unless invited by the Referee to do so.
- ⇒ In **ALL** cases when Sports Trainer /LeagueSafe to enter the field of play to attend to an injured/ill player, administer water, or deliver messages, they **MUST** immediately leave the field once their assigned task has been completed and return to the players' bench as quickly as possible (ie running).
- ⇒ Great care must be exhibited when assessing an injured /ill player and removing an injured/ill player from the field. Liaison with the referee **MUST** be in a respectful manner.

SPORTS TRAINERS

On-field Policy (cont)

On-field personnel must be identified with the following coloured shirts:

- ⇒ **Head Trainer - Level 2 Sports Trainer - Orange Shirt**
Must hold a minimum of an NRL Sports Trainer Level 2

The head trainer will be the most senior person within the Sports Trainer team and will make the final decision on a player's welfare. Coaches/administrators/players **MUST** comply with the decision of the head trainer at all times. If a doctor is present, he/she shall make the final decision on a player's welfare.

Ground Access

- * Is allowed unlimited access to the playing field to attend injured/ill players. They may also provide fluids to other players when his team is in possession of the ball.
- * Must **NOT** Carry messages.
- * Is allowed to be involved in the on-field interchange process.

- ⇒ **Sports Trainer - Level 1 - Blue Shirt**
Must hold a minimum of an ARL Sports Trainer Level 1

Duties

To assist by observing and monitoring players who have been removed from the field of play through injury/illness

To assist an injured/ill player on and off the field of player at training and/or game

To assist an injured/ill player on the field in the absence of a head trainer or when more than one Sports Trainer is needed.

To administer water in extreme climate conditions

Ground Access

- * Depends upon numbers/accredited personnel available within the Club structure
- * Must **NOT** carry messages
- * Is allowed to be involved in the on-field interchange process.
- * Is **NOT** to enter the line of sight of a player which he is attempting a kick for goal.

SPORTS TRAINERS

On-field Policy (cont)

⇒ **LeagueSafe - Yellow Shirt**

Must hold a minimum of Leaguesafe Accreditation.

⇒ The word SPORTS TRAINER LEAGUESAFE is to be printed on the back of the shirt

Duties

To convey messages but **NOT** while play is in progress

To administer water

To assist in the interchange process

Ground Access

- * When his/her team is in possession
- * When a try has been scored
- * During a time-out called by the referee for an injury
- * During technical stoppages in play **EXCEPT** scrums. On-field personnel are **NOT** allowed on the field after the referee has ordered a scrum until the ball has emerged and their team is in possession
- * Must enter and leave the field of play from an onside position
- * Is allowed to be involved in the on-field interchange process.
- * Is **NOT** to enter the line of sight of a player which he is attempting a kick for goal.

Medical advice card

Each player shall complete the NRL Medical Advice Card before his / her first training or playing commitment. This is the responsibility of the designated Accredited NRL Sports Trainer to ensure all cards are completed and kept up to date. As part of the club's duty of care, this process should be fully supported by Club officials. All privacy laws must be adhered to.

SPORTS TRAINERS

On-field Policy (cont)

IMPORTANT NOTES

NO on-field personnel will be allowed on the field of play at training and/or a game, nor manage an injured/ill player, nor provide advice, unless trained at one of the above levels.

In the event of a clash of coloured shirts with team jerseys on-field personnel may wear another colour provided it does not equate to a level above what the person is accredited for. Liaison with the match referee will determine this issue if there is a colour clash.

Media Policy

The positive promotion of Rugby League in the Illawarra is the responsibility of all club officials, coaches, administrators, supporters and anyone else associated with the game. This is most important when dealing with the media in its various forms including social media.

Under the Codes of Conducts and By-Law 15.2 the League has the power to sanction anyone who brings the game of Rugby League into disrepute through their involvement with any form of media. **THIS INCLUDES ALL FORMS OF SOCIAL MEDIA.**

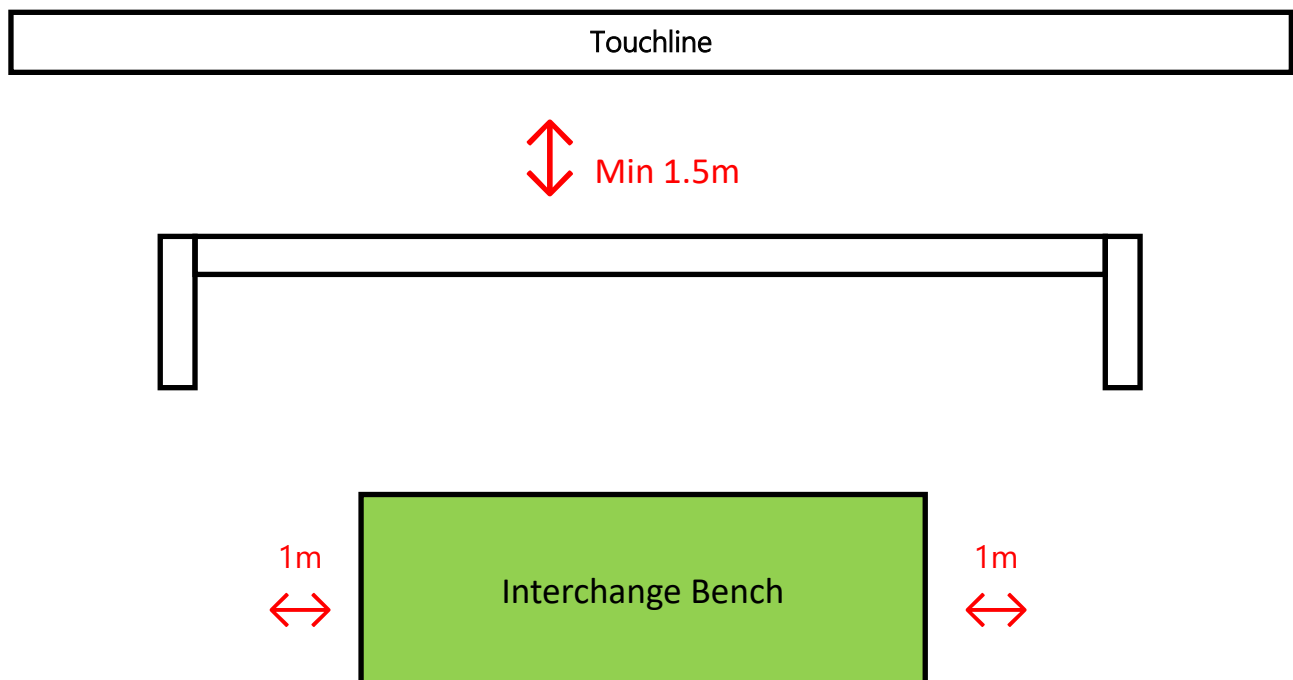
THE TECHNICAL AREA

The technical area is designed for officials and the bench players to remain inside the marked out areas.

Under NO circumstances are there to be anyone other than officials and players in or around the technical area. Officials include accredited coaches, sports trainers, leaguesafe, team managers, ground managers & team liaison officers.

INJURED PLAYERS, SUSPENDED PLAYERS OR FAMILY MEMBERS ARE NOT PERMITTED IN THE TECHNICAL AREA, THEY ARE TO BE BEHIND THE FENCE AT ALL TIMES.

- ⇒ The area is to extend 1m either side of the bench area
- ⇒ Signified by unbroken lines are to define the technical area
- ⇒ May extend forward parallel from the interchange bench up to a distance of 1.5m from the touch line.



TEAM SHEETS

All clubs are reminded that teams sheets serve a higher purpose than just that of a record of the match results.

Team sheets are viewed as a legal document that indicate when a player has played especially for insurance purposes. To falsify or tamper with the team sheet in any way by falsifying the information contained on them **IS FRAUD**. The League takes a very dim view of such actions and heavy penalties will be incurred.

The Ground Manager shall furnish and return within forty eight hours or the second working day to the League office showing the results of the match, the names of the participating players and bearing the signature of the referee. Such sheet shall indicate scorers of tries and goals for each team, half and full time scores. All players must sign the player's sheet prior to taking part in the game.

The club or clubs responsible who fails to furnish returns (above) to the League may be fined a maximum of fifty (\$50) dollars.

MATCH RESULTS

The host club is responsible for entering relevant game results into LeagueNet by 6pm on gameday. This is to be implemented across junior and senior competitions in 2019.

Match sheets must be completed and forwarded to:

Stacey Drury
Administration Assistant
E: sdrury@steelers.com.au

Match sheets must be received at IDRL by Monday 12noon.

Any host club not submitting results and scorers of games to the League Results Officer by the time nominated above, may be fined fifty dollars (\$50) for each missing result.

REPLACEMENT RULES

First Grade

To become eligible to be used as a replacement player in First Grade, two players must have played at least 20 minutes in a lower grade fixture in the same round.

Two Fresh replacements may be used in First grade where a lower grade fixture is played on the same day. Where no lower grade fixture is played on the same day then four fresh replacements may be used.

The number of replacements to participate in First Grade shall be no more than four (4) on no more than eight (8) occasions. This is known as the 8/4 replacement rule.

Replacement Procedure

1. An interchange is the replacement of one (1) player in a team for another during the match.
2. Each team may use up to a maximum of eight (8) interchanges in ordinary time during a match
3. In matches that extend into extra time, an additional two (2) interchanges will be permitted for each team making a total of ten (10) interchanges in these matches. Any unused interchanges of the eight (8) permissible during ordinary time may also be utilised during extra time.
4. A replaced player must have left the playing field prior to the interchange player taking their place on the field.
5. If a team elects to interchange a bleeding player who leaves the field, this interchange will be included for the purposes of calculating the number of interchanges pursuant to Rule 2.
6. Fouled Player
 - a If a player is fouled by an opponent who is in consequence dismissed from the field or penalised for reckless or intentional foul play, and the fouled player is caused to leave the field as a direct result of an injury sustained in that incident, this interchange will not be included for the purposes of calculating the number of interchanges pursuant to Rule 2 provided that is made without delay and, in any case, by the time the referee has acted on the incident. The referee will signal that the severity of the offence warrants a potential "free" interchange by raising their crossed forearms about their head.
 - b Also, the subsequent interchange of the team of the fouled player will not be included for the purposes of calculating the number of interchanges pursuant to Rule 2
7. An interchange official will be appointed by the League to manage the interchange process for each team, however he will not be responsible for ensuring clubs comply with these provisions.
8. In proceedings with respect to any breach by clubs of these provisions, it will not be a defence to that breach to assert or maintain that the Interchange Official gave a particular direction or that he erred in some way.

9. Should an interchange official become aware of a breach of these provisions, he should inform nearest touch judge and the ground manager at the first opportunity, and submit a written report to the District Administrator by 4.00pm on the first business day following the match.
10. Each club is responsible for ensuring compliance with these interchange provisions at all time.

Interchange Process

11. Except for scrums (which are dealt with in (b) below), interchanges may occur during general play (ie whilst the ball is in motion), after any scoring has been completed or if play has been temporarily suspended by the referee (eg injury or caution).
12. In case of scrums
Interchanges will only be permitted at scrums resulting from a touch line stoppage (ie a kick finds touch, or a player is tackled into touch), provided that the interchange player is already with the interchange official waiting to go on when the ball or player crosses the touch line. Trainers will still be responsible for getting the player being replaced off the field before the interchange player can go on. The referee will not call a time-out or delay the recommencement to allow the interchange to take place.

Otherwise, interchanges must not be made after the referee has ordered a scrum until after the scrum has been completed (the referee may use his discretion to allow a seriously injured or bleeding player to be interchanged). The player leaving the field may do so at any time but a player cannot enter the field until the ball emerges from the scrum.

13. At the start of the competition each club will be provided with a set of official interchange cards numbers 1-8 (plus free interchange cards, one red for fouled player and one green for subsequent free interchange) incorporating the club logo. Clubs are to hand the green card to the interchange official prior to the commencement of the match.
14. It will be the responsibility of each club to have these cards available for all first grade matches.
15. Immediately before the commencement of the manager from each team should remove the interchange cards from the folder and retain the cards on the bench for use during the match. The empty folder must be handed to the interchange official so the cards can be replaced in the folder as each interchange is effected and returned to the club at the completion of the match.
16. As each interchange is to be made, the interchange player must report to the interchange official with an interchange card in sequential ascending numerical order (ie 1st interchange will hand over No 1; 2nd interchange will hand over No 2 etc. The last interchange player will hand over No 8) for presentation to the interchange official.
17. If a 'free' interchange is permitted under Rule 2 the interchange player must present the red free interchange card to the interchange official. The interchange official will then provide a green free interchange card to the fouled player's bench for use by the next interchanged player. In all cases it is the interchange player who must personally present the card to the interchange official (ie trainers are not permitted to carry or present the card on behalf of the player).
18. The interchange player must retain possession of the card until the interchange official approves his entry onto the playing field by taking the card from him after the replaced player has left the playing field.

19. The acceptance by the interchange official of the card provides the only valid authorisation for the player to take the field
20. Unless and until the interchange official accepts the card, the interchange player will not have approval to enter the playing field and must not attempt to do so. Interchange players must not under any circumstances pressure the interchange official to take the card, irrespective of whether the replaced player has already left the playing field.
21. An interchange for the purposes of these rules will be taken to have occurred (and counted for the purposes of calculating the team's total interchanges) once the card is accepted by the interchange official, even if the interchange player's team then decides not to proceed with the interchange with the consequence that the interchange player does not take the playing field.
22. If a player reports to the interchange official without a card, he will be sent back to the bench to obtain a card before the interchange will be allowed to proceed.
23. The interchange official will retain all cards until the end of the match to indicate the number of interchange used by each team. Cards will then be returned to each club.
24. Only official interchange cards issued by the League may be used for the purposes of interchange. If a team loses or damages their cards, the District Administrator (or their nominee) must be contacted and requested to issue replacements cards. A fee may be incurred on these occasions.
25. An interchange player must enter the field in an on-side position after reporting to the interchange official and after receiving the approval of the interchange official to enter the playing field and after the replaced has left the playing field.
26. A maximum of two (2) interchange players can report to the interchange official at any one time. Other players must remain on the bench until the two interchanges being managed by the interchange official have been affected.
27. In matches that go into extra time, the interchange official must hand back the interchange cards numbered 1 and 2 to each team so that these cards can be used for the additional interchanges permitted during extra time. Any unused cards from regular time must be used first before the cards numbered 1 and 2 are used

REPLACEMENT RULES

First Grade

4 Interchange player permitted in First Grade

Up to 2 of those players can be fresh players, 2 players must have played in a lower grade fixture that day for min 20mins.

Reserve Grade

Fresh replacements are permitted in Reserve Grade

The number of replacements to participate in Reserve Grade shall be no more than six (6). Additional numbers may participate in all competition matches with the mutual consent of coaches.

Under 18/19s

Fresh replacements are permitted in Under 18s.

The number of replacements to participate in Under 18s shall be no more than seven (7). Additional numbers may participate in all competition matches with the mutual consent of coaches.

2nd Division

Fresh replacements are permitted in 2nd Division Cup

The number of replacements to participate 2nd Division Cup shall be no more than seven (7). Additional numbers may participate in all matches with the mutual consent of coaches.

Women Open Aged Competition

As from 2013, the number of players on the field of play shall be 13 and rules are in accordance with the Under 16 international laws of the game.

The number of replacements to participate in Women's competitions shall be no more than seven (7). Additional numbers may participate in all matches with the mutual consent to coaches. No shoulder charges are permitted. Fresh replacements are permitted in the Women and Girls open aged competition.

The number of replacements to participate in the Women & Girls competition is unlimited with unlimited interchange.

Women Under 18s—League 11s Competition

The number of replacements to participate in Women's competitions shall be no more than seven (7). Additional numbers may participate in all matches with the mutual consent to coaches. No shoulder charges are permitted. Fresh replacements are permitted in the Women and Girls open aged competition.

The number of replacements to participate in the Women Under 18s competition is unlimited with unlimited interchange.

DURATION OF GAMES

The host club will appoint a Ground Manager who will be responsible for the progression of games at their ground. They will be responsible to see that team sheets are filled in correctly and that results are forwarded to the Registrar and/ or their nominee.

Each club will appoint a timekeeper who will satisfy themselves that the game is played in two equal divisions.

The Board of Management reserves the right at all times to appoint an official timekeeper, but the Club concerned shall have the right to appoint check timekeepers.

All matches are to proceed at the times scheduled in the draw.

A team is allowed a maximum of fifteen (15) minutes, without prior notification, before a forfeit can be claimed. The fifteen (15) minutes to start from the scheduled starting time. It is the responsibility of both the referees and clubs to ensure matches proceed on time, if unforeseen circumstances delay kick off times, common courtesy should be extended to all parties to ensure good relations

In the event of a match starting later than the appointed time and a following match has to start at an appointed time the late starting match shall be played in two equal halves of the remaining time.

The duration of playing time shall be:

First grade - forty (40) minutes each way with a maximum of ten (10) minutes at half time and time off as indicated by the referee. Matches should be played in two equal halves.

Reserve, 2nd Division Cup and Colts Under 18/19 grades - thirty five (35) minutes each way with ten (10) minutes at half time and time off as indicated by the referee in the last 10 minutes of the game only. Matches should be played in two equal halves.

Womens - Thirty (30) minutes each way with ten (10) minutes at half time and time off as indicated by the referee, in the last Ten (10) minutes of the game only. Matches should be played in two equal halves.

In the event of serious injury or stoppage in play (eg ambulance), the referee may direct time off to be taken.

Extra Time Rule - Finals

If scores are equal at the conclusion of normal time in any Final Series match, then in such matches, including the Grand Final, the following provisions will apply.

- A) A period of ten (10) minutes extra time (5 minutes each half) will follow
- B) The commencement of the period of extra time shall be determined by the toss of a coin as described under the Laws of the Game
- C) After the first half of five (5 minutes), the referee shall cease play and teams shall immediately change ends. The team that did not kick off to commence initial half of extra time will kick off to commence the second half
- D) If the scores are still level at the end of the ten (10) minute extra time period a further period of “golden point” extra time shall be played whereby play will continue on an unlimited basis until the first point has been scored to determine the winner of the match.
- E) If a try is scored in this further period of extra time the conversion kick will not be permitted.
- F) The commencement of this period of “golden point” extra time shall be determined by the toss of a coin as described under the Laws of the Game.

PLAYERS SIN BINNED

- ⇒ All host clubs are to have a designated area away from both team benches for the use of sin-binned players
- ⇒ It is recommended that a separate timing device be used for sin binned players
- ⇒ A player sent to the sin bin shall immediately proceed to the designated area where they will stay for the length of the sentence
- ⇒ The time for which the player has been sent to the sin bin shall only commence once the player has left **the field of play** and the referee signals the re-start of play. The referee shall be guided by the timekeeper, if one is employed, otherwise he himself will determine the end of suspension
- ⇒ The official match timer shall keep the time in relation to the offence and shall inform the player when the time has elapsed
- ⇒ A player can only re-enter the playing field after reporting to the tough judge or referee who shall clear the player to re-enter the field
- ⇒ The player in temporary suspension may not be replaced while the suspension is in progress

PLAYERS SENT OFF

- ⇒ Players sent from the field of play by the referee must leave immediately
- ⇒ The player must leave inside the roped/fenced area and remove their playing jersey.
- ⇒ They are **NOT** permitted to rejoin their team's playing bench
- ⇒ The player's team/club management, in the first instance, is to ensure that the player complies with these protocols.
- ⇒ The Ground Manager has the authority to ensure these protocols are adhered to

JUDICIARY CHECK LIST

Match Day

- ⇒ Confirm with the match official that the player has been sent-off and not sin-binned
- ⇒ Remove the player from the playing area
- ⇒ Make a note of the send-off in the team sheet and ground report to be sent to the League
- ⇒ Collect from the match official the appropriate dismissal report - club official must sign and take a copy

Before Monday 4.00pm following send off (within 24 hours after midweek games)

- ⇒ Discuss with player sent-off their reaction to the send-off in order to gauge the player's thoughts over the incident
- ⇒ Secure video of the match and prepare an unaltered copy of the incident (starting approx 60 secs prior to the incident and finishing after player has left the playing area)
- ⇒ Have email account available to receive player charge sheet and other information for the Match Review Committee
- ⇒ Ensure player receives this information

Before Tuesday 5.00pm following send-off

- ⇒ Discuss charge sheet with player
- ⇒ Seek clarification over any matter contained within the charge sheet
- ⇒ Transmit player's response to League (must be done prior to time indicated on charge sheet)

If a Judiciary Hearing is Required

- ⇒ Prepare case for player to be delivered on Wednesday night (unless advised by League of a variation)
- ⇒ Inform the League if it is not possible to submit a case to the League by the usual day (Wednesday). Substantial information will be required.

PLAYER QUALIFICATIONS

1. Before playing a game it is the responsibility of each constituent club, to ensure that all players are financial registered members of their club. All players must be registered fully in the leaguenet NRL database BEFORE a player can play.
2. If a player has not played four (4) games in four separate rounds, in any grade in the competition proper (ie: excluding pre-season and finals fixtures), he will ineligible to play in any grade in the final series.
3. A player is deemed to have played in a match if they have signed the official team sheet and has participated in any part of the match.
4. If a player has participated in a lower grade on that day and then participated in a higher grade, the lower grade reference shall be taken into consideration for qualification of the final series.
5. There will be free movement of players between Illawarra Open aged competition and the 2nd Division competition within the affiliated club during the competition proper subject to any qualification set down by the competition committee. This will also apply to 2nd Division clubs affiliated with Illawarra League grade clubs and subject to player criteria of the 2nd Division competition.
6. Any club playing an unqualified player eg: suspended, shall lose the match/es in which such player took part and may incur a penalty as set down by the Board of Management as per By-laws 2.5. The competition points will not be reallocated to the non-offending team.
7. Any registered and/or contracted player of the St George Illawarra RLFC or ISP playing with an affiliated club in the Division must have played at least fifty per cent (50%) of the second half of the competition rounds with that club (does not include byes) to be eligible to play with that club in the play off, semi-finals, finals and/or grand final. In addition to requirements under item 2.
8. Once the four (4) teams in each grade to take part in the finals series of matches have been determined: the order of play shall be as follows:

Minor Semi	Team 3 vs Team 4
Major Semi	Team 1 vs Team 2
Final	Winner Minor Semi vs Loser Major Semi
Grand Final	Winner Major Semi vs Winner Final

CODE OF PAYMENTS POLICY

The Illawarra Division Rugby League (IDRL) Board of Management (BOM) have developed the 'Code of Payments' in order to ensure participating clubs in senior competitions in aged (eg u18/u19) and open age competitions, understand the circumstances under which players may receive financial payments and/or incentives.

The following conditions outline the circumstances under which payments are allowed and also those where no financial incentives or payments are permitted.

- * No club shall pay any financial inducement in the form of match payments, sign on fees, or reimbursement of expenses in aged competitions eg u18/u19
- * No club competing in the IDRL 2nd Division competition or Women's open age or aged competitions shall offer match payments or sign on fees to players. A payment to coach or captain/coach is permitted.
- * In regards to the 2nd Division competition, payment of a reasonable travel allowance or minimum out of pocket expenses is permitted to ensure playing in these competitions does not disadvantage players.
- * All clubs who nominate to participate in competitions conducted by the IDRL undertake to abide by the by-laws of the competitions and relevant policies in acting in the best interests of the League. This also pertains to any policy that the Board of Management may adopt relevant to the on-going viability of clubs and the competition (eg player points system)
- * The awarding of scholarships by junior clubs and senior clubs is permitted under the following circumstances;
- * Such scholarships are the subject of a written agreement between the club and the parent/guardian where a player is under 18 years of age, or the player where he/she is over 18 years of age when the scholarship is awarded
- * Clubs must retain a copy of such written agreements for a minimum of three (3) years
All Scholarships must be authorised by the IDRL, by providing a copy of the Scholarship agreement to the League office
- * The awarding of payments under a "junior incentive scheme" is permissible where the player qualifies as a club junior under the guidelines of the Player Points System defined in item 2.
- * All allowable payments under this policy should be the subject of a written agreement.
- * Any club who is found to be in breach of the requirements of the 'Code of Payments' will be issued with a breach notice. Where a breach is confirmed, a club may be subject to disciplinary action which may include a fine and/or loss of competition points

The BOM reserves the right to act where it believes an investigation is warranted in regards to possible breaches of this policy, including requesting copies of all relevant documents. Clubs should retain all required records for a minimum of three (3) years. Where any documents are requested by the BOM and a club does not produce the requested documents, the BOM will consider disciplinary action against the club for failure to address the requirements outlined in this policy.

FIRST GRADE PLAYER POINTS GUIDELINES

Amended 13/7/2018

- 1** A maximum of ninety points (90) per team per match in First Grade will be allocated in the 2019 season. This will revert to eighty five (85) points per team for the 2020 season and eighty points (80) for the 2021 season. Only players for used in any scheduled match are counted, inclusive of the four (4) nominated interchange players, in the total team points.
- 2** For the purpose of these criteria a player will be deemed to be a junior of the club for whom they have played the majority of their junior Rugby League seasons between Under 10 years to Under 17 years inclusive. A minimum of three (3) years must be played at any Illawarra affiliate junior club to be considered a junior of that club . If there is equality then the higher age group will determine junior club status.
- 3** The Illawarra Division Rugby League's Board of Management will have the final decision over the status of local juniors and the club from which they are deemed to be a local junior.
- 4** Players are indexed at the highest level at which they have played. There is a minimum requirement for all players to have played five (5) competition games to qualify at that level with the exception of representative level. **A player will be recognised as a first grade player in the Illawarra Division Rugby League competition if he has played in four (4) first grade games in**
- 5** A discount of two (2) points per year a player has been out of each of categories A, B and B+, to a maximum of ten (10) points but not below a total of four (4) points will apply, except where a player remains at an IDRL club for five (5) consecutive seasons in which case the player will revert to a points allocation of two (2) points. **Where such discounts result in a PPS allocation which is less than any calculation of PPS allocation taking into account recent playing history, then the higher PPS allocation shall apply.** This policy also applies to Club Captain / Coaches. Any discounts earned whilst registered at an IDRL club will be reduced by 50% should the player transfer to another IDRL club.
- 6** A discount of one (1) point per year a player has been out of each of categories C, D and E, but not below a total of four (4) player points will apply, except where a player remains at an IDRL club for five (5) consecutive seasons in which case the player will revert to a points allocation of two (2) points. **Where such discounts result in a PPS allocation which is less than any calculation of PPS allocation taking into account recent playing history, then the higher PPS allocation shall apply.** Any discounts earned whilst registered at an IDRL club will be reduced by 50% should the player transfer to another IDRL club.
- 7** **Players will not be entitled to earn any discounts until he becomes ineligible for aged (under 18) competitions, or until after he participates in four (4) first grade games in any season.**

FIRST GRADE PLAYER POINTS GUIDELINES

- 8** A player who is a **local junior of an Illawarra junior affiliate club as defined in item 18, or a player who is defined as a first grade player at an IDRL club (having played four (4) first grade games in the previous season), who transfers to another Illawarra club will carry a points allocation of Cat A 16 points.** Any club who did not qualify for finals in the previous season may nominate two (2) such players to receive 50% discount on this points allocation ie the player **will carry an 8 points** allocation. Only the two players nominated will qualify for such a discount, which is not transferable to another player. The two (2) nominated players are subject to approval of the league before commencement of the season proper. Such a nominated player will not qualify for further annual discounts until he has remained at the club for three seasons, then a discount of two (2) points per year will apply to a minimum of four (4) points. Should the same player transfer to another IDRL club he will revert to a points **allocation of sixteen (16) points**, unless he is nominated by an eligible club as one of their two discounted players, and is approved by the league.
- 9** A 1st grade Captain/Coach can only incur a maximum ten (10) points regardless of their prior achievements. This is limited to one application per club yearly.
- 10** Players that return to their junior club from a higher grade will only be indexed at club junior points regardless of their playing history.
- 11** All players must be indexed before they play in any competition where these player points are required.
- 12** Points are not cumulative - ie: only one category per player per season
- 13** It is the responsibility of the club AND the player to ensure that the Assessment Sheet is properly completed and signed. Penalties shall apply for the **"Failure to Comply"** with this requirement.
- 12** Each player is to sign their own Assessment Sheet upon registering with the club.
- 14** A player who has completed a total of five (5) years continuous service in the Illawarra League open aged competition with the one (1) club will remain on category G (2 points) whilst remaining at that club. Should the player sign with another IDRL club then the player points allocation will be re-assessed in line with playing history.

FIRST GRADE PLAYER POINTS GUIDELINES

- 15** Current St George Illawarra Dragons (NRL) players will attract category "C" points
- 16** Current NSW Cup contracted players (Illawarra RLFC) and current St George Illawarra Dragons Jersey Flegg (u'20) players will attract category "D" points.
- 17** A player hardship application may be submitted to the "Point System Committee" elected by the Illawarra Division League Competition Committee, to view these applications based on extreme circumstances. The Committee's decision will be final.
- 18** Players will be recognised as a "club junior remaining at that club" (category H) when they have played previously with any affiliate junior club (as per guideline 2) linked to the senior club as defined below;

Junior Affiliate Club	Senior Club
Corrimal JRLFC	Corrimal RLFC
Woonona-Bulli JRLFC	Corrimal RLFC
Berkeley JRLFC	Berkeley RLFC
Huntley JRLFC	Berkeley RLFC
Wollongong Titans JRLFC	Berkeley RLFC
Windang JRLFC	Berkeley RLFC
Port Kembla JRLFC	Berkeley RLFC
Helensburgh JRLFC	Helensburgh RLFC
Northern Suburbs JRLFC	Helensburgh RLFC
Yarrawarrah JRLFC	Helensburgh RLFC
Dapto JRLFC	Dapto RLFC
Huntley JRLFC	Dapto RLFC
Thirroul JRLFC	Thirroul RLFC
Northern Suburbs JRLFC	Thirroul RLFC
Collegians JRLFC	Collegians RLFC
West's JRLFC	West's RLFC

FIRST GRADE PLAYER PONITS

Category	Competition	Criteria	Points Allocated
A	National Rugby League English Super League Australian Rugby League Representative State of Origin A local junior from another IDRL club A 1st grade player from another IDRL club New Zealand Representative Great Britain Representative England Representative	Four 1st grade games in previous season	16
B	Papua New Guinea Representative Appeared in RL World Cup NSW Cup Representative QLD Cup Representative Australian Affiliated States Representative New Zealand Residents NSW Country Representatives		12
B+	1st grade Captain / Coach Rugby Union (Super Rugby level or equivalent) NSW Cup/Qld Cup/NRL Feeder Club		10
C	British Championship League - Tier 1 & Tier 2 Division Representative Group Representative Any former Illawarra or Group 7 contracted SGID player returning to any Illawarra based club in the following year Current St George Illawarra Dragons (NRL) NSW Junior Representative U/18's QLD Junior Representative U/18's		8
D	Ron Massey Cup / Sydney Shield Representative of any Affiliated State Representative of any Developing Nation 1st Grade other NSW Country Group 1st Grade other NSW Country Division Australian Representative Universities Australian Representative Armed Forces Current St George Illawarra ISP Contracted players Current St George Illawarra Dragons Jersey Flegg(u20) Under/20's/Jersey Flegg/QRL Equivalent Any other International player		6

FIRST GRADE PLAYER POINTS

E	SG Ball U/18's		5
	CRL U/18's		
	NSW Junior Representative U/16's		
	QLD Junior Representative U/16's		
	British Youth League (BARLA)		
	New Zealand Youth League		
	State Universities		
	State Armed Forces		
F	Sydney Metropolitan League (A Grade)		4
	2nd Grade other (Aus) Country Groups		
	2nd Grade other (Aus) Country Divisions		
	Junior from a club outside of Illawarra		
	Illawarra Shield (2nd Division)		
	Domestic competition in a developing nation		
	Harold Matthews Representative U/16's		
G	Completed five (5) years continuous service at		2
H	Illawarra Affiliate Club Junior remaining at that		0

SECOND DIVISION ELIGIBILITY CRITERIA

1. Payment to players is not permitted. This also includes 'sign on fees'. A travel allowance or minimum out of pocket expenses is permitted to ensure playing in this competition does not disadvantage players.
2. No players are eligible to play in the ICRL Shield competition within 3 seasons of such representation as specified below:
 - ⇒ NRL
 - ⇒ NYC (u20s)
 - ⇒ State Cup competitions (NSW and QLD)
 - ⇒ Ron Massey Cup (NSW) and FOGS Cup (Qld)
 - ⇒ CRL Tier 1 or Tier 2 Group and/or Divisional representative
 - ⇒ Or competitions considered to be of comparable standing (eg NRL = ESL)
3. All clubs competing in the Illawarra 1st Grade competition who enter a team into the 2nd Division competition (Illawarra Shield) must submit to the League the names of their top 17 first grade players prior to the commencement of the Illawarra Shield Competition. These players are not, under any circumstances, to be played in any grade lower than reserve grade, and are in effect “quarantined” from the Illawarra Shield competition. Additionally, the club must then nominate an additional ten (10) top players who will be permitted to play no more than four (4) games in the Illawarra Shield.
4. Where a club competes in the Illawarra League senior grades, and the highest grade they contest is 2nd grade, and this club also nominates to field a team in the Illawarra Shield competition, the club shall be required to nominate its top ten (10) players who will be “quarantined” from competing in the Illawarra Shield competition.

HEAD INJURY GUIDELINES

HEAD INJURIES POLICY STATEMENT

The most important element in the management of concussion **MUST ALWAYS** be the welfare of the player, in both the short and the long term.

- ⇒ Any head injury that results in signs or symptoms of brain trauma (no matter how minor) must be treated as serious until proven otherwise.
- ⇒ Great care is needed in the initial management, especially if any degree of concussion or decreased level of consciousness is evident.
- ⇒ All unconscious players must be managed by the attending NRL Sports Trainer and an ambulance called immediately. A player does not need have to be knocked out to have concussion.
- ⇒ The possibility of spinal injury must be considered with ANY head injury.
- ⇒ The player must be referred immediately to a doctor for medical evaluation. The doctor should have a history—or know the players previous health status—regarding head injury.
- ⇒ **UNDER NO CIRCUMSTANCES SHALL THE PLAYER BE ALLOWED TO CONTINUE PLAYING OR RETURN TO PLAY DURING THE SAME GAME.** This will eliminate any potential “second hit syndrome”, until medically assessed.
- ⇒ A certificate must be obtained from a doctor before the player resumes training or playing. The certificate should nominate that the player is being cleared of a “head/concussion injury”.
- ⇒ The initial assessment and management must be carried out by the accredited NRL Sports Trainer in attendance at the game venue, following the protocols of the NRL Sports Trainers Scheme.
- ⇒ Any return to activity / playing must follow the gradual, symptom free process outlined in the NRL Head Injury Notification brochure.

Head Injury Notification

If a player sustains an injury to the head and does not show signs or symptoms of a concussion immediately, it is advisable to give the Head Injury Notification flyer along with the Head Injury Pro Forma form to the player, a relative(s) or any other person who will be with this player for at least the next 24 hours.

Further information on head injury and concussion can be obtained from www.nrl.com/About/ReferenceCentre/ManagementofConcussioninRugbyLeague.com

ELECTRICAL STORM POLICY

The Illawarra Rugby League and the Illawarra Division have adopted the following Policy regarding "Electrical Storm at Venues" throughout the District that includes a designated "**Weather Watcher**" with authority to stop or postpone and restart matches, a specific chain of command once lightning is identified, and designated safe area.

When an Electrical Storm threatens, the "**Weather Watcher**" is responsible for recognising the danger and activating the lightning protection plan. This policy shall include signalling the referee to stop the game. The "**Weather Watcher**" is recommended to be a senior official within the club, ie Secretary

Criteria for the suspension and resumption of play

" **The 30 / 30 rule is recommended**, where a Flash to Bang count is recorded."

This policy is based on the fact that lightning travels faster than sound, and given that sound travels at a speed of about one kilometre every three seconds, the time that elapses between the flash of lightning and clap of thunder can be divided by three to give a measure of how far away the storm is in Kilometres.

A "safe" distance is approximately 10 Kilometres.

This means that as the "Flash to Bang" count approaches 30 seconds, all people at risk should be seeking or already in a safe haven.

Part Two, is that once the threat has passed the 30 / 30 rule provides the criteria for the resumption of play, ie waiting 30 minutes allows the thunderstorm to be about 20 km away.

It is important to emphasise that "blue skies and lack of rain fall" are not adequate reason to resume play early

Dissemination of information/crown strategies

It is important that all players, officials and spectators are warned of the potential dangers of lightning and how to minimise their risk of lightning-related injuries. Two short bursts of the full time siren / bell shall activate this policy.

Reading lightning safety messages over the public address system and placing of safety notices on the Clubs message board are also recommended.

FREQUENT NUMBERS

Ambulance:

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LEAGUE CONTACTS

Chris Bannerman	0414 283239 cbannerman@steelers.com.au	Manager IDRL
Ian Neill	0458 283 347	Chairman
Dave Adams	0418 628 415	IDRL Cup Delegate
Peter Woods	0413 008 676	IDRL Cup Delegate
Paul Balfour	0412 819 397	IDRL Shield Delegate
Bob Long	0402 228 970	IDRL Referees' Delegate
Stacey Drury	0414 084 983 sdrury@steelers.com.au	Administration

CLUB SECRETARIES

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Melissa Moon
0466 873 427

Dapto

David Jones
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Thirroul

Sharne Ferraro
0408 247 108

Berkeley

Richard Ford
0406 624 147

Helensburgh

Johan Cobb
0415 409 097

West's

Leann Andrews
0412 727 682

Collegians

Craig Worthington
0447 311 317

Mount Kembla

Rob Laraghy
0431 252 234

Windang

Bevan Hodgson
0407 593 690

Corrimal

Adam Giddings
0419 681 036

Norths

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0414 741 515