



# **Canberra Region Rugby League**

## **Operations Manual 2021**



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**Note: Due to the current COVID-19 situation there are some changes to the rules which can be found at the end of this document in the appendix.**



## **Welcome from CRRL Chairman**

To My Fellow Canberra Region Rugby League Supports,

We have all had queries about our game and wonder where we go to find the answers.

With the introduction of this manual we hope to alleviate most of your concerns and questions. There will be times that you will have to contact the staff of the CRRL to answer those concerns, but we now believe that will be reduced due to the introduction of this manual.

It will mean at the change of committee members, coaches and club officials you will have somewhere to go to find out how things run within the league. From registrations, insurance, competition details, send offs and disciplinary matters, these are some of the areas that are covered in this manual.

Our game is evolving and changing and as this occurs it will now be easy for the league to not only notify clubs of these changes but all persons involved in the game will be able to go on Facebook or our website at any time to see these changes.

I would like to thank the following staff from the Canberra Region Rugby League who have put this manual together, Deb Charman, Deb Ford, Sarah Williams, Rosie Harrison and Mark Vergano.

I would like to wish you all well in your involvement with this Great Game and thank you all for your service to the game.

Yours in Rugby League

Gary Green

Chairman

CRRL



## CRRL contacts

### CRRL CHAIRMAN

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**If a rule or policy cannot be found in the Local District rules, the NSWRL Policies and Procedures manual should be consulted and adhered to.**

## **Registrations**

All Players, Officials and Volunteers must be registered prior to the season commencing. Registration links can be found on [Play Rugby League](#) by searching for their Club. Participants must ensure they register with their correct name and date of birth, especially if registered previously. If you are a returning participant but no longer have access to your previous email address, please contact your Club Secretary who can organise for new details to be uploaded to your profile. Registrations close the 30<sup>th</sup> June for that calendar year.

**Note:** No enquiries or registrations will be acted upon by CRRL staff after 5pm on a Friday period.

## **Clearances/permits**

If a player is transferring to a different Club, they will require a clearance. Those players need to let their new Club Secretary/Registrar know so that a clearance can be submitted. Once the clearance is approved, the player will need to register with the new Club.

If a player wishes to play for another Club temporarily (under special circumstances only) or in a different form of the game (e.g. Tackle for one club and League Tag for another) they will require a permit. The process for a



permit is the same as a clearance but 'permit' is selected instead of 'clearance'. This will only allow the player to play for the current year until the end date submitted.

## **New player registrations**

All new participants are required to provide a form of ID that states their date of birth i.e. Birth Certificate, Passport or Driver's License for their registration to be completed. A copy can be uploaded to their profile when registering or by sending a copy directly to their Club Secretary. A copy can also be uploaded to their profile after registering by logging into their account. Registration is not complete until their identification is confirmed. New participants cannot play/train/perform their role until ID has been submitted.

During the registration process, all parties must complete and sign the registration form as it covers all terms and conditions. If you do not complete a registration form, you will not be registered. There are severe consequences for playing an unregistered player, including loss of competition points.

## **Playing up an age group**

Any player that wishes to play up an age group must complete a 'NSWRL playing in a higher age group' consent form. This must be filled out as appropriate and forwarded to the CRRL. This will need to be approved by the CRRL before the player can play/train. A copy of the form is available in the appendix of this manual.



## Accreditations for officials

Each team must have a qualified coach and sports trainer in attendance before a game can commence.

The following officials must have the appropriate valid accreditation to perform these roles.

## Coaches

Coaches are to complete an age-specific Community Coach eLearning course that provides them with a temporary accreditation allowing them to start working with their team. This eLearning is free of charge and is designed to allow coaches to start their accreditation in an accessible and affordable way. To complete the accreditation, coaches will then register and attend a face-to-face workshop that corresponds to the age-specific eLearning, for a small fee of \$20. These separate workshops are delivered to Coaches of 6-12 year old's and also coaches of 13-18 year old's. Coaches will only need to attend the relevant workshop/s specific to the age category they are coaching in once. (Note: Coaches coaching in the 19+ age groups will only be required to complete the eLearning, attendance at a workshop is optional). Coaches will need to attend a face-to-face workshop by no later than the 30th of June, then the coaches will be provided with a 4-year accreditation.

Both face-to-face and eLearning courses are available at [Play Rugby League](#)



## **Sports trainer**

All teams from U6 and above must have a sports trainer per team. The following is the minimum standards of accreditation:

U6-U15 – League First Aid, Level 1 or Level 2 Sports Trainer

U16-First Grade – Level 1 or Level 2 Sports Trainer

The following coloured shirts must always be worn and visible for each accreditation:

League First Aid – Green

Level 1 Sports Trainer – Blue

Level 2 Sports Trainer – Orange

If the sports trainer accreditation has expired, the trainer cannot perform the role until the accreditation has been renewed/reaccredited.

If a volunteer obtains a current First Aid and CPR update through work, they can apply for a Recognition of Prior Learning (RPL):

<https://www.playrugbyleague.com/trainer/trainer-courses/rpl/>. CPR needs to be updated and renewed every 12 months to be valid.



## Leaguesafe

The Leaguesafe trainer is only allowed to provide water to players and to assist with the interchange process. They must be identified by wearing a yellow shirt. All accreditations are subject to expiry dates (except for Leaguesafe).

In all official roles, it is the responsibility of the accredited person to ensure their accreditation is kept up to date. All officials can check the status of their accreditation via their [NRL account](#). Alternatively, Clubs can check the status through the My Sideline portal. The CRRL performs spot-checks on accreditation status regularly.

**Note:** A person can only perform one role per day in any one game, e.g. a person cannot perform the coach and sports trainer role in the same game.

## Code of conduct

All players, officials and spectators must abide by the appropriate code of conduct. A link to the Codes of Conduct can be found in the appendix of this manual.

## Child protection policy

Working with Vulnerable People (WWVP) – ACT

Working with Children Check (WWCC) – NSW

All clubs **must** keep a register of all registered volunteers that includes the following:



- Name
- WWVP/WWCC Number and state of issue
- Expiry date

A copy of this register must be lodged with the CRRL.

CRRL will deregister any participant who has not supplied these details to their Club and they will be excluded from performing their role until it is provided.

The NSWRL Child Protection Policy (Policy) applies to all participants (Members) registering to play, officiate, coach, administer or volunteer at NSWRL clubs, associations, districts and affiliates. All Members must comply with the Policy. Where reasonable, all parties connected to Rugby League in NSW and the ACT, including sponsors and spectators, must also comply with the Policy.

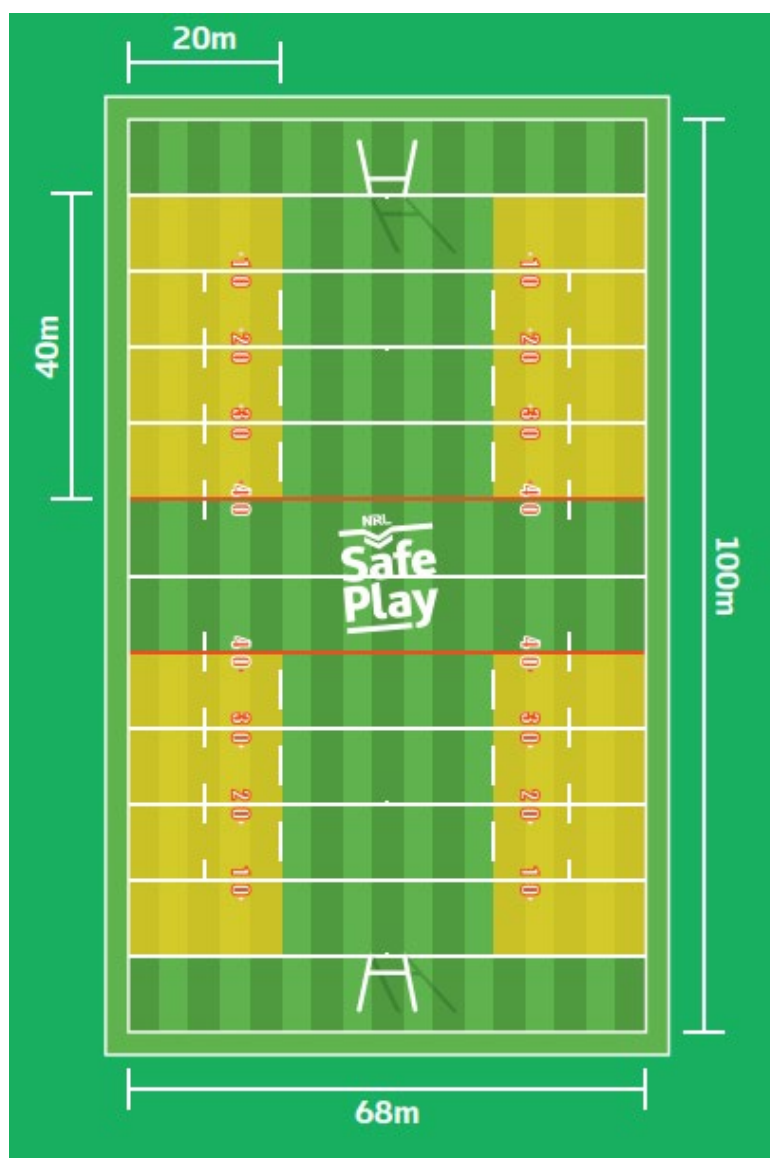
Since 31 March 2016, all Junior Rugby League clubs affiliated with NSWRL have had to comply with the relevant legislation when employing workers (paid or voluntary) ("Workers") if involved with a Junior Rugby League Team, Junior Rugby League Club, Junior Rugby League Association or Junior Rugby League State Body. A link to the relevant legislation is noted below.

- [NSW – Working with Children legislation](#)
- [ACT – Working with Vulnerable People legislation](#)



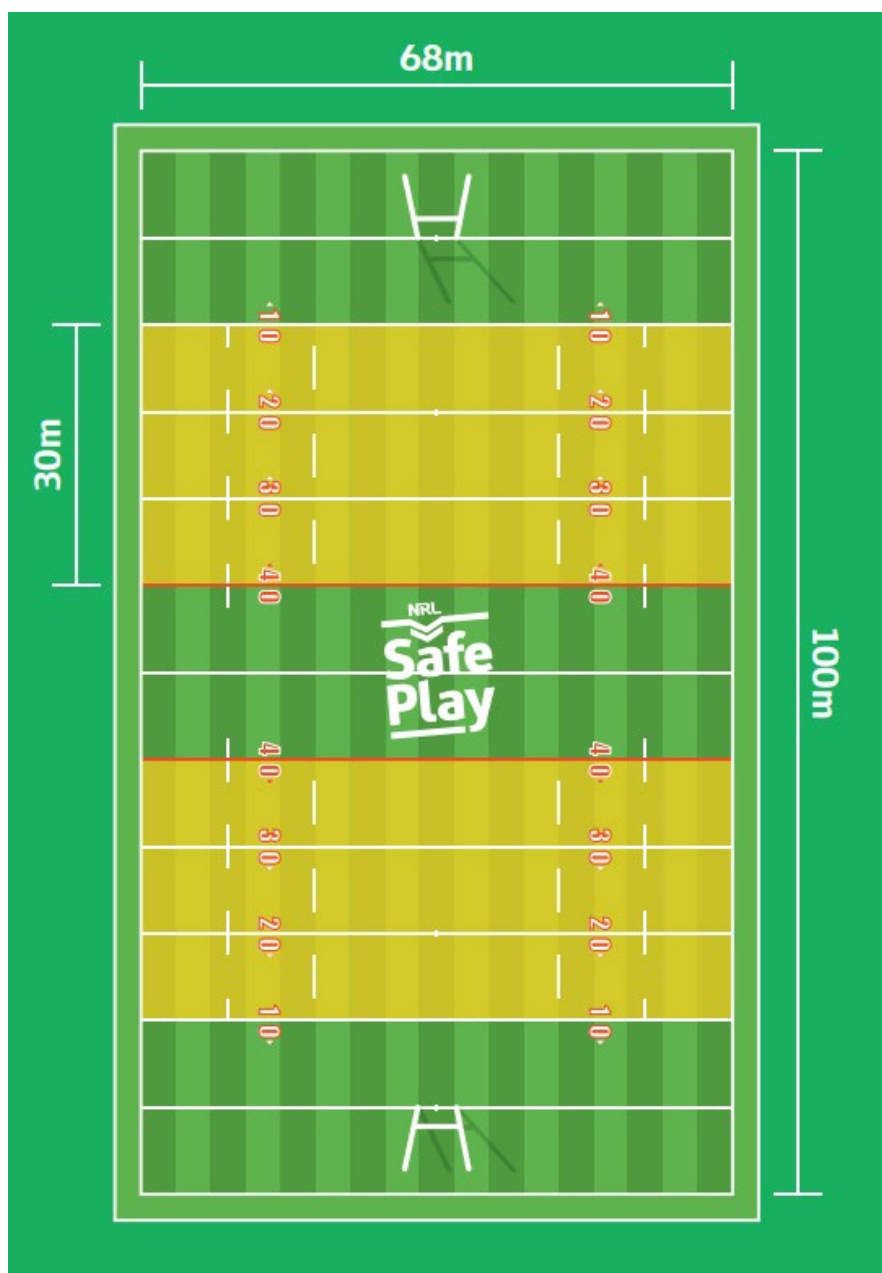
## Field sizes

Leaguestart field set up on International field (U6 - U7)



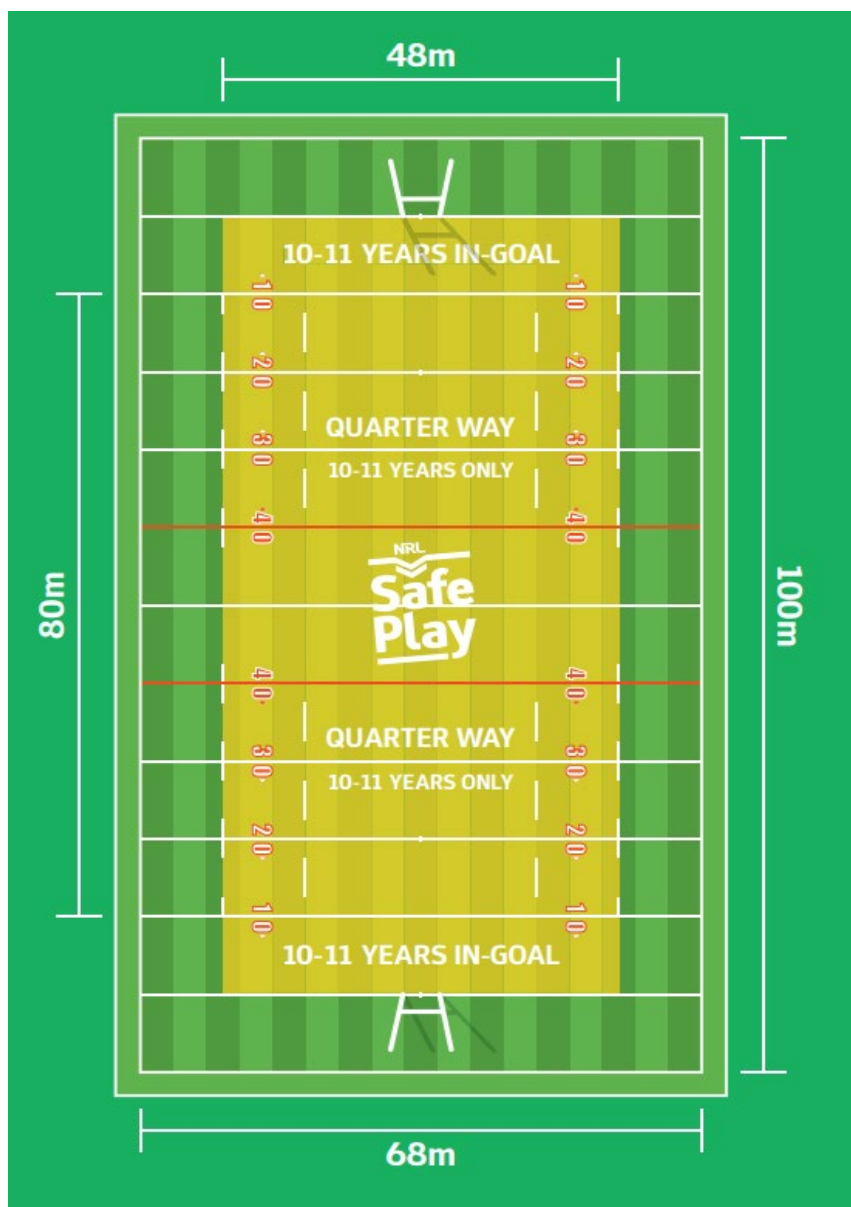


### Mini oval set-up on International field (U8 - U9)



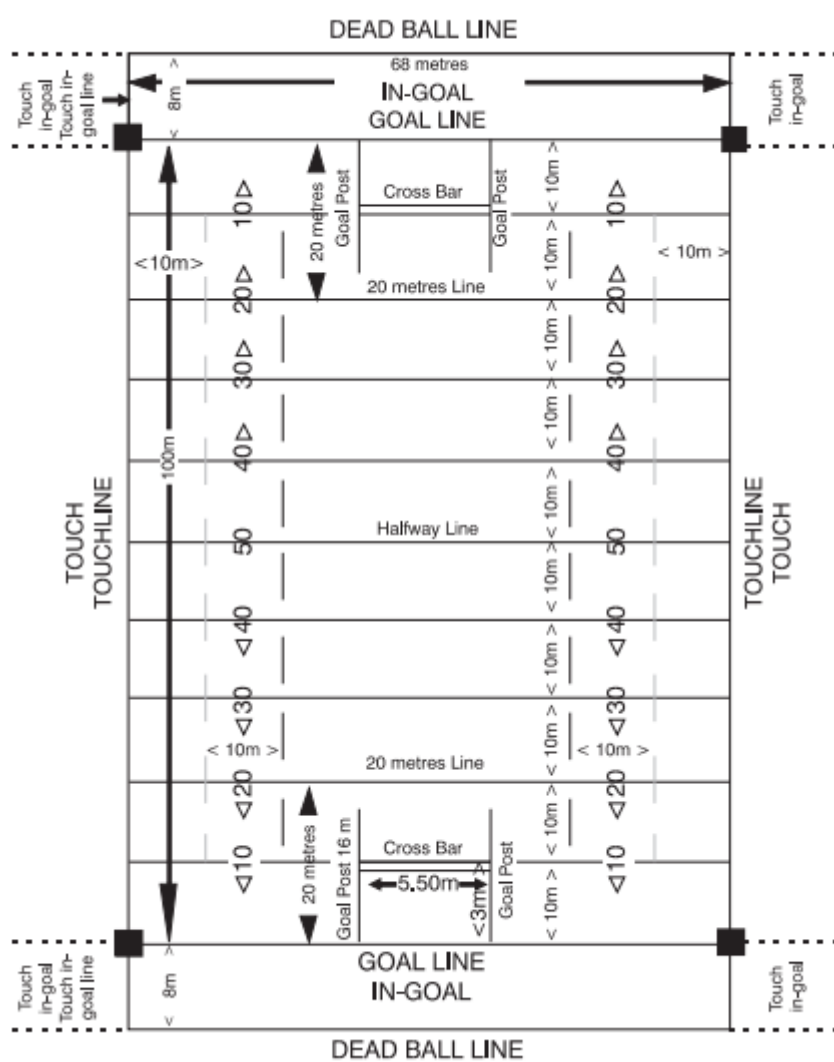


## Mod set-up on International field (U10 - U11)





## International field set-up (U12 - Open Age)





U6 & U7

40m x 20m

U8 & U9

68m x 30m

U10 & U11

80m x 48m

U12 to Open

100m x 68m

An official's area for each team must be provided along one sideline. Each team should be either side of the halfway line. All officials must stay in the designated area unless performing their on-field role or at halftime. In all games the playing field must be roped/fenced off to prevent spectator access.



## Minimum/maximum number of players on the field

	Minimum	Maximum
Under 6 & 7	4	6
Under 8 & 9	6	8
Under 10 & 11	8	11
Under 12	11	13
U12 League Tag	6	8
U16 League Tag	8	11
International 13yrs & up	9	13

## Playing times

### Seniors

A Grade	2 x 40 minutes
B Grade	2 x 35 minutes
C Grade	2 x 30 minutes
KFS	2 x 30 minutes
League Tag	2 x 25 minutes



## Juniors

Leaguestart 6 & 7yrs	4 x 8 minutes
Mini League 8 & 9yrs	4 x 8 minutes
Mod League 10, 11, 12 & U12 League Tag	2 x 20 minutes
Under 15 Girls	2 x 25 minutes
International 13, 14 & 15yrs & U16 League Tag	2 x 25 minutes
International 16 & 17yrs	2 x 30 minutes
Under 18 Girls	2 x 30 minutes

## Minimum playing time for juniors U6-U12

Under 6 – U9: Two full quarters

Under 10 – U12: One full half

**Note:** the minimum game times cannot be spread over the entire game.

Where the rule stipulates that two full quarters must be played, barring injury, the player should be on the field for the entirety of those quarters, not the equivalent of two quarters of play over the course of the game.



## Signing on for games

### Juniors

All players must be signed on through the MySideline Manager web app by their Team Manager before the commencement of the game. Those players not able to be added to the team list should be emailed through to the Junior Competition Administrator ([dford@raiders.com.au](mailto:dford@raiders.com.au)) on the Monday following game day so they can be added as playing that match along with any tries or conversions they may have had. Players must arrive prior to the start of the second half to sign on. If they arrive after the commencement of the second half, they are not permitted to play. If a player is not present, they must be removed from the team list.

### Seniors

All players and officials must be signed on before the commencement of each game. Any player wishing to play must sign on prior to taking the field.

## Scoring

In all games from U9-Open Age points will be:

- Try – 4 Points
- Goal – 2 Points
- Penalty Goal – 2 Points
- Field Goal – 1 Point

Scores will be kept for all U9 to Open age matches.



All matches from U6-U9 are non-competitive. Scores will be kept for U9 matches to determine placings for the U10 competition the following season. Refer to Appendix 1 as to how to score for junior games

## **Team sheets**

### **Seniors**

All scores from matches need to be entered via the My Sideline database following the game. Clubs are required to forward the completed team sheets to Deb Charman via email ([dcharman@raiders.com.au](mailto:dcharman@raiders.com.au)) or via text by 9am Monday morning.

### **Juniors**

Team Lists are to be entered via MySideline Manager, please see Appendix 1 to this document on instructions on how to add teams and keep scores

## **Time off**

### **Seniors**

In all matches clocks are to stop when the Referee indicates time off.

### **Juniors**

All games U6-U17 Girls will have NO time off except for finals series.

- a) If an injury occurs in the first half, time will not cease until half-time. The



second half is not to commence until injured player has been cleared from playing field. The clock will restart once play recommences. If restart of the game is longer than 30 minutes from the end of halftime then the game will be called off and replayed at a later date to be determined by the League.

- b) If in any competitive age group, a game has not played more than half and the game cannot continue (for any reason other than disciplinary reasons), the game can be replayed at another time to be determined by the CRRL. If the game has played more than one half, then the score at the time the game was called off will be recorded as the final score.
- c) If a game is called off for disciplinary reasons, then the CRRL Board will make the decision on whether the game is to be replayed and/or whether the score is to be recorded.

## **Mercy rule**

### **Juniors**

Any competition game must cease after a score has reached a -50 point margin. The managers must report this score to the Ground Manager who shall then notify the Referee.

## **Compression garments**

Compression garments must only be black or skin tone colour.



Players up to and including Under 9's shall be allowed to wear compression garments longer than their knees and elbows.

Mod-International shall only be allowed to wear compression garments that end above the knee or elbow, unless a valid medical condition deems it necessary for them to wear longer garments.

A document from their Medical Provider must be sighted to allow the wearing of such garments.

A player in the Mod-International age groups will be asked to remove the inappropriate garment before entering the field of play. If they refuse to do this (without medical evidence that it is required) they will be removed from the field and action may be taken on the club.

Longer garments will be permitted for older age groups 10-12's if deemed necessary due to minus degree weather, common sense is to be used as determined by the CRRL.

## **Animals at sportsgrounds**

Dogs are not permitted at any time at Enclosed ovals or synthetic grounds and not when formal sport is being conducted at an unenclosed ground, this includes training and match play.



## **Referees**

### **Referee terminating a match**

The referee, in consultation with the Ground Manager, has the discretion to terminate a game at any stage by reason of climatic condition, interference of spectators or other causes where the referee deems it necessary. In all cases in which a game is terminated the referee shall advise the CRRL through the Executive Officer of the Referees Association prior to 5.00pm on the following Monday by submitting a written or electronic report.

### **Approaching a referee or touch judge**

It is a breach of the NSW Community Rugby League Association Rules for a player, coach, trainer, manager or other official to 'approach' a referee or touch judge before, during or immediately following a game to seek a rule explanation or for any other reason directly relating to a game. Only the Ground Manager or team Captains may approach the Referee or Touch Judge.

Breaches of this rule may, upon conviction, result in loss of points, suspension or other penalty and result in Coaches and/or Trainers having their qualification/certificate suspended or cancelled.

## **Complaints**

All minor complaints between member clubs shall be dealt with by the Committee of the respective Clubs in the first instance. If the matter is resolved, the clubs should inform the CRRL in writing as to the outcome.



If no resolution is forthcoming after due process, then the complaint should be forwarded in writing to the CRRL Office.

Any other complaints should be forwarded to the CRRL Office directly.

## **Incident reporting**

If an Incident occurs and needs to be reported then an Incident Report Form should be submitted. This should be done using the Official Incident Report form.

It is most important that if the form is submitted that it contains all the relevant details including the names and contact details of any witnesses. Please bear in mind that in the past, some incidents could not have action taken because of the lack of information provided in the report/s.

Incident reports must be into the CRRL office no later than 5pm on the Monday following the game/incident.

## **Carnivals/Gala Days/Tournaments/Nines**

Any club wishing to host a Carnival/Gala day/Tournament/Nines competition needs to apply, in writing, to their League Administrator and complete the appropriate sanctioning form.

The NSWRL in association with the NSW JLA has adopted a policy that sees all Junior Rugby League (Under 6s to Under 9s inclusive) played as non-competitive football. While scores can be kept in matches, no results will be recorded, and no ladders will be formulated.

All Gala Day activity is to be based on non-competitive participation.



The CRRL will not sanction any of the above carnivals etc if Semi Finals and Finals are included.

If Clubs do hold Semi Finals and Grand Finals in Junior events 6-9 years, they will not be supported to hold any events for two seasons.

They should indicate the ages that will participate in the Carnival, the dates and times and include any information which will be distributed to promote the Carnival as well as any law variation from regular season matches that will be implemented.

The League Administrator will then seek approval from their Board, the NSWRL and the NSW JLA.

**Note:** Any of the above cannot be held without the appropriate sanction from the parties outlined above.

No prizemoney or cash vouchers should be offered or paid at any of the above where participants are under the age of 18. The only exception to this is if where 17 year old's are playing in an Open age competition.

Organisers should ensure that all participants are registered.

Any Club that does not comply with this policy may forfeit any insurance rights and may have future applications refused and/or be further dealt with by the Board.

Any club wishing to attend a Knockout Carnival/Gala Day/Tournament/ Sevens or Nines competition must obtain permission from their League Administrator prior to playing in any such competition to maintain their insurance protection.

Please note as competitions of this nature are normally held pre or post season, a higher level of attention than normal shall be given to player



comfort regarding temperature, the number of games played, fitness, hydration and medical support.

## **Social media policy**

The NSWRL acknowledges the enormous value of social networking websites, such as Facebook and Twitter and any other social platforms, to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social media postings, blogs, status updates and tweets:

- Must not use offensive, provocative or hateful language.
- Must not be misleading, false or injure the reputation of another person
- Should respect and maintain the privacy of others
- Should promote the sport in a positive way- Social Media Rules of Engagement
- Know why you use it – engage our community to assist with driving participation in Rugby League
- Know who you represent – you are not acting as an individual, you are speaking on behalf of your club!
- Use photos – the statistics say that 40% of people will respond better to visual information than plain text
- Remember the ‘Grandma Rule’ – do not post anything you wouldn’t want your Grandma to see
- Do not engage in abuse – you have options to hide or delete an abusive comment



- Do not engage trolls – you can block someone if they consistently post negative comments on your page
- Do not forget THE NET doesn't – posting is permanent!
- Have a colleague proofread before posting.

### **Permissions**

- When posting pictures of children, it is important to ensure that you have permission to do so.
- Do not post any pictures of any children where their parents have not given consent at the time of registration.

Breaches of the Media Policy as set by all bodies can incur a Misconduct Charge.

It should be noted that social media includes but not limited to Facebook, Twitter, Instagram.

Personal chat lines also fall under the Media Policy guidelines.

Copies of the NRL Code of Conduct and Media Policy can be obtained from your clubs, and are also available on the web pages of the NRL, NSWRL and CRRL

## **Photography/videography**

Any person wishing to take photographs or video footage at any Junior Rugby League match must read the attached Photography Consent Protocol – Appendix 2, these form part of the terms and conditions for filming and photography at games.



A photography consent form must be filled out. This form is available in the Useful Links section of this manual.

## **Player misconduct U6-U12**

Any player in Mini or Mod rule competitions, who is replaced during the game by the Referee for misconduct, must be dealt with by their club for the first offence. The reason for removal will be noted on the team sign on sheet by the referee and will be recorded by the CRRL. Club Secretary will be notified. For a player's second or subsequent offenses, they will be automatically suspended for two (2) competition matches.

## **Sin bin/send off**

### **Sin bin**

A player sent to the sin bin must proceed immediately to the dressing room or a designated area if no dressing rooms. The ground manager shall keep time for the sin bin with the game clock/time.

### **Send off**

Any player dismissed from the field of play/sent off shall vacate the playing enclosure and will remove his/her playing jersey (resume ordinary attire). The offending player may not re-enter the official's area or roped off/playing area at any time. This includes at the conclusion of the game.



## **Judiciary and misconduct procedures**

### **Disclaimer**

The advice in this document is to be used as a guide as to the Judiciary Policy and Procedures of the CRRL in conjunction with the NSWRL Judiciary Policies and Procedures. This advice should be taken as that, and the main document should be relied upon as to fact and directions.

All players, members, officials, and spectators are covered by the NRL Code of Conduct, NSWRL Policies and Procedures Manual, the CRRL Judiciary and Misconduct Policies and Procedures. As well as the constitutions of all governing bodies including, but not limited to, the NRL, the NSWRL and the CRRL. This also includes any requirements set by any State or Territory Government.

### **Judiciary hearings**

Any player who plays any game sanctioned by the NRL, NSWRL or CRRL, including Mini Mod International League Tag is subject to the Rules of all governing bodies both on and off the field. If an offence occurs during the course of a game and a player is dismissed or is cited, then they are subject to Judiciary Policies and Procedures. If a player is only sin binned there will be no further action.

Only players in the international competition will appear before the Judiciary Hearings.



As previously stated, if a player is sin binned only, then no further action will be taken against that player. A player once sin binned can be sent from the field off play if he carries out further breaches under Section 15 under the NRL Rules of the Game whilst leaving the playing area.

If any player is sent from the field of play for any offence, then the following procedures will take place.

The referee prepares a Send Off Report via the Cognito forms link supplied to the referees.

**Step One:** The form should be completed by the Referee and forwarded to the league by 12pm midday on the first business day after the send-off. If the send off is based on the Touch Judge's report then the Touch Judge shall also complete the form.

**Step Two: The Match Review Committee** will receive all send-off notices and determine if the offence has occurred and, determine a penalty based on all evidence in accordance with the guidelines. They can also dismiss the charge if they believe the charge is not supported by the evidence or, amend if they believe the wrong offence has been laid. Evidence may consist of statements obtained from sources including referees, touch judges, players or DVD evidence.



**Step 3:** *Notice of Charge* will be forwarded by the General Manager to the Secretary of the player's Club by 5pm on the first business day after the offence.

**Step 4:** *Referral to Judiciary* if the matter is considered a serious offence by the Match Review Committee.

**Step 5:** *Players Response to Charge* to be returned to league by 5pm the following day of receipt of the Notice of Charge.

**Step 6:** *Withdrawal of Charge*, if the Match Review Committee believes there is no case to answer or, no likelihood of a conviction at hearing, then they can withdraw the charge.

**Step 7:** *Notice of Judiciary Hearing*.

**Step 8:** *Notice of Challenge* to be submitted by player if disputing the charge.

**Step 9:** *Notice of Appeal*. Appeal must be lodged according to Grounds of Appeals in the Judiciary Policies and Procedures Manual.

**Step 10:** *Notice of Withdrawal of Appeal*.



## **Suspension**

For every 100 points accrued on the send-off charge then the player will serve one week's suspension e.g. 380 points means three weeks suspension with 80 carry over points. Once a player is suspended, said player is suspended from playing all rugby league until the time is served. Byes do not count, and also, a player cannot participate in school competitions, carnivals or trials and these are not be counted in the sentence. Suspensions do carry over from one season to the next.

If a player is requested to attend the judiciary and fails to attend, they will be suspended until they go before the Committee, and any games missed will not be included in any suspension.

## **Hearings**

Judiciary hearings will consist of the following:

- Match Review Coordinator who presents the case on behalf of the League;
- Judiciary Chairman who controls the hearing, advises upon points raised, instructs the Judiciary Committee and will also deliver the decision of the Judiciary. The Judiciary Chairman is not required to give any explanation as to the decision made;



The Judiciary consists of the Judiciary Chairman plus two other members as appointed by the General Manager as per the guidelines of the Judiciary Policies and Procedures.

Hearings will generally be heard on a Wednesday night, via Zoom, at a time set by the CRRL. The League must be informed of any evidence that will be presented, such as DVD evidence, additional witness/witnesses other than the player. If a player has a solicitor or advocate, then permission must be obtained from the Judiciary Chairman for that person to appear.

If a player is under the age of 18 years, then they must have a parent or guardian appear with them at the hearing. If a parent or guardian cannot appear with the player, then written permission is required from said parent or guardian for someone to act on their behalf. If this is not obtained, then the matter will be stood over until the parent or guardian appears or permission is received. The player will be suspended until this occurs.

All evidence produced and heard will be adjudicated on the Balance of Probabilities.

## **Misconduct**

All persons who are involved with Rugby League, such as players, coaches, supporters, parents and Club Officials are bound by the NRL Code of Conduct, NSWRL Policies and Procedures, CRRL Policies and Procedures



and Constitution or, any other governing bodies or State, Federal or Territory Laws that apply specifically to the game.

Failure to adhere to these could result in that person being suspended from participation of involvement in Rugby League.

If person comes under notice from a complaint made to the League, or by the League, that person will then be dealt with by way of a letter of suspension with the ability to deny that charge and appear before a hearing, or to accept that penalty.

If the matter is of a serious nature, that person will be requested to attend a hearing. If they fail to attend they will be suspended from the involvement in all aspects of rugby league.

These matters will be investigated by the Match Review Committee, and where practicable, in a timely manner. All parties involved will be advised via email through club secretaries. If these conduct matters are referred to a hearing they will be dealt with under the same process as for player dismissals or send offs.

As stated in the preamble, these notes are to be used as a guide only. If you require further clarification on any of these points please contact the CRRL and we would be happy to assist you with your enquiry.



## **Injuries**

No player with suspected head or neck injuries is permitted to be moved from the field except where further risk/injury may occur and only under the supervision of a suitably qualified person(s).

An Ambulance shall be called immediately to take charge of the care of the injured player. Any player with suspected broken bones may be moved from the field under the supervision of a qualified sports trainer. Any player with a neck injury who is removed by Ambulance may not resume playing until an appropriate medical clearance is obtained and sighted from medical personnel.

### **Junior League (U6s to U12s)**

**Injuries** - An injured player leaving the field must return to the field within 3 minutes or take no further part in the game – as determined by a qualified person.

The replacement player used for the injured player (mini) must play a complete period of the game (i.e. 8 minutes).

The replacement player used for the injured player (mod) in the first half of the game must play the complete second half of the game (i.e. 20 minutes).

A link to the Injury Report Form for trainers is available in the Useful Links section of this manual and on the CRRL website. Where applicable, Operoo must be used for reporting.



## **Head injuries/concussion**

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

Concussion is a disturbance in brain function resulting from trauma that is transmitted to the brain either directly or indirectly. There are no structural changes and the changes that do occur are temporary and recover spontaneously.

Complications can occur if the player is allowed to continue playing before they have recovered from the concussion. Therefore, a player who is suspected of having a concussion must immediately retire for the remainder of the game or training session. Such player should not be returned to play in the same game.

The management of head injuries may be difficult for non-medical personnel. It is often not clear whether you are dealing with concussion or there is a more severe structural head injury, especially in the early phases of the injury.

Therefore, it is imperative that all players with concussion or suspected of having a concussion need **URGENT** medical assessment.

In the period following a concussion, a player should not be allowed to return to play or train until they have had a formal medical clearance.

Important points in the management of concussion include:

- Suspecting the diagnosis in a player with symptoms such as confusion or headache after an apparent head injury (direct or indirect knock to the head).
- Referral of the player for medical evaluation.



- The player must have medical clearance before being allowed to return to a graded training program

**'IF IN DOUBT, SIT THEM OUT'**



## **CRRL ON-FIELD POLICY: Juniors (Under 6s to Under 15s & Under 15 Girls including League Tag)**

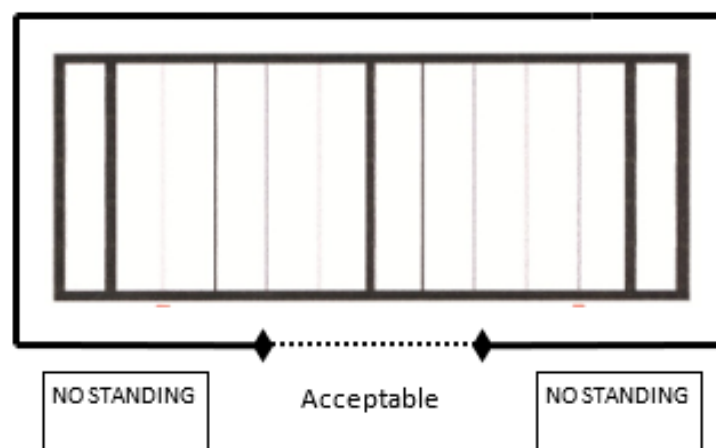
### **Leaguesafe /League First Aid/ Sports Trainer**

Please note specific rules in this policy are subject to change where COVID conditions are in effect

1. If an accredited NRL League First Aider or Sports Trainer is not in attendance on the sideline (for each team U12 and up), the game shall not commence under any circumstances until such a person is in attendance.
2. Sports trainers may enter the field of play at any time to attend to an injured player. Should a Melee break out the Sports Trainer may attend to any injured players if they are clear of the Melee. Under no circumstances should the sports trainer become involved in the Melee.
3. On-field personnel may enter the field, to give water to players:
  - a. After a try has been awarded.
  - b. When time-off has been signalled for an injury only, not if stopped for disciplinary reasons.
4. Maximum of three on-field personnel in the playing area during a game. One of these must be the Sports Trainer.
5. On-field personnel are not to loiter on the field. Once they have given players water or attended to injuries, they are to leave the playing field immediately.



6. Guidelines for providing players with water may be relaxed in pre-season games and in hot conditions.
7. On-field personnel must avoid running onto the field and running between the touch-judge and the play, thereby obstructing the view of the touch judge.
8. On-field personnel are not to coach players when on the field or standing near the touchline.
9. On-field personnel should remain in the Officials' area, no closer than two metres from the touchline, unless actually entering/leaving the field (*refer to diagram below*).



10. On-field personnel should not loiter behind the dead ball line or in the in-goal area and should immediately move away from this area after leaving the field.



11. On-field personnel are not to dispute decisions with the Referee when on the field. They must also not make derogatory comments to players or personnel performing duties such as Touch Judges, Ball Boys or Ground Officials.
12. Replacements must be made by the player leaving the field by crossing the near touchline, and his replacement player taking the field in an on-side position via the near touchline once the replaced player has crossed the touchline.
13. Players may not be replaced by leaving the field via the dead ball line (unless after a try has been scored or if the player is injured), or by the opposite touchline (unless required due to injury). If required due to injury, the replacement may not enter the field until it is confirmed by the touch judges that the player has crossed the far touchline. The player must enter in an on-side position.
14. A replacement cannot be made once a scrum has been ordered, until the ball is in play again.
15. No on-field personnel will be allowed on the field of play, nor manage an injured/ill player, nor provide advice, unless trained at the appropriate level (minimum Leaguesafe).
16. The Referee/Touch Judge must not be approached whilst a game is in progress, at half time or after the game in relation to any ruling issue. If there is a concern relating to player welfare, the Sports Trainer may alert the Ground Manager who can then approach the Referee during a technical stoppage (e.g. when a try has been scored, half time). This must all be done in a respectful manner and be only related to player welfare.



17. Should a Melee break out between any players on the field, Leaguesafe personnel are not permitted to enter the field of play. If Leaguesafe personnel are already on the field, then they must leave the field of play immediately in a direction away from the Melee.

**REMEMBER:** Any comments by on-field personnel in all junior games (U6s – U15s) must be **positive** both on the side-line and on the field.



## **CRRL ON-FIELD POLICY: Under 16's, Under 17's, Under 18 Girls and Seniors & League Tag**

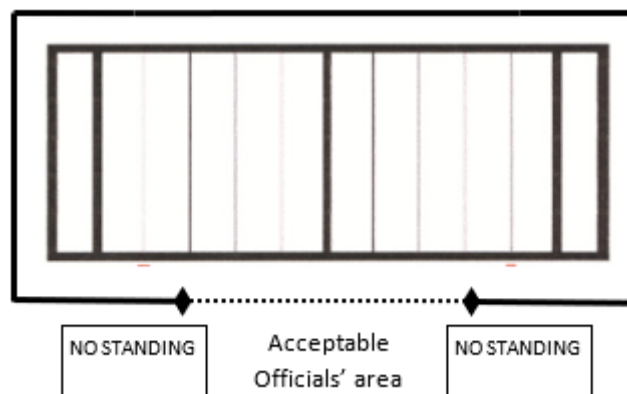
### **Leaguesafe / Sport Trainers**

Please note specific rules in this policy are subject to change where COVID conditions are in effect

1. If an accredited NRL Sports Trainer is not in attendance on the sideline for each team, the game shall not commence under any circumstances until such a person is in attendance.
2. Sports trainers may enter the field of play at any time to attend to an injured player. Should a Melee break out the Sports Trainer may attend to any injured players if they are clear of the Melee. Under no circumstances should the sports trainer become involved in the Melee.
3. On-field personnel may enter the field, to give water to players or to assist with the replacement of players:
  - a. When their team is in possession. If their team loses possession, they must immediately leave the field. They should not be on the field when the opposition is taking a kick at penalty goal.
  - b. When a try has been scored.
  - c. When time-off has been signalled
4. Maximum of 3 on-field personnel in the playing area during a game. One of these must be the Sports Trainer.



5. On-field personnel are not to loiter on the field. Once they have given players water or attended to injuries, they are to leave the playing field immediately.
6. Guidelines for providing players with water may be relaxed in pre-season games and in hot conditions.
7. On-field personnel must avoid running onto the field and running between the touch-judge and the play, thereby obstructing the view of the touch judge.
8. On-field personnel are not allowed on the field after the referee has ordered a scrum until the ball has emerged and a team is in possession. Sports Trainers are allowed on the field to attend an injured player or bleeding player, should the referee continue the game by moving the position of the scrum.
9. On-field personnel are not to coach players when on the field or standing near the touchline.
10. On-field personnel should remain in the Official's area unless actually entering/leaving the field (*refer to diagram*).





11. On-field personnel and replacement players should stand no closer than 2 metres from the touchline when waiting to enter the field (where boundaries permit).
12. On-field personnel should not loiter behind the dead ball line or in the in-goal area and should immediately move away from this area after leaving the field.
13. On-field personnel are not to dispute decisions with the referee when on the field. They must also not make derogatory comments to players or personnel performing duties such as Touch Judges, Ball Boys or Ground Officials.
14. Replacements must be made by the player leaving the field by crossing the near touchline, and his replacement player taking the field in an on-side position via the near touchline once the replaced player has crossed the touchline.
15. Players may not be replaced by leaving the field via the dead ball line (unless after a try has been scored or if the player is injured), or by the opposite touchline (unless required due to injury). If required due to injury, the replacement may not enter the field until it is confirmed by the touch judges that the player has crossed the far touchline. The player must enter in an on-side position.
16. A replacement cannot be made once a scrum has been ordered, until the ball is in play again.
17. No on-field personnel will be allowed on the field of play, nor manage an injured/ill player, nor provide advice, unless trained at the appropriate level (minimum Leaguesafe).



18. The Referee/Touch Judge must not be approached whilst a game is in progress, at half time or after the game in relation to any ruling issue. If there is a concern relating to player welfare, the Trainer may alert the Ground Manager who can then approach the Referee during a technical stoppage (e.g. when a try has been scored, half time). This must all be done in a respectful manner and be only related to player welfare.
  
19. Should a Melee break out between any players on the field, Leaguesafe personnel are not permitted to enter the field of play. If Leaguesafe personnel are already on the field, then they must leave the field of play immediately in a direction away from the Melee



## Useful Links

[Junior League Laws – Under 6 & Under 7](#)

[Junior League Laws – Under 8 – Under 12](#)

[Code of Conduct](#)

[National Safe Play Code](#)

[Playing in a higher age division](#)

[NSW CRL Photography consent form](#)

[Incident Report Form](#)

[Injury Report Form](#)

[Insurance Claim Form](#)

[Management of Concussion in Rugby League](#)

[Return to Play Policy](#)

[CRRL Junior Rules](#)

[CRRL Senior Rules](#)

[Photography/Videography forms](#)

**The CRRL Junior and Senior rules, the NSWRL Policies and Procedures Manual and the NRL Laws of the Game were referred to in creating this manual.**



## **Appendix**

### **COVID-19 Changes to circumstances**

**The following changes shall be followed for the 2021 season**

#### **Forfeits**

If a team is required to undertake mandatory quarantining requirements in the event that a player or players from the team have been exposed to the COVID-19 virus, and those requirements result in a forfeit, the result of the match will be considered a draw. Adequate medical proof is required to be submitted to the NSWRL Competition Coordinator or Local League Administrator for approval

#### **First Aid/Trainers**

All trainers who enter the field of play must not carry water bottles or administer water to players during play. Drink breaks will be scheduled at the approx. halfway point of the half if required. The stoppages are to take place on the field and coaches are NOT permitted to enter the field of play or coach players. These stoppages are for 2 minutes only.

Water bottles must be clearly marked with individual players names/jumper numbers. Drinks can be administered after a try is scored by the water runner carrying the drinks carrier out to the middle of the field (for scoring team) and to the in goal (for non-scoring team). Drink bottles must not be shared by players.

If a player goes down injured the trainer may take that player's water bottle only out with them to treat the player.



Leaguesafe personnel are not to carry water bottles at anytime other than when a try is scored or the drink breaks.

### **Judiciary and misconduct procedures**

In 2021, all Judiciary and Code of Conduct hearings will be held via video conferencing / zoom meetings on the same days and times specified in the above document.

#### **Cleaning**

If teams are using changerooms, clubs should be conducting deep cleaning between games.

This also applies to bench areas in between games.

[NSWRL COVID-19 Hub](#)



## **MySideline Manager Notes for Team Managers – Appendix One**

### **U6-U8**

In addition to the step by step guide attached can we all adhere to the following instructions:

- Before the commencement of the game teams must be loaded. Managers are entitled to check with the opposition Manager that his has been completed. Games should not commence until both teams are submitted via MySideline Manager.
- At the end of the game the **HOME TEAM MANAGER** is to check with the opposition Manager if they have completed everything they need to. If the answer is yes, then the HOME TEAM MANAGER and only the HOME TEAM MANAGER will select Final to close the match. It is essential that the games are closed otherwise the League Administrators could potentially have to close 30+ games individually as games cannot be closed as a bulk process. Your attention to this matter would be greatly appreciated.
- We do not need to keep scores or stats for the little ones. If Clubs wish to keep these types of records, then they can arrange that with the Team Managers.

### **Under 9s**

- Before the commencement of the game teams must be loaded. Managers are entitled to check with the opposition Manager that his has been completed. Games should not commence until both teams are submitted via MySideline Manager.
- At the end of the game each Team Manager can submit their own scores, do not live score for an U9 match. Stats are not required just the outcome of the game.
- At the end of the game the **HOME TEAM MANAGER** is to ask the opposition Manager if they have completed entering their team and score and agree on the final score of the match. Once this has been done the



HOME TEAM MANAGER and only the HOME TEAM MANAGER will select Final to close the match.

- It is essential that the games are closed otherwise the League Administrators could potentially have to close 20+ games individually as games cannot be closed as a bulk process. Your attention to this matter would be greatly appreciated.

#### **ALL COMPETITIVE AGE GROUPS**

- Before the commencement of the game teams must be loaded. Managers are entitled to check with the opposition Manager that his has been completed. Games should not commence until both teams are submitted via MySideline Manager.

#### **If Live Scoring**

- If you wish to live score, then do so but **only for your team**, do not enter scores for the opposition. Do not submit scores for the opposition. Two people are not to live score for both teams on two devices as scores will double up. A player must be selected alongside the score type i.e. try or conversion, if scoring for the opposition you can only select a jumper number it does not pick up the players name in the system.
- If only one team decides they want to live score, then this is possible but do not touch the opposition's score and make sure both agree at the end on the score and everything is submitted before the Home Team Manager selects final.

#### **Final Scores**

- Whether you live score or not at the end of the game both Managers need to finalise stats and scores for their own team. Once completed both Managers are to agree on the final score then the **HOME TEAM MANAGER** is to select final for the match to close it off. Do not select final if you have not conversed with opposition Manager.



## Submitting a Team List

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.

START >

### Step 1

## Step 1

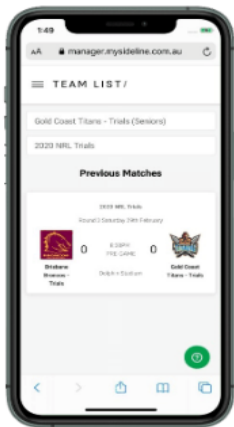
Select 'Team Lists' from the menu.

1 2 3 4 5 6 ✓



Step 2

Step 2

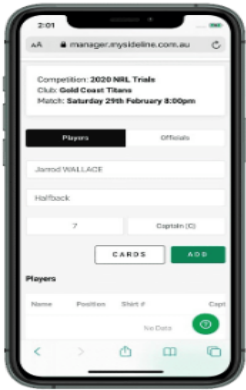


Select the Match you would like to submit the team list for. For convenience, upcoming matches will be ordered first.



Step 3

Step 3



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.



Step 4

Step 4

Name	Position	Shirt #	Capt
Jerrid WALLACE	Halfback	7	E
Hwaaki POTUAKA	Centre	9	C
Tyronne PEACHEY	Fullback	1	E

If required, you can make any necessary adjustments such as removing participants or changing their jersey number.



Step 5

Step 5

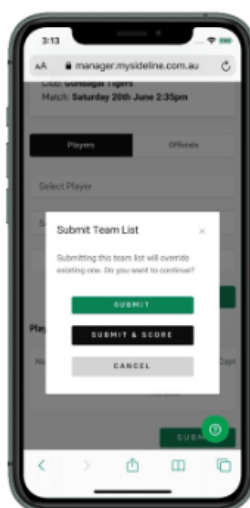
Select 'Submit'. Important: Please ensure you select the 'Submit' button after you have assigned the team or made any modifications to save and update the team list.

1 2 3 4 5 6 ✓



## Step 6

## Step 6



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.



## Summary

Now that you have assigned your team list, you can view your cards and get read to live score

START AGAIN



- 1
- 2
- 3
- 4
- 5
- 6
- ✓



Lesson 4 of 6

## Managing a Match

---

The Match Management feature hosts all of the functionality required to help manage and streamline game-day operations, including scoring a match, managing halves & periods, managing interchanges, vest rotation (applicable age groups only), and confirming results.

Note: if you are entering individual player scores or tracking vest rotation or interchanges, it is important you add the players to the match first. This is done via team lists.

Note: it is important on game day that 1 scorer per match is appointed. To ensure best results, only one device should be used per match.



## Select and Starting a Match

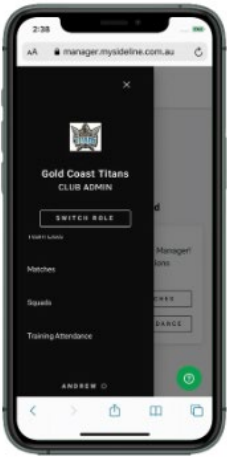
This section will demonstrate how to select and start match in MYSideline Manager. If there are no matches available, please refer to your League Administrator.

START >



Step 1

Step 1



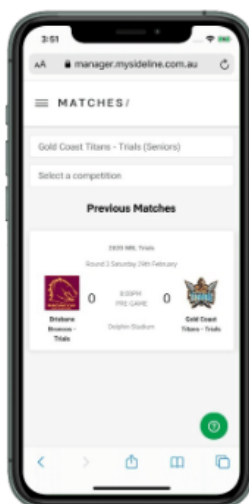
Select 'Matches' from the menu

1 2 3 4 ✓



## Step 2

## Step 2



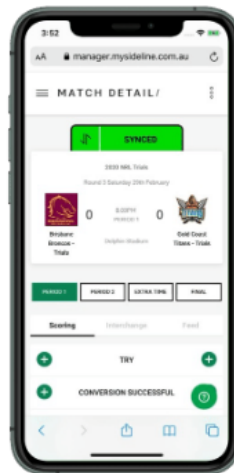
Select the Match you would like to manage. For convenience, upcoming matches will be ordered first.

Note: To manage a match the status will need to be set to 'Pre-Game'. If the match status is set to 'Final' or 'Disputed' the match will be locked and can only be updated by the League Administrator.



## Step 3

### Step 3



Prior to starting a match it's important to confirm the correct match is selected by viewing the round number and date/time of the match. The connectivity icon will indicate whether your device is:

- Green (Synced): Connected and all match events are updated in the admin.
- Red (Offline): Not Connected, however, all match events when the connection is lost will still be saved locally and updated in the admin once connectivity is regained, meaning you can continue scoring even when you're offline.



## Step 4

### Step 4

Select Period 1 to start managing a match. Depending on the competition type the number of periods may differ.

Note: If the competition age group utilises the Dummy Half (DH) and First Receiver (FR) vests you will be given the option to record the players who have worn the vest each period. This is designed to help Coaches and Team Managers track and manage the vest rotation between players. This can be added either at the start of the period or by selecting the relevant period during the match.

1 2 3 4 ✓

## Scoring a Match

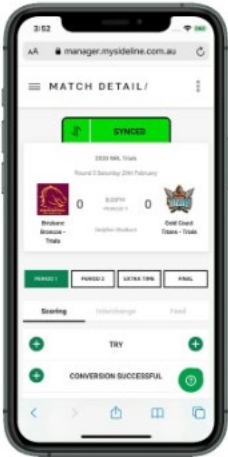
This function allows you to score a match live. Dependant on age group and your League rules, the score will be updated on [playrugbyleague.com/competitions](https://playrugbyleague.com/competitions) throughout the match

START >



Step 1

Step 1



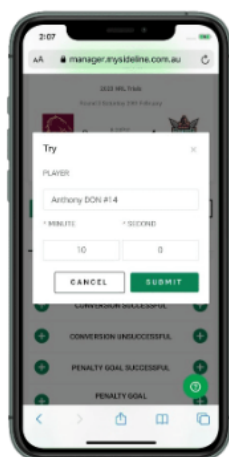
Once you have started the period you will be able to add scoring events. Select the 'Scoring' Tab.

- 1 2 3 4



## Step 2

## Step 2



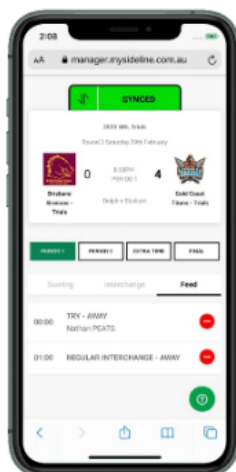
To add a scoring event, select the + icon next to the event that occurred, select the player from the list available, and enter the time of the event. Once submitted, the score will update according to the event selected.

Note: If you're unable to locate the player from the list available we recommend checking the team list to ensure they have been assigned. An option is also available in the player list to add an Unknown scorer.



## Step 3

## Step 3



If an error is made it can be amended from the 'Feed' tab, which captures a list of all match events in chronological order.

1 2 3 4



#### Step 4

### Step 4

Once the period (half/third/quarter) has finished, simply select the next period

1 2 3 4

## Managing the Interchange

The MySideline Manager enables you to track interchanges in a match.

START >



Step 1

Step 1

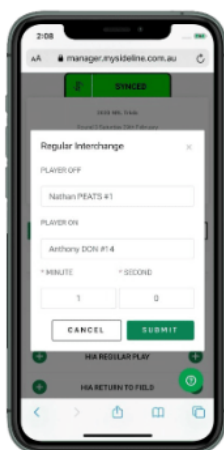
Select the Interchange Tab

1 2 3



## Step 2

## Step 2



To add an interchange event, select the + icon next to the event that occurred, select the player leaving the field, select the player entering the field, enter the time and select Submit to save the event. Note: In some events such as a Sin Bin you won't be required to select a player to enter the field.

1 2 3



**Step 3**

### Step 3

If an error is made it can be amended from the 'Feed' tab, which captures the list of match events in chronological order.

1 2 **3**

### Match Activity Feed

The match activity feed enables you to track the activity of a match including interchanges and scoring events.

**START >**



Step 1

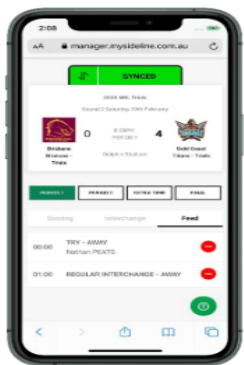
Step 1

Select the Feed Tab

1 2

Step 2

Step 2



If required, any amendments can be made via the event feed by selecting the (-) icon next to the event you would like to remove. Once selected, you will be required to confirm the change.

Note: All Match events (both scoring and interchange) will be captured in the feed and if permitted will be displayed in the Match Centres along with results on [playrugbyleague.com](http://playrugbyleague.com) and the MyLeague App.

1 2



## Confirming the Result

Once the game has concluded and all match events have been added you will need to set the match as final.

START >

### Step 1

#### Step 1

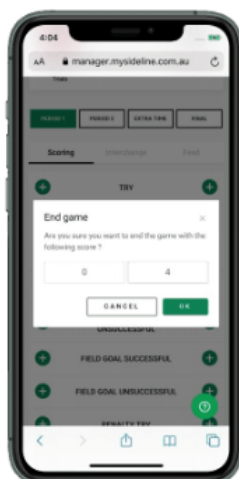
Select the 'Final' tab

1 2 3



## Step 2

## Step 2



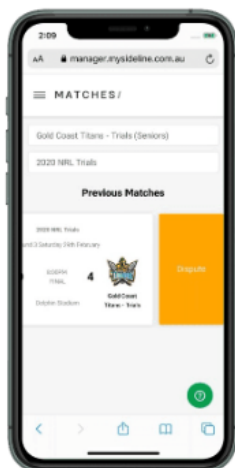
Confirm the result. If required you can modify the scores prior to confirming the result.

Note: If required, League Admins can adjust the result in MySideline Admin



## Step 3

### Step 3 - Dispute (If required)



If required, the match can be disputed if the result can't be confirmed at the ground. A dispute can be submitted via the Match List by sliding the Match Card to the left, selecting the Dispute button and entering a dispute reason. A dispute option is also available on the Match Management screen by selecting the menu list in the top right-hand corner.



## Top 3 tips using this feature

- 1 Appoint a scorer - only ONE scorer can manage a match
- 2 Unable to locate a participant? Check they are included in the team list
- 3 Select FINAL to save and confirm the result