



OPERATIONS MANUAL

SEASON 2016



SECTION 1

CONTACTS & COURSES

CLICK ON THE LINKS TO ACCESS THE INFORMATION:

1.1 [NSW Suburban Rugby Union Board](#)

1.2 [NSW Suburban Rugby Union Staff](#)

1.3 Club Contacts

[Division One](#)

[Division Two](#)

[Division Three](#)

[Division Four](#)

[Division Six](#)

1.4 [Rugby Course Calendar 2016](#)



SECTION 2

COMPETITION

PLAYING

RULES

Rule	Title
A	Meaning of Terms
B	Amateur Status
C	Promotion, Relegation & New Club Assessment
D	Laws of Rugby
E	Insurance Cover
F	Code of Conduct
G	Venue Facilities
1	Club Affiliation
2	Team Registration
3	Grading of Teams
4	Player Registration
5	Contact Between Clubs
6	The Competition
7	Club Championships
8	Prizes
9	Forfeits
10	Grounds Unfit for Play
11	Abandonment of Match
12	Match Timing
13	Referees
14	Assistant Referees
15	Coaches
16	Ground Marshals
17	Uncontested Scrums
18	Replacement/Substitution of Players
19	Temporary Suspension
20	Integrity Committee
21	Judiciary
22	Players Sent Off the Field
22A	Limitations on Right of Appeal
23	Tolerable Level of Established Offences
24	Misconduct of Members, Players, Officials & Spectators
25	Appeals Tribunal
26	Lodging of Protests
27	Citing By Clubs
28	Citing By Union Officials
29	Disqualified, Unqualified or Suspended Players
30	Match Results and Team Lists
31	Colts
32	Spectator and Ground Control
33	Playing Uniforms
34	Footballs
35	Representative Players
36	Finals Series
37	Contravention of Playing Rules
38	Alteration of Playing Rules

STATEMENT OF INTENT

These rules shall apply to all clubs participating in any competition organised under the auspices of the NSW Suburban Rugby Union, and shall be read in conjunction with the Statement of Objects and Rules of the NSW Suburban Rugby Union, and the Code of Conduct.

A. MEANING OF TERMS

In these rules, except in so far as the context or subject matter otherwise indicates or requires -

A.1 NSWSRU means New South Wales Suburban Rugby Union Inc.

A.2 Board means the Board of Directors of the NSWSRU.

A.3 The Judiciary is the Judiciary Chairman elected at the NSWSRU Grading Meeting and members appointed by the Board.

A.4 Club means an affiliated club and participating in a competition.

A.5 NSWRU means New South Wales Rugby Union.

A.6 NRC means the Australian National Rugby Championship

A.7 SRU means the Sydney Rugby Union

A.8 Financially indebted means any sum outstanding to NSWSRU which has remained unpaid for thirty days after the date on which such payment was due.

A.9 Amateur is defined as one who does not receive or agree to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a NSWSRU player.

A.10 Results Sheets, Affiliation and Registration Forms are those documents provided by the NSWSRU for recording results of matches, affiliation of Clubs, and registration of players.

A.11 Misconduct means conduct, action or behaviour that is detrimental to the image of the game of Rugby Union.

A.12 Headings are for convenience only and do not form part of these rules or affect their interpretation.

B. AMATEUR STATUS

B1. This rule should be read in conjunction with Section 3 of the NSWSRU Operations Manual.

B2. All Suburban Rugby Union competitions are for amateur players only.

B3. The payment of Suburban Rugby Union players is prohibited.

B4. There can be no cash inducement or incentive given to play for a Suburban Rugby Club.

C. PROMOTION, RELEGATION & NEW CLUB ASSESSMENT

At the end of the current season:

C.1 The club finishing last in the Division One Club Championship will be relegated to Division Two. The winner of the Division Two Club Championship will be promoted to Division One.

C.2 The club finishing last in the Division Two Club Championship will be relegated to Division Three. The winner of the Division Three Club Championship will be promoted to Division Two, subject to that club having fielded a colts team during the current season. The Board may, at its discretion, review the automatic promotion if the winner of the Division Three Club Championship failed to field a colts team.

C.3 The clubs finishing last and second last in the Division Three Club Championship will be relegated to Division Four.

C.4 Any Division One or Two club, regardless of Club Championship standings, that did not field an U21 colts team may, at the discretion of the Board, have to show cause why it should remain in that Division.

C.5 Consideration will be given to applications for promotion from any of the Division Four and Six clubs. Applications shall be in writing supported by evidence of the club's performance during the season, particularly the fielding of a Halligan Cup or Colts team, and include proposals for recruitment, home ground facilities, financial situation, administration strength, club management, and player strength.

C.6 Applications will be considered by the Clubs, Competition and Rules Sub-

Committee. The findings of that Sub-Committee shall be presented to the Board which, in turn, will present a recommendation to the Grading Meeting for its consideration.

C.7 When the union receives an application for affiliation from a new club, the Union shall notify all existing clubs and invite submissions as to the desirability or otherwise of the application.

D. LAWS OF RUGBY

D.1 Matches in the NSWSRU annual competitions shall be played in accordance with the Laws of Rugby and rulings thereon of the Australian Rugby Union.

E. INSURANCE COVER

E.1 Clubs should be fully conversant with the cover afforded by the ARU insurance scheme.

F. CODE OF CONDUCT

F.1 A member, player, coach, official or spectator shall not at any time act in a manner detrimental towards the game or spirit of Rugby Union.

F.2 All clubs shall take all reasonable steps to ensure that members, players, coaches, officials or spectators do not act in a manner detrimental towards the game or spirit of Rugby Union.

F.3 During the course of or after a match under the jurisdiction of the NSWSRU, a member, player, coach, official, spectator and any other person associated with a NSWSRU Club shall not abuse or address a referee or assistant referee in insulting terms or act in a provocative manner towards a referee or assistant referee.

F.4 All clubs, players, coaches, officials, supporters and sponsors will adhere to the amateur status of NSWSRU, and will not accept, or entice others to accept, any remuneration or reward whatsoever in respect to participation as a player in the NSWSRU.

F.5 All clubs and their prescribed officials must sign and return the Code of

Conduct and Competition Participation Agreement prior to round one.

G. VENUE FACILITIES

G.1 Ground Conditions

G.1.1 The ground shall be dressed in accordance with the Laws of Rugby and all four goal post uprights shall be fitted with protective pads.

G.1.2 22 metre and halfway lines shall be identified with flags or markers on both sides of the field.

G.1.3 Home clubs shall ensure that objects such as cricket pitches or inground watering systems are properly covered for the safety of players.

G.1.4 Grounds should have adequate toilet, change room and shower facilities in close proximity to the playing field.

G.2 First Aid

G.2.1 The home club shall supply:

- (a) a stretcher (preferably a scoop stretcher) for use by trained personnel;
- (b) a fully equipped first aid kit;
- (c) ice;
- (d) a person with at least basic first aid certification, with knowledge of first aid skills and procedures.
- (e) emergency contacts for nearest hospital, doctor, dentist, etc.
- (f) emergency vehicle access

G.2.2 For the purposes of player safety all sideline equipment such as buckets or first aid equipment shall be placed no closer to the sideline than adjacent to the ropes.

1. CLUB AFFILIATION

1.1 Clubs shall apply for affiliation with NSWSRU on the prescribed form, accompanied by the appropriate fee, forwarded to the Executive Director by the date specified by the Board.

1.2 NSWSRU affiliation will not be accepted from a club affiliated or connected with an NRC team.

2. TEAM REGISTRATION

2.1 Registration of teams for competitions shall be made on the Application for Affiliation Form and will be accompanied by the relevant registration fees and insurance premiums by the closing date determined by the NSWSRU.

3. GRADING OF TEAMS

3.1 The Grading meeting shall be held after the closing date for entries and prior to the commencement of the season. From nominations received from the clubs, the Grading meeting shall determine the clubs to compete in the competitions.

4. PLAYER REGISTRATION

4.1 All players registered in NSWSRU competitions must be amateur players. (Refer Section 3)

4.2 Player registration is not automatic. The Board and/or Integrity Committee may refuse the registration of any person, or de-register any person.

4.3 In addition to the amateur player rule, the following restrictions apply to clubs registering players:

a) No player having held a professional rugby union contract in the previous or current calendar year may be registered. Dispensation may be requested via the Integrity Committee.

b) No player having played in the NRC in the previous calendar year may be registered. Dispensation may be requested via the Integrity Committee.

c) Players named in the NRC in the current calendar year will be automatically and immediately deregistered.

d) Players last registered overseas must apply to the Union for permission to register. Clubs will only be granted permission for three such players in any one season. Dispensation may be requested via the Integrity Committee.

e) Any player having played in the Shute Shield (1st grade) competition of the SRU in the previous or current calendar year must apply to the Union for permission to register.

f) A player registered with a Shute Shield Club (in any grade) cannot be transferred into a NSWSRU competition after 11 June 2016.

g) A player, having transferred out of any Suburban Club twice within a season, will not be re-admitted into the Union.

h) A player from a non-Shute Shield Club cannot be transferred into a NSWSRU competition within four rounds of the end of the minor premiership, or if the transferring player is a NSWSRU player whose original competition has concluded for the season.

i) A player registered with the NSWSRU within four rounds of the end of the minor premiership shall not be eligible to play in a semi-final, final or grand final.

4.4 Clubs must register each player participating in NSWSRU competitions prior to the player's first match.

4.5 The NSWSRU registration process is as follows:

a) Each player provides to his club proof of identity by way of a current government issued identification document, clearly showing the player's name, DOB and photo.

b) Once ID is established, each player completes the ARU Membership Form, or its approved online equivalent, and the responsible club official properly completes and counter signs the form.

c) The club then enters each player's details on-line on the Union's registration system.

4.6 Clubs are responsible for all players being properly registered.

4.7 Clubs have the right to request player identification from any opposition player. If a player is unable to show proof of identification he must furnish it to the Union Office by 5pm on the next business day.

4.8 Players shall not be registered with more than one club at a time. A club found guilty of playing a player who is currently registered with another club will be liable for loss of competition points, and/or suspension from the competition, and/or a fine. A player found to be in breach of this rule will be liable for suspension or expulsion from the competition.

4.9 Applications for clearance from one Australian club to another, or from another Australian Union, shall be made in writing and forwarded to the Executive Director. Applications for overseas clearances shall be forwarded to the Executive Director, together with a written release from the club and/or Union from which the player wishes to transfer. Players shall not be eligible for transfer if financially indebted to any club, the NSWSRU or any other Union.

4.10 Contravention of any of the player registration rules will be referred to the Integrity Committee and/or the Judiciary, as decided by the Executive Director.

5. CONTACT BETWEEN CLUBS

5.1 The Secretary of each home club must contact the Secretary of his opposing club in the week preceding their fixture to confirm venues, kick off times, changing facilities, post-match functions, and actions to be taken in the case of inclement weather.

6. THE COMPETITION

6.1 A draw will be made setting out the matches, venues and dates of each of the respective competitions and copies will be forwarded to competing clubs by the NSWSRU. Any draw may be varied at the discretion of the Board, and written notice will be given in writing to all affected clubs.

6.2 Each division will be so arranged to include such number of teams in each grade as deemed appropriate by the Board for that division, including byes where necessary.

6.3 Competition points will be awarded for each competition on the basis of:

- i) four points for a win;
- ii) two points for a draw;
- iii) one point for a loss if the losing team is within 7 points or less of the opposition at match end;
- iv) no points for a loss or bye.
- v) one point for scoring 4 tries or more (a bonus point will be awarded in the event of a forfeit).

6.4 A forfeit is regarded as a win to the opposing team by the score of twenty-eight points to nil.

7. CLUB CHAMPIONSHIPS

7.1 In divisions in which there is more than one grade, a championship will be conducted to determine the champion club for that division.

7.2 Points will be allocated by multiplying the total competition points secured by each team:

1st Grade	x 22	
2nd Grade	x 12	
Colts U21	x 8	
3rd Grade	x 6	
4th Grade	x 3	
5th Grade	x 1	
Halligan Cup	x 1	Cowboy Cup only

7.3 U'21 Colts club championship points will only be awarded to clubs in Divisions One, Two and Three for their 1st grade colts team.

7.4 In the event of a tie for a Club Championship between two or more clubs, the following provisions will apply:

7.4.1 Firstly, the club with the greater number of points in First Grade will be awarded the Club Championship.

7.4.2 Secondly, the club with the greater number of points in Second Grade will be awarded the Club Championship.

7.4.3 Thirdly, the club with the greater number of points in Third Grade will be awarded the Club Championship.

7.4.4 Fourthly, the club with the greater number of points in Colts will be awarded the Club Championship.

7.4.5 Fifthly, the club with the greater number of points in Fourth Grade will be awarded the Club Championship.

7.4.6 Sixthly, the club with the greater number of points in Fifth Grade will be awarded the Club Championship.

7.4.7 If there is still a tie between clubs, then both clubs will be declared as Club Champions.

7.5 In Division One, the Bruce Graham Shield shall be awarded to the club scoring the most club championship points in grades one to five plus Colts.

7.6 In Division Two, the Reliance Shield shall be awarded to the club scoring

the most club championship points in grades one to four plus Colts.

7.7 In Division Three, the K.W.H. "Doc" Harris Shield shall be awarded to the club scoring the most club championship points in grades one to four, plus colts.

7.8 In Division Four, the F.J Herlihy Shield, shall be awarded to the club scoring the most club championship points in grades one to three.

7.9 In Division Five, the David Swan Shield shall be awarded to the club scoring the most club championship points in grades one to two.

7.10 An inter-divisional Club Championship, the Cowboy Cup, shall be awarded to the club scoring the most club championship points within the whole Union. The Cowboy Cup will take into account finals series matches and differences in length of season between divisions.

8. PRIZES

8.1 The NSWSRU will recognise the winners of the major premierships and Club Championship in each division.

9. FORFEITS

9.1 If a Club is forced to forfeit a match, it shall be the lowest grade(s) representing that Club, excluding Colts, which shall be forfeited.

9.2 If a club forfeits a grade higher than a grade already played on that day, then at the Board's discretion, that club may be deemed to have forfeited all grades, excluding colts, previously played on that day. However, any point differential greater than 28-0 in favour of the non-forfeiting club will be preserved.

9.3 Clubs that advise the Union and opposition Club that they are forfeiting a grade, with the exception of Sutherland & Halligan Cups, by 10am on the Friday preceding the match will lose two competition points and half applicable club championship points from each forfeited grade. Clubs that advise the Union and opposition Club after 10am Friday will lose four competition points and full applicable

Club Championship points from each grade forfeited, and may be liable for a \$100 fine. The opposition team will still receive a forfeit result.

9.4 Any club which forfeits two or more competition matches in a grade (except Sutherland and Halligan Cups) shall be called to appear before, or give a written submission to the Clubs, Competition and Rules Sub-Committee at a time notified by the NSWSRU. The Sub-Committee may recommend to the Board appropriate action be taken in the form of a fine, suspension, or withdrawal from the competition, or additional loss of competition and/or club championship points.

9.5 A minimum of 11 players is needed to constitute a team for NSWSRU competition matches. Any team unable to field 11 players within ten minutes of the official kick-off time, or at any stage during the match, for whatever reason, including temporary suspensions or send-offs, shall forfeit the match without right of appeal. Teams playing against an opposition with less than 15 players are not required to match opposition team numbers.

10. GROUNDS UNFIT FOR PLAY

10.1 If the scheduled venue for a match is likely to be, or found to be, unfit for play the home team shall notify the NSWSRU and the visiting club at the earliest opportunity and;

10.1.1 Arrange a suitable alternative venue for the match; or

10.1.2 If one cannot be found, play the match at the nominated ground of the opposing club; or

10.1.3 If that ground is unfit for play, make arrangements with the opposing club to play the match on the Saturday of the next wet weather weekend. Both clubs may agree to play the match on an earlier date.

10.1.4 Should either club already have a deferred match scheduled for the next wet weather weekend (or if there are no wet weather weekends remaining) and another match needs to be rescheduled then this match will be played on the Sunday a week hence (i.e. 15 days after it was originally

scheduled) unless otherwise decided by the Executive Director. Should any Round 18 matches be deferred then these must be played prior to the semi finals.

10.1.5 Notwithstanding Rule 10.1.4, both clubs may agree not to reschedule the match and the next time the two clubs meet (if applicable) the match will earn double the normal points. Note – Rule 10.1.5 applies to all divisions, but only for washouts in the first half of the draw.

10.1.6 Should a club have a full round of matches needing to be rescheduled then those matches will take precedence over a single deferred match that may already have been rescheduled.

10.2 If a ground is unfit for play, and the match is changed from the original venue, the next match between the two clubs affected (if applicable) will remain as per the original competition draw.

10.3 Should a dispute arise between the two clubs in relation to these arrangements, the matter shall be referred immediately to the Executive Director who shall decide upon the most appropriate action.

10.4 The Executive Director can cancel any complete competition round in advance in the event of bad weather. In this instance the round will be declared a wash-out and no competition points will be awarded to any team in that competition for that round.

11. ABANDONMENT OF MATCH

11.1 The referee may not start a match, or may call full-time at any time before a game's designated playing time has expired, in any of the following circumstances:

(a) In the opinion of the referee, the treatment of or attention to an injured player may make it impossible for the match to continue to its allocated time because of subsequent safety reasons, lack of light, or the prevention of any subsequent matches being played for their allocated time.

(b) The ground has become unplayable as determined by any authority, such as council, or due to its condition being considered, in the opinion of the referee, dangerous in the interests of player safety.

(Any objection by either team about the ground or the way in which it is marked out must be made to the referee before the kick off. If teams cannot agree as to the safety of the ground the referee will decide whether the game may begin. If there is any doubt as to the safety of the ground the referee will not allow the game to begin until the ground has been made safe.)

(c) In the opinion of the referee, there has been a disruption that may jeopardise the continuing safe conduct of a match.

(d) Consideration of rule 12.3, where a game is shortened to ensure the following game starts on time.

(e) Any other reason covered by the Laws of the Game or the Union's Competition Playing Rules.

11.2 If a game is affected by the circumstances in 11.1, the following designations shall apply. These designations can be determined by the Union subsequent to the match regardless of any terminology used by the referee at the time.

(a) If full-time is called during half-time or when the game is in the second half of the match, the result of the match stands.

(b) If a match is not started, or full-time is called in the first half of the match, the match shall be deemed abandoned.

11.3 There are 2 exceptions to rule 11.2:

(a) In the case of 11.1(c), when disruption to a match has been deemed to have been caused by actions contrary to the Union's Competition and Playing Rules by one team or the other, or both, or by their officials and supporters, in which case the Union shall refer the matter to its Judiciary Committee for consideration and any necessary action.

(b) In the case of 9.5, where regardless of how much of the game has been played, a team who is unable field at least 11 players at any stage during the match shall forfeit the match without right of appeal.

11.4 An abandoned match shall be replayed at a future time and place as agreed by both teams. If no agreement is reached, the match shall be replayed at a time and place designated by the Union. Should either team elect not to replay the match, the other team shall win on forfeit.

12. MATCH TIMING

12.1 The duration of matches and kick-off times shall be:

Grade	Each Half	Kick Off
1st	40 mins	3:15pm
2nd	35 mins	2:00pm
Colts	35 mins	12:45pm
3rds	30 mins	11:40am
4ths	25 mins	10.45am
Sutherland Cup	25 mins	Determined by home team, but no later than 12pm
Halligan Cup	25 mins	Determined by home team
Radford Cup	35 mins	Determined by home team

12.2 Any club which is not prepared to commence a match within ten minutes of the official kick-off time shall forfeit the match without right of appeal. The referee shall note such occurrence on the result sheet.

12.3 Any time lost in commencing a match for whatever reason shall be deducted from the allocated time for that match.

12.4 Injury time will be added to the playing time in first grade matches only.

12.5 Kick-off times, except in the event of wet weather, will not be altered less than 10 days prior to the match unless under exceptional circumstances. Any decision to alter these times shall be made by the Executive Director.

13. REFEREES

13.1 In the event of the appointed referee not attending the venue for a match within ten minutes of the scheduled kick-off time, a SmartRugby qualified referee may be appointed by mutual agreement between the two clubs.

13.2 The appointed referee shall be substituted at the first available opportunity after the match has commenced.

13.3 If no agreement can be reached, the home club shall appoint a SmartRugby qualified referee and the game shall be played.

13.4 Should, for any reason, a game not proceed under this rule, the match fixture

shall be declared a bye and no competition points will be awarded to either club.

13.5 Any club unable to supply a SmartRugby qualified referee when required shall be fined \$100 for each offence.

14. ASSISTANT REFEREES

14.1 Each club must have as registered members the following number of accredited assistant referees:

Division	No. of Assistant Referees
Div 1	6
Div 2	5
Div 3	4
Div 4	3
Div 5	2
Div 6	1

14.2 Any club in contravention of the above Rule 14.1 after Rd 7 shall be fined \$100 per assistant referee not registered.

14.3 Each club must have one accredited assistant referee available to touch judge for every grade played each day.

14.4 In the event of there being no assistant referee appointed by the NSW Rugby Union at the time allocated for a match to start, each club shall provide an accredited assistant referee for the match.

14.5 Should there only be one assistant referee appointed by the NSWRU it shall be the responsibility of the home club to supply one other accredited assistant referee.

14.6 The accredited assistant referees appointed by a club shall be entitled to report on all aspects of foul play. The club appointed assistant referee must report to the referee prior to the start of the match and present his accreditation; he must be distinguishable as an assistant referee (i.e. not in club colours), and be equipped with a flag.

14.7 Any club not supplying an accredited assistant referee for a grade shall be fined \$100 for each offence.

15. COACHES

15.1 Each club must ensure every coach of every team is SmartRugby qualified.

15.2 Each coach must be registered as a coach, following the same registration procedure as described in Rule 4, and entered each week as a coach on the on-line team sheet.

15.3 Any club and/or team in contravention of Rule 15.1 and/or 15.2 after Rd 3 may be liable for a loss of competition points and/or withdrawal from the competition

16. GROUND MARSHALS

16.1 Each club shall provide a Ground Marshal for each fixture. Both Ground Marshals must wear the bibs provided.

16.2 The Ground Marshal from each club shall introduce himself to the other Ground Marshal prior to the start of play of the first match of the day.

16.3 Each Ground Marshal shall be responsible for spectator and crowd control and their instructions and/or directions shall be obeyed at all times.

16.4 The Ground Marshals shall introduce themselves to the referee prior to the commencement of each match and be responsible for rectifying any problems which are brought to their attention by the referee throughout the course of a day.

16.5 The Ground Marshal shall offer each referee complimentary food and beverages at the conclusion of their match.

16.6 The Ground Marshal provided by the home club shall ensure that the visiting club is made aware of the home ground changing, playing, medical, food and drink facilities available, as well as procedures for the post match function.

16.7 Contravention of any of the Ground Marshal rules will bring a fine of \$100, without right of appeal, and/or loss of competition points and any other fines or penalties as the Judiciary may see fit.

17. UNCONTESTED SCRUMS

17.1 All teams, with the exception of Halligan Cup, must have five players who can play in the front row to ensure that on the first occasion that a replacement hooker is required, and on the first occasion that a replacement prop forward is required, the team can continue to play safely with contested scrums.

17.2 Should a team not be able to meet this obligation for any reason during a game, then at the point in the match when the front row replacement is required, this team must play with one player fewer than would otherwise be allowed.

17.3 Should a team not have three suitably trained front row players to commence a game with contested scrums, this team must play with one player fewer than would otherwise be allowed.

17.4 If, subsequently, a qualified front rower becomes available (or returns from either blood-bin or temporary suspension) so that scrums can be contested then that player will be allowed onto the field and the team may return to the appropriate complement of players.

17.5 If neither team has suitably trained front row players to start a game with contested scrums, the above arrangements do not apply to the game, even if qualified front rowers subsequently become available.

17.6 Any club which plays uncontested scrums in two or more matches in a particular grade during a season with the exception of the Halligan Cup shall receive a written warning from the union and may be called to appear before, or give a written submission to the Clubs, Competition and Rules Sub-Committee as a matter of urgency at a time notified by the NSWSRU. The Sub-Committee may recommend to the Board some appropriate action be taken against the club in the form of a fine, loss of competition and/or club championship points, ineligibility for final series, suspension, or withdrawal of that team from the competition.

18. REPLACEMENT/ SUBSTITUTION OF PLAYERS

18.1 A maximum of eight substitutions per team per match will be allowed for all teams.

18.2 Substitutions shall include any time one player substitutes another player, including for injury. Within the allowed eight player substitutions, there is no restriction on the number of times an individual player can be substituted or return to the field.

18.3 Exceptions

(a) Substitution – Blood

(i) If a player has a blood injury and is temporarily replaced by another player that does NOT count as a substitution.

(ii) If the blood player returns to the field of play within fifteen (15) minutes actual time and the temporary replacement leaves the field that does NOT count as a substitution.

(iii) If the blood player does not return to the field of play within the permitted time, the replacement becomes permanent and that IS a substitution. The blood player is considered injured.

(iv) Should a team use up its maximum number of substitutions while one of their players has been temporarily replaced for blood, and the blood player cannot return to the field within the permitted time, the temporary replacement will be required to leave the field at the conclusion of the permitted time i.e. the team plays one short.

(b) Temporary Suspension – Yellow Card

(i) When a player is temporarily suspended (yellow card) and leaves the field of play that is NOT a substitution.

(c) Temporary Suspension – Yellow Card – Front Row Player

(i) When a scrum is ordered during the temporary suspension of a front-row player (Player A), and as a result a player (Player B) is required to leave the field to allow another front-row player (Player C) to come on, that does NOT count as a substitution.

(ii) If, at the end of the period of temporary suspension, Player A resumes and Player C leaves the field that does NOT count as a substitution.

(iii) Player B returning to the field of play is also NOT a substitution.

(iv) If, however, the team opts to leave Player C on at the end of the temporary suspension period instead of Player A returning, that IS a substitution

(v) Player B returning to the field of play to substitute another player during the period of temporary suspension IS a substitution.

(d) Send Off – Red Card

(i) When a player is sent from the field of play (red card) that is NOT a substitution.

(e) Send Off – Red Card – Front Row Player

(i) When a scrum is ordered after the sending off of a front-row player (Player A), and as a result a player (Player B) is required to leave the field to allow another front-row player (Player C) to come on, that does NOT count as a substitution.

(ii) Player B returning to the field of play to substitute another player IS a substitution.

18.4 Any player substituted due to injury (except temporarily for blood) may not for any reason return to that match or any subsequent matches played on that day. At matches where there is no doctor available, the Referee remains responsible for establishing if a player is leaving the field of play due to being so injured that it would be unwise for him to continue playing.

18.5 After eight substitutions have been made, no other substitutions will be allowed for any reason, except for an injury to a front-row player where a suitably trained front-row replacement is available to ensure the game can continue with contested scrums. In this situation only, an additional substitution may be made.

18.6 Any substitute (excluding blood bin) who takes the field immediately following the awarding of a penalty kick to his team or after a try has been scored shall not be permitted to kick at goal until after the relevant kick has been taken.

18.7 Contravention of any of the substitution Laws or rules will bring a fine of \$100, without right of appeal, and/or possible loss of competition points.

18.8 See Section 4.4 of this manual for the Procedural Guidelines for substitutions.

19. TEMPORARY SUSPENSION

19.1 If a player is sent from the field as a temporary suspension he shall remain with his club's ground marshal for a period of ten minutes and shall not enter the playing area until permitted to do so by the referee.

19.2 The ten minutes suspension period will not include half time or any injury time.

19.3 The time period shall be kept by the ground marshal and the referee. The referee's opinion shall prevail.

19.4 The temporarily suspended player may not be replaced by another player except should the player be a front row forward. In this case the suspended player is to be replaced by a suitably trained replacement. The captain of the team will direct another of his players to leave the field for the duration of the suspension.

19.5 If such a replacement is not available and this team commits an error which leads to a scrum which it is consequently unable to contest, the opposing team will have the choice of either a free kick or an uncontested scrum. Uncontested scrums will be played when the team not capable of fielding a front row is awarded a scrum as per the laws of the game.

19.6 Under no circumstances shall the temporarily suspended player take the field until given permission by the referee.

19.7 The temporary suspension of a player shall be accurately reported on the NSWSRU result sheet. Failure to do so will incur an automatic \$100 fine. A club found guilty of failing to report a temporary suspension on the result sheet on the second occasion will be referred to the Judiciary and may be liable for a loss of competition points and any other fines or penalties as the Judiciary may see fit to impose.

19.8 Should a player incur three temporary suspensions during a season, including the finals series, he will be suspended without right of appeal for the next competition match. If that player incurs a fourth temporary suspension during a season he will be suspended without right of appeal for another competition match. If that player incurs further temporary suspensions during a season he will be suspended

without right of appeal for another competition match and will also be required to attend the Judiciary, which may impose further penalties as it sees fit. If any such further penalty is imposed, that player will be deemed to have committed an established offence. It is the club's responsibility to ensure the player does not take the field if he is suspended under this rule.

19.9 A player who incurs two temporary suspensions in one match is deemed to have been sent off for the remainder of the match. Such a player will be dealt with under the early plea agreement or by the Judiciary.

20. INTEGRITY COMMITTEE

20.1 The Integrity Committee shall investigate and adjudicate upon all matters relating to the Union's amateur status, and is responsible for ensuring all clubs, players, coaches and officials are compliant with the Union's amateur policy.

20.2 The Integrity Committee shall meet at a time and place as directed by the Integrity Officer, the Executive Director, and/or the Board.

20.3 A Club or any other person is required to fully cooperate with the Integrity Committee in the course of an investigation and/or hearing. Failure to do so may constitute conduct contrary to the rules relating to Amateur Status and the Integrity Committee and/or Board may impose any penalty as it sees fit. (Refer Section 3)

20.4 Acting in concert with the Integrity Committee, the Executive Director shall send a written notice to the Club or any person(s) required to attend an Integrity Committee hearing, setting out the following:

- (a) The details of the Integrity Committee hearing;
- (b) The alleged breach of the conditions of Amateur Status (if applicable);
- (c) The consequences that may arise if the club and/or individual fails to appear at the hearing;
- (d) The consequences that may arise if it is found that a breach has occurred;

20.5 If a club or player is found by the Integrity Committee to have breached the

conditions relating to Amateur Status, the penalty to be imposed shall be determined by the Integrity Committee, or in the case of suspension or expulsion of a club, by the Board. (Refer Section 3)

20.6 Provided that, if a club or player voluntarily admits that it or he has breached such conditions, the Integrity Committee or Board may, in their discretion, determine that no penalty be imposed.

20.7 The Board shall deal with Club or individual appeals arising from Integrity Committee decisions.

20.8 Any appeals must be made in writing and lodged with the appropriate appeal fee as determined by the Board with the Executive Director within seven days of the original decision.

20.9 The Board shall meet within 14 days of receipt of the notice of appeal at a time and place as directed by the Executive Director. At this time a complete rehearing of the case shall take place.

20.10 Pending the rehearing of the case all decisions appealed against remain operative.

20.11 Appeals shall be conducted by way of a rehearing. Where any question of fact arises on an appeal before the Board, it shall be determined by reference to the record of proceedings before the Integrity Committee provided the Board in its discretion may rehear the whole or any part of the evidence given before the Integrity Committee as it considers appropriate.

20.12 The Board shall have full discretionary power to hear and receive such further evidence on an appeal as it thinks fit provided it is established that such evidence was not, on reasonable inquiry, available at the time of the original hearing.

20.13 No proceedings of the Board shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicality provided there has been no miscarriage of justice.

21. JUDICIARY

21.1 The Judiciary shall deal with all protests, disputes, misconduct or other matters stipulated in the Union's Objects and Rules, these Competition Rules, the

Code of Conduct or such items referred to it by the Board or the Executive Director.

21.2 The Judiciary shall meet each Wednesday at 6:00 PM, at the Union Office, Moore Park, unless otherwise notified, or as directed by the Board.

21.3 Players who are required to attend the Judiciary must produce photo identification and proof of registration. The matter will not be heard by the Judiciary unless photo identification is produced.

22. PLAYERS SENT OFF THE FIELD

22.1 Players sent off the field by the referee, and who are deemed to be eligible by the Executive Director for an early plea of guilty, can take the option of an automatic penalty and need not attend the Judiciary. (Refer Section 5.1)

22.2 Players sent off the field by the referee and who are not eligible for an early plea, or opt not to take an early plea, shall without further notice present themselves to the Judiciary no later than 6:00pm on the Wednesday following the match in which the player was sent off the field.

22.3 Any player sent off the field shall be suspended until such time as his case has been considered by the Judiciary or dealt with under the automatic penalty provisions of the early plea agreement.

22.4 Any player not dealt with through an early plea agreement and who does not appear before the Judiciary within one month of being sent off will be de-registered, and his club may, at the discretion of the Judiciary, be fined \$500 and have an established offence recorded against it.

22.5 If and when a player de-registered under rule 22.4 does appear before the Judiciary, he will face the original charge for which he was sent off and also a charge of Misconduct, for which the recommended penalty ranges from two matches to seven matches. Any such suspension handed down by the Judiciary will commence from the date of the player's Judiciary appearance. The Judiciary will not take into account "time served".

22.6 Should a club member have an established offence recorded against him, his club will be fined \$100 (\$200 if the offence is abuse of a match official) without right of appeal, plus any other fines or penalties as the Judiciary may see fit to impose.

22.7 Should a player or an official of the player's club fail to appear or provide an explanation on or before Wed, the club shall be liable to a fine of \$100 without right of appeal, plus any other fines or penalties as the Judiciary may see fit to impose.

22.8 If the player intends to plead not guilty a signed statutory declaration will be required from the player.

22.9 At the Judiciary hearing, if present the player sent off will be required to respond to the charge. One club delegate may also respond to the charge on the player's behalf. The player may also respond through the presentation of objective evidence, which must be in the form of either an unedited video-recording of the incident or statutory declaration. A maximum of 4 statutory declarations may be presented in relation to each alleged offence.

22.10 In any case where the Judiciary or Appeals Tribunal is required to consider a send off, the Judiciary or Appeals Tribunal may review the referee's decision and the circumstances surrounding it. In any such case the Judiciary or Appeals Tribunal shall not make a finding contrary to the referee's decision unless it is comfortably satisfied that the referee's decision was wrong.

22A. LIMITATIONS ON RIGHT OF APPEAL

22A.1 No proceedings of the Judiciary or Integrity Committee shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicality provided there has been no miscarriage of justice.

23. TOLERABLE LEVELS OF ESTABLISHED OFFENCES

23.1 Each Club shall have the following tolerable level of established offences. An established offence is an offence that has

been found proven after a club member has been sent off the field or cited:

Seven Team Club	7
Six Team Club	6
Five Team Club	5
Four Team Club	4
Three Team Club	3
Two Team Club	2
One Team Club	1

23.2 In determining the number of teams per club, a Halligan Cup team will not be included in the team count, although an established offence can be incurred in the Halligan Cup.

23.3 Once a club reaches its tolerable level of established offences a written warning & \$50 fine will be sent to the club.

23.4 Fines will double for each further established offence above the tolerable level.

23.5 In addition to the progressive fine system, once a club has two established offences above the tolerable level, the club will be asked to meet with the Clubs, Competition and Rules Sub-Committee and will automatically lose one full round of competition points, including club championship points.

23.6 For any further established offences the club will be asked to show cause why it should remain in the competition.

23.7 Any club that breaches its tolerable level will be placed on a financial bond for the following season.

24. MISCONDUCT OF MEMBERS, PLAYERS, OFFICIALS AND SPECTATORS OF AFFILIATED CLUBS

24.1 Any member, player, coach, official or spectator of a NSWSRU club deemed to have committed an act of misconduct or behaviour unacceptable to the NSWSRU shall be liable to be dealt with by the Judiciary or the Integrity Committee or the Board as determined by the Executive Director.

25. APPEALS TRIBUNAL

25.1 The Appeals Tribunal shall deal with all Club or individual appeals arising from Judiciary decisions.

25.2 Any appeals must be made in writing and lodged with the appropriate appeal fee as determined by the Board with the Executive Director within seven days of the original decision.

25.3 The Appeals Tribunal shall meet within 14 days of receipt of the notice of appeal at a time and place as directed by the Executive Director. At this time a complete rehearing of the case shall take place.

25.4 Pending the rehearing of the case all decisions appealed against remain operative.

25.5 Appeals shall be conducted by way of a rehearing. Where any question of fact arises on an appeal before the Appeals Tribunal, it shall be determined by reference to the record of proceedings before the Judiciary provided the Appeals Tribunal in its discretion may rehear the whole or any part of the evidence given before the Judiciary as it considers appropriate.

25.6 The Appeals Tribunal shall have full discretionary power to hear and receive such further evidence on an appeal as it thinks fit provided it is established that such evidence was not, on reasonable inquiry, available at the time of the original hearing.

25.7 No proceedings of the Appeals Tribunal shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicality provided there has been no miscarriage of justice.

26. LODGING OF PROTESTS

26.1 All protests arising from competition matches shall be lodged in writing with the Executive Director by the club wishing to protest and affirmed by the honorary Secretary or President of the protesting club no later than 5:00 PM on the third business day following the date of the match from which the protest arises.

26.2 If the protest has been lodged by the club within the time allowed under rule 26.1 the protesting club must also within that time supply to the club being protested against a copy of the protest.

26.3 The Executive Director may extend the time for lodging a protest provided the Executive Director is satisfied there are exceptional grounds for doing so. The decision of the Executive Director to grant or refuse an extension of time shall be final and not subject to review.

26.4 Where the club protesting does not fulfil the above requirements, then that club shall have no further right of protest.

26.5 Any protest lodged within the time allowed under rule 26.1 or the time as extended under rule 26.3 will be forwarded to the Judiciary at its earliest convened meeting.

27. CITING BY CLUBS

27.1 When a club believes the conduct of an opposition club or club member is in breach of the laws of rugby or of the NSWSRU Competition rules then it may request that the opposition club or club member be cited to appear before the Union's Judiciary.

27.2 The NSWSRU citing process is as follows:

- a) The citing club must complete the Union's citing request form. (Refer Sect 5.2)
- b) The citing club must compile objective evidence. (Refer Sect 5.2)
- c) The citing club must submit the citing request form and all objective evidence to the Union office no later than 5pm on the third business day following the match.

27.3 Upon receiving the citing request the Executive Director shall decide if it will proceed. If so, the citing process continues as follows:

- a) All citing documentation and details of the Judiciary hearing will be forwarded to the club involved as soon as possible.
- b) Upon receipt of the above information the cited club or cited person must respond within three business days - through a guilty plea, or if pleading not guilty, through the submission of objective evidence. Failure to respond within the required timeframe will incur an automatic suspension until such time as the citing is heard. (Refer Sect 5.3)
- c) The cited person and/or club must be present at the Judiciary hearing. Failure of

the cited person to appear will incur suspension until such time as the person does appear.

d) The Executive Director may also compel the citing club to be present at the Judiciary hearing. Failure of the citing club to appear when requested will incur a \$100 fine.

27.4 The Executive Director may extend the deadline for lodging and responding to a citing provided there are exceptional grounds for doing so. Such a decision shall be final and not subject to review.

27.5 In a citing, when the Judiciary or Appeals Tribunal considers an incident ruled on by the referee, it shall not make a contrary finding unless it is comfortably satisfied the referee's decision was either inappropriate or wrong.

27.6 In a citing, when the Judiciary or Appeals Tribunal considers an incident not ruled on by the referee, it shall not impose any penalty unless it is comfortably satisfied that the allegation is proved.

27.7 A cited player can continue playing whilst the Judiciary determines a finding.

27.8 Should a club member have an established offence recorded against them after being cited the club will be fined \$100 without right of appeal, plus other fines or penalties as the Judiciary sees fit to impose.

27.9 If either party involved in the citing wishes to appeal the Judiciary's decision, the appeal will be heard by the Appeals Tribunal of the Union. The cited person and/or club must appear before the Appeals Tribunal for such an appeal. Failure of the cited party to appear before the Appeals Tribunal will cause the appeal to be dismissed and the appeal fee to be forfeited. The Executive Director may also compel the citing club to be present at the Appeals Tribunal. Failure of the citing club to appear when requested will cause the appeal to be upheld.

28. CITING BY UNION OFFICIALS

28.1 Members of the Judiciary, members of the Union's Board, the Executive Director, members of the Union's staff, or match officials may at their discretion cite an affiliated club or club member on an

alleged breach of the Laws of the Game, and/or Code of Conduct, and/or Competition Playing Rules.

28.2 A citing by any of the persons noted in Rule 28.1 can be carried out at any time.

28.3 The cited club or club member will be required to appear before the Judiciary, or if deemed necessary, before the Union's Board as directed by the Executive Director.

28.4 Citings by Union officials that proceed to the Judiciary will follow the same procedures as set down in rules 27.3(c) to 27.8 and in section 5.3, however rulings emanating from a citing dealt with by the Board are not appealable to the Appeals Tribunal.

29. DISQUALIFIED, UNQUALIFIED OR SUSPENDED PLAYERS

29.1 It shall be the responsibility of each club to ensure that no disqualified, unqualified or suspended person or team takes part in any match for it.

29.2 Where an opposing team or club believes that prior to the commencement of a match a team is in breach of rule 29.1, it shall be their responsibility to bring the matter to the attention of the opposing captain.

29.3 Where an opposing team or club believes there has been a breach of rule 29.1, it shall take appropriate action available in regard to protests after the match as detailed in rule 26.

29.4 A club found guilty of breaching rule 29.1 will be liable for loss of competition points, and/or suspension from the competition, and/or a fine.

29.5 A player found to be playing whilst suspended, disqualified or unqualified will be liable for a further suspension or expulsion from the competition.

29.6 Any disqualified or suspended person is banned from rugby in any match situation; including as a player, coach, manager, medical person, water runner, referee or assistant referee during their period of disqualification or suspension.

30. MATCH RESULTS AND TEAM LISTS

30.1 Official result sheets will be provided to each club.

30.2 Team lists shall be printed on the result sheet.

30.3 Match scores shall be recorded on the result sheet, signed by officials from both teams and the score verified and signed by the referee at the end of the game.

30.4 The carbon copy of the signed and completed result sheet must be provided to the opposition club at the end of the game.

30.5 Each club shall input their completed result sheet online no later than two working days after the match.

30.6 The host club shall advise the results of all matches to the answering service as soon as practicable after the finish of each round, but no later than 5:30PM on the day on which the round is played.

30.7 Failure to comply with any of the match result rules shall incur a \$100 fine without appeal for each offence.

30.8 Should a club be found guilty of more than two breaches of the match result and team list rules, it shall become liable for a loss of competition points for the third and subsequent offences.

31. COLTS

31.1 Those players under 21 years of age on 1 January of the year of the competition, shall be eligible to play in a NSWSRU U'21 Colts competition.

32. SPECTATOR AND GROUND CONTROL

32.1 This rule should be read in conjunction with rule 16.

32.2 Where a fully enclosed playing arena is being used for a match, the host club shall ensure that the spectators remain outside the playing arena.

32.3 Where the playing arena is not fully enclosed, the host club shall provide ropes or barriers for the control of spectators, erected a minimum distance of five metres from each touch line, or where not possible, as far from the touch line as practicable.

32.4 To ensure the effectiveness of ropes, clubs shall set supporting stakes on both sides of the playing field to avoid spectators encroaching onto the field of play.

32.5 Notwithstanding the requirements of the playing rules, home clubs shall ensure that, with the exception of three persons attending to the players on the field, all other persons including coaches, shall remain outside the playing area bounded by the ropes or enclosure. Such approved persons must wear the bibs provided. Team coaches are prohibited from being one of the three persons attending to players on the field.

32.6 The referee may elect to abandon or not start a match where the above criteria have not been met. In the event of such action taken by the referee, the host club shall be deemed to have forfeited the match.

32.7 Failure to comply with this rule will result in a fine of \$100 for each offence, without right of appeal.

32.8 Each club shall be responsible for the control and behaviour of its players, members and club affiliates, and ensure they comply with the Union's Code of Conduct.

33. PLAYING UNIFORMS

33.1 It is the responsibility of each club to ensure that its players appear in its club's uniform, that is, jersey, shorts, long socks of the club colours, and boots or shoes.

33.2 Jerseys shall be numbered with no duplication on the playing field at any time.

33.3 When a clash of colours occurs the away club shall adopt alternative jerseys. During a finals series match the team finishing lower on the competition table will adopt alternative jerseys.

33.4 It shall be the duty of the opposing clubs and/or referees to report any infringement of these rules which will carry a fine of \$100 for each occasion, without the right of appeal.

34. FOOTBALLS

34.1 It shall be the responsibility of the home Club to provide three serviceable match quality footballs for every match in progress.

34.2 The extra footballs shall be on each touch line for the duration of the match to avoid time loss when the match ball goes out of play.

34.3 It shall be the duty of opposing clubs and/or referees to report any infringement of rule 34, which will carry a fine of \$100, without right of appeal for each infringement.

35. REPRESENTATIVE PLAYERS

35.1 If opposing teams have a difference of two or more first grade players involved in the representative team, either as a player or reserve for a weekend fixture (including Fridays), then either club may apply to the Executive Director for its first grade fixture to be rescheduled to the next wet weather weekend. If the next wet weather weekend is unavailable, or subsequently becomes unavailable, the postponed first grade fixture will be played on the Sunday a week hence (i.e. 15 days after it was scheduled).

35.2 When a first grade fixture is rescheduled under this rule, each club involved will submit its proposed first grade team in advance to the Union for approval. Those players so approved as bona fide first grade players will be ineligible to play on the weekend in question.

35.3 Any player who makes themselves available for, and is selected in, the final 22 or 23 man playing squad and who subsequently becomes unavailable, will be ineligible to play for their club on the corresponding weekend.

36. FINALS SERIES

36.1 At the conclusion of the minor premierships in each grade, with the exception of the Halligan Cup, the Union will run a suitable finals series applicable to the size of each competition to determine the premier of each Cup.

36.2 Ties on competition points shall be resolved in the first instance in favour of the team with the greater number of wins. Should a tie remain it shall be broken in favour of the team with the least number of losses. Should a tie remain it shall be broken in favour of the highest positive difference

between actual points scored "for" and points scored "against". Should a tie remain, it shall be broken in favour of the team with the highest points scored "for". If the tie remains unbroken, a play-off shall be conducted for major or minor semi-final place.

36.3 A player shall only be eligible to play in a semi-final, final or grand final if he has played in at least two minor premierships rounds for his club. In addition, a player shall not be eligible to play in a semi-final, final or grand final in any grade lower than the grade in which he has played the majority of his last seven minor premierships matches.

36.4 If a player does not qualify for a particular grade under rule 36.3, dispensation will be granted if the player has played two thirds of his season in the grade (or lower) in which he wishes to play.

36.5 If a club qualifies for the final series in consecutive grades on the same day, then open selection may apply within those grades. Open selection means the club can select its teams for the final series "on merit" provided:

- a) All selected players are registered as per the competition rules and;
- b) All selected sides are declared (subject to injury, judiciary hearings, etc.) to the Union office, no later than 12pm on the Tuesday before the semi-final, final or grand final and;
- c) Once open selection is broken during the course of the finals, a player can continue to play in the grade he last started in, or higher. He may only be selected for a lower grade if he has played the majority of his last seven minor premierships matches in that lower grade as per rule 36.3.

36.6 For eligibility purposes, U21 Colts is considered to be equivalent to 3rd Grade, except that for an U21 colt to be selected in a 4th or 5th grade team under open selection the club's U21 colts team must be playing on the same day.

36.7 If a player starts in two or more matches in the same day, the highest grade shall be considered his playing grade for that match. If a player acts only as a substitute or

replacement in two or more matches in the same day, the highest grade shall be considered his playing grade for that match.

36.8 A player registered with the NSWSRU within four rounds of the end of the minor premierships of that competition shall not be eligible to play in a semi-final, final or grand final.

36.9 Requests for dispensation regarding eligibility for the final series shall be made in writing to the Union office prior to each match for which dispensation is sought.

36.10 Clubs shall have the right to appeal to the Clubs, Competition & Rules Sub-Committee in regard to any decision made by the Executive Director with respect to player dispensation. The appeal shall be lodged within twenty four hours of the decision being made.

36.11 Contravention of rules 36.3 to 36.8 will bring expulsion from the finals series for the infringing player's team.

36.12 All clubs in the finals series shall complete a separate player eligibility list for each grade. All eligibility lists shall be submitted to reach the Executive Director by 12:00pm on the Tuesday prior to a semi-final, final or grand final match.

36.13 In a team for a semi final, final or grand final there must be sufficient front row players (i.e. 6 players) to play at hooker, tight-head prop and loose-head prop who are suitably trained and experienced to ensure that on the first occasion that a replacement in each front row position is required, the team can continue to play safely with contested scrums. In the lowest grade in each division and colts there must be five players who can play in the front row to ensure that on the first occasion that a replacement hooker is required, and on the first occasion that a replacement prop forward is required, the team can continue to play safely with contested scrums. Contravention of this rule will bring an automatic forfeit.

36.14 In the event of a draw at the conclusion of allotted time:

a) In semi-finals the team which finished highest on the competition ladder of the

minor premierships shall be declared the winner.

b) In finals the team which finished highest on the competition ladder of the minor premierships shall be declared the winner.

c) In a grand final extra time shall be played consisting of two extra periods of ten minutes each. There shall be no interval between each extra time period. The teams shall play the first period of extra time in the opposite direction to that which they were playing at the end of the scheduled time. At the end of the first period of extra time the teams will again change playing ends. If the tie still remains then the teams shall be declared joint premiers.

36.15 If a finals match is abandoned (see Rule 11) the team which finished highest on the competition ladder of the minor premierships shall be declared the winner. If a grand final match is abandoned the teams shall be declared joint premiers.

36.16 Teams qualifying for the finals series shall provide for each match:

a) One official to act as scrutineer for signing-on players for the match.

b) Two match quality footballs at the time of registration, which shall be twenty minutes before the advertised kick-off time.

36.17 For each Finals series match the NSWSRU shall appoint a ground marshal.

36.18 Only registered NSWSRU players shall be eligible to play in the finals series.

36.19 All players participating in final series matches shall produce as proof of identity a current government issued identification document, clearly showing the player's name, date of birth and photo. No other form of photo identification will be accepted. The player's name and date of birth shall match those that appear on the official NSWSRU registration list as supplied by the Union office. Players who do not provide photo identification prior to a final series match must provide proof of identification to the Union Office no later than 12pm on the next business day. Failure to do so may result in the previous match being forfeited.

36.20 All clubs should check that all their registered players appear on the registered

players list supplied by the Union during the course of the year. This is the responsibility of each club.

36.21 Each Colts player will be required to show photo identification with proof of age at all Colts matches during the Finals Series.

36.22 Injury time shall be played in all finals series matches.

36.23 Any player temporarily suspended will remain with the ground marshal who will keep the time. No player is permitted to return to the field until the referee has given the player permission to do so.

36.24 Fresh replacements may be used in all finals series matches subject to eligibility rule 36.3. The replacement player shall report to the ground marshal.

36.25 Each club may have a maximum of three people responsible for attending to the players on the field. Team coaches are prohibited from being one of the three persons attending to players on the field. The three people attending to players on the field shall be allowed inside the roped enclosure but shall remain five metres back from the touchline, or where this is not possible, as far from the touchline as practicable, when not attending to players on the field. They must wear the coloured bibs supplied by the NSWSRU. All other persons, including coaches and reserves, shall remain outside the playing arena.

37. CONTRAVENTION OF RULES

37.1 Contravention of any of the Competition Playing Rules will be dealt with by the Board, the Judiciary, the Appeals Tribunal, or the Union Staff, as may be appropriate. Clubs and/or individuals in contravention of these rules are liable to:

- a) be expelled or suspended from the Union and its competitions
- b) be fined and/or placed on a bond
- c) suffer relegation and/or loss of competition points in the current or future seasons
- d) suffer any other penalty that the Board or Judiciary may see fit to impose.

38. ALTERATION OF RULES

38.1 The Board shall have the power to amend, alter or interpret these competition rules from time to time as necessary.

38.2 Changes to the Competition Playing Rules shall be advised to all clubs in writing by the Union.



SECTION 3

AMATEUR STATUS

CONTENTS

- 3.1 Amateur Status
- 3.2 Definition and Exemptions
- 3.3 Restrictions on Player Registration
- 3.4 Code of Conduct, Participation Agreement & Player Registration Form
- 3.5 Penalties
- 3.6 Integrity Committee Procedures
- 3.7 Forms:
 - Education Assistance Declaration
 - Accommodation Assistance Declaration
 - Breach of Amateur Policy Complaint Form

3.1 NSW Suburban Rugby Union Amateur Status

All NSW Suburban Rugby Union competitions have been declared amateur since 2015.

The payment of players is prohibited and penalties will be applied for any breach of the amateur status.

The NSWSRU Integrity Officer and Integrity Committee are responsible for ensuring all clubs and players are compliant with the Union's Amateur Policy. The Integrity Officer will chair the Integrity Committee.

Any complaints concerning a player and/or club breaching the Union's Amateur Policy should be forwarded to the Integrity Officer via the complaint form in Section 3.7. Where possible, complaints should include corroborating documents and/or statutory declarations. Whilst anonymous complaints will NOT be accepted or investigated, a complainant's confidentiality will be respected if requested.

This section of the Union's Operations Manual details the Amateur Policy, and the Integrity Committee procedures surrounding it.

It is also available online at: www.rugby.net.au

3.2 Definition and Exemptions

The payment of Suburban Rugby Union players is prohibited.

There can be no cash inducement or incentive given to play for a Suburban Rugby Club.

Definition

An Amateur is one who does not receive or agree to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a player in the NSW Suburban Rugby Union.

	Permissible	Not Permissible
Employment	Clubs may assist with or facilitate full or part time employment for a player, provided the conditions of the employment are consistent with current commercial practices.	Employment cannot be dependent on playing for the club.
Coaches, Officials	Non-playing coaches may be remunerated. Non-playing club administrators, canteen workers, etc, may be remunerated. <i>Qualified</i> physios or doctors who are remunerated by their club may play.	Playing coaches, playing club officials or administrators, and playing club workers cannot be remunerated.
Expenses	Costs directly associated with playing for the club (e.g. out of pocket injury expenses, insurance top-ups), provided these are available to all players.	Any expenses not directly associated with playing for the club, including services in kind (e.g. building, landscaping, professional services, travel expenses) cannot be paid to a player.
Awards	Players may receive non monetary awards relevant to match day performance. The value of such awards cannot exceed \$100.	Cash prizes, of any amount for any reason, cannot be given to players.
Education Assistance	Education assistance of \$2K per season each may be given to a max of three colts eligible players (U21). Such assistance is only payable to a recognized educational or training institution, and must be notified to the Union.	Education Assistance money cannot be paid directly to players.
Accommodation Assistance	Accommodation assistance lasting no longer than four weeks each may be given to a max of four players. Such assistance is only payable to a landlord or equivalent, and must be notified to the Union even if no money changes hands.	Rent money cannot be paid directly to players.
Club Subscriptions	Any club subscription must be a bona fide fee for club membership, but clubs are free to set the level of those subscriptions, including discounts to particular groups or individuals. Third parties may pay a player's club subscription.	

3.3 Restrictions on Player Registration

The Union's amateur policy includes restrictions on who may be registered for Suburban Rugby competitions:

<p>All players registered in NSWSRU competitions must be amateur players.</p>
<p>No player having held a professional rugby union contract in the previous or current calendar year may be registered for Suburban Rugby competitions.</p> <p>Dispensation may be requested via the Integrity Committee.</p>
<p>No player having played in the Australian National Rugby Championship (NRC) in the previous calendar year may be registered for Suburban Rugby competitions.</p> <p>Dispensation may be requested via the Integrity Committee.</p>
<p>Players named in the NRC in the current calendar year will be automatically and immediately deregistered from Suburban Rugby competitions.</p>
<p>Players <i>last</i> registered overseas must apply to the Union for permission to register.</p> <p>Clubs will only be granted permission for three such players in any one season.</p> <p>Dispensation may be requested via the Integrity Committee.</p>
<p>Any player having played in the Shute Shield (1st grade) competition of the Sydney Rugby Union in the previous or current calendar year must apply to the Union for permission to register.</p> <p>Dispensation may be requested via the Integrity Committee.</p>

3.4 Code of Conduct, Participation Agreement & Player Registration Form

Clubs should take note of the wording of the Union's Code of Conduct and Participation Agreement as it refers to the Union's Amateur Status.

Clubs should also take note of the officials required to sign the Code and Agreement PRIOR to any club being graded in a NSWSRU competition.

Players should take note of the wording of the player registration form and the questions therein, as previous rugby experience may disqualify them from Suburban competitions.

NSW SUBURBAN RUGBY UNION CODE OF CONDUCT

The Code of Conduct for clubs, members, players, coaches, officials, supporters and sponsors is to be read in conjunction with the Statement of Objects and Rules and the Competition Playing Rules of the New South Wales Suburban Rugby Union Inc (NSWSRU).

Your club and its prescribed officials must sign and return the Code of Conduct and the Competition Participation Agreement before it will be allowed to play in a NSW Suburban Rugby Union competition:

1. A member, player, coach or official shall not at any time act in a manner detrimental towards the game of rugby union.
2. The Club shall take all reasonable steps to ensure that members, players, coaches, officials or spectators do not act in a manner detrimental towards the game or spirit of rugby union.
3. During the course of or after a match under the jurisdiction of the NSWSRU, a member, player, coach, official, supporter and any other person associated with a NSWSRU Club shall not abuse or address a referee or assistant referee in insulting terms, or act in a provocative manner towards a referee or assistant referee.
4. All clubs, players, coaches, officials, supporters and sponsors shall adhere to the amateur status of NSWSRU, and will not accept, or entice others to accept, any remuneration or reward whatsoever in respect to participation as a player in the NSWSRU.

The following officials have read the above Code of Conduct and agree to be bound by this code:

Position	Name	Signature	Date
President			
Secretary			
Treasurer			
Club Coach			
1 st Grade Coach			

NSW SUBURBAN RUGBY UNION COMPETITION PARTICIPATION AGREEMENT

A club participating in the NSW Suburban Rugby Union competition, in consideration of the NSW Suburban Rugby Union permitting it to participate in such a competition in the year 2015, hereby acknowledges and undertakes as follows:

1. That it will at all times be bound by the provisions of the Statement of Objects and Rules, the Code of Conduct and by the Competition Playing Rules of the NSW Suburban Rugby Union, and this agreement made hereunder.
2. That it will at all times accept, subject to the Appeals provision provided for in the Union's Statement of Objects and Rules, the decisions of the Board of the NSW Suburban Rugby Union or any standing Committee or Sub-Committee thereof.
3. That it will not permit any player to play for it in the competition above referred to who is not registered with NSW Suburban Rugby Union as referred to in Article 14 of the Union's Statement of Objects and in accordance with Rule 4 of the Union's Competition Playing Rules.
4. That if any player, coach, member or official is suspended or expelled by NSW Suburban Rugby Union it will cease to utilize such person as the case may be during the period of suspension or expulsion from the date of such suspension or expulsion.
5. That it will at all times be bound by the Union's Amateur Status and not permit any player to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a player in the NSW Suburban Rugby Union.
6. That its officials, coaches, supporters and sponsors will not entice any player to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a player in the NSW Suburban Rugby Union.

The following officials have read the above Competition Participation Agreement and agree to be bound by this agreement:

Position	Name	Signature	Date
President			
Secretary			
Treasurer			
Club Coach			
1 st Grade Coach			

AUSTRALIAN RUGBY UNION PLAYER REGISTRATION FORM

CLUB NAME: _____

LAST YEAR'S CLUB NAME (if different from above): _____

PLAYER DETAILS

First Name _____ Surname _____ Date of Birth _____

CONTACT DETAILS - PROVIDE AT LEAST ONE PHONE NUMBER AND AN EMAIL ADDRESS

Mobile _____ Home _____ Work _____

Email _____

Address _____

Suburb _____ Postcode _____

EMERGENCY CONTACT

First Name _____ Surname _____ Phone _____

AMATEUR STATUS

NSW Suburban Rugby Union definition: An Amateur is one who does not receive or agree to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a player in the NSW Suburban Rugby Union.

1. Will you play in the NSW Suburban Rugby Union strictly as an amateur? **Yes / No**

PLAYING HISTORY

2. Have you held a professional Rugby Union contract in 2015 or 2016? **Yes / No**

If yes, you are ineligible to play in the NSW Suburban Rugby Union in 2016

3. Did you play in the Australian National Rugby Championship in 2015? **Yes / No**

If yes, you are ineligible to play in the NSW Suburban Rugby Union in 2016

4. Have you played in the Shute Shield (1st Grade) in 2015 or 2016? **Yes / No**

If yes, you must apply to NSW Suburban Rugby for permission to register

5. Were you last registered for Rugby overseas? (i.e. do you require a transfer?) **Yes / No**

If yes, complete the form at the link: rugby.net.au/_uploads/res/132_8277.PDF

6. Do you have a judiciary record in Rugby? (i.e. have you ever been suspended?) **Yes / No**

Players with an unsatisfactory judiciary record may be refused registration

PLAYER: I certify the information supplied above is true and correct and that I have read and agree to the Australian Rugby Union Registration Terms and Conditions listed overleaf.

Player's Signature _____ Date

CLUB OFFICIAL: I have informed this player he may not play in NSW Suburban Rugby unless he maintains his amateur status in accordance with the definition above, or if he has answered yes to questions 2 - 6 above.

Club Official's Signature _____ Club Official's Name _____ Date

AUSTRALIAN RUGBY UNION PLAYER REGISTRATION FORM

REGISTRATION TERMS AND CONDITIONS

Unless otherwise stated, terms in this document shall have the same meaning as defined in the ARU Code of Conduct. A copy of the ARU Code of Conduct is available at: www.rugby.com.au/runningrugby/PolicyRegister.aspx

1. By completing this Registration Form, you (or if the participant is under 18 years of age, that participant's parent or legal guardian on behalf of the participant) agree:
 - i. The information you have provided is true, correct and accurate.
 - ii. The information you have provided will be used and disclosed for the purposes specified in the Privacy Policy, including being used by your club and Member Union to administer the Game and provide rugby activities and rugby-related services. A copy of the ARU Privacy Policy is available at: www.rugby.com.au/runningrugby/PolicyRegister/MemberProtection.aspx
 - iii. To comply with and abide by the rules and regulations which govern the Game and its authorised variations, including, World Rugby Laws of the Game and Regulations (www.worldrugby.org), the ARU Code of Conduct By-Law, the ARU Policies (including ARU Anti-Doping Code and ARU Member Protection Policy) (www.rugby.com.au/runningrugby/PolicyRegister.aspx) and the competition rules governing sanctioned competitions and events.
 - iv. You have fully disclosed any suspension you may be serving imposed by any sporting body, and will disclose any suspension imposed in the future.
 - v. You must pay all fees, including but not limited to, registration fees.
 - vi. The ARU, your Member Union, Rugby Body or Club may use your name or image in any form or medium for marketing, promotional and research activities.
 - vii. The ARU may deregister you at any time by notice.

RISK AND LIABILITY

2. The Game and its variations can be hazardous and incidents may happen. To the extent permitted by law, by accepting these Terms of Registration, the participant and/or his/her parent or legal guardian assume the risks associated with participating in the Game and acknowledge this warning of the injury risks involved, and in doing so, waives all claims for liability against any participant and releases every participant from all liability, provided that such liability arises while the participant is participating in the Game.
3. ARU will hold the benefit of this release and waiver on trust for all participants. ARU makes no warranties regarding services associated with the Game or the fitness for purpose of materials provided.

INSURANCE

Registered participants of the Game are provided basic levels of cover under the ARU Insurance Plan for Sports Injury (Accident) cover, excluding cover for medical expenses where there is any Medicare Contribution (i.e. Medicare Gap). It is recommended that all participants consider Private Health and other Insurances as required for their individual circumstances, over and above the coverage provided under this Plan. A copy of the 2016 ARU insurance brochure can be accessed at www.rugby.com.au/runningrugby/Insurance.aspx

Further information is available at www.gowgatessport.com.au/rugby.

3.5 Penalties for Breach of Amateur Status

If a club or player is found by the Integrity Committee to have breached the conditions relating to Amateur Status, the penalty to be imposed shall be determined by the Integrity Committee, or in the case of suspension or expulsion of a club, by the Board.

Such penalty may comprise any or all of the following:-

1. In relation to a club-
 - i) Loss of points earned in the games played while the Club was so in breach;
 - ii) Relegation of the Club up to two divisions for the following season;
 - iii) Loss of premiership points for the following season;
 - iv) A fine; or
 - v) Suspension from any or all minor premiership or finals matches in a season or seasons.
2. In relation to a player –
 - i) Refusal of registration, or de-registration;
 - ii) Suspension for such period as the Integrity Committee deems appropriate.

Provided that, if a club or player voluntarily admits that it or he has breached such conditions, the Integrity Committee or Board may, in their discretion, determine that no penalty be imposed.

3.6 Integrity Committee Procedures

Amateur Status

The Board shall from time to time determine and fix player eligibility conditions, policies and rules, which shall be defined as those conditions relating to Amateur Status.

Integrity Committee

The Board shall appoint each year an independent committee known as the Integrity Committee whose role it is to report and adjudicate on matters concerning breaches of Amateur Status.

Integrity Officer

The Board shall appoint each year an Integrity Officer, who will be Chairman of the Integrity Committee.

Conduct of Investigations/Hearings

The Integrity Committee may at any time investigate (formally or informally) any matter relating to Amateur Status.

A Club or any other person is required to fully cooperate with the Integrity Committee in the course of an investigation and/or hearing.

The Integrity Committee is permitted to conduct an investigation in such manner as it thinks fit and may obtain information as it thinks fit, including but not limited to requiring a Club or any other person to produce any documents relevant to matters under investigation (whether in their possession, custody or control), or to answer any questions asked by the Integrity Committee.

No Club or person is to provide false or misleading information during the course of an investigation and/or hearing.

A failure to comply with the above Rules may constitute conduct contrary to the rules relating to Amateur Status and the Integrity Committee and/or Board may impose any penalty as it sees fit.

Hearings before the Integrity Committee are to be heard by no less than two (2) members of the Committee.

Acting in concert with the Integrity Committee, the Executive Director shall send a written notice to the Club or any person(s) setting out the following:

- (a) The details of the Integrity Committee hearing;
- (b) The alleged breach of the conditions of Amateur Status (if applicable);
- (c) The consequences that may arise if the club and/or individual fails to appear at the hearing;
- (d) The consequences that may arise if it is found that a breach has occurred.

In conducting a hearing the Integrity Committee:

- (a) must determine the matter without bias;
- (b) must give the Club or persons appearing before the hearing a fair hearing and otherwise observe the rules of procedural fairness;
- (c) is not bound by rules of evidence;
- (d) may inform itself of any matter it sees fit;
- (e) shall determine the procedure of the hearing; and
- (f) is to conduct the hearing with as little formality and technicality as possible, having regard to these rules and the matters before the Integrity Committee.

A Club or any persons appearing before the Integrity Committee may be legally represented.

The Integrity Committee will provide reasons for its decision.

The Integrity Committee shall be permitted to adjourn the hearing of any matter from time to time and deal as it deems fit with any player or club found by the Committee to have given false or

misleading evidence to it thereto or any player or club failing without reasonable excuse to attend at any hearing of the Integrity Committee.

Nothing in these Rules precludes the ability of the Board to refer a matter directly to the Integrity Committee for investigation and adjudication.

Decisions and Appeals Process

Decisions of the Integrity Committee, other than those relating to the suspension or expulsion of a club, will take immediate effect and shall without delay be reported to the club or individual affected.

Any club or individual penalised or adversely affected by a decision of the Integrity Committee shall be entitled to appeal to the Union's Board.

Any appeals must be made in writing and lodged with the appropriate appeal fee as determined by the Board with the Executive Director within seven days of the original decision.

Pending the rehearing of the case all decisions appealed against remain operative.

Decisions of the Integrity Committee in relation to the suspension or expulsion of a club will take the form of a recommendation to the Board. Once an Integrity Committee recommendation relating to the suspension or expulsion of a club is ratified, or otherwise, by the Board, the Board's decision shall without delay be reported to the club affected.

Any club suspended or expelled shall be entitled to appeal to a special general meeting of the Union under Article 10.9(c) of the Union's constitution.

3.7 Amateur Policy Forms

NSW SUBURBAN RUGBY UNION EDUCATION ASSISTANCE DECLARATION

Education Assistance	Education assistance of \$2K per season each may be given to a max of three colts eligible players (U21). Such assistance is only payable to a recognized educational or training institution, and must be notified to the Union.	Education Assistance money cannot be paid directly to players.
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Player's Name	DOB	Exact Nature of Assistance (including details of payee)	Value of Assistance

I have read the NSW Suburban Rugby Union Amateur Policy and certify the above information is accurate and complete. We understand that incorrect information could breach the player's amateur status and result in suspension or deregistration for the player and/or penalties applied to the club.

Name: Position: Date:

Signature:

Return form to: SubbiesIntegrity@nswrugby.com.au

NSW SUBURBAN RUGBY UNION ACCOMMODATION ASSISTANCE DECLARATION

Accommodation Assistance	Accommodation assistance lasting no longer than four weeks each may be given to a max of four players. Such assistance is only payable to a landlord or equivalent, and must be notified to the Union even if no money changes hands.	Rent money cannot be paid directly to players.
---------------------------------	---	--

Player's Name	Exact Nature of Assistance (including details of payee)	Value of Assistance

I have read the NSW Suburban Rugby Union Amateur Policy and certify the above information is accurate and complete. We understand that incorrect information could breach the player's amateur status and result in suspension or deregistration for the player and/or penalties applied to the club.

Name: Position: Date:

Signature:

Return form to: SubbiesIntegrity@nswrugby.com.au

NSW SUBURBAN RUGBY UNION
BREACH OF AMATEUR POLICY COMPLAINT FORM

1. CLUB ALLEGEDLY IN BREACH:

2. PLAYER ALLEGEDLY IN BREACH:

3. Name of Complainant:

4. Describe precisely the grounds on which the complaint is being made and outline how the conduct complained against breaches the NSWSRU Amateur Policy:

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5. I agree that the details above are true and correct to the best of my knowledge.

Signed:

6. Complaint Checklist

Have you provided the following?:

This form
 properly filled out and signed

Your objective evidence
 statutory declarations
 corroborating documents

Return form to: SubbiesIntegrity@nswrugby.com.au



SECTION 4

MATCH DAY OPERATIONS & ARU POLICIES

CONTENTS

- 4.1 Home Club Match Day Operations
- 4.2 Field Set-Up
- 4.3 Visiting Club Match Day Operations
- 4.4 Rolling Substitutions Procedure
- 4.5 Medical & Safety Recommendations
 - Management of Serious Injury
 - Serious Injury Protocol
 - Serious Injury Report
 - Management of Concussion
 - Fractures & Bleeding Injuries
 - Dental & Soft Tissue Injuries
 - SmartRugby
 - Position Selection
 - Tackling
 - Mayday Call
 - Scrum Engagement
 - Elimination of Foul Play
 - Preventing Injury
- 4.6 Senior Rugby Policy & Consent Forms
- 4.7 Referee Assessment Sheet

4.1 Home Club Match Day Operations

Home Clubs have many responsibilities on match day. Provided in this section is a checklist for Match Day Operations for Home Clubs:

- Field of Play:
 - Lines properly marked, including 10m kick-off and 5m & 15m throw-in lines
 - Hazards (sprinklers, cricket pitches) properly covered
 - Flags, corner posts, goal post pads in place
 - Field of Play roped off

- Facilities:
 - Both change-rooms clean & tidy
 - Sufficient hot water available
 - Male & Female toilets available, clean and properly stocked

- First Aid:
 - Stretcher readily accessible
 - Ascertain ambulance access
 - First Aid kit stocked and readily accessible
 - Ice for injuries available to both clubs
 - Doctor or qualified first-aid person in attendance
 - Emergency contact numbers for nearest hospital, doctor, etc.

- Match Officials:
 - Ground Marshal wearing red bib and accessible on sideline for all matches
 - Accredited club Touch Judge provided for each match
 - Recommended that a SmartRugby qualified club referee be on standby
 - Referees welcomed & offered food, drink & invited to post-match function

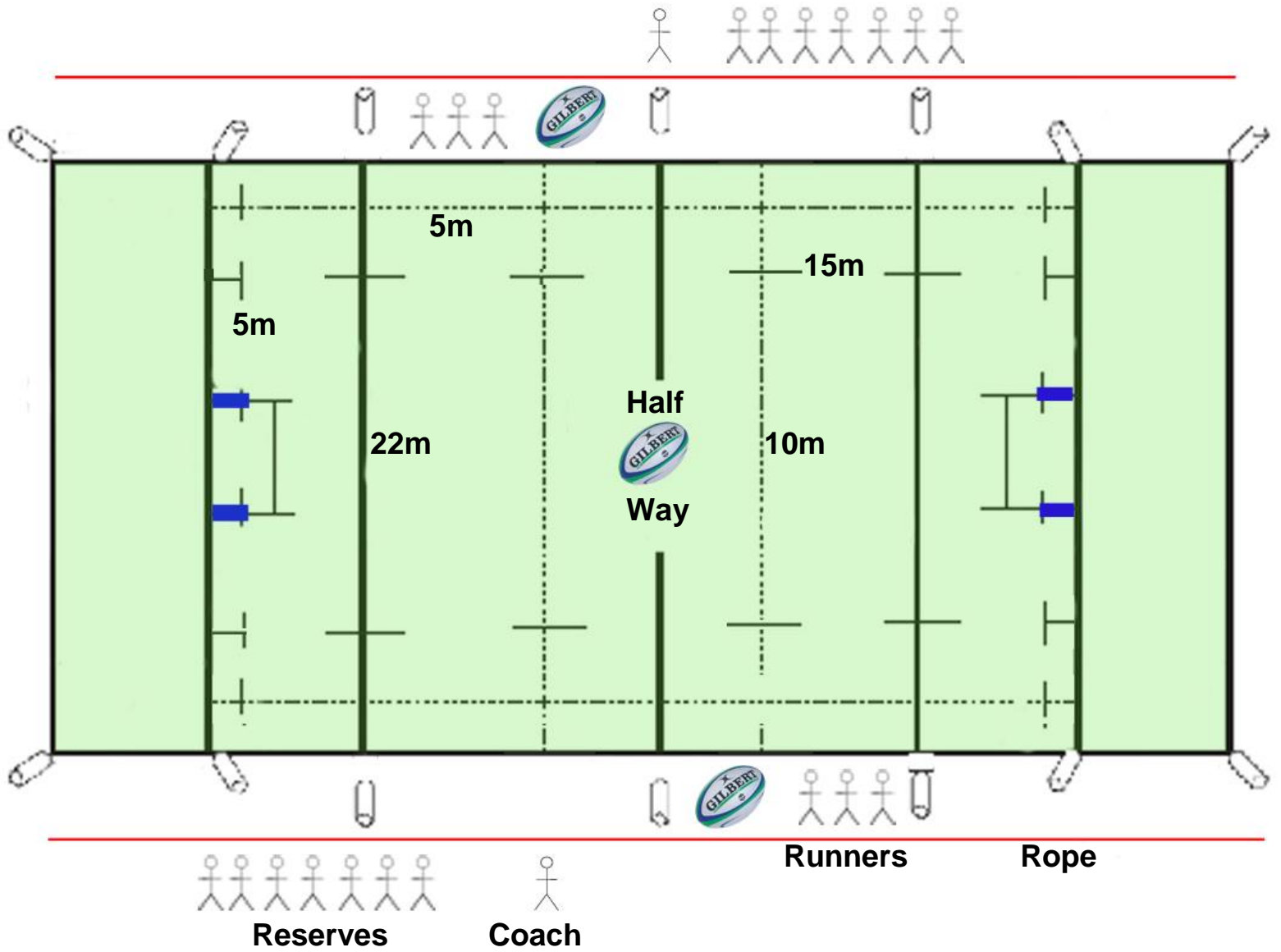
- During the Match:
 - Three match-quality footballs available at all times during all matches
 - Three team runners only to enter Field Of Play (FOP). They must wear bibs.
 - Coaches, managers & reserves behind rope
 - Sin-binned players must leave the FOP and remain under the direct control of the Ground Marshal for the full 10 minutes
 - Reserves only to enter FOP after reporting to TJ & referee signals his permission

- Team Manager:
 - Accurately completes result sheet (incl. sin bins)
 - Ensures only registered players take the field

- After the Match:
 - Result sheets collected
 - Ring in results by 5.30pm (9323 3400)
 - Results entered on-line by 5pm Tuesday

- Be Good Hosts:
 - You must contact your opposition club in the week leading up to the match
 - Provide a well stocked canteen throughout the day
 - Invite the visiting team to your post-match function

4.2 Field Set-Up



4.3 Visiting Club Match Day Operations

Visiting Clubs also have responsibilities on match day. Provided in this section is a checklist for Match Day Operations for Visiting Clubs:

- Match Officials:
 - Ground Marshal wearing red bib and accessible on sideline for all matches
 - Accredited club Touch Judge provided for each match
 - Recommended that a SmartRugby qualified club referee be on standby

- During the Match:
 - Three team runners only to enter Field Of Play (FOP). They must wear bibs.
 - Coaches, managers & reserves behind rope
 - Sin-binned players must leave the FOP and remain under the direct control of the Ground Marshal for the full 10 minutes
 - Reserves only to enter FOP after reporting to TJ & referee signals his permission

- Team Manager:
 - Accurately completes result sheet (incl. sin bins)
 - Ensures only registered players take the field

- After the Match:
 - Result sheets collected
 - Results entered on-line by 5pm Tuesday

- Be Good Guests:
 - Do not bring alcohol into your host's ground
 - Leave your area and change-room tidy and free of rubbish
 - Accept the hospitality of the Home Club and attend the post-match function

4.4 Procedure For Rolling Substitutions

Sequentially numbered substitution cards indicating Home 1 - 8 and Away 1 - 8 will be provided by the Union to all teams.

Each team will then be responsible for providing its own supply of cards for each match.

As each substitute takes to the field he shall hand the appropriate substitution card in the correct sequence to the referee. There is no requirement to record or write anything on the substitution card. The correct sequentially numbered card is simply handed over.

The referee shall receive and retain the cards during the match and shall monitor each team's use of its substitutes. The referee is not required to record any information but shall simply retain the submitted cards until after the end of the match. The cards shall not be returned to the appropriate team until the referee is satisfied of the final number of substitutes used by each team.

The teams will be aware of the number of permitted substitutions still remaining from the number of cards they still hold.

4.5 Medical and Safety Recommendations for Players, Coaches, Administrators & Match Officials

The Australian Rugby Union (ARU) and the International Rugby Board (IRB) encourages Clubs and Schools to take recommended measures to ensure that the game is both safe and enjoyable to play.

The following medical and safety recommendations are in the interest of player safety.

INJURY MANAGEMENT

MEDICAL REQUIREMENTS FOR PLAYER CARE


The following are the recommended medical requirements for Unions, Clubs and Schools.

SMART RUGBY	<ul style="list-style-type: none">• Smart Rugby qualified coaches and referees<ul style="list-style-type: none">– Mandatory qualification which provides best practice principles for all the contact elements of the game.
FIRST AID PERSONNEL	<ul style="list-style-type: none">• Basic First Aid certification or higher qualification<ul style="list-style-type: none">– including knowledge of first aid skills and procedures.• First Aid, Sports Trainer and Medical personnel should be clearly visible in brightly coloured uniform/vests (ie orange, yellow, etc), and easily identifiable from teams.
FIRST AID REQUIREMENTS	<ul style="list-style-type: none">• First Aid Kit• Ice• Stretcher (preferable scoop stretcher) for use by trained personnel• Emergency contacts for nearest hospital, doctor, dentist, etc• Telephone (for use in emergency)• Emergency vehicle access for Ambulance providing clear entry• Safety Poster in a suitable location visible to Rugby stakeholders

MANAGEMENT OF SERIOUS INJURY

SUSPECTED SPINAL INJURY

In the event of a suspected spinal or other potentially serious injury:

1. GET HELP FAST	<ul style="list-style-type: none">• CALL '000' FOR AN AMBULANCE
2. DO NOT MOVE THE PLAYER	<ul style="list-style-type: none">• DO NOT MOVE THE PLAYER unless directed by qualified medical personnel.• A player suffering from a severe neck injury may still be able to move all limbs. Moving such a player before stabilising the neck may increase the chance of permanent paralysis.
3. DO NOT APPLY CERVICAL COLLAR	<ul style="list-style-type: none">• DO NOT APPLY CERVICAL COLLAR unless specifically trained to do so.• Non-medically qualified first aiders, referees and coaches should err on the side of caution and seek assistance of qualified medical personnel in the event of any suspected spinal or potentially serious injury.
4. FOLLOW SERIOUS INJURY PROTOCOL 	<ul style="list-style-type: none">• FOLLOW SERIOUS INJURY PROTOCOL in the event of a serious injury (i.e. fatality or suspected spinal injury), including notifying the Serious Injury Hotline and completing the Serious Injury Report.• For a complete copy of the Serious Injury Protocol & Report, contact your State/Territory Union or visit www.rugby.com.au/seriousinjury.

HEAD INJURIES, CONCUSSION AND STRUCTURAL BRAIN INJURIES

Head injuries may result in one or more of the following:

1. Superficial injuries to scalp or face such as lacerations and abrasions
2. Subconcussive event – a head impact event that does not cause a concussion
3. Concussion - an injury resulting in a disturbance of brain **function**
4. Structural brain injury - an injury resulting in damage to a brain structure for example fractured skull or a bleed into or around the brain

Structural brain injuries are potentially life threatening and may present with very similar signs and symptoms to a concussion. The signs and symptoms of a structural brain injury will usually persist or deteriorate over time e.g persistent or worsening headache, increased drowsiness, persistent vomiting, increasing confusion and seizures.

Medical assessment of a concussion or a head injury where the diagnosis is not apparent is recommended to exclude a potential structural brain injury.

All head injuries should be considered to be associated with cervical spine injury until proven otherwise.

CONCUSSION GUIDELINES

What is concussion?

Concussion is a brain injury caused by either direct or indirect forces to the head. Concussion typically results in the rapid onset of short-lived impairment of brain function. Loss of consciousness occurs in less than 15% of concussion cases and whilst a feature of concussion, loss of consciousness is not a requirement for diagnosing concussion.

Concussion Management 6 R's

RECOGNISE	Learn the signs and symptoms of a concussion so you understand when an athlete might have a potential concussion (see the Pocket Concussion Recognition Tool for more details).
REMOVE	If a player has a concussion or a potential concussion he or she must be removed from play or training immediately.
REFER	Once removed from play, the player should be referred immediately to a Medical Practitioner for further evaluation and diagnosis. If the player's condition is poor or deteriorates, the player should be referred immediately to an Emergency Department.
REST	Players must rest from exercise until symptom-free and then start a Graduated Return to Play program. The ARU recommends minimum rest periods for different ages: Players aged 15 years and below - 2 weeks minimum rest, Players aged 16-18 years - 1 week minimum rest, Adults Players 19 years and above - 24 hours minimum rest.
RECOVER	Full recovery from symptoms is required before a player can commence a Graduated Return to Play. Rest from all physical and cognitive activities in the early stages are crucial in the recovery process.
RETURN	In order for safe return to play in Rugby, the player can only return to playing rugby via the Graduated Return to Play (GRTP) program once they are symptom free and completed a GRTP program. The player must obtain a clearance in writing by a Medical Practitioner before returning to full contact practice.

The ARU Concussion Guidelines (in full) and resources are available at www.rugby.com.au/concussion.

IF THE PLAYER IS UNCONSCIOUS

Always suspect an associated neck injury. If respiratory arrest occurs, Cardio Pulmonary Resuscitation (CPR) should be commenced. CALL '000' FOR AN AMBULANCE.

Once conscious, determine the manner in which the injury happened and if there is tingling in upper or lower limbs and if any power loss is present. If there is no one experienced in the management of this problem the PLAYER SHOULD NOT BE MOVED but given emotional support while awaiting the ambulance. Ensure the player is sufficiently warm.

IF A FRACTURE OR DISLOCATION OF A LIMB IS SUSPECTED

The injured limb should be supported, ideally with a splint, while the player is lifted onto a stretcher or helped from the field. X-rays to confirm the diagnosis (or exclude injury) are essential and should be performed as soon as possible.

If the fracture is found to be compound (bony fragments protruding through the skin) the area should be covered with a clean towel while waiting for the ambulance. In this situation the player should not consume food or drink until cleared by a doctor (in case a general anaesthetic is required).

TREATMENT OF INJURED PLAYERS WHO ARE BLEEDING

A player who has an open or bleeding wound must leave the playing area until such time as the bleeding is controlled and the wound is covered or dressed. On returning to play all bloodied clothing must be replaced. Such a player may be replaced on a temporary basis but if unable to resume playing within 15 minutes the replacement becomes permanent.

IF A TOOTH IS KNOCKED OUT

It should be replaced immediately in its socket (if dirty, wash it first with milk if available) and mould aluminum foil over the replaced tooth and its adjacent teeth. The player should then seek immediate dental advice.

SEEK PROMPT MEDICAL ADVICE

Prompt medical advice (usually at an emergency department, hospital or after-hours medical centre) should be obtained if:

- Unconsciousness, persistent headache, vomiting or nausea occurs after a blow to the head, or a concussion injury.
- Breathing difficulties occur after an injury to the head, neck or chest.
- Severe pains in the neck occur.
- Abdominal pains occur, particularly if associated with shoulder tip pain.
- Blood is present in the urine.
- An eye injury occurs.
- If a player collapses separate to any trauma.
- There is any concern over a player's injury or health following training or a match.

SOFT TISSUE INJURIES

The **RICER** injury management approach is the best treatment for a soft tissue injury, and should be initiated immediately after injury for 48-72 hours. Applying RICER will assist in reducing bleeding and swelling and provide support for the injured area.

REST	Avoid stressing the injured area for at least 48-72 hours
ICE	Apply ice to the injured area for 20 minutes, every 2 hours for the first 48-72 hours after injury.
COMPRESSION	Firmly apply wide compression bandage over the injured area, above and below the injury site.
ELEVATION	Raise the injured area above the level of the heart at all times.
REFERRAL	Refer to a qualified health professional (e.g. Doctor, Physiotherapist, etc).

Avoid the **HARM**-ful factors for 72 hours after the injury.

HEAT	Heat increases the bleeding at the injured site. Avoid hot baths and showers, saunas, hot water bottles, heat packs and liniments.
ALCOHOL	Alcohol increases bleeding and swelling at the injury site, and delays healing.
RUNNING	Running or any form of exercise may cause further damage. A player should not resume exercise within 72 hours of an injury unless approved by medical professional.
MASSAGE	Massage causes an increase in bleeding and swelling, and should be avoided within 72 hours of the injury. If the injury is massaged within the first 72 hours, it may take longer to heal.

SAFETY REQUIREMENTS

MAYDAY CALL: The “MAYDAY” call is a safety technique put into operation when a player believes that he is in a potentially dangerous position in a scrum. The following is a description of the process to be followed by players and referees when the “MAYDAY” call is heard.

PLAYER ACTIONS

REFEREE ACTIONS

The player under pressure makes a loud call, “MAYDAY”		
Other members of the scrum repeat this call to ensure that it is heard by members of both scrums and the referee		
All players immediately stop pushing to release pressure on the front row. The props should release their bind on the opposition only		The referee should immediately blow the whistle sharply
All players in the scrum immediately drop to their knees. At the same time, the top half of their body is lowered to the ground		
The front row then land on their faces		
All players are to remain in this position and listen to the referee’s instructions		
The referee asks, “Who first called Mayday and are you OK?”		
Player replies and is OK	Player replies and is not OK	Player does not reply
		The referee asks players from each team to number off from; 1, 2, 3, 4, 5 in order to determine who is injured and/or unconscious
On the referee’s instruction the scrum is disassembled: The No.8 moves back and away and the flankers then release their binds and move outwards and away		
The locks then release their binds and move outwards and away (If the injured player is a lock they shall remain until medical assistance arrives)		
The prop forwards then release their bind on the hooker and move outwards and away	If the injured player is a front rower, they and any player(s) bound to them will remain & maintain their binds until medical help arrives	

PLAYER PRIORITIES

REFEREE PRIORITIES

<ul style="list-style-type: none"> Upon hearing MAYDAY, repeat loudly. Stop pushing & drop to your knees immediately. Do not turn your head to the side. Rotation and flexion increases the chance of neck injury. Keep your chin and chest through and face plant on the bridge of your nose and forehead. Whilst on the ground, listen to the referee. Do not move injured player. Leave them exactly where they are until medical assistance arrives. 	<ul style="list-style-type: none"> Upon hearing MAYDAY blow whistle immediately. Identify the injured player and their status. Disassemble the scrum safely. Do not move an injured player. Leave them exactly where they are until medical assistance arrives. If no player is injured, reset the scrum when player.
--	--

POSITION SELECTION

Players should be selected for positions appropriate to their physical build and stature. Players should be physically fit to play Rugby when selected and those unfit should not be selected.

Players should not be selected to play in the front row unless they have recent experience or have been coached in specialist front row play.

All players should be encouraged to regularly carry out special exercises that strengthen their neck, limbs and body. This is especially applicable to those in the scrum who should build up their neck and back muscles as well as upper body strength.

SCRUM ENGAGEMENT SEQUENCE (For Games of all Levels)

The scrum engagement is managed in sequence by the referee to ensure that it occurs safely, squarely and in synchronisation. If any part of the scrum set-up is not right, the referee should call the front rows up and re-start the process.

The Law requires that referees will call the scrum engagement in the sequence CROUCH, BIND and then, when both front rows are ready, SET. This is to be strictly observed.

1. CROUCH

Front rowers should adopt a CROUCH position with their head and shoulders at or above the level of the hips, feet square, and knees bent sufficiently to make a simple forward movement into engagement. Players should keep their head straight, in order to maintain the normal and safe alignment of the cervical spine.

Once all front-rowers are crouched, there must be a non-verbal pause, during which time the referee should be checking that:

- the distance between opposing front rows should be close enough that players' heads are interlinked (approximately ear to ear)
- the height of the two packs is the same
- all players are balanced, and are set up straight (not at an angle)

2. BIND

The BIND call requires each prop to bind on the side or back of their opposing prop (not on the arm or shoulder). Props should grab onto the jersey, not just rest their hand in place.

Once all front-rowers are bound, there must be a non-verbal pause, during which time the referee should check that all players are balanced and stationary.

3. SET

On the SET call, and not before, the front rows should engage the opposition firmly with a short horizontal movement and the props should draw with their outside binds. In this position, all players must be able to maintain body shape and pressure on the opposition scrum.

At community level in Australia, referees do not have to indicate to the scrum half when to feed the ball at every scrum. However, referees must ensure that the scrum is stationary and stable before the feed (no hit and chase off the mark). A call of "steady" may, on occasion, assist in steadying the scrum. When the scrum is steady, the ball should be fed without delay.

TACKLING

Statistics indicate that the majority of serious injuries are now occurring during or consequent to the tackle. The risk of injury can be reduced by teaching correct head positioning as an essential component of a safe tackle.

Serious injuries are also occurring to the ball carrier, particularly when going to ground in the tackle. The risk of injury can be reduced by teaching balance and stability techniques in contact and correct body position when falling to the ground.

Illegal and dangerous tackling should be discouraged, such as crash tackling the defenseless, tackling player's without the ball, early, late, 'stiff arm' tackling and tackling around the head and neck. Any tackle above the line of the shoulders (defined as the level of the armpits) is considered dangerous.

ELIMINATION OF ILLEGAL AND FOUL PLAY

Head and Shoulders Above Hips

Correct body position in Scrum, Ruck and Maul is critical. Players should join in a safe manner, ensuring that their head and shoulders are above the hips at all times. The IRB has reiterated its position that the game can only be played by players who are on their feet.

Punching or Stamping Send Offs

For all competitions U19 and downwards it is mandatory for referees to send off players who punch or stamp opponents. ARU believes this is an appropriate measure to assist in the elimination / reduction of foul play and to send a clear message to the community that Rugby is serious about countering this sort of behaviour.

Referees are reminded to be particularly harsh when dealing with players who engage in Illegal and/or Foul Play or engage in any form of retaliation. Judicial Committees should take stern action with players found guilty of Illegal and/or Foul Play.

PREVENTING INJURY

Mouth Guard

It is recommended that players wear a specially made and fitted mouth guard during both matches and training sessions.

Hydration

Coaches should ensure that an adequate supply of fluid, preferably water, is consumed by players before, during and after training sessions and the match, so that appropriate levels of hydration are maintained.

MORE INFORMATION

Further details on Medical Requirements for Player Care and Safety Recommendations can be found at the Australian Rugby Union website www.rugby.com.au/policies.

ARU Protocol for Serious Injury

In the event of a serious injury to a player's head or neck (ie: suspected spinal injury) or fatality, follow this protocol:

1. Provide immediate on-field medical care and arrange suitable transportation (ie. ambulance) to the hospital.
2. Club representative to phone the ARU Serious Injury Case Manager (SICM) on the ARU Hotline **1800 036 156**. This number is a call back service and your details will be passed on to the SICM who will call you back ASAP. Have all details of the incident ready to give to SICM.
3. SICM to establish initial contact with club representative to ascertain current status.
4. SICM notifies ARU General Manager (GM) of Community Rugby.
5. SICM or GM contacts NSW Suburban Rugby Union Executive Director.
6. The NSWSRU Executive Director is to establish one point of contact with the club to coordinate situation.
7. SICM or GM to notify ARU Media Manager.
8. SICM, GM and NSWSRU Executive Director to establish a process of support as required.

ARU Serious Injury Case Manager

The Australian Rugby Union (ARU) has appointed a Serious Injury Case Manager (SICM) to assist the club in managing traumatic injuries. The SICM is your first point of contact in the event of a serious injury to a player's head or neck (ie: suspected spinal injury) or fatality and will provide a link between the club and the Australian Rugby Union (ARU).

Club Responsibilities

1. Provide immediate on-field medical care and arrange suitable transportation (ie. ambulance) to the hospital.
2. Phone SICM on the ARU Hotline **1800 036 156** in the event of a serious injury (ie: suspected spinal injury or fatality).
3. Phone NSW Suburban Rugby Union Executive Director, Mark Green 0407 414 779.
4. Accurately record any details and persons associated with the injury.
5. Notify next of kin in the case of a serious injury to a player's head or neck.
6. In the case of a fatality, the Police will notify the next of kin.
7. Monitor players/match officials (referees, touch judges)/club officials (coaches, managers, runners, trainers, physiotherapists, etc) for team debrief and/or personal counselling.
8. Complete the [Serious Injury Report](#) and provide copies **within 48 hrs** to:-
 - (i) Australian Rugby Union – Fax 8005 5681 or Email communityrugby@rugby.com.au
 - (ii) NSW Suburban Rugby Union – Fax 9323 3477 or Email mark@rugby.net.au
9. Complete the ARU Sports Injury Claim Form for all insurance claims. For more information please contact Gow-Gates Insurance Brokers on 1800 811 371.

NSW Suburban Rugby Union Responsibilities

1. Follow up counselling requirements for the injured player, club personnel, referee and touch judges in conjunction with SICM.
2. In conjunction with club and ARU, handle all media contact. There should be one point of contact for media releases.
3. NSWSRU representative to attend any inquest/event.
4. Assist club with any fund raising activities as required.

ARU Responsibilities

1. Provide logistical & human support to injured player, family, club, officials & NSWSRU.
2. Monitor current and ongoing status of the injured player.
3. Complete analysis report of injury occurrence and record on the ARU Serious Injury Register.
4. Maintain ARU database.

4.6 Senior Rugby Policy & Consent Forms

The age for which male and female players are eligible to participate in senior rugby shall be eighteen years of age.

This Policy must be followed unless the exception below is applicable.

The policy applies to all NSW Suburban Rugby matches.

This policy aims to protect the safety and welfare of players participating in a senior rugby competition at an age younger than eighteen years by trying to ensure that participant's physical development and skill levels are broadly compatible with and against other participants in senior rugby.

In exceptional cases, a player's physical development, skill level and experience may be such that he may be allowed to participate in senior rugby competitions at an age younger than eighteen years of age.

Players are only permitted to participate in a senior rugby competition younger than eighteen in the following circumstances:

- (a) **where the player will not play senior rugby in the front row (prop or hooker)** – he must comply with the procedure described in [Schedule A - Exception to the Senior Rugby Policy](#), including completion of the [Consent Form](#); or
- (b) **where the player will play senior rugby in the front row (prop or hooker)** – he must comply with the procedure described in [Schedule A - Exception to the Senior Rugby Policy](#), including completion of the [Consent Form](#);

and

– he must also apply to ARU for approval to play in the front row (prop or hooker), as outlined in [Schedule B - Exception for Front Row](#), including completion of the [Submission Form](#). Such consent will be given on a case by case basis.

ARU approval to play in the Front Row must be received before the player participates in senior rugby as an exception to this Policy.

4.7 Referee Assessment Sheet

Clubs can use this form to assess a referee's performance. A copy of the assessment will be given to the NSW Rugby Referee Manager.

NSWSRU REFEREE ASSESSMENT SHEET

HOME TEAM _____ AWAY TEAM _____

ROUND _____ DATE _____ DIVISION _____ GRADE _____

Rate the match referee on the criteria below (1 = excellent, 2 = good, 3 = satisfactory, 4 = poor, 5 = unsatisfactory) by placing a number in the boxes. Write additional comments in the space provided and return to NSWSRU: tim@rugby.net.au Fax: 9323 3477

	Foul Play	Communication with players	Overall consistency	Advantage played	Fitness level	Overall performance
Comments:						
Referee's name:						
Club official's name & contact details:						



SECTION 5

JUDICIARY

CONTENTS

- 5.1 Judiciary Procedures
 - Players Eligible for an Early Plea
 - Players Ineligible for an Early Plea
 - Players Failing to Appear at Judiciary
 - Players With Unsatisfactory Discipline Records

- 5.2 Practice Directions for a Citing Club
 - Sample Citing Request Form
 - Sample Statutory Declaration

- 5.3 Practice Directions for a Cited Club or Player

- 5.4 Recommended Penalties

SECTION 5: JUDICIARY

5.1 Judiciary Procedures

Once a player is sent off:

The club will receive a copy of the send-off report ASAP.

1) Players Eligible for an Early Plea:

If sent off for a lower end offence listed below (as indicated by the referee on the report), and if agreed to by the Executive Director, a player may take an early plea of guilty and therefore not attend the Judiciary. The following penalties will automatically apply:

Dangerous tackling, charging or obstructing (excl. lifting tackle)	2 matches
Stamping on or trampling an opponent (incl. illegal rucking)	2 matches
Tripping an opponent	2 matches
Collapsing a scrum, ruck or maul	2 matches
Repeated infringements	caution
Double yellow card:	
involving dangerous play	1 match
not involving dangerous play	caution

A player eligible for an early plea still has the choice of appearing before the Judiciary. Should the player elect to appear before the Judiciary he will be subject to whatever verdict and penalty the Judiciary renders.

The Executive Director will not allow an early plea for anyone previously sent off.

2) Players Ineligible for an Early Plea:

If sent off for a mid range or top end offence (as indicated by the referee on the report), or for an offence not listed above, or if disallowed by the Executive Director, a player will not be eligible for an early plea.

The player will appear before the Judiciary at the Union Office, Moore Park at 6pm on the Wednesday after the match. He may be accompanied by a club official.

The player will be required to show photo ID and proof of registration.

The Judiciary will:

- State the offence for which the player was sent off.
- Read the referee's send-off report.
- Enter the player's plea.
 NB: A plea of not guilty requires a written statutory declaration.
- Consider any verbal evidence by those present.
- Consider any written or video evidence submitted.
- Render a verdict and penalty; or reconvene to a later date.

The player may:

- Plead guilty.
- Plead not guilty, and provide a written statutory declaration outlining his case.
- Appeal any decision of the Judiciary.

3) Players Failing to Appear at Judiciary:

- Any player sent off the field shall be suspended until such time as his case has been considered by the Judiciary or dealt with under the automatic penalty provisions of the early plea agreement.
- Any player not dealt with through an early plea agreement and who does not appear before the Judiciary within one month of being sent off will be de-registered.
- His club may, at the discretion of the Judiciary, be fined \$500 and have an established offence recorded against it.
- If and when a player so de-registered does appear before the Judiciary, he will face the original charge for which he was sent off and also a charge of Misconduct, for which the recommended penalty ranges from two matches to seven matches.
- Any such suspension handed down by the Judiciary will commence from the date of the player's Judiciary appearance. The Judiciary will not take into account "time served".

4) Players With Unsatisfactory Discipline Records:

Player registration is not automatic. The Board may refuse the registration of any person, or de-register any person it deems to have an unsatisfactory discipline record.

Any player:

- with three or more established offences, or
- with a total of 12 or more matches in cumulative suspensions, or
- who is found guilty of threatening or assaulting a match official

will be required to attend an interview with the NSWSRU to determine if registration will be approved, or allowed to continue.

Section 5.2 Practice Directions for a Citing Club

If your club wishes to cite an opposition player or an opposition club the following procedures must be followed. Steps 1 & 2 must be completed and submitted to the Union office no later than 5pm on the third business day following the match.

1) COMPLETE THE UNION'S CITING REQUEST FORM

Accurately, and in detail, complete the Union's citing request form. Pay particular attention to:

- a) who is being cited,
- b) what rugby law and/or NSWSRU competition rule has been breached
- c) the club President or Secretary must affirm the citing request.
- d) do NOT detail your evidence of the incident in the citing request form.

2) COMPILE YOUR OBJECTIVE EVIDENCE

Please ensure that you can provide the following pieces of evidence:

a) Photographic and/or Video Evidence

- whilst not compulsory, the provision of clear, high quality photos or unedited video of the incident is extremely useful to the Judiciary. If available, they should be submitted as part of your case. Submission via on-line video is admissible. (e.g. via video sharing websites.)
- provision of unedited video, clearly showing the incident, may be considered sufficient objective evidence to progress the citing request, so that the need for statutory declarations and medical records in (b) and (c) below may not be required.

b) Statutory Declarations

- up to four statutory declarations per incident may be submitted. The person directly affected by the alleged incident should submit a statutory declaration.

- in the statutory declarations

- DO give an independent account of what happened
- DO name the cited player (or a physical description, or player's number or position)
- DO note the time into the match and where on the field the incident occurred
- DO note where you (and others) were in relation to the incident and whether you had a clear line of sight
- DO describe precisely the incident – telling exactly what YOU actually witnessed
- DO stick to the pertinent facts of the incident in a concise and factual manner
- DO note what action, if any, the referee took in relation to the incident
- Do sign your statement in the presence of a Justice of the Peace.

- in the statutory declarations

- DO NOT lie
- DO NOT give opinion, superfluous information or subjective comments
- DO NOT write second or third hand accounts
- DO NOT embellish
- DO NOT write down what you "think happened" or what "must have happened"

- statutory declarations are legal documents in which you declare the truthfulness of your evidence in front of a Justice Of The Peace. Statutory declarations which in the opinion of the Judiciary appear to be collusive or misleading will be excluded from any deliberations and may be subject to further action against the individual or club supplying such information.

c) Medical Records

- if an injury requiring medical attention has occurred then any subsequent medical report from the attending physician may be tendered as evidence.

3) PRESENT THE CITING TO THE JUDICIARY IF SO DIRECTED

The Executive Director may compel the citing club to be present at the hearing.

NSW SUBURBAN RUGBY UNION CITING REQUEST FORM

6. TEAMS: *Waratahs v Reds* GRADE: *Colts*
7. PLAYED AT: *Sydney Football Stadium* DATE: *9/4/16*
8. Name of Club requesting citing: *Waratahs*
9. Name of person Club wishes to cite: Surname: *Bloggs* First Name: *Joe*
10. Position at Club (player, manager, official, etc): *Player*
11. Describe precisely the grounds on which the citing is being made and outline how the conduct complained against breaches the Laws of the Game, and/or the Union's Code of Conduct and/or the Competition Playing Rules:

The Waratahs RFC requests that Reds player, Joe Bloggs (colts #3) be cited for the following reasons:

a) Joe Bloggs struck Waratah player, John Smith (colts #1) and is therefore in breach of Law 10.4(a) Dangerous Play & Misconduct - Punching or Striking: "A player must not strike an opponent with the fist or arm, including the elbow, shoulder, head or knee(s)."

b) Immediately after the above incident Joe Bloggs spat on the Waratah trainer, Bill Brown and is therefore also in breach of the Union's Code of Conduct, Rule D.1 - "A member, player, coach or official shall not at any time act in a manner detrimental towards the game or spirit of Rugby Union."

We have compiled objective evidence to support these allegations. Please see the following statutory declarations and a video of the incident.

12. I agree that the events mentioned above are true and correct.
- Affirmed by Club Secretary or President: *Jack Jones*

8. Citing Checklist

Have you completed the following?:

This citing request form

properly filled out

affirmed by the Club President or Secretary

Your objective evidence

statutory declarations

photos

unedited video

medical reports

Submitted to the Union Office

before the 3 day deadline

NSW OATHS ACT 1900

I, *Bill Brown*
of *1 Rugby Place, Sydney*
in the State of *New South Wales*
do solemnly and sincerely declare and affirm that:-

In a rugby match between the Waratahs and Reds Colts held on Saturday 9 April 2016, at approximately 10 mins into the match and on the 22m line, 5m in from touch, I clearly saw Reds player #3 punch John Smith in the head at least four times. He used a clenched closed fist, repeatedly hitting John Smith forcefully in the side of the head and face.

I was no more than 8m away, directly adjacent to the incident. It occurred on the side of a maul, nearest the touchline on which I was standing.

Between me and the maul, in my line of sight, were two other players. Despite their presence I could still clearly see the incident.

The referee called time off when it became apparent that John was injured. As team trainer, I then entered the field to treat John's injuries, which I can clearly state were caused by the punching. He had a broken and bleeding nose and a swollen and bleeding cut above his left eye.

I noticed that the player who punched John was standing about 10m away. As I knelt next to John, continuing his treatment, this player (Reds #3) ran up to me and spat on me. I felt the spittle hit me on the neck and side of the face. I remonstrated with the referee, who warned the player but did not penalize him.

John Smith was taken from the field and played no further part in the match. I went to the hospital with him where he received 4 stitches to the eye wound.

And I make this solemn declaration, in accordance with the Oaths Act, 1900, and Subject to the punishment by law provided for the making of any willfully false statement in any such declaration.

Bill Brown

Declared at *Paddington*
This 11th day of *April 2016*
before me: *Mark Green*
Mark Green
JUSTICE OF THE PEACE

Section 5.3 Practice Directions for a Cited Club or Player

If your club or club member is cited, the following procedures must be followed:

If pleading GUILTY to the citing charge, inform the Union within three business days of receipt of the citing documentation. You must still attend the Judiciary hearing.

If pleading NOT GUILTY to the citing charge you must:

1) COMPILE YOUR OBJECTIVE EVIDENCE

Upon receipt of the citing documentation compile your objective evidence in response to the charge. You must provide the following pieces of evidence no later than three business days after receipt of the citing.

a) Statutory Declarations

- up to four statutory declarations per incident may be submitted. If the cited person intends to plead not guilty he must submit a statutory declaration.

- in the statutory declarations

- DO give an independent account of what happened
- DO note the time into the match and where on the field the incident occurred
- DO note where you (and others) were in relation to the incident and whether you had a clear line of sight
- DO describe precisely the incident – telling exactly what YOU actually witnessed
- DO stick to the pertinent facts of the incident in a concise and factual manner
- DO note what action, if any, the referee took in relation to the incident
- DO sign your statement in the presence of a Justice of the Peace. (Mark Green, the NSWSRU Executive Director is a JP.)

- in the statutory declarations

- DO NOT lie
- DO NOT give opinion, superfluous information or subjective comments
- DO NOT write second or third hand accounts
- DO NOT embellish
- DO NOT write down what you “think happened” or what “must have happened”

- statutory declarations are legal documents in which you declare the truthfulness of your evidence in front of a Justice Of The Peace. Statutory declarations which in the opinion of the Judiciary appear to be collusive or misleading will be excluded from any deliberations and may be subject to further action against the individual or club supplying such information.

b) Photographic and/or Video Evidence

- the provision of clear, high quality photos or unedited video of the incident is extremely useful to the Judiciary. If available, they should be submitted as part of your case. Submission via on-line video is admissible. (e.g. via video sharing websites.)

2) ATTEND THE JUDICIARY HEARING

- One club delegate and the cited person must attend the Judiciary hearing.

5.4 Suburban Rugby Union Judiciary 2016 Recommended Penalties

Description	Entry Point Based on Scale of Seriousness of the Player's conduct: Lower End, Mid Range, or Top End	Maximum Sanction
Physical Abuse of Match Officials	LE – 6 months; MR – 1 year; TE – 2 years; and a team penalty of 2 comp points, incl CC points	Life
Threatening Actions or Words at Officials	LE – 3 months; MR – 6 months; TE – 1 year; and a team penalty of 2 comp points, incl CC points	5 Years
Verbal Abuse of Match Officials	LE – 6 weeks; MR – 3 months; TE – 5 months; and a team penalty of 2 comp points, incl CC points	1 Year
Contact with Eyes or the Eye Area	LE – 3 months; MR – 5 months; TE – 6 months.	4 Years
Biting	LE – 3 months; MR – 5 months; TE – 6 months.	4 Years
Testicle Grabbing or Twisting or Squeezing	LE – 3 months; MR – 5 months; TE – 6 months.	4 Years
Kicking an Opponent	LE – 1 month; MR – 2 months; TE – 3 months.	1 Year
Stamping on or Trampling an Opponent (including illegal rucking)	LE – 2 weeks; MR – 5 weeks; TE – 2 months.	1 Year
Dangerous charging, obstructing, grabbing or knocking down of opponent with or without the ball, including shouldering.	LE – 2 weeks; MR – 5 weeks; TE – 3 months.	1 Year
Dangerous tackling of an opponent, including: early or late, stiff arm, high (above line of shoulders even if tackle starts below), & tapping, pushing or pulling opponent jumping for ball in lineout or in open play	LE – 2 weeks; MR – 5 weeks; TE – 3 months.	1 Year
Lifting a player from the ground and either dropping or driving opponent's head and/or upper body into the ground whilst opponent's feet are off the ground	LE – 4 weeks; MR – 8 weeks; TE – 3 months.	1 Year
Striking with Head	LE – 1 month; MR – 2 months TE – 4 months.	2 Years
Striking with Knee	LE – 3 weeks; MR – 2 months; TE – 3 months.	1 Year
Striking another Player with hand, fist or arm, including the elbow	LE – 2 weeks; MR – 5 weeks; TE – 2 months.	1 Year
Tripping an opponent with the foot/leg	LE – 2 weeks; MR – 1 month; TE – 2 months.	1 Year
Holding, pushing, or obstructing an opponent not holding ball, by a player not in possession of the ball except in scrum, ruck, maul	LE – 2 weeks; MR – 1 month; TE – 6 weeks.	1 Year
Causing a scrum, ruck or maul to collapse	LE – 2 weeks; MR – 1 month; TE – 2 months.	1 Year
Verbal abuse of players based on religion, race, colour, or national or ethnic origin or otherwise	LE – 1 month; MR – 2 months; TE – 4 months.	1 Year
Hair pulling or grabbing	LE – 2 weeks; MR – 1 month; TE – 2 months	1 Year
Spitting at Players	LE – 1 month; MR – 2 months; TE – 3 months.	1 Year

In respect of offences not referred to above, appropriate sanctions may be imposed at the discretion of the NSWSRU Judiciary and/or NSWSRU Appeals Tribunal.

Notwithstanding the above, in cases where the player's actions constitute serious illegal and/or Foul Play for any type of offence which had the potential to result and, in fact, did result in serious/gross consequences to the health of the victim, the NSWSRU Judiciary and/or NSWSRU Appeals Tribunal may impose any period of suspension including a suspension for life.



SECTION 6

CONSTITUTION

CONTENTS

1.0	Definitions
2.0	Objects
3.0	Membership Qualifications
4.0	Cessation of Membership
5.0	Register of Members
6.0	Life Membership
7.0	Fees and Subscriptions
8.0	Member Liabilities
9.0	NSW Rugby Union Council Delegates
10.0	Board
11.0	Judiciary
12.0	Integrity Committee
13.0	Appeals Tribunal
14.0	Registration of Players
15.0	Conduct of Competitions
16.0	Financial Year
17.0	General Meetings
18.0	Special Resolution
19.0	Insurance
20.0	Executive Director
21.0	Funds Management
22.0	Inspection of the Books
23.0	The Treasurer - Source of Funds
24.0	Common Seal
25.0	Service of Notice
26.0	Winding Up
27.0	Alteration of Objects and Rules

1.0 DEFINITIONS

- (a) In these rules:
- (i) “Union” means the New South Wales Suburban Rugby Union Incorporated;
 - (ii) “Ordinary member” means a member of the Board who is not an office-bearer of the Union, as referred to in rule 10.2 (b);
 - (iii) “Financially indebted” means any sum outstanding to the Union which has remained unpaid for thirty days after the date on which such payment was due;
 - (iv) “The Act” means the Associations Incorporations Act, 2009;
 - (v) “The Regulation” means the Associations Incorporation Regulation, 2010;
 - (vi) “Council” means those persons entitled to vote at any general meeting of the Union;
 - (vii) “Special General Meeting” means a general meeting of the Union other than the annual general meeting or grading meeting; and
 - (viii) “Board” means the Board of Directors of the NSW Suburban Rugby Union.
 - (ix) “Amateur” means one who does not receive or agree to receive, either directly or indirectly, any remuneration or reward whatsoever (whether by match payments or expenses or otherwise) in respect to their participation as a player in the NSW Suburban Rugby Union.
- (b) The provisions of the Interpretation Act, 1987 as amended apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

2.0 OBJECTS

The objects of the Union are:

- (a) To foster, control, manage, advance and promote the game of Rugby Union.
- (b) To provide administered and structured rugby competitions for senior amateur players of rugby clubs affiliated with the Union.
- (c) To establish rules, regulations and directions to govern the Union’s rugby competitions, and the conduct of players, officials, members and spectators of affiliated clubs.
- (d) To subscribe to, become a member of, or affiliate with any other union, association or body whose objects are similar to this Union.

3.0 MEMBERSHIP QUALIFICATIONS

The members of the Union are:

- (a) Those clubs which:
 - (i) Complete the Union’s Affiliation Form; and
 - (ii) Lodge it with the Executive Director accompanied by the affiliation fee by the date determined by the Board; and
 - (iii) Whose affiliation is subsequently approved by the Union’s Board or Council.

- (b) The following persons:
 - (i) The immediate past President
 - (ii) Life members; and
 - (iii) Patron

- (c) The following persons as elected by the Council at the annual general meeting:
 - (i) President;
 - (ii) Chairman;
 - (iii) Treasurer; and
 - (iv) The seven ordinary members.

- (d) The following persons:
 - (i) The Judiciary; and
 - (ii) The Appeals Tribunal.
 - (iii) The Integrity Committee

4.0 CESSATION OF MEMBERSHIP

A member ceases to be a member of the Union if:

- (a) Being a natural person, he/she dies; or resigns membership; or becomes financially indebted; or is suspended but only for the period of suspension; or is expelled.

- (b) Being a club, the club resigns membership; or becomes financially indebted; or is suspended, but only for the period of suspension; or is expelled.

5.0 REGISTER OF MEMBERS

- (a) The Executive Director of the Union shall establish and maintain a register of members of the Union specifying the name and address of each person and club which is a member of the Union together with the date on which the person or club became a member and the date on which they cease to be a member in accordance with rule 4.

- (b) The register of members shall be kept by the Executive Director at the Union office and shall be open for inspection, free of charge, by any member of the Union at such reasonable time as is agreed with the Executive Director.

6.0 LIFE MEMBERSHIP

- (a) Awarding of life membership of the Union shall only be made at the annual general meeting.

- (b) The proposal for life membership shall be in the hands of the Executive Director of the Union not less than 21 days prior to the annual general meeting, accompanied by a written proposal from a financial member of an affiliated club and seconded by two persons who themselves must be financial members of an affiliated club. The motion shall then be placed before the Board for its approval. Once approved by the Board the motion shall be placed on the agenda of the annual general meeting.

- (c) The motion for life membership to be carried out shall require the support of a special resolution.

7.0 FEES AND SUBSCRIPTIONS

Affiliation and registration fees, and any other fees or charges payable by members to the Union, including the time and manner of payment thereof, shall be as determined by the Board.

8.0 MEMBER LIABILITIES

The liability of a member of the Union to contribute towards the payment of debts and liabilities of the Union or the costs, charges and expenses of the winding up of the Union is limited to the amount, if any, unpaid by the member in respect of membership of the Union as required by rule 7.

9.0 NSW RUGBY UNION COUNCIL DELEGATES

In accordance with the NSW Rugby Union Articles of Association, the Union is permitted delegates to vote on the NSW Rugby Union Council. These delegates shall be nominated by the Board. If any delegate is unable to vote at a meeting of the NSW Rugby Union Council, the Board may nominate another delegate to vote.

10.0 BOARD

10.1 Powers of the Board

The Board subject to the Act, the Regulation and these rules and to any resolution passed by the Union in general meeting:

- (a) Shall determine, control and manage the affairs of the Union; and
- (b) May exercise all such functions as may be exercised by the Union, other than those functions that are required by these rules to be exercised by a general meeting of members of the Union; and
- (c) Has power to perform all such acts, deeds and duties which are necessary or desirable for the proper management of the affairs of the Union; and
- (d) Has the power to review any decisions of the Union's Judiciary. The Board may refer any matter adjudicated upon by the Union's Judiciary to the Union's Appeals Tribunal within 14 days of the Judiciary's decision. The Appeals Tribunal will be required to re-hear such a matter within a further 14 days and may alter, uphold, vary, amend or reverse any decisions and/or penalties imposed by the Judiciary; and
- (e) Shall grade member clubs into appropriate competitions and such gradings shall be referred to the gradings meeting of the Union for ratification or otherwise as per rule 17.2.

10.2 Constitution and Membership

- (a) The Board shall consist of the three office-bearers of the Union seven ordinary members and the Executive Director. Each person is to be elected at the annual general meeting of the Union as per rule 17.1, with the exception of the Executive Director who shall be appointed by the elected Board.
- (b) The office bearers of the Union are to be:
 - (i) The President;
 - (ii) The Chairman; and
 - (iii) The Treasurer.
- (c) An elected member of the Board shall at all times be a financial member of a club affiliated with the Union and must have no monies by way of loan, credit or otherwise which have been called in by the Union, outstanding. Should the club of which a member of the Board is a financial member cease to be a member of the Union pursuant to rule 4 or the member of the Board is not a financial member of that club or is indebted to the Union then that member of the Board shall forthwith vacate their position and shall not be entitled to vote or be present at any deliberations of the Board.
- (d) The Executive Director shall not be a financial member of a club affiliated with the Union.

10.3 Election of Members

- (a) Nominations of candidates for election as members of the Board:
 - (i) Must be stated on the Union's nomination form, signed by a member of the candidate's club and endorsed on the form by the candidate; and
 - (ii) Must be delivered to the Executive Director at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (b) The position of such of the Office Bearers as requires election will be elected at the Annual General Meeting by the Council.
- (c) The seven ordinary members of the Board shall be elected at the annual general meeting in the following way:
 - (i) A division one representative - elected by the voting delegates in attendance from the division one clubs; and
 - (ii) A division two representative - elected by the voting delegates in attendance from the division two clubs; and
 - (iii) A division three representative - elected by the voting delegates in attendance from the division three clubs; and

- (iv) A division four representative - elected by the voting delegates in attendance from the division four clubs; and
 - (v) Thereafter one person shall be elected by the voting delegates of the remaining divisions who shall represent the remaining divisions; and
 - (vi) The remaining positions will be elected by the Council, from nominations received specifically for these positions, or from any person still wishing to stand for the Board who was unsuccessful in being elected as a divisional representative.
- (d) If there are no candidates from a particular division, there shall be no divisional representative from that division on the Board. This ordinary position will however, be filled through the election of a candidate by the Council.
- (e) If insufficient nominations are received to fill all vacancies on the Board, any vacant positions remaining are taken to be casual vacancies.
- (f) (i) To nominate for a divisional representative position that person must be a financial member of a club that will be graded in that division in the upcoming year.
- (ii) For this purpose, if the division in which a club is to be graded is in doubt for the upcoming year, the Board will make a decision as to the club's expected grading prior to the annual general meeting.
- (iii) If an elected divisional representative is from a club which is subsequently graded into a different division to that known at the annual general meeting then the position held by such a representative shall be declared vacant.
- (iv) In the case where 10.3 (f)(iii) arises the Board will call for nominations from that division for the vacant position and the Board shall fill the vacancy in such manner as it deems appropriate.
- (g) If the number of nominations received is equal to the position or positions available the person or persons so nominated are to be elected.
- (h) If the number of nominations received exceeds the number of vacancies to be filled, a ballot will be held.
- (i) The ballot for the election of office bearers and ordinary members of the Board is to be conducted at the annual general meeting in such usual and proper manner as the Board may direct.

10.4 Term of Office of Board Members

- (a) Office bearers hold office from the end of the Annual General Meeting at which they are elected until the end of the second Annual General Meeting thereafter.
- (b) Ordinary members of the Board hold office from the end of the Annual General Meeting at which they are elected until the end of the next Annual General Meeting.

- (c) A Board member cannot nominate for election to any position if by being elected to that position the person would occupy that position for more than six consecutive years commencing from the date of which the person was first elected to that position.
- (d) Rule 10.4(c) does not apply if, at the Annual General Meeting at which a Board member's six consecutive years in the one position expires, there are no nominations for that position.
- (e) Rule 10.4(c) does not prevent a Board member who has occupied the one position for six consecutive years from nominating for election to some other position.
- (f) Rule 10.4(c) does not prevent a Board member whose time expired because of six consecutive years in the same position from nominating for election to the same position at the Annual General Meeting the year after the member's time expired.

10.5 Casual Vacancies

- (a) For the purpose of these rules, a casual vacancy in the office of a member of the Board occurs if the member dies, or ceases to be a member of the Union, or becomes financially indebted, or resigns office by notice in writing given to the Executive Director, or becomes a mentally incapacitated person or is absent without the consent of the Board from all meetings of the Board held during a period of three months.
- (b) In the event of a casual vacancy occurring in the ordinary membership of the Board, the Board may appoint a person who is a financial member of an affiliated club to fill the vacancy and the person so appointed shall hold office subject to these rules, until the election of officers at the annual general meeting next following the date of the appointment.
- (c) In the event of a casual vacancy of an office bearer, then the Board may appoint a suitably qualified person to act in the vacant position until the next General Meeting of the Union.

The business of that Meeting will include the election [nominations for which are required in accordance with Rule 10.3 (a)] of an office bearer to hold office for the balance of the term of office of the person whose departure caused the casual vacancy.

10.6 Meetings and Quorum

- (a) The Board shall meet at such time and place as directed by the President or the Chairman through the Executive Director provided that the Board shall meet at least once each calendar month unless the majority of the Board decides otherwise. The Board may conduct any meeting by telephone or any other telecommunications device without a Board member being in the physical presence of another Board member or members.
- (b) There shall be at least 24 hours notice of any meeting given to each member of the Board and a quorum shall be at least six members.
- (c) The Board shall by a majority then present determine all business before it necessary for the proper management of the affairs of the Union.

- (d) At a meeting of the Board:
 - (i) The Chairman is to preside; or
 - (ii) If the Chairman is absent or unwilling to act, such one of the remaining members of the Board as may be chosen by the members present at the meeting is to preside.

10.7 Delegation by Board to Sub-Committees.

- (a) The Board shall have the right to appoint such number of sub-committees as it may determine necessary.
- (b) The Board may appoint any person deemed suitable onto a sub-committee.
- (c) The Board shall determine the function and powers of the sub-committees so appointed.

10.8 Voting and Decisions

- (a) Questions and motions arising at a meeting of the Board or any sub-committee are to be determined by a majority of the votes of members of the Board or sub-committee present at the meeting.
- (b) Each member present at a meeting of the Board or of any sub-committee, including the person chairing the meeting is entitled to one vote but, in the case of an equality of votes on any question, the person chairing the meeting may exercise a second or casting vote.
- (c) Subject to rule 10.5 (b), the Board may act despite any vacancy on the Board.
- (d) Any act or thing done or suffered, or purporting to have been done or suffered by the Board or by a sub-committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or sub-committee.

10.9 Suspension and Expulsion of Members

- (a) The Board may, by resolution, expel or suspend a member from the Union.
- (b) If the Board expels or suspends a member, the Executive Director shall within seven days after such action is taken, provide written notice of the action taken, the reasons of the Board for taking such action, and of the member's right of appeal to a special general meeting of the Union under rule 10.9(c).
- (c) A member may appeal to a special general meeting against a resolution of the Board to suspend or expel it. Notice of appeal shall be lodged in writing with the Executive Director within seven days of the giving of the resolution appealed against, clearly stating the grounds thereof and shall be accompanied by a fee to be determined by the Board. Upon receipt of the notice of appeal lodged in accordance with this rule, the Executive Director shall convene a special general meeting within 14 days of receipt of the notice of appeal and 7 days notice of such a special general meeting shall be given to all members

of the Union. A copy of the notice of appeal including the grounds thereof shall be forwarded by the Executive Director to all members with the notice of the meeting.

- (d) Upon the hearing of the appeal the special general meeting may uphold, reverse, vary or amend the resolution appealed against, provided that no such resolution shall be altered except by a special resolution. The special general meeting shall also determine whether the fee accompanying the notice of appeal shall be forfeited or refunded. Pending the hearing of the appeal at a special general meeting, all decisions appealed against shall be final and resolute.
- (e) Pending the hearing of the appeal all decisions appealed against shall remain operative.

11.0 JUDICIARY

11.1 Powers of the Judiciary

- (a) The Judiciary shall investigate and adjudicate upon all Union matters relating to:
 - (i) Player send offs and citings, and any protests, proceedings or disputes in connection with competitions, the code of conduct, competition rules or any such matter referred to it by the Board or the Executive Director; and
 - (ii) The reinstatement of players, members or officials of affiliated clubs to participate in the Union; and
 - (iii) The breach by affiliated clubs, or members thereof, of the laws of the game, any breach of these objects and rules, or any breach of the competition playing rules; and
 - (iv) The misconduct of any member, player, coach, official or spectator of any affiliated club.
- (b) The Judiciary may impose such penalty, disqualification, suspension or expulsion on individuals or affiliated clubs as it by majority may decide.
- (c) Questions and motions arising at a meeting of the Judiciary are to be determined by a majority of the votes of members of the Judiciary present at the meeting.
- (d) Each member present at a meeting of the Judiciary including the person chairing the meeting is entitled to one vote, but, in the case of an equality of votes on any question, the person chairing the meeting may exercise a second or casting vote.

11.2 Membership of Judiciary

The Judiciary shall consist of not less than three persons including:

- (i) A Chairman (who desirably shall have legal qualifications); and
- (ii) A Deputy Chairman; and
- (iii) Not less than one ordinary member.

11.3 Election and Meeting of the Judiciary

- (a) Subsequent to the annual general meeting, the Board shall forward to all member clubs, and any other interested persons, nomination forms for the positions on the Judiciary which must be lodged with the Executive Director by the date determined by the Board.
- (b) A person nominating for a position on the Judiciary does not need to be a member of a Union club.
- (c) In the case of the Chairman of the Judiciary, the Board shall make a recommendation to the gradings meeting as to the candidate it deems suitable for the position of Chairman. The Council shall ratify or otherwise the appointment of such a person to the position.
- (d) The Board shall select the remaining members of the Judiciary and notify all affiliated clubs of the candidates appointed.
- (e) If for any reason a member of the Judiciary becomes unavailable, the Board may appoint a person to fill the vacancy. Any person so appointed by the Board shall continue in office until the appointed member resumes their position.
- (f) In the event that the original appointed member resigns or dies, or is unable to resume, the person so appointed by the Board shall continue in office until the appointment of the next Judiciary.
- (g) Any decision of the Judiciary which is constituted in part by a person appointed by the Board, shall be of equal force and effect as if such a person was an original, appointed member of the Judiciary.
- (h) No meeting of the Judiciary shall be valid unless there is a quorum of at least two members.
- (i) At a meeting of the Judiciary the Chairman or in the Chairman's absence, the Deputy Chairman is to preside. If the Chairman and Deputy Chairman are absent or unwilling to act, one of the remaining members of the Judiciary as may be chosen by the members present at the Judiciary is to preside.
- (j) The Judiciary shall meet at such time and place as it may determine or as may be required by the Board upon 24 hours notice.

11.4 Decisions of the Judiciary

- (a) All decisions of the Judiciary shall without delay be reported to the Executive Director in writing.
- (b) The Executive Director shall without delay notify in writing the secretary of any club who members or officials are affected by any decision of the Judiciary.
- (c) Any member penalised, or adversely affected by any decision of the Judiciary shall be entitled to appeal to the Appeals Tribunal against such a decision. Notice of appeal shall be lodged in writing with the Executive Director within 7 days of the giving of the decision appealed against, clearly stating the grounds thereof and shall be accompanied

by a fee to be determined by the Board. Upon receipt of an appeal lodged in accordance with this rule, the Executive Director shall immediately convene a meeting of the Appeals Tribunal to consider the appeal, which shall be held within 14 days of the receipt of the notice of appeal.

- (d) Pending the hearing of the appeal all decisions appealed against shall remain operative.

12.0 INTEGRITY COMMITTEE

12.1 Powers of the Integrity Committee

- (a) The Integrity Committee shall investigate and adjudicate upon all matters relating to the Union's amateur status, and is responsible for ensuring all clubs, players, coaches and officials are compliant with the Union's amateur policy.
- (b) The Integrity Committee may impose such penalty on clubs and/or individuals as it by majority may decide.
- (c) Where such a decision involves the suspension or expulsion of a club the Integrity Committee's decision will take the form of a recommendation to the Board, which may ratify, or otherwise, such a recommendation.
- (d) Questions and motions arising at a meeting of the Integrity Committee are to be determined by a majority of the votes of members of the Integrity Committee present at the meeting.
- (e) Each member present at a meeting of the Integrity Committee including the person chairing the meeting is entitled to one vote, but, in the case of an equality of votes on any question, the person chairing the meeting may exercise a second or casting vote.

12.2 Membership of Integrity Committee

The Integrity Committee shall consist of not less than three persons including:

- (i) An Integrity Officer and
- (ii) Not less than two ordinary members.

12.3 Election and Meeting of the Integrity Committee

- (a) Subsequent to the annual general meeting, the Board shall forward to all member clubs, and any other interested persons, nomination forms for the positions on the Integrity Committee which must be lodged with the Executive Director by the date determined by the Board.
- (b) A person nominating for a position on the Integrity Committee does not need to be a member of a Union club.
- (c) In the case of the Integrity Officer, the Board shall make a recommendation to the gradings meeting as to the candidate it deems suitable for the position of Integrity Officer. The Council shall ratify or otherwise the appointment of such a person to the position.

- (d) The Board shall select the remaining members of the Integrity Committee and notify all affiliated clubs of the candidates appointed.
- (e) If for any reason a member of the Integrity Committee becomes unavailable, the Board may appoint a person to fill the vacancy. Any person so appointed by the Board shall continue in office until the appointed member resumes their position.
- (f) In the event that the original appointed member resigns or dies, or is unable to resume, the person so appointed by the Board shall continue in office until the appointment of the next Integrity Committee.
- (g) Any decision of the Integrity Committee which is constituted in part by a person appointed by the Board, shall be of equal force and effect as if such a person was an original, appointed member of the Integrity Committee.
- (h) No meeting of the Integrity Committee shall be valid unless there is a quorum of at least two members.
- (i) At a meeting of the Integrity Committee the Integrity Officer is to preside. If the Integrity Officer is absent or unwilling to act, one of the remaining members of the Integrity Committee as may be chosen by the members present at the Integrity Committee is to preside.
- (j) The Integrity Committee shall meet at such time and place as it may determine or as may be required by the Board upon 24 hours notice.

12.4 Decisions of the Integrity Committee

- (a) Decisions of the Integrity Committee, other than those relating to the suspension or expulsion of a club, will take immediate effect and shall without delay be reported to the Executive Director in writing.
- (b) The Executive Director shall without delay notify in writing the club or individual affected by any decision of the Integrity Committee.
- (c) Any club or individual penalized or adversely affected by a decision of the Integrity Committee shall be entitled to appeal to the Board. Notice of appeal shall be lodged in writing with the Executive Director within 7 days of the giving of the decision appealed against, clearly stating the grounds thereof and shall be accompanied by a fee to be determined by the Board. Upon receipt of an appeal lodged in accordance with this rule, the Executive Director shall immediately convene a meeting of the Board to consider the appeal, which shall be held within 14 days of the receipt of the notice of appeal.
- (d) Pending the hearing of the appeal all decisions appealed against shall remain operative.
- (e) Decisions of the Integrity Committee in relation to the suspension or expulsion of a club will take the form of a recommendation to the Board and shall without delay be reported to the Executive Director in writing.

- (f) Once an Integrity Committee recommendation relating to the suspension or expulsion of a club is ratified, or otherwise, by the Board, the Executive Director shall without delay provide written notice of the action taken, the reasons of the Board for taking such action, and of the club's right of appeal to a special general meeting of the Union under rule 10.9(c).

13.0 APPEALS TRIBUNAL

13.1 Powers of Appeals Tribunal

- (a) Should a club or individual appeal a Judiciary decision to the Appeals Tribunal such an appeal shall be a rehearing and additional evidence may be presented or called upon at the appeal provided it is established that such evidence was not, on reasonable inquiry, available at the time of the original hearing. Upon the hearing of such an appeal, the Appeals Tribunal may uphold, reverse, vary, or amend the decision appealed against and shall determine whether the fee accompanying the notice of appeal shall be refunded or forfeited.
- (b) Questions and motions arising at a meeting of the Appeals Tribunal are to be determined by a majority of the votes of members of the Appeals Tribunal present at the meeting.
- (c) Each member present at a meeting of the Appeals Tribunal including the person chairing the meeting is entitled to one vote, but, in the case of an equality of votes on any question, the person chairing the meeting may exercise a second or casting vote.

13.2 Membership of Appeals Tribunal

The Appeals Tribunal shall consist of not less than three persons.

13.3 Election and Meeting of the Appeals Tribunal

- (a) The Board shall forward nomination forms to all member clubs, and any other interested person for the positions on the Appeals Tribunal which must be lodged with the Executive Director by the date determined by the Board.
- (b) A person nominating for a position on the Appeals Tribunal does not have to be a member of a Union club.
- (c) Upon receipt of the nomination forms the Board shall appoint not less than three persons to the Appeals Tribunal and notify all clubs of the candidates appointed. At the first meeting each year the appointed candidates will nominate a Chairman and Deputy Chairman from amongst themselves.
- (d) If for any reason a member of the Appeals Tribunal becomes unavailable, the Board may appoint a person to fill this vacancy. Any person so appointed by the Board shall continue in office until the original appointed member resumes their position.
- (e) In the event that the original appointed member resigns or dies, or is unable to resume, the person so appointed by the Board shall continue in office until the appointment of the next Appeals Tribunal. Any decision of the Appeals Tribunal which is constituted in part

by a person appointed by the Board, shall be of equal force and effect as if such a person was an original, appointed member of the Appeals Tribunal.

- (f) At a meeting of the Appeals Tribunal the Chairman or in the Chairman's absence, the Deputy Chairman is to preside or if the Chairman and the Deputy Chairman are absent or unwilling to act, one of the remaining members of the Appeals Tribunal as may be chosen by the members present at the Appeals Tribunal is to preside.
- (g) No meeting of the Appeals Tribunal shall be valid unless there is a quorum of three members.

13.4 Decisions of the Appeals Tribunal

- (a) The Executive Director shall within 7 days of such a decision being made notify in writing the secretary of any club whose members or officials are affected by any decision of the Appeals Tribunal.
- (b) Any member who considers that the decision of the Appeals Tribunal is unjust, shall be entitled to appeal to a special general meeting against any such decision. A notice of appeal and the grounds thereof shall be lodged in writing with the Executive Director within 7 days of the giving of such a decision appealed against and shall be accompanied by a fee to be determined by the Board.
- (c) Upon receipt of the notice of appeal lodged in accordance with this rule, the Executive Director shall convene a special general meeting of the Union within 14 days of receipt of the notice of appeal and give 7 days notice of the meeting to all members of the Union. A copy of the notice of appeal including the grounds thereof shall be forwarded by the Executive Director to all members with the notice of the meeting. Such an appeal shall be a rehearing and additional evidence may be presented or called on at the appeal.
- (d) Upon the hearing of the appeal the special general meeting may uphold, reverse, vary or amend the decision and or penalty appealed against, provided that no such decision and or penalty shall be altered except by a special resolution. The special general meeting of the Union shall also determine whether the fee accompanying the notice of appeal shall be forfeited or refunded. Pending the hearing of the appeal at a special general meeting, all decisions appealed against shall be final and absolute.
- (e) The right of appeal to a special general meeting shall not be available in any case arising from a player being sent off by an appointed referee.

14.0 REGISTRATION OF PLAYERS

In accordance with the competition playing rules it shall be the responsibility of each affiliated club to register its players and only those players so registered shall be eligible to take part in matches conducted under the auspices of the Union.

15.0 CONDUCT OF COMPETITIONS

All competitions conducted by the Union shall be governed by the competition playing rules as determined by the Board.

16.0 FINANCIAL YEAR

The financial year of the Union shall commence on 1 October and end on 30 September the following year.

17.0 GENERAL MEETINGS

There shall be a minimum of two general meetings of the Union in each financial year, the annual general meeting and the gradings meeting.

17.1 Annual General Meeting

- (a) The annual general meeting of the Union's members shall be held at least once in each calendar year and within the period of six months after the expiration of each financial year of the Union.
- (b) The annual general meeting shall be convened on a date appointed by the Board and all members of the Union shall be notified at least 28 days beforehand in writing by the Executive Director.
- (c) In addition to any other business which may be transacted at an annual general meeting, the business will include the following:
 - (i) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting; and
 - (ii) To receive the annual report; and
 - (iii) To receive and consider the audited financial statements which are required to be submitted to members under the Act; and
 - (iv) To elect the following:
 - 1. Such office bearers of the Union as necessary
 - 2. Seven ordinary members of the Board
 - 3. The Auditor
- (d) The annual general meeting must be specified as such in the notice convening it.

17.2 Gradings Meeting

- (a) The gradings meeting shall be held prior to the commencement of the playing season on a date appointed by the Board and all members of the Union shall be notified at least 28 days beforehand in writing by the Executive Director.
- (b) In addition to any other business which may be transacted at the gradings meeting, the business of the gradings meeting will be to ratify or otherwise, the gradings of the member clubs into appropriate competitions as resolved by the Board.
- (c) The gradings meeting must be specified as such in the notice convening it.

17.3 Special General Meetings

- (a) A special general meeting of the Union may be called at any time:
 - (i) By resolution of the majority of the Board; or
 - (ii) On the request of the President or Chairman in writing delivered to the Executive Director specifying the business to be raised at the special general meeting; or
 - (iii) On the request in writing delivered to the Executive Director signed by the secretaries of not less than one fifth of the affiliated clubs specifying the business to be raised at the special general meeting; or
 - (iv) As a result of an appeal from a suspended or expelled club as per rule 10.9(c); or
 - (v) As a result of an appeal of a decision of the Appeals Tribunal as per rule 12.4(b).
- (b)
 - (i) A special general meeting called in accordance with rule 17.3(a)(i) shall be held on the date specified in the resolution.
 - (ii) In the case of the written requests referred to in rules 17.3(a)(ii) and (iii), a special general meeting shall be held within 21 days of the receipt by the Executive Director of such requests, unless there is another general meeting already taking place within 14 to 35 days. If a special general meeting has been called within this time frame already, the Executive Director shall give notice of the additional business to be transacted to all members of the Union.
 - (iii) In the case of a special general meeting held in accordance with rule 17.3(a)(iv) and (v), a special general meeting shall be held within 14 days of receipt of the notice of appeal.
- (c)
 - (i) In accordance with rules 17.3(a)(i), (ii) and (iii), a notice specifying the place, date and time of such a special general meeting and the nature of the business proposed to be conducted at the meeting will be forwarded in writing to all members of the Union by the Executive Director with at least 14 days notice.
 - (ii) In accordance with rule 17.3(a)(iv) and (v), a notice specifying the place, date and item of such a special general meeting and the nature of the business proposed to be conducted at the meeting will be forwarded in writing to all members of the Union by the Executive Director with at least 7 days notice.

17.4 General Business

- (a) At the annual general meeting and the gradings meeting general business will be received and considered provided that notice thereof must be given to the Executive Director at least 21 days prior to such a meeting. Such notice shall state the business to be released together with the names of the proposer and seconder. Should this business not already be included on the notice of meeting which the Executive Director has sent to the clubs, the Executive Director shall notify members of the additional business to be raised at least 14 days prior to the meeting.

- (b) A member desiring to bring any business before a general meeting must give notice in writing of that business to the Executive Director. Such notice shall state the business to be raised together with the names of the proposer and seconder. The Executive Director must include that business in the next notice calling a general meeting after receipt of the notice of the member.

17.5 Procedure at General Meetings

- (a) The only persons entitled to vote any general meeting of the Union are the delegates of those clubs affiliated with the Union which at the time of the general meeting are not in arrears of any fees or charges levied by the Union pursuant to rule 7.
- (b) Each club will be awarded votes at the annual general meeting and each subsequent general meeting throughout the year based on the competition into which a club will be graded in the following season. Votes will then be awarded to each club on the following basis:
 - (i) If the club will play in a competition which requires that 4 grade teams are fielded, then three delegates from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting; or
 - (ii) If the club will play in a competition which requires that 3 grade teams are fielded, then two delegates from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting; or
 - (iii) If the club will play in a competition which requires that 2 or 1 grade teams are fielded, then one delegate from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting.
 - (iv) Where clubs have been promoted or relegated under the competition playing rules those clubs will assume the voting rights of the competition in which they have been graded.
- (c) In the event that a club's grading changes after the gradings meeting then the club will be awarded votes in accordance with their revised grading.
- (d) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (e) Twenty four (24) shall be considered the number of delegates present and entitled to vote necessary to constitute a quorum.
- (f) If within half an hour a quorum is not present at a general meeting, then:
 - (i) If the meeting was convened on the requisition of affiliated clubs as per 17.3(a)(iii), (iv) or (v) the meeting is to be dissolved; or

- (ii) If the meeting was convened as per 17.3(a)(i) or (ii) by the Board, a motion may be put that those delegates present and entitled to vote shall form a quorum and shall deal with the business before the meeting. If such a motion is not passed then the meeting shall be adjourned for 14 days and the Executive Director shall give all members at least 7 days notice of the date for the adjourned meeting. If at the adjourned meeting a quorum is not present, those voting delegates who are present shall be a quorum and entitled to transact the business for which the meeting was called.
- (g) There shall be no right of vote by proxy at any general meeting.

17.6 Presiding Member

- (a) The President, or in the President's absence, the Chairman is to preside as Chairman at each general meeting of the Union.
- (b) If the President and the Chairman are absent or unwilling to act, the voting delegates present must elect one of their number to preside as Chairman at the meeting.

17.7 Adjournment

The Chairman of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from item to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

17.8 Making of Decisions

- (a) Every question submitted to the delegates for decision shall be decided in the first instance by a show of hands or by way of ballot if demanded by the Chairman or by one fifth of the delegates present in such manner as the Chairman directs. In the case of an equality of votes under either method the Chairman shall have a casting vote in addition to the vote they may otherwise be entitled to as a delegate.
- (b) The Chairman may declare that a resolution has been carried or carried unanimously or carried by a particular majority or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the votes for or against the resolution.

18.0 SPECIAL RESOLUTION

A resolution of the Union is a special resolution if it is passed by a majority which comprises at least three quarters of such members of the Union as, being entitled under these rules so to do, vote in person at a general meeting where written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

19.0 INSURANCE

- (a) The Union must effect and maintain insurance under section 44 of the Act.
- (b) In addition to the insurance required under (a), the Union may effect and maintain other insurance.

20.0 EXECUTIVE DIRECTOR

- (a) The Board may appoint an Executive Director at such salary and for such period as it may determine to assist in the proper and efficient running of the administration of the Union. The Executive Director shall comply with all directives and decisions of the Board and of the Union in general meeting and will at all times comply with his obligations under these objects and rules.
- (b) The Executive Director must keep in his custody or under his control all records, books and other documents relating to the Union.

21.0 FUNDS MANAGEMENT

- (a) Subject to any resolution passed by the Union in general meeting, the funds of the Union are to be used in pursuance of the objects of the Union in such manner as the Board determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 authorised members of the Board, or an authorised member of the Board, and one employee of the Union authorised to do so.

22.0 INSPECTION OF THE BOOKS

The records, books and other documents of the Union shall be open to inspection, free of charge, by a member of the Union at any reasonable hour.

23.0 THE TREASURER - SOURCE OF FUNDS

- (a) The funds of the Union shall be derived from such fees, charges, sponsorships, donations or payments as the Board determines;
- (b) The duties of the Treasurer shall be such as are determined by the Board of the Union in general but the Treasurer shall ensure that the Executive Director or nominee shall:
 - (i) Deposit all money received on account of the Union to the credit of the Union's bank account;
 - (ii) As soon as practicable after receiving any money, issue an appropriate receipt;
 - (iii) Punctually pay all accounts passed for payment by the Board.
- (c) The Treasurer shall be accountable for the:
 - (i) Accurate maintenance, overseeing the custody of, and carrying out an internal audit of the books of account of the Union;
 - (ii) Preparation and presentation of the annual income and expenditure budget for acceptance by the Board and monitor its compliance;
 - (iii) Prepare and present at the annual general meeting the statements and reports required to be prepared and presented pursuant to the Act.

24.0 COMMON SEAL

- (a) The common seal of the Union shall be kept in the custody of the Executive Director.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Board. The affixing of the common seal shall be attested by the signatures either of 2 members of the Board or of 1 member of the Board and the Public Officer. The Public Officer shall be appointed from amongst the Board members, by the Board each year.

25.0 SERVICE OF NOTICE

- (a) For the purposes of these rules, a notice may be served by or on behalf of the Union on any member either personally or by sending it by post, facsimile, electronic transmission or courier to the member at the member's address shown in the register of members.
- (b) Where a document is sent to a member by courier, or facsimile, or by properly addressing, prepaying and posting a letter to a member containing the document, the document shall, unless the contrary be proved, be deemed for the purposes of these rules to have been served on the member on the second working day next following.

26.0 WINDING UP

In the event of the Union being wound up, the surplus property of the Union is to be distributed in accordance with a special resolution of the Union to a body with similar objects to that of the Union.

27.0 ALTERATION OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Union.

Last amended – March 2016