







QRL SOUTHEAST OPERATIONS MANUAL 2024

Last updated: 7th February 2023

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PART 1 | GOVERNANCE & ADMINISTRATION

This **2024** Operations Manual supersedes all previous versions and is a reference for all persons involved in the day-to-day management, administration, coaching, participating, officiating, and spectating of all Rugby League Clubs affiliated with the Queensland Rugby League (**QRL**), South-East Queensland (**SEQ**) Region and each respective league; Rugby League Brisbane (**RLB**), Rugby League Gold Coast (**RLGC**) and Rugby League Ipswich (**RLI**). This includes.

Only the Board of Directors of their respective league can amend this document. The rules detailed in this document will be operative and enforced for all rulings and proceedings from the date of issue.

Reference Documents

The Rules of the Queensland Rugby Football League Limited (**QRL Rules**), as amended from time to time, provide the framework under which all Rugby League is administered within the State of Queensland.

The rules detailed within this operation manual are to supplement the QRL Rules and to ensure the common interpretation and consistent application across all Rugby League Clubs affiliated within the South-East Queensland Region. All QRLSE Local Leagues follow and support QRL Rules:

- ⇒ QRL Rule Part 1 Introduction, Definitions, and Interpretations.

- **♥** QRL Rule Part 5 − Tribunal Guidelines

Should any information within this document conflict or contradict any of the QRL Rules, then the QRL rule as documented within the Rules of the Queensland Rugby Football League Limited (as amended from time to time) will have precedence. Please notify in writing the RLB Area Manager (or nominee) of any such issues.

Rules of the Queensland Rugby Football League Limited

Constitution of Rugby League Brisbane Limited

Corporate Governance - Rugby League Brisbane Limited

Constitution of Rugby League Gold Coast Limited

Corporate Governance - Rugby League Gold Coast Limited

Constitution of Rugby League Ipswich Limited

Corporate Governance - Rugby League Ipswich Limited

Working with Children (Risk Management and Screening) Act 2000

Blue Card Services

NRL Policies and Guidelines

NRL Laws of the Game

NRL Code of Conduct (coming soon)

NRL On Field Policy

NRL Mixed Gender Policy

NRL Player Development Framework

Associations Incorporations Act 1981 (Qld)

NRL Facilities Guidelines (May 2021)

Community Rugby League Policy and Guidelines for the Management of Concussion (Nov 23).

Local League Affiliation

Each club which desires to participate in the Game in any given Football Year must complete the QRL affiliation application by the dates specified and prior to fielding any team in a match during that Football Year.

Local Leagues have the right to refuse an affiliation application if the club has failed to meet its

financial commitments, and/or the club is in breach of any QRL or sub-ordinate rule and has failed to remedy that breach within a reasonable time following receipt of written notice of that breach from the Area Manager.

Female Nomination Criteria

All endorsed Female Clubs are the responsibility of each local league. Senior Women's do not need to be approved; however, any junior female teams/clubs must be endorsed by the local league.

To view the Female Club Approved Checklist. Criteria, <u>click here</u>. Please note, each league may have different endorsement criteria.

Financial Reporting

All Clubs will submit quarterly financial reports to local league administration within 14 days of the end date of the quarter. These reports shall include **a profit and loss statement and a balance sheet** (noting all cash in bank accounts, accounts payable and accounts receivable balances are recorded). The quarter financial dates are as follows:

- October 1st December 31st
- January 1st March 31st
- April 1st June 30th
- July 1st September 30th (end of year audited report)

Sale & Consumption of Liquor

The sale of alcohol shall comply with the Liquor Act 1992 (Qld) and Guidelines for Liquor Licensees as administered by the Office of Liquor and Gaming Regulation. Designated licensed areas shall be marked.

All Clubs must comply with the QRL and Lion (XXXX) partnership requirements as set out in the XXXX/Lions MEMO (2023). If clubs are found to breach the requirements, the following penalties/fines will occur:

- **≥ 2nd offence** \$500 fine
- **3rd offence** \$1000 fine and loss of competition points that constitute a win to all club teams.
- *Continual breaches **COULD** result in loss of hosting rights for the club and/or withdrawal of teams from all competitions.

Heat Policy

For any match during any of the Competitions, if the prevailing weather conditions necessitate some relief from the normal playing conditions, the following concessions may apply for that particular match;

All matches shall have compulsory drinks break as described below;

- Match Officials will call 1-minute "time-out" approximately halfway into each half to allow players to take a fluid break. Players will remain on the field and may only be tended to by the three (3) trainers listed. No coaching staff shall be permitted on the field;
- The NRL Sports Trainers' National Accreditation Scheme On-Field Policy will be relaxed so that all three (3) trainers may carry water;
- The half-time interval may be extended and shall be done so after consultation of both the match and team officials.

The implementation of the Heat Policy shall be at the sole discretion of the Ground Manager (or their nominee).

If in the event of severe heat conditions, and with the approval of the Area Manager (or nominee), the commencement of a match may be delayed.

QRL Abeyance Period

It is important to note that the QRL has an Abeyance Period for rugby league matches, trials and carnivals involving any Body which is affiliated with the QRL. **The Period will commence on the third weekend of October and finish after the second weekend of January inclusive**. It is stressed that if a QRL Affiliated Body or its players participate in a Rugby League event as outlined during the Abeyance Period it not only breaches QRL Policy but will also NOT be covered under the QRL Insurance Policy.

Trial Period

- Under 6 to Under 12's
 - No trials for Under 6 to Under 12 will be approved for sanctioning (including any historical events).
- Under 13's and above
 - o Only two (2) trials will be approved per team within a four-week period.

PART 2 | OPERATIONS MANUAL

Venue Management

Field Equipment and Configuration

The playing field/s shall be marked and managed in accordance with the approved Rugby League Laws of the Game, International, Junior Rugby League Laws 6 -12 Years.

- ▼ RUGBY LEAGUE LAWS OF THE GAME INTERNATIONAL LEVEL
- **➣** NRL JUNIOR RUGBY LEAGUE LAWS 6 -12 YEARS

Corner posts, of a non-rigid material and not less than 1.25m high, shall be placed at the intersection of each touchline and goal line.

Goal posts pads shall be a maximum width and depth of 50cm.

All clubs are to use only QRL licensed footballs that display the current QRL logo for sanctioned matches.

Lighting Standards

- > The following lighting standards are required for training and competition matches:
 - o Training: 50 lux Competition: 100 lux

Player Management

Participant Registration

- ≥ All players are required to be fully registered annually via MySideline.
- All On-Field Personal (Trainers) are required to be fully registered annually as a 'Trainer' via MySideline.
- All Managers and club volunteers are required to be fully registered annually as a 'Volunteer' via MySideline.

All registrations must be fully completed prior to any participation (training or matches). Any club playing an unregistered participant (player, coach, trainer, manager, etc) will attract a fine as per the local league's schedule of fees and charges with the possibility of loss of competition points.

Any club wishing to dual register players must, prior to playing any such player, submit a Portability Transfer Request through MySideline. This transfer must be fully completed before the player can play for the dual registering club.

In accordance with QRL Rule Part 4 - a person who has reached the age of forty (40) years or is reaching that age during a Football Year and desires to participate in a Game under these Rules must provide a medical certificate or report prior to participating in any Game, training session or carnival.

Player Eligibility

A player cannot play in a lower-level game if he/she has already played a game that is of a higher level in the same competition round or final round.

Defaulters

Clubs are responsible for collecting registration fees from players by 30 June of the Football Season and paying the required contribution to the League. Clubs shall not play any player who has not paid their registration fee for the Football Season. Any club who permits a player to play in matches when that player has not paid their registration fees will be deemed to have paid those fees on the player's behalf and shall carry the financial burden of the unpaid fees.

Competition Management

Junior & Senior Competition

Competitions will be classified as Junior (under 6 to under 18 years) and Senior (Under 19 and above) grade.

Guidelines for players in Under 6 to Under 12 Competitions inclusive are as follows:

- ≥ Competition ladders and scores are not published.
- ➤ No finals series.
- ➤ No premiership trophies.
- ★ All teams play an equal number of games across the competition where possible.
- Teams are structured in a fair and honest manner so that teams/players of similar ability play against each other as often as possible where clubs have more than one (1) team in the competition.
- ➤ Teams are divided into "pools" rather than "Divisions" if applicable.

Nomination of Teams

• All team nominations are to be forwarded to the local league Administration a minimum of three (3) weeks prior to the scheduled commencement of competition rounds.

Recommended Minimum Players to Nominate a Team/s

For a club to nominate 1 team it should attain a minimum number of registered players:

- Under 6 and Under 7 = 10 registered players
- ≥ Under 8 and Under 9 = 12 registered players
- \Rightarrow Under 10 and Under 11= 15 registered players
- ≥ Under 12 to Under 18 = 17 registered players
- ⇒ Open's (Men's and Women's) = 19 registered players

Regrading / Withdrawal of Teams

Any regrading that may be required will only be undertaken with the express approval of the Area Manager (or Nominee).

Teams requesting to be **dropped down** a Division after **Round 4** will be ineligible to play finals in that lower Division should that request be approved. If the regrading is approved, all opposing teams in that Division will automatically receive competition points that constitute a win. A team **promoted** to a higher graded competition will take their premiership points only and not 'For' and 'Against' points. Team being promoted to a higher graded competition will be eligible to play finals.

In those instances, where a team is withdrawn from a competition before the end of a complete competition round, all premiership and 'For' and 'Against' points associated with the matches played by the team withdrawn will be nullified.

For teams being added to the competition a 'bye' must exist in the relevant competition.

- The team nomination fee must be paid before the team will be added to the
- · competition.
- Team insurance must be paid before the team is added to the competition (Senior teams only).
- New teams added to the U13 U18 age group competitions will start with zero points.
- Existing teams will be awarded competition points that constitute a win for each bye they had prior to the addition of the new team.

For teams (juniors only) being withdrawn from the competition:

- A team withdrawal fee will be payable for each team withdrawn.
- Those clubs with multiple teams in a division seeking to withdraw a team will be required to withdraw the lowest graded team.
- Requests for regrading will be subject to the approval of the Area Manager (or Nominee)

Ground Managers

Ground Managers are responsible for the off-field environment of matches, and the enforcement of the NRL National Code of Conduct including managing spectator behaviour (both home and visiting) at games and always ensuring the safety and wellbeing of everyone.

Must be accredited and have a minimum of 1x per international field. **Games will not commence** without a Ground Manager present and visible (wearing red vest).

Game Day Management

To view the SEQ Game Day Process, click here: SEQ Game Day Process.

Game Times and Interchanges

Age Group	Game Duration	Interchanges
Mini League (Under 6 -9)	4 x 8-minute quarters, 1-minute break between quarters.	Unlimited
Mod League (Under 10-12)	2 x 20-minute halves, 5-minute half time break.	Unlimited
Junior International (U13-15)	2 x 30-minute halves, 10-minute half time break.	Div. 1 – 10 Interchanges Div. 2,3,4 - Unlimited
Junior International (U16-18)	2 x 30-minute halves, 10-minute half time break.	Div 1 - 8 interchanges Div 2+ - Unlimited
Junior Females (U13-17)	2 x 30-minute halves, 10-minute half time break.	Unlimited
Community Grade (U19+)	2 x 35-minute halves, 10-minute half time break.	Unlimited
Premier Colts (U19+)	2 x 35-minute halves, 10-minute half time break.	8 Interchanges
Premier Reserve Grade (U19+)	2 x 35-minute halves, 10-minute half time break.	8 Interchanges
Premier A-Grade (U19+)	2 x 40-minute halves, 10-minute half time break.	8 Interchanges
Masters (Over 35's)	2 x 25-minute halves, 10-minute half time break.	Unlimited
Community Women's Reserve Grade Women's	2 x 30-minute halves, 10-minute half time break.	Unlimited
Premier Women's	2 x 35-minute halves, 10-minute half time break.	Unlimited

^{*} Time off during junior and community senior competition finals will be applied for injuries only, irrespective of the fact that the referee may indicate time off for player misconduct or any other reason.

** Time off will apply for all Premier Grade competitions as per signal by the referee.

Competition Points

Competition points shall be allocated during the competition season in the following manner:

- ➤ A win shall be allocated two (2) competition points.
- ➤ A draw shall be allocated one (1) competition points.
- ≥ A bye shall be allocated two (2) competition points.
- A forfeit received will be classified as a 'win'.
- ≥ A forfeit declared will be penalised 1 (-1) competition points.

Forfeits

<u>Team Receiving Forfeit</u> – A forfeit received will be classified as a 'win' and shall be allocated competition points that constitute a win, in addition to a 50-0 score (for/against) result.

<u>Teams Declaring a Forfeit</u> – A forfeit declared will be classified as a 'loss' and will be penalised one (-1) competition points, in addition to a 0-50 score (for/against) result.

Teams who forfeit for three (3) consecutive weeks or who reach a total of five (5) forfeits may receive additional fines from the local league. A letter will be issued to the club asking why the team should not be excluded from the remainder of the season.

Cancellation, Suspension, Postponement

Area Manager must be notified of all matches delayed, cancelled, or postponed. Clubs must agree on replaying the game within 2 weeks of postponement/delay/ cancellation to the discretion of the Area Manager.

If an arrangement in consultation with Area Manager cannot be decided between both clubs, the game will be declared a draw and 2 points awarded to both teams and 50 points for awarded to both teams.

Mercy Rule

All matches in the Under 13 to Under 18 competitions will have the option for the game to cease at the discretion of the coach of the losing team when there is a gap of fifty (50) points or more.

Whenever the 'Mercy Rule' results in a game finishing before the designated time this must be recorded on the match report. Enter as Disputed and add note "Mercy rule applied".

No other changes to the International Laws of the game should be made.

Scores entered in to MySideline should reflect a fifty (50) point margin and be adjusted as necessary. Recommended suggestions for the coach of the dominant team to employ to avoid an early end to the match:

- ≥ Reduce the number of the dominant team's players on the field.
- ≥ Return possession of the football to the opposition.
- ≥ Try players in different playing positions.

Finals Eligibility

- To be eligible for any Finals Series match, a player must have **played three (3) or more Premiership fixture matches** in the current season for their club prior to the completion of the final round of fixtures as well as satisfying other applicable qualification rules. For the purposes of determining the number of games played during the season, only one (1) match in any fixture weekend will count; multiple matches in different grades on the same weekend will only count as one match. In this case the lower grade match shall count in determining qualification.
- All players who have met the minimum match requirement will qualify to play in the Finals Series in the division and/or graded competition where they have played most of their matches.

ii. If a player has participated in an equal amount of premiership competition matches in multiple levels of competitions, the player shall be deemed eligible for the lower level.

Injury Dispensation for Finals

Any player who sustains an injury during a competition game, must provide a medical certificate and/or upload injury via MySideline within 14 days of the injury and a medical clearance to obtain eligibility for any missed fixtures. This must be provided to the local Area Manager (or Nominee).

Golden Point (Finals Only)

- 1. If scores are equal at the conclusion of normal time, a 2-minute break will occur (and coin toss) prior to Golden Point / Extra Time is played.
- 2. Remaining Interchange Cards to be handed to official and have 2x interchange cards returned for Golden Point / Extra Time if applicable.
- 3. A period of Golden Point / Extra Time of 5 minutes is to be played. If a point is scored, the game is to conclude.
- 4. If the score remains equal after the 5-minute extra time period, teams shall immediately change ends for kick-off. Play shall continue for an unlimited time basis until the first point/s have been scored to determine the winner of the match.
- 5. In such Golden Point / Extra Time, the first scorer of any point or points (e.g., field goal, penalty goal or try) will immediately be declared the winner.

NRL On-Field Policy

All leagues within the SEQ Region adhere to the <u>NRL On-Field Policy</u>. Local A-Grade competitions will strengthen the rules by implementing the below for LeagueSafe trainers:

- LeagueSafes in Men's A-Grade fixtures are allowed access to the playing field:
 - o When facilitating an interchange of Players,
 - When a try has been scored,
 - During a time-out called by the Referee for an injury,
 - During a drop out,
 - On three (3) occasions per half to carry messages to individual Team members when their Team is in possession
 - Each LeagueSafe will be supplied with three (3) cards for each half. On each occasion LeagueSafes must hand a card to a Ground Manager or Interchange Official prior to entering the field of play. LeagueSafes must only enter the field of play after their Team gains possession of the football and leave the field at the completion of the 4th tackle, immediately returning to the Team bench area (i.e. running) without interfering with play or running behind the opposition Team's defensive line.
- LeagueSafe must return to their team's bench area as soon as possible after fulfilling their
 duties on field. Must not give general messages to the Team or otherwise assist in the task of
 coaching (save for the carrying of messages to individual Team members) while play is
 progressing
- A Coach cannot act in the role of both on-field safety person (le. Leaguesafe, Level 1 or Level 2) and Coach during the same game. One individual is required for each role.

Junior Coach Positioning – Game Day

At all times, the coach must remain at the team bench. There are exemptions for Under 6 coaches and Under 7 coaches (up till Round 4). Coaches must remain at the team bench from Round 4 in Under 7 competition and above.

Senior Coach Positioning - Game Day

Coaches are permitted to view the match from the team's bench, or behind the goal posts. However, coaches are only allowed to coach only from the team bench (and not behind the goal posts). E.g., Messages must be provided from the team bench and not from behind the field. There must be always an accredited coach within the team bench.

Clearance Special Considerations

- Junior appeal for special circumstances fee is \$200.00 and must be paid prior to online application. If appeal is successful or participant takes up the option provided, \$100 will be refunded
- Online application and any supporting documentation must be submitted via <u>Special</u> <u>Considerations form.</u>

Tribunal

All QRL Affiliated competitions align with QRL Rules Part 5.

PART 3 | LOCAL BY-LAWS - RUGBY LEAGUE IPSWICH

JUNIORS ONLY

3.1 Juniors - No alcohol

Junior competition - No sale and/or consumption of alcohol shall be permitted at any ground or venue whilst junior rugby league fixtures or activities are underway. This includes prior to and during any such fixture/activity.

3.2 Blue card register

RLI requires all RLI executive members, RLI employees, club executives, committee members, club coaches (all levels), managers, sports trainers (all levels), League Safes and persons over 18 years of age who are directly involved with persons under the age of 18 years of age to hold a current Blue Card. **NO BLUE CARD = NO INVOLVEMENT.**

All clubs must keep a current and ongoing register of their coach and volunteer members' Blue Card numbers and expiry dates. Blue Card numbers must be recorded on each member's MySideline profile.

All clubs must submit their Blue Card register to Rugby League Ipswich prior to April 30th and again before July 30 of that same season.

All Blue Card applicants or cardholders must be linked to their current club/organisation.

Volunteer Blue Cards are free of charge:

BLUE CARD LINKING FORM

3.3 Green shirt sports trainers

In addition to the current NRL on field policy, Rugby League Ipswich will require each club hosting international fixtures to have 1 accredited NRL Level 1 Sports Trainer (must hold a current minimum Level 1 NRL accreditation) per international field in use. Please note this Sports Trainer is in addition to the minimum trainers required.

Rugby League Ipswich requires a minimum level 1 Sports Trainer assigned to each international team.

This rule will supersede the current NRL on field policy for these age groups.

SENIORS ONLY

3.4 Player point system

3.4.1 Administration

Rugby League Ipswich will act as the Player Points System Administrator. Player Points will be assigned prior to week one of the competition and sent to the respective clubs for their information.

All players that are classed as Re – Registrations from the previous season will be assigned the points minus a years' service. All new players to the club will be assigned points from the Player Points Index.

The formulation of a Player Points Sub Committee will be created to assign players with a value at the commencement of each season. The Sub Committee will comprise of 2 of the following 3 members: local QRL staff, NRL Development Officer and RLI Board member. This Value will remain the same for the WHOLE season.

3.4.2 <u>Team Points Allocation</u>

a. **100 Points** are allocated to each team per "A" Grade game,

3.4.3 Player Points Allocation

- a. Each Player will be allocated a Category based on the highest level they have played within the last 5 years. Players must play a minimum of 5 games in a season to be classified in a category.
- b. If a club develops a player to a higher base level, they will remain at the level they were at when they entered the club for this year.
- c. Each club can nominate Two (2) MARQUEE PLAYERS that will be exempt from the Player Points Index and will have a value of Zero (0) points. These players cannot be a transfer from a RLI Club.
 - i). Marque players may be amended from time to time. Club must apply in writing by 12:00pm on the Wednesday prior to the upcoming fixture

3.4.4 <u>Concessions / Discounts</u>

- a. Two points per year discount for each year service with that club.
 - i) Discount may only be applied for Ipswich Jets junior representative players if they have participated in two (2) of the three (3) offered programs (CCC, MMC or HDC) or have three (3) years' service in these programs.
- b. If a "local junior" achieves a higher category and returns to their local senior club they will return on the points they left with or be assigned points from Category H.

3.4.5 <u>Definition</u>

A 'local junior' is classified as a player being with a RLI Junior Club

- a. More than three (3) consecutive years
- b. There is the ability for one player to be classed as a junior of more than one club if more than 3 consecutive years is established at both clubs.

3.4.6

PLAYER POINT SYSTEM INDEX

SENIOR COMPETITIONS

Category	Criteria	Points
А	NRL or Equivalent Competitions	25 points
В	QCUP or Equivalent Competitions	20 points
С	Queensland Rangers	15 points
D	Division or State League Championship (Open Age) e.g. Ipswich Diggers	12 points
E	Inter Club A Grade Transfers	10 points
F	Inter Club Transfer (MM/Diggers Colts)/ Player with no History/ Jets Dual Registration	6 points
G	Equivalent A Grade Player / Hastings Deering Cup Colts	4 points
Н	First Year of Senior Football / Non-A Grade Player	2 points

JUNIOR & SENIOR

3.5 Maximum # of teams/club

Each club is only allowed to nominate the following number of teams in each age division:

Under 6, 7, 8 and 9 = 6 teams Under 10,11 and 12 = 4 teams Under 13 to Under 18 = 2 teams

Under 19+ = 1 team / competition

3.6 Match official payments and responsibility (including forfeits)

3.6.1 Junior Competition

U6 to U9 match officials are to be paid direct by the host club on the day.

U10 to U18 Appointed match official fees are divided equally between the two teams participating except for a late forfeit when the team forfeiting must pay all of the referee fees.

3.6.2 Senior Competition

The host club pays for all the match official fees, except for late forfeits, where the forfeiting team must pay the match official fees.

3.7 Club championship points

JUNIOR AND SENIOR CLUB CHAMPIONSHIP POINTS

Club championship points will be allocated for competition games only and will exclude all finals series. Club Championship points are formulated as follows:

Please note to be considered for the club championship your club must field eight (8) teams in the competition.

CLUB CHAMPIONS POINTS SYSTEM			
1 st Place	4 Points		
2 nd Place	3 Points		
3 rd Place	2 Points		
4 th Place	1 Point		

Club Championship totals are achieved by adding the total points for each club after the last competition round, then dividing the figure by the number of teams a club is fielding in the competition ages groups. If a club fields a composite team, that team will be included in the total team count for both clubs.

3.8 Fees Schedule

Rugby League Ipswich Limited Schedule of Fees and Charges

3.9 Interchange officials

In Senior competitions the Ipswich Referee Association will appoint the Interchange Official.

In Junior competitions a duty official appointed to the benches will act as the "Interchange Official" as required.

^{*}Note a composite team's total club championship points will be divided evenly between the two composite clubs.