

OPERATIONAL PROCEDURE



GENERAL INFORMATION

Lead Area: Rugby Operations
Lead Procedure Title: Team Sheet Procedure
Procedure Reference No: SA5
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Date last modified: 06 October 2016

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by the Team Manager of each Team.
- The purpose of this procedure is to maintain accurate records of each Match.

STEP BY STEP PROCEDURES

- Procedure for completing and submitting a team sheet

| Step | Description of action | Responsible |
|------|---|---------------------|
| 1 | Complete online Rugby Link team sheet before scheduled match. https://admin-rugbylink.resultsvault.com/Login.aspx?returnurl=%2fdefault.aspx&sslredirect=1 | Club / Team Manager |
| 2 | Print two copies of the team sheet. | Club / Team Manager |
| 3 | Prior to the match, provide the <u>opposition</u> Team Manager with a copy of the team sheet with any changes made on the day. This team sheet is to be used by the opposition Team Manager solely for the purpose of challenging the eligibility of an opposition player/s. | Club / Team Manager |
| 4 | An accurate record of all points scored in the Match must be recorded during the match on the team sheet and updated to rugby link. | Club / Team Manager |
| 5 | All send offs and sin bin offences must be recorded during the Match on the Team Sheet. | Club / Team Manager |
| 6 | The names of the Referee and each Assistant Referee for a Match are to be recorded on the Team sheet. | Club / Team Manager |
| 7 | Completed team sheets and match statistics (including yellow and red cards from <u>both</u> teams) must be submitted on Rugby Link at the absolute latest by 8pm Monday following the match. The match on Rugby Link will be set to official (locked) by Tuesday 9am and no further information can be added. | Club / Team Manager |

OTHER INFORMATION

- Failure to comply with this procedure may lead to penalties including monetary and Competition point penalties being imposed at the discretion of the Union.
- Matches will be locked 9am Tuesday morning, any team sheets and match statistics not completed online by requested date will affect Players Eligibility for Finals, based on games played.
- All grades from U6/7 to Premier Grade must be able to supply team sheets to the opposition to ensure a fair, safe and even competition.