

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Match Day
Procedure Reference No:	ROP4
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SCOPE OF RESPONSIBILITY

- This procedure is to be implemented by the Club and followed by the Club for each Match to be played at their home ground.
- Ground arrangements for Matches to be satisfied by the Club for each Match for which the Club is designated by the Union as the "Home Club."
- Please also take note of your Team Sheet obligations.

STEP BY STEP PROCEDURES

- MATCH DAY REQUIREMENTS

Step	Description of action	Responsible
1	Appoint a Match Manager for each Match.	Club / Match Manager
2	Ensure that the identity of the Match Manager is known to all Referees prior to the commencement of each Match.	Club / Match Manager
3	Ensure that the Match Manager completes and provides to the Referee a Match Report Card for each Match.	Club / Match Manager
4	Ensure that the Ground is marked correctly in accordance with the Laws of Rugby Football.	Club / Match Manager
5	Set up the Ground correctly in accordance with the Laws of Rugby Football including field markings, flags and corner posts.	Club / Match Manager
6	Provide a clearly visible and safe barrier around the Playing Enclosure.	Club / Match Manager
7	Provide a separate designated area outside the Playing Enclosure for any reserve Players from each Team and for the management of each Team.	Club / Match Manager

* This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.

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Step	Description of action	Responsible
8	<p>Provide three (3) match balls all of which must comply with the specifications and requirements set down in the Laws of Rugby Football:</p> <ul style="list-style-type: none"> • Extra footballs will be brought into play only at the direction of the Referee. The Match Ball or any extra football which is then currently in play for the time being is not an extra ball and when it goes into touch it may be brought into play again without waiting for any directions from the Referee. • The Union reserves the right to issue sponsored footballs for use in any Match as directed by the Union. • The Referee will inspect the footballs provided for the Match by the Home Club (or those provided by the Union if a Finals Match), and will have the sole decision as to which footballs will be used in the Match. If the Home Club cannot provide a suitable approved football the Referee may then allow the use of any other suitable approved football from any other source. • If, in the opinion of the attending Referee, no suitable approved football can be supplied from any source for the Match the Home Club will be deemed to have forfeited the Match. 	Club / Match Manager / Referee / Union
9	<p>Ensure that all Players are properly attired in a football uniform approved by the Union and which complies with the Laws of the Game:</p> <ol style="list-style-type: none"> (a) jersey (with sleeves) in the Club's registered colours; (b) appropriate football shorts; (c) football socks in appropriate colours corresponding to the Club's registered colours; and (d) compliant boots or shoes. <p>Sponsor's logos may be displayed on the uniform in accordance with any regulation promulgated by the Union.</p>	Player/Club
10	<p>Every Player taking the field must have attached to the back of his/her jersey a number allocated by his/her Club and of such a size and colour as will ensure it being readily discernible at a reasonable distance from the play. No two Players in the same Team may wear similar distinguishing numbers. The Player's name must correspond with this number on the Team Sheet.</p>	Player/Club/Match Manager
11	<p>Ensure that a numbered or un-numbered jersey is available if a Player's jersey has to be replaced during a Match, due either to blood saturation or being torn or damaged.</p>	Club/Match Manager
13	<p>Ensure that:</p> <ol style="list-style-type: none"> (a) at least one Touch Judge is present at and acts in that capacity at all times during each Match conducted for Players aged 12 years and over; and (b) each Touch Judge is clearly identifiable and distinguishable from the Players and other Officials in a uniform which does not conflict with the uniform of the Teams playing. 	Club / Match Manager

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Step	Description of action	Responsible
14	<p>Ensure at least one Trainer is present at the commencement of the Match who is available to attend to any Player from either Team who is injured while participating in the Match.</p> <ul style="list-style-type: none"> • Before the Match commences the Referee must ensure that the Trainer requirements are satisfied and that the names of the Trainers are recorded on both Clubs' team sheets. • If the Referee is unable to identify a Trainer as present the Match will be deemed to have been forfeited by the Home Club. • Where a Match is forfeited, the Club forfeited against must lodge a team sheet as if the Match had been played and any Player recorded in the run-on side for that Club's Team will be credited as participating in that Match. The forfeiting Team and Players on that Team will get no credit for participation. Additionally, any Player recorded in the run-on side for either Team will be ineligible to play in any Match in a lower Grade Match scheduled to be played during the same weekend. • In Matches played in any Finals Series the Union will assume the obligations of the Home Club under this rule. 	Club / Match Manager / Referee

▪ FACILITY REQUIREMENTS

Step	Description of action	Responsible
1	Provide facilities for the accurate and legible display of scores during each Match.	Club / Match Manager
2	Ensure that the scoreboard is constantly maintained to reflect the current score during each Match.	Club / Match Manager
3	Provide First Aid facilities and equipment to the extent required to comply with any Player safety directives issued from time to time by the ARU and notified to the Club by the Union.	Club / Match Manager
4	Ensure that all club house facilities are safe, clean, operational and adequate, including but not limited to restrooms, showers, participant areas, and parking areas.	Club

▪ MATCH TIMING AND DURATION

Step	Description of action	Responsible
1	Matches will commence at the time directed by the Union	Union
2	Commencement time for matches may be changed only if: <ul style="list-style-type: none"> (e) both participating Clubs and the appointed Referee agree; and (f) the initiating Club communicates the change to the Union; and (g) any new commencement time for a Match must be no later than forty eight (48) hours before or after the scheduled time for the Match set by the Union. 	Union/Club/Match Manager/Referee
3	A minimum of eleven (11) players from each team are required for a Match to	Club/Match

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	commence.	Manager
4	Any Team which has not taken the field within fifteen (15) minutes of the time specified by the Union for the commencement of that Match will, subject to any agreement reached under the rules above, forfeit the Match	Club/Match Manager
5	Premier Grade Matches must be played in two (2) halves of forty (40) minutes, plus injury time and all other Grade Matches must be played in two (2) halves of thirty five (35) minutes without injury time. Matches will have an interval of not more than ten (10) minutes between halves.	Referee
6	The Match duration shall be subject to the requirements of the SA Rugby Hot Weather Policy ROPol 2 which can be found at Appendix A of the Competition Rules.	Union/Referee
7	Where the playing time of a Match has been interrupted for any reason, the remaining playing time must be calculated by the Referee so as not to delay subsequent Matches played on that Ground on the same day.	Referee
8	The Union may, in its absolute discretion, direct that any Match be played in halves of less than the stipulated duration.	Union

▪ BEHAVIOUR REQUIREMENTS

Step	Description of action	Responsible
1	Ensure that during each Match appropriate behaviour is maintained by all Spectators and Participants (other than the Players engaged in the current Match for whom the Referee is responsible for monitoring behaviour) including in consultation with and at the request of the Team management for the opposing Team.	Club/Match Manager
2	Ensure that during each Match (to the extent required from time to time) the Match Manager makes a written record of any behaviour by any Spectator or Participant (other than the Players engaged in the current Match) which is considered by the Match Manager to: <ul style="list-style-type: none"> constitute an actual or potential breach of the Code of Conduct; or be illegal, anti-social or contrary to the best interest of the Union (Conduct Report) within 24 hours of the conclusion of the relevant Match any Conduct Report produced by the Match Manager is delivered to the Union.	Club/Match Manager

OTHER INFORMATION

- Failure by the Club to meet any of the requirements set out above will result in
 - a fine of \$100 payable to the Union by the Club; and
 - the loss of Competition points to the extent determined by the Union; and
 - the imposition of any other fine or penalty which the Judicial Committee may impose after consideration of an application by the Union for such an additional penalty.
- If in the opinion of the attending Referee the grounds and/or facilities do not comply with the requirements of this ROP 4 the Union may, after proper investigation, deem the Match forfeited by the Club

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- During any Finals Series the Union will assume the responsibilities of the Match Manager for each Match.

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES

- The Laws of Rugby Football.
- Player safety directives issued from time to time by the ARU and notified to the Club by the Union.