

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Match Day
Procedure Reference No:	ROP4
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Date last modified:	1 February 2010

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.

STEP BY STEP PROCEDURES

- 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"

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 Ground is marked correctly in accordance with the Laws of Rugby Football.	Club / Match Manager
4	Set up the Ground correctly in accordance with the Laws of Rugby Football including field markings, flags and corner posts.	Club / Match Manager
5	Provide facilities for the accurate and legible display of scores during each Match.	Club / Match Manager
6	Ensure that the scoreboard is constantly maintained to reflect the current score during each Match.	Club / Match Manager
7	Three (3) match balls all of which must comply with the specifications and requirements set down in the Laws of Rugby Football.	Club / Match Manager
8	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
9	Provide a clearly visible and safe barrier around the Playing Enclosure.	Club / Match Manager
10	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
11	Ensure at least one Trainer is present at the commencement of the Match.	Club / Match Manager
12	Ensure that: (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 Team's playing.	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.

13	Ensure that the Match Manager completes and provides to the Referee a Match Report Card for each Match.	Club / Match Manager
14	<p>Ensure that:</p> <p>(a) 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;</p> <p>(b) 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:</p> <ul style="list-style-type: none"> • constitute an actual or potential breach of the Code Conduct; or • be illegal, anti-social or contrary to the best interest of the Union (Conduct Report)); and <p>(c) within 24 hours of the conclusion of the relevant Match any Conduct Report produced by the Match Manager is delivered to the Union.</p>	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 ROP4 the Union may, after proper investigation deem the Match forfeited by the Club
- 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.

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