

OPERATIONAL PROCEDURE



GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Team Sheet Procedure
Procedure Reference No:	ROP5
Authors:	Carl Jones
Date last modified:	11 December 2009

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by a team manager of each team.
- The procedure is aimed at SA Rugby and the club collating accurate records of each match.

STEP BY STEP PROCEDURES

- Procedure for completing and submitting a team sheet

Step	Description of action	Responsible
1	Part 1 of the team sheet must be completed prior to the start of the match by the team manager	Team Manager
2	The blue copy must be handed to the opposing team	Team Manager
3	An accurate record of all points scored must be recorded during the match	Team Manager
4	All Send Offs and Sin Bin offences must be recorded during the match	Team Manager
5	On Full Time, Part 2 of the team sheet must be completed and confirmed with the referee	Team Manager
6	The referee will confirm/amend Part 2 and complete Part 3 of the team sheet	Match Referee
7	Names of Referee and Assistant Referees are to be recorded on the team sheet	Team Manager
8	Part 4 must then be completed by the Team Manager	Team Manager
9	This team sheet must be returned to the South Australian Rugby Union within 3 calendar days to: PO Box 43, North Adelaide SA 5006 or fax a copy to 8232 7102	Team Manager

OTHER INFORMATION

- Failure to comply with this directive may lead to penalties

RELATED PROCEDURES

- Match Day Report Card Procedure
- Results for the Sunday Mail/Advertiser

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURE

- SARU Team Sheet