

OPERATIONAL PROCEDURE



GENERAL INFORMATION*

Lead Area:	Rugby Operations
Lead Procedure Title:	Team Sheet
Procedure Reference No:	ROP 5
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Date last modified:	11 December 2009

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by the Team manager of each Team.
- The purpose of this procedure is to collect and maintain 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 each Team manager.	Club / Team Manager
2	The blue copy of the Team sheet must be handed to the opposing Team.	Club / Team Manager
3	An accurate record of all points scored in the Match must be recorded during the Match on the Team sheet.	Club / Team Manager
4	All send offs and sin bin offences must be recorded during the Match on the Team Sheet.	Club / Team Manager
5	Immediately after the conclusion of each Match Part 2 of the Team sheet must be completed on the Team sheet and confirmed with the Referee.	Club / Team Manager
6	The Referee will confirm/amend Part 2 and complete Part 3 of the Team sheet.	Referee
7	The names of the Referee and each Assistant Referee for a Match are to be recorded on the Team sheet.	Club / Team Manager
8	Part 4 of the Team sheet must be completed by the Team manager.	Club / Team Manager
9	The Team sheet must be returned to the Union within 3 calendar days after the conclusion of the Match to: PO Box 43, North Adelaide SA 5006 or by faxing a copy to 8232 7102	Club / Team Manager

OTHER INFORMATION

- Failure to comply with this ROP5 may lead to penalties including monetary and Competition point penalties being imposed by the Union.

RELATED PROCEDURES

- Match Day Report Card Procedure (ROP4)
- Results for the Sunday Mail/Advertiser

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURE

- Team Sheet issued by the Union.

* 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.