

## GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Match Results for The Advertiser/Sunday Mail Procedure
Procedure Reference No:	ROP9
Author:	Caitlin Brady
Date last modified:	12 April 2010

## SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all clubs on each Saturday during the Season in which a match has been played.

## STEP BY STEP PROCEDURES

### ▪ Senior Match Results for Sunday Mail Procedure

Step	Description of action	Responsible
1	A representative from the club in which one or more home game/s have been played must collate the result/s of both the home and away teams.	Club Representative/s
2	These results must be communicated to the <b>SA Rugby Vodafone Results Hotline no later than 6pm Saturday</b> via: Phone: 1. Call <b>0451 308 766</b> 2. Leave a message - record your name and club, followed by the match results, in the order of grade, clubs and their scores. Text Message: 1. Text <b>0451 308 766</b> 2. State your name and club, followed by the match results, in the order of grade, clubs and their scores.	Results Collator
3	Check the Results Phone at 6pm on Saturday night and collate results on the Weekly Match Results Template	Results Collator
4	Ring the clubs who have not yet submitted results for their matches using the SA Rugby Club Contacts.	Results Collator
5	Copy and paste the results from the Weekly Match Results Template onto an email	Results Collator
7	Optional - Log onto MyRugby Admin and update the Competition Management System to show the results on the SA Rugby website. Use the Competition Manager's Guide to the Competition Management System to do this.	Results Collator

### ▪ Junior Match Results for The Advertiser Procedure

Step	Description of action	Responsible
1	Representative/s from each club that played one or more matches must collate their team sheets from the weekend's matches.	Club Representative/s
2	These results must be sent to <b>SA Rugby no later than 12pm Tuesday</b> via: <u>Post:</u> PO Box 43 North Adelaide SA 5006 <u>Email:</u> <a href="mailto:info@sarugby.com.au">info@sarugby.com.au</a> or <a href="mailto:george.doughty@sarugby.com.au">george.doughty@sarugby.com.au</a> <u>Fax:</u> (08) 8231 8066	Results Collator



The Advertiser  
Sunday Mail

# SA Rugby Vodafone Results Hotline

Senior results are to be phoned in or sent via txt message to the *SA Rugby Vodafone Results Hotline* no later than **6:00pm each Saturday**.

Please follow the 'Match Results for The Advertiser/Sunday Mail' Procedure to ensure you are submitting the results correctly.



***SA Rugby Vodafone Results Hotline:***

# 0451 308 766