

**GENERAL INFORMATION\***

Lead Area:	Community & Game Development
Lead Procedure Title:	<b>TEAM CONFIRMATION &amp; GRADING PROCEDURE</b>
Procedure Reference No:	<b>RWA1</b>
Adapted by:	BH/KH/JS
Date last modified:	8 March 2017

**SCOPE OF RESPONSIBILITY**

- In order for a club to participate in a 2017 RugbyWA Senior Competition, the following rules and procedures must be followed.
- Senior clubs are encouraged to recruit at least one new 'club nominated' referee each season to support, and augment, the referee numbers in WA.

**STEP BY STEP PROCESS**

- The procedure for confirmation and grading of teams is as follows:

Step	Description of action	Responsible
1	By dates nominated by the Senior Competition Manager (SCM), club must indicate (as communicated by RWA staff) in respect of each team that the club wishes to enter in each competition.	Club Official
2	For the 2017 senior metro competitions, the final date nominated by the SCM will be <b>Friday 24<sup>th</sup> February 2017</b> .	SCM Club Official
3	<b>COACHING STAFF</b> – prior to the start of the regular season the club must provide: <ol style="list-style-type: none"> <li>1. Full written details of all that team's coaching staff including their contact details and details of their coaching or other relevant accreditations and/or certificates</li> <li>2. If a team has only one coach then, for the purposes of these rules, that coach will be considered to be the head coach of that team. But if a team has more than one coach, then the club must specify who the head coach of that team is.</li> <li>3. Each team nominated by a club should have a different individual as its head coach.</li> </ol>	Club Coaching Coordinator
4	<b>CLUB REFEREE</b> – All clubs playing in any senior competition are encouraged to develop at least one new individual to take up refereeing in the 2017 season.	Club Committee
5	<b>CLUB ASSISTANT REFEREE</b> - All clubs playing in any senior competition are <b>required</b> to provide a qualified, and current, assistant referee, to act as a match official in each grade, other than Premier grade, that their club competes in.	Club Committee

\*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.



## OPERATIONAL PROCEDURE

6	To encourage the recruitment of a new referee any club wishing to conduct a 'Home Carnival' which includes a club day with juniors through seniors playing at club ground on any one day, must be able to supply a minimum of one (1) club referee to enable this to occur.	Club Committee
7	<b>GOVERNANCE</b> – By submitting a team nomination a club shall, for the purposes of these rules, be deemed to have agreed that, for the duration of the 2017 competition, it will be contractually bound to abide by and accept both the Constitution of RWA and these competition rules, or such amended competition rules as may, from time to time, be substituted for them by the Board.	Club Union
8	<b>CLUB AFFILIATION</b> – The Board may, in its absolute discretion, invite clubs to apply for admission to the competition and may, in its absolute discretion decide to admit clubs to or exclude clubs from the competition.	Union
9	<b>TEAM GRADING</b> – The SCM shall (at his/her absolute discretion) determine the grade or grades in which all nominated teams may compete in the competition, taking into account all relevant matters and considerations including (but not limited to) the competition structure that has been approved by the Board.	SCM
10	<b>GRADING APPEAL</b> – A club wishing to appeal to the Board against a grading decision made by the SCM pursuant to Rule WA1-9 must lodge a Notice of appeal with the SCM. The notice must set out fully and completely all the grounds of appeal and must be lodged within seven (7) days of the date on which the club in question received notification of the grading decision that is the subject of the appeal. (See appeal notes below).	Club President

### OTHER INFORMATION

- **NB:** Notice of Appeal - upon receipt, the notice of appeal shall be immediately referred to the Board for a decision and the Board must consider and decide upon the matter promptly.
- The decision of the Board shall thereafter be communicated to the club and, once communicated, that decision shall be final.
- After expiration of the seven (7) day appeal period, or after the Board has decided any appeal against a grading decision and notified that decision to the team or club concerned, that decision and that grading will become binding and although a team or club that later decides to withdraw from a grade to which it has been allocated may still do so, that team or club will nonetheless continue to be liable for any fees for that team unless the Senior Competition Manager, after due consideration of all of the relevant circumstances, exercises his/her discretion (which discretion is hereby expressly granted) to waive those fees.

### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- RWA 2017 Competition Rules

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