

GENERAL INFORMATION*

Lead Area:	Community & Game Development
Lead Procedure Title:	TEAM SHEET & MATCH RESULTS PROCEDURE
Procedure Reference No:	RWA11
Adapted by:	BH/KH/JS
Date last modified:	8 March 2017

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by the team manager of each team.
- The purpose of this procedure is to maintain accurate records of each match.

STEP BY STEP PROCESS

- Procedure for completing and submitting a team sheet:

Step	Description of action	Responsible
1	An accurate record of all players' names and jersey numbers, who took part in that match, must be recorded during the match on the team sheet.	Team Manager
2	An accurate record of all replacement players who take the field must be recorded DURING the match on the team sheet.	Team Manager
3	An accurate record of all points scored in the match must be recorded during the match on the team sheet.	Team Manager
4	All send-offs and sin bin offences must be recorded during the match on the team sheet. The referee will record the nature of the infringements on the team sheet post-match.	Team Manager Referee
5	Post-match, the points scored must be tallied and each team's team sheet must be confirmed/amended and signed by: the team manager, the opposition team manager, the match referee and assistant referees/Touch Judges.	Team Manager

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6	<p>Post-match, on being satisfied that all the details recorded on a team sheet are correct, the referee shall complete the team sheet by recording the following details:</p> <ol style="list-style-type: none"> 1. The total points for each team, making sure that the 'make-up' of each final score tallies correctly; 2. The details of any temporary and/or permanent suspensions occurring during the match, including all relevant details of any alleged foul play; 3. The particulars of and the state and condition of the playing area and of the surrounding areas including, if necessary, any comments regarding them, which the referee considers should be drawn to the attention of the SCM. 4. The names of the accredited assistant referee(s) or touch judge(s). 5. Upon the satisfactory completion of the above, the referee must also record his/her name and must sign the team sheet. 	Referee
7	Team managers should swap duplicate copies of the team sheets once all confirmed and signed off.	Team Manager
8	Team managers should retain the original team sheet, and the opposition duplicate copy, in order to provide a copy to the SCM if required.	Team Manager
9	<p>MATCH RESULTS: For each competition match, the club shown in the published competition draw as the home or hosting club must enter all match results into Rugby Link by 6pm on the day of the match. Where night matches are played the results of any games, played after 6pm, should be entered within one (1) hour of completion of the match. Refer <i>ARU Rugby Link Comp Mgt Results Entry – ARU8 (Appendix C)</i>.</p>	<p>Team Managers Club Registrars Appointed Club Officials</p>
10	Any team(s) playing away from their home ground but are nonetheless shown as the home or hosting team in the published competition draw, must enter the match results as given in Step 9.	<p>Team Managers Club Registrars Appointed Club Officials</p>
11	If any club has any problems with the inputting of results and/or player statistics, it is essential that they inform the SCM as soon as possible, and no later than 10am on the Monday following the game to avoid any penalties.	<p>Team Managers Club Registrars Appointed Club Officials</p>
12	MATCH DETAILS: Each club shall input their completed team sheet online via Rugby Link by Monday midday (12pm) following the match.	<p>Team Managers Club Registrars Appointed Club Officials</p>
13	MATCH STATISTICS: Match statistics must detail the Team List (Players who took the field with jersey numbers), Player Scores (points scored by individual players), Player Incidents (Red/Yellow cards issued and reasons) and Player Injuries (Player ID, injury, site, outcome).	<p>Team Managers Club Registrars Appointed Club Officials</p>

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OTHER INFORMATION

- Team sheets not completed online will affect players' eligibility for finals, based on games played.
- If a club contravenes any of the provisions of this procedure, the club may, at the discretion of the SCM, be fined such an amount as shall be determined from time to time by the Board.

RELATED PROCEDURES

- Results for the WA Sunday Times newspaper & other local newspapers

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- 2017 RWA Competition Rules
- ARU Rugby Link Competition Manager User Guides (via the Rugby Link website at www.aru.com.au/runningrugby/rugbylink)
- Team sheet booklets

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