

Challenge Cup

2025 Tournament Manual

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Queensland Rugby Union
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Contents

| | |
|--|----|
| Definitions..... | 3 |
| Preamble..... | 4 |
| RA and QRU Policies and Regulations | 5 |
| Senior Rugby Dispensations..... | 6 |
| Judiciary and Citing Policy and Process..... | 7 |
| Code of Conduct/Three Strikes | 8 |
| Foul Language Directive..... | 9 |
| Laws of the Game..... | 10 |
| Regulations of the Game | 11 |
| Law and Regulation Clarifications | 12 |
| Standard Competition Rules | 13 |
| Specific Union Requirements – Premier Rugby..... | 19 |
| Training & Support..... | 22 |
| Wet Weather Policy | 23 |
| Appendix 1 – Sub Card Templates..... | 1 |

Definitions

1 Definitions

- 1.1 **CLUB** is the rugby body/organization that is a participant of the competition.
- 1.2 **JUDICIARY** is the Sub Committee as appointed by Queensland Rugby Union.
- 1.3 **PARTICIPANT(S)** includes, but not limited to; Club Committee Members; Players; Coaches; Managers; Match Officials; Medically Trained Persons; Sports Trainers; Water Runners; Ground Marshals and Volunteers
- 1.4 **QRU** is the Queensland Rugby Union Ltd
- 1.5 **QRU RUGBY SERVICES MANAGER** is the person deemed responsible for the day to day operational management of the Competition or the organisation to who the person responsible reports into. For the purposes of Queensland Premier Rugby this would be Queensland Rugby Union (QRU).
- 1.6 **RA** is Rugby Australia
- 1.7 **UNION** is the governing body of the competition
- 1.8 **WR** is World Rugby

Preamble

1 Preamble

1.1 This Competition as are all competitions played under the auspices of QRU are amateur competitions. All participants in the Competition are to be made aware of the [WR Playing Charter](#); / <http://laws.worldrugby.org/?charter=all> all which include:

(I) Principles of the Game

(II) Principles of the Laws

1.2 All participants are to be made aware that by virtue of the acceptance of a team into this competition the Match Organiser e.g. QRU Affiliate / another recognised legal entity (Outside Provider) and their respective Coaches, Managers, Players, Match Officials; Medical Officers, Sports Trainers; Water Runners; Volunteers; and any other person entering the playing enclosure related to the QRU Affiliate subjects themselves and agrees to be bound by the rules and the disciplinary processes of the competition.

RA and QRU Policies and Regulations

RA and QRU Policies

All games will also be played in accordance with all [RA and QRU - Codes and Policies](#)

Senior Rugby Dispensations

Any player turning 16,17 or 18 in the calendar year (January 1st – December 31st, 2025) and wishing to play in Challenge Cup is required to undertake a Senior Rugby Dispensation.

The requirements and processes required for a Senior Rugby Dispensation can be found [here](#)

Judiciary and Citing Policy and Process

- 1** Challenge Cup is played under the Rugby Australia Disciplinary Rules, which can be found [here](#). The RA Disciplinary Rules deal with acts of Foul Play which are outlined in World Rugby Regulation 17 and World Rugby Law 9 (Foul Play).
- 2** All appeals of the RA Disciplinary Rules within Challenge Cup will incur a fee of \$500 inc GST payable to Queensland Rugby Union, which will be forfeited to the Union if the appeal is determined by the Appeals Committee to be vexatious, frivolous or groundless.
- 3** All Citing Complaint Referrals must be accompanied by a \$500 inc GST fee, which may at the discretion of Queensland Rugby Union or the Judicial Committee be refunded if the referral is determined to not be vexatious, frivolous or groundless.

Code of Conduct/Three Strikes

- 1** All Challenge Cup Clubs and their members are bound by the Rugby AU Code of Conduct, which can be found [here](#)
- 2** As part of the Rugby AU Code of Conduct, Clubs are bound by the Three Strikes Policy, which aims to eliminate poor and/or abusive behaviour and create a safe and positive environment.
 - 2.1** A number of resources are available [here](#) for clubs to promote the messaging around the three strikes policy to their club members

Foul Language Directive

Queensland Rugby Union approved the Foul Language Directive as part of the organisation's broader Positive Behaviour Program in 2024.

All participants in Challenge Cup are bound by the Foul Language Directive must be aware of the directive, which can be found [here](#).

Laws of the Game

1 Laws of the Game

All games will be played in terms of the [WR Laws of the Game](http://laws.worldrugby.org/?law=showallbynumbers) / <http://laws.worldrugby.org/?law=showallbynumbers>

There may be times in which Rugby AU may introduce Domestic Law Variations which will be housed here: <https://australia.rugby/participate/referee/laws>

Regulations of the Game

1 Regulations of the game

All games will also be played in accordance with the [WR Regulations of the Game](http://www.worldrugby.org/regulations) / <http://www.worldrugby.org/regulations>

Law and Regulation Clarifications

1 Law and Regulation Clarifications

1.1 Law 3 Number of Players – the team – Challenge Cup

- (I) In reference to Law 3, the nominated number of players is 15
- (II) The maximum number of replacement / substitute players is 8 with a maximum of 12 movements.

**NB: Law 3.27 – i.e. Temporary Replacement – Head Injury Assessment (HIA),
DOES NOT APPLY WHATSOEVER AT ANY LEVEL – Recognise and Remove
Protocols are to be observed**

1.2 Rolling Substitutions

Please refer to [Rolling Substitutions](#)

1.3 Regulation 17 – Illegal and foul play -

<https://www.world.rugby/organisation/governance/regulations/reg-17>

Standard Competition Rules

1 Standard Competition Rules

1.1 How ladder positions are determined (for competitions with premierships)

In the event of two (2) or more teams being equal on competition points for any position the higher placed team will be determined on the following basis:

- (I) Number of wins during the regular season; then if not resolved:
- (II) Basis of the best ratio of points scored for and against; then if not resolved:
- (III) The team that has scored the greatest number of tries in competition rounds: then if not resolved:
- (IV) Team that upon countback (starting in last round and work towards first round) was the last between the two teams to lose a game
- (V) That matter shall be determined by a toss of a coin.

1.2 Postponed / Abandoned Matches

- (I) In the event that the venue of a match or matches is unavailable for any reason, it will be the responsibility of the "home" club to advise the Competition Manager immediately the ground is considered unplayable or doubtful of being playable and the Management Committee, after consultation with clubs involved, will direct how the abandoned match will be dealt with.
- (II) In the event of a match having to be abandoned for any reason beyond the control of match officials, the following procedure will apply:
 - (i) Where a match has been abandoned during the first half the result will be declared as a draw and no points for or against will be awarded.
 - (ii) Where a match has been abandoned during the second half the result will be the result
- (III) In the event of a match having to be abandoned for any reason involving unacceptable behaviour on the part of players or any other persons, or any other similar reason, the Management Committee will determine if any penalties will be imposed to the competing teams.

(It should be noted that such action should neither prejudice nor replace individual action that may be required under the citing, judicial or breaches of the code of conduct).

1.3 Match and Team Medical Requirements

- (I) All Challenge Cup matches must be played under the [Rugby Australia Medical and First Aid Requirements](#).
- (II) It is the responsibility of the home club to provide the requirements as listed under First Aid Personnel and First Aid Requirements.
 - (i) Clubs may wish to provide additional medical facilities in addition to that outlined above

- (III) Both clubs must ensure compliance with all other aspects of the policy.
- (IV) Team medical staff must hold a current Rugby AU First Aid Level 1 Program Accreditation to be able to perform duties within the playing enclosure.

1.4 Playing Field and Venue

a. Goal Posts

- i. All Goal posts within the playing enclosure must be padded.

b. Playing Enclosure

- i. Entry to the playing enclosure must be restricted by a fence, barricade or rope a minimum of five (5) metres, where practicable, from the playing area perimeter.
- ii. Persons authorised to enter the playing enclosure (**Authorised Persons**):

Ground Marshal (readily identifiable)

- game is not to proceed until identified by the Referee

Medically Qualified Persons (2)

- As appropriately qualified as against the requirements in these Competition Rules

Water Runners (2)

Teams (2)

Match Officials

Approved QRU Staff

A maximum of 4 ball attendants

Approved Media and Photographers

Team Managers

- Only for the purpose of completing their role such as, coordinating substitutions

Note: A Breach of 1.4 (B) may incur penalties/sanctions under these competition rules and/or Rugby AU Code of Conduct. It is the responsibility of all clubs and members to ensure they are familiar with the requirements of this competition as it relates to the Playing Enclosure

- iii. Technical Zone

WR Technical Zone / Water Carriers Protocol

Note: Contained within World Rugby Law 6 and World Rugby Regulations

Personnel permitted in the Technical Zone

No more than two (2) medically trained persons (who meet the minimum requirements as outlined in these Rules) and two (2) water carriers (who may not be the Head Coach or Director of Coaching but may be an Assistant Coach), a total of four (4) per Team are permitted to operate from the Technical Zones.

No other person (including Team officials or players) is permitted in the Technical Zones.

Pursuant to WR Regulation 17, no player who has been sent off (Red Carded) or currently under suspension may be involved in any match day activities including running water.

One (1) of the medically trained personnel permitted to operate from the Technical Zone, as listed in above, may be positioned on the far side of the playing area on the touch line opposite the Technical Zone and may move along the touch line.

The second medically trained person permitted to operate from the Technical Zone as listed above may be positioned on the near side of the playing area on the touchline, and may move along the touchline. The two (2) medically trained personnel may not be together on the same touchline.

The medical personnel may enter the field of play in accordance with Law at any time a player is injured. They must not obstruct, interfere or aim comments at match officials.

Roles of personnel in the Technical Zone

Water may only be taken onto the field during stoppages in play for injuries in the playing area and when a try has been scored.

A person carrying only a kicking tee and one water bottle, (solely for the kicker's use) after a team has indicated they intend to kick at goal, or a try has been scored.

The water carriers must remain in the Technical Zone at all times unless they enter the playing area to provide water or when ONE (1) enters to provide a kicking tee to a kicker at a penalty kick. Water carriers must not obstruct, interfere or aim comments at Match Officials.

Players may come to the touchline adjacent to the Technical Zone to receive water.

Water bottles must not be thrown on to the field of play.

Management of the Technical Zone

All personnel permitted in the Technical Zone will be required to wear bibs to clearly identify them and their role when in and around the Field of Play. Each Club will be responsible for the manufacture of these bibs. It is the responsibility of the Team manager to ensure their four personnel permitted in the Technical Zone wear these bibs at all times during the game.

In the first instance the Substitution Controller(s) will manage the Technical Zones. If there is a dispute this will be resolved by the Ground Marshal. Continued non-compliance will be reported to the Referee.

The Referee may caution any offender or at his discretion expel the person(s) from the playing enclosure for any breach of the protocol.

Any breach of the protocol may be reported to the QRU Rugby Services Manager who shall be entitled to undertake investigations and impose sanctions as outlined under these Rules and/or Rugby AU Code of Conduct.

Should any person be expelled from the playing enclosure for a breach of the protocol they must be reported by the Referee to the QRU Rugby Services Manager who shall be entitled to undertake investigations and impose sanctions as outlined under these Rules

and/or Rugby AU Code of Conduct.

Personnel outside of the Technical Zone

All coaches unless a Water Runner (Note: this cannot be the Head Coach as per above) must be located outside of the playing enclosure for the duration of the match.

If replacements require warm-up and there is not an area outside the playing enclosure, they may warm-up in the opposition in-goal area but must not use balls or any other rugby equipment in their warm-up. Balls and hit shields may be used where there is a designated warm-up area away from the in-goal area. All other equipment for the purposes of warm-up must only be used outside the playing enclosure or another designated area away from the playing enclosure.

Players warming up in the opposition in-goal area must be wearing bibs to identify them as non-players. Those players are not to have physical contact with the players on the field including congratulating them after scoring a try. We encourage the referees to issue a warning where such conduct occurs and to penalise teams from the kick-off if that behaviour continues.

c. Match Ball Protocol

- (I) Home clubs are required to provide a minimum of three (3) match balls for each fixture.
- (II) The Match Balls are to be inflated to the required psi of 9.5-10.0 lbs per square inch (psi) as required by Law 2 of the WR Laws of the Game.
- (III) At the conclusion of the match all Match Balls are to be collected and returned to the designated person from the Home Club.

d. Authorised Persons

- i. It is intended that clubs nominate persons to become authorised persons.
- ii. No one other than the aforementioned Authorised Persons shall be permitted in the playing enclosure during a match.
- iii. Clubs seeking authorisation will do so as directed by the Union as part of the Union's nomination process. The Union may decline to authorise a person at its absolute discretion.
- iv. An Authorised Person (except Players and Ball Persons) must have completed a SmartRugby course or higher qualification. Additionally, Ground Marshals must have completed and maintained RA's Ground Marshal Accreditation
- v. All Authorised Persons entering the playing enclosure must be registered on Rugby Xplorer – their details may be confirmed by searching Rugby Xplorer.
- vi. The home team shall appoint a Ground Marshal who shall ensure that this rule is complied with, and the Ground Marshal shall report any breach of these rules to the QRU Rugby Services Manager.
- vii. Host Clubs shall appoint a Match Manager for all Hospital Cup matches, to assist with broadcast requirements of this competition. The Match Manager will also assist the Ground Marshal and may report any breach of the rules to the Competition Manager
- viii. Authorised Persons must conduct themselves in accordance with the relevant

codes of behaviour for people in their capacity and as part of the accreditation process will be required to sign an acknowledgement and agreement to comply with the code of behaviour and be bound by the disciplinary provisions.

- ix. Unauthorised access will be treated as a breach of the RA Code of Conduct. Clubs and/or Individuals will be charged under the Code should they fail to adhere to the guidelines listed above.

1.5 Penalties and Protests

a. Schedule of penalties

Any breach of these competition Rules may include any combination of or all of the following:

1. Warning
2. Issue of show cause notice
3. Loss of Accreditation/s
4. Education or reaccreditation for individuals or clubs
5. Loss of competition point(s)
6. Monetary fine
7. Expulsion from the competition

b. Protests

- a. All protests of these Competition Rules must be made in writing and signed by either the Club President or Club Secretary.
 8. Note: Appeals or protests made in regard to a matter relating to the National Disciplinary Rules, Code of Conduct or Member Protection Policy must be made under the process and procedures outlined in those documents
- b. Protests must be received by the QRU Rugby Services Manager by the close of business (5pm AEST) on the first business day after the alleged breach of the competition rules.
- c. All protests must specifically nominate the competition rule (by number) under which the breach occurred.
- d. All witness statements must be tendered on a signed statutory declaration form.
- e. The decision on the protests shall be determined by the QRU Rugby Services Manager and such decision will be advised to all affected parties by no later than close of business on the second business day after the alleged breach of the competition rules.
- f. The QRU Rugby Services Manager shall determine if a club is guilty of a breach of the competition rules. The QRU Rugby Services Manager will then determine the penalties that shall be imposed.
- g. The Club, if they are not satisfied with this decision on receipt of the decision, has the right to appeal to the QRU's Appeals Committee at their discretion. Appeals from the decision of the QRU Rugby Services Manager must be received by the QRU Rugby Services Manager (for referral to the QRU Appeals Committee) by no later than close

of business on the third business day after the decision of the QRU Rugby Services Manager is advised to the relevant Club. The QRU Appeals Committee shall be entitled to consider the appropriateness of the penalty, having regard to all of the circumstances, and shall have the discretion to vary the penalty if they see fit.

c. Extension of Time

Notwithstanding any of the time limits stated in these rules, the competition manager may in special circumstances exercise his discretion to allow reasonable extensions of time.

d. Uncontested scrums

There is no penalty for a team starting a game or going uncontested during a Challenge Cup match.

e. Game On

- (i) There is a requirement in Challenge Cup to match numbers to ensure an even playing field during a match. E.G if Team A are only able to play with 13 players, then team B must also only have 13 players on the field of play.
- (ii) Teams are still allowed to have a squad of 23 players for each game, regardless of how many players are on the field.
- (iii) Playing numbers can be adjusted as required during the game, through agreement with both teams and the referee.
- (iv) If a team is going to be unable to play a XV-a-side match, they are to advise their opposition and the referee for the match at the earliest opportunity.

Specific Union Requirements – Premier Rugby

8 Specific Union Requirements

8.1 Players Eligible to play

Any player who is correctly and currently registered that year with a club affiliated with the QRU / an affiliated club of a QRU affiliate, e.g. QSRU or GCDRU

8.2 Draw

The competition will be conducted in accordance with a schedule of matches drawn up by the management committee prior to the start of the playing season and varied as necessary from time to time.

If a match or matches, for any reason, cannot be played at the drawn date / time / venue, the match or matches may be postponed to a date to be fixed. The date to play the postponed match or matches must be agreed by the two clubs by no later than the Tuesday after the date of the original match or matches. If no agreement has been reached by that time, the game will be played at a place and date determined by the management committee. Where the postponement is in the last round, the management committee will make the decision without reference to the clubs.

If either party refuses to play the game on the date determined by the Management Committee, then the match will be forfeited and the rules which apply to forfeits shall apply. It is understood that players and teams have work, study, commitments and are subject to injuries and unavailability. In the circumstances none of these shall be deemed to be a sufficient reason for not playing the game on the date determined by the Management Committee.

8.3 Competition Points

Points for a win – four (4)

Points for a draw- two (2)

Points for a bye (where applicable)- Zero (0)

Points for loss by seven points or less – One (1)

Points for scoring four (4) tries – One (1)

Points for giving forfeit – Minus 2 (-2)

Points for receiving forfeit – Five (5)

8.4 Forfeits

- (I) Each match forfeited by a club will be regarded as having been won by the opposing club on the day on which the match, but for such forfeit, would have been played. The penalty for a forfeit shall be loss of two (2) competition points, no points for, and a minimum of the awarding of the greater of 28 points against. The points awarded

against will be increased should a result from the same competition in the same round exceeds a 28-point differential. The club receiving the forfeit will be awarded five (5) competition points (win plus bonus point).

- i. Example of point differential increase - Round 1 of Challenge Cup, Team 1 forfeits to Team 2 whilst Team 3 defeats Team 4 50-0. Team 2 would receive a 50-0 BP win rather than a 28-0 BP win.
 - ii. If no match's point difference exceeds 28, this would still be the minimum positive and negative PD result given to the teams involved in the forfeit.
- (II) A Club that forfeits two (2) games in the same grade in the same season will be issued a Show Cause Notice for why its team should remain in that grade and as to why it should be considered for inclusion in either Founder's Cup or SEQ Women's Cup.
- (III) In the case of a club withdrawing a team(s) from the competition, match points ("for and against") in all matches of such team(s) shall not be counted, and any competition points shall be cancelled.
- (IV) The Management Committee may impose further penalties on Clubs for withdrawing teams from the competition.

8.5 Duration of Matches

- (I) All matches are to be played in accordance with the laws of the game.

| Grade | Time | Injury Time | Half Time |
|---------------|----------------|-------------|-----------|
| Challenge Cup | 2 x 35 minutes | No | 5 minutes |

- (II) Any team not prepared to commence a match within five (5) Minutes after the designated kick off time shall forfeit the match (as determined by the referee).

8.6 Match Results and team sheets

It is the responsibility of EACH TEAM to:

- (I) Enter their respective Team Sheet into Rugby Xplorer no later than 1 hour prior to kick-off
- (II) It is the responsibility of the EACH TEAM to:
 - (i) Live score the match via the Match Day App
- (III) Information included on the Match Day App must include:
 - (i) Result of game
 - (ii) Point scorers (full names and details for both teams)
 - Tries
 - Conversions Penalties Dropped Goals
 - Penalty tries
 - (iii) Players who received cards (blue, yellow and/or red) during the match
 - (iv) Players who received a serious injury during the match (e.g. broken bones)

- (IV) It is the responsibility of both teams to act in terms of the following instructions:
- (i) All players who took the field are to be listed on the respective Team Sheets i.e. **DO NOT** list the reserves who did not play / delete names of players listed who did not play
 - (ii) The referee is to confirm the result of the game by confirming on the Match Day App for both teams in the presence of both teams
 - (iii) All clubs must confirm the results of all games online via Rugby Xplorer or the Match Day App by no later than 11:59pm on the day of the match.
 - (iv) Clubs failing to follow the aforementioned procedures are liable to receive penalties as outlined in this Tournament Manual.
- (V) Smart Rugby and Season Ready (Coach) Compliance
- (i) It is a requirement within Rugby Xplorer that all coaches listed for any competition hold a current Smart Rugby and Season Ready (Coach) accreditation. If a coach does not hold a current Smart Rugby and Season Ready (Coach) accreditation, they will not be eligible to be added to the team list
 - (ii) If a club fails to list a Smart Rugby and Season Ready (Coach) accredited coach on their team list, they may be penalised by the Competition Manager (Queensland Rugby Union) under the Schedule of Penalties
 - (iii) Note: Multiple accreditations may be required by Rugby AU to maintain a current Smart Rugby Accreditation.

Training & Support

9 Training & Support

9.1 QRU will advise all participating clubs of a dedicated point of contact for assistance in complying with these Competition Rules

- (I) For the 2025 Season, the dedicated point of contact will be the QRU Rugby Services Manager, along with an additional point of contact being the Programs and Competitions Administrator

9.2 QRU may provide additional items of support to clubs. These may consist of items such as;

- (I) Posters
- (II) Ground Announcer Scripts
- (III) Videos/Photos

It is expected that any items produced by the QRU and distributed to clubs are displayed and shared as requested by the QRU

Wet Weather Policy

10 Wet Weather Policy – Hospital Cup, Colts 1 and Women

- 10.1** Notwithstanding any of the provisions contained in these rules, the referee has the right to declare the match will not be played and therefore any of the provisions of these rules is subject to the referee's final say pursuant to the Laws of the Game on whether the match will be played.
- 10.2** The QRU Rugby Services Manager must approve a change of venue. Where the game is transferred to the opposing team's home ground, this does not constitute a swap of home games and the game is deemed to have been played at the ground as per the draw.
- 10.3** Dependent upon the Draw, there may be no spare weekends available for "catch up" games.
- 10.4** Procedure:
- (I) By no later than 9:00 AM (QLD Time) on game day, the Home Club contacts the Rugby Services Manager (RSM) to advise their ground is unplayable¹
 - (II) Home Club advised they have access to an alternative venue:
 - (i) Home Club advises its participants that the match will be played at the Home Club's alternate venue
 - (ii) RSM advises Away Club that the match will be played at the Home Club's alternate venue – the Away Club advises its participants
 - (iii) RSM advises QRRRA (Brisbane) Inc., (QRRRA) that the match will be played at the Home Club's alternate venue – QRRRA advises its participants
 - (iv) RSM advises other relevant stakeholders (broadcast, filming, Rugby AU etc.)
 - (III) Home Club advise they do not have access to an alternative venue
 - (i) RSM then contacts the Away Club to ascertain the availability of its ground
 - (ii) If Away Club's Ground is available, then:
 - (iii) Away Club advises its participants that the match will be played at the Away Club's ground
 - (iv) RSM advises Home Club that the match will be played at the Away Club's ground – the Home Club advises its participants
 - (v) RSM advises QRRRA (Brisbane) Inc., (QRRRA) that the match will be played at the Away Club's ground – QRRRA advises its participants RSM advises other relevant stakeholders (broadcast, filming, Rugby AU etc.)
 - (IV) If Away Club's Ground is unavailable, then:

- (i) The above process is repeated for firstly for the next day i.e. Sunday; and if not resolved
 - (ii) The above process is repeated for the immediate Tuesday following the weekend
 - (V) If none of the above is not achieved, then
 - (i) The process will continue for the following Tuesdays up to and including the Tuesday immediately prior to the last fixture round; and if this is not achieved, then
 - (ii) Match will be declared a draw with each Club receiving two (2) Competition Points. No points will be awarded for “for / against” totals.
- 10.5** If a number of matches on the same weekend are like affected, then this may involve a number of matches needing to be re-scheduled.
- (I) If the whole final round is washed out, then the round will not be replayed and no competition points will be allocated for the whole round.
- 10.6** The RSM shall be the sole arbiter in the event of a dispute under any aspect of the wet weather rule. The decision of the RSM shall not be subject to appeal. The RSM must make a decision on the basis of common sense on the information available to them at the time.
- 10.7** In all cases, the Home Club retains the responsibility of the Match Day requirements e.g. Medical, Ball Boys etc. Arrangements may be made with the Away Club should the match be played at the Away Club’s venue.

It should also be noted that in terms of Laws 1 (11) and (12), the declaring of an unplayable ground may occur a lot closer to the scheduled kick off time

^{2 3} Not all Clubs have grounds that meet the minimum 200 lux average, [as is required for Semi-Professional Competition games](#). The Match Day Doctor also needs to be available.

Rolling Substitutions

11.1 Rolling Substitution - Procedural Guidelines for the Administration and Control

- (i) Sequentially numbered cards indicating Home 1 up to Home 12 and Away 1 to Away 12 will be provided electronically by the Union to all clubs in advance of the first match in which rolling substitutions are permitted. **(See Appendix 2)**
- (ii) Each club will then be responsible for providing its own supply of cards for each match in which its teams compete, preferably with different colour cards for each team.
- (iii) Each team shall appoint its person responsible (e.g. team manager or coach) who shall be required to hand the appropriate substitution card in the correct sequence to the relevant official before each substitute takes to the field of play. There is no requirement to record or write anything on the card. The correct sequentially numbered card is simply handed over.
- (iv) For all matches where a fourth official is not appointed, the relevant official should be a member of the opposition team/club (i.e manager)
- (v) The relevant official shall receive and retain the cards during the match and shall monitor each team's use of its substitutes. He / she is not required to record any information but shall simply retain the submitted cards until after the end of the match. The cards shall not be returned to the appropriate team (or discarded) until the end of the match.
- (vi) The teams will be aware of the number of permitted substitutions still remaining from the number of cards they still hold.

Ground Marshal

13.1 Ground Marshall Policy

It is a competition requirement that each home team must provide a Ground Marshall for control of the playing field surrounds during their game.

The Ground Marshall must not hold any other roles relating to the game (coach, manager etc.)

Their primary responsibility is to ensure the inappropriate actions of a few don't ruin the overall sporting experience for everyone.

13.2 Resources

- Vest (Easily distinguishable from other spectators and players)
- 2 Way Radio (if possible)
- Mobile Phone with image recording capacity (camera and video)

13.3 Reporting

Venue/Facility Manager or alternative club management official

13.4 Responsibilities

- Ensure that the playing enclosure is clear of non-authorised persons
- Observation of sideline (off field) behaviour
- You are a complaints receiver, a listener and a facilitator
- You make people aware of expected behaviours the first time a person breaches a code of conduct on the sideline
- You report off-field inappropriate behaviour that contravenes the codes of conduct using formal incident recording and reporting processes where behaviour is not corrected after initial contact or event is of such a nature as to possibly warrant further disciplinary action by the BJRU
- Assist in facilitating the removal of people where appropriate
- With the assistance of committee members/referees the Police may be required to be involved if the situation escalates beyond your control.

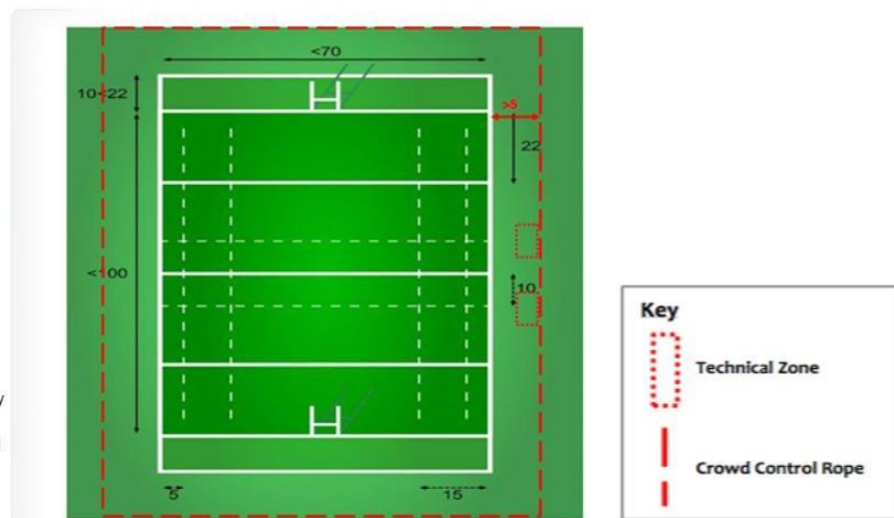
13.5 Set Up

Ensure the ground is set as per the diagram below.

Ground Set-up

Competitions may have their own set-up requirements, this is an example of a common ground set-up, your competition may not include the team technical zones, or they may be outside the crowd control rope.

- Set out the Crowd Control Ropes at least 5 meters from both sidelines
- In the case of 2 or more fields being side-by-side; if the spacing between the fields is <10m, **NO-ONE** is allowed between the 2 fields
- Put goal post pads, corner posts and flags in specified positions
- Mark out Team Technical Zones;
 - 1 on each side of the half-way line
 - Zones start a min. 5m from the half-way line
 - Each zone must be <10m in length and <3m in width
 - Must be >2m from the touch line



Check for compliance with:

- Goal post pads
- Flag Posts
- The field is free from debris including cans and glass
- All sprinkler heads are covered

13.6 Pre-Match

Introduce yourself to the people who hold a Key Responsibility, such as Team Managers, Referees, Away Club Representative (if present).

For the duration of the allocated game your sole responsibility is to complete the role of the Ground Marshal. You should wear the "Ground Marshal" fluorescent vest as an outer garment for the duration of your appointment in the role.

13.7 During the Match

Interaction with Match Officials

Only team captains may address the referee to seek clarity on rulings or misunderstandings. No coach or team manager can approach the referee at half time.

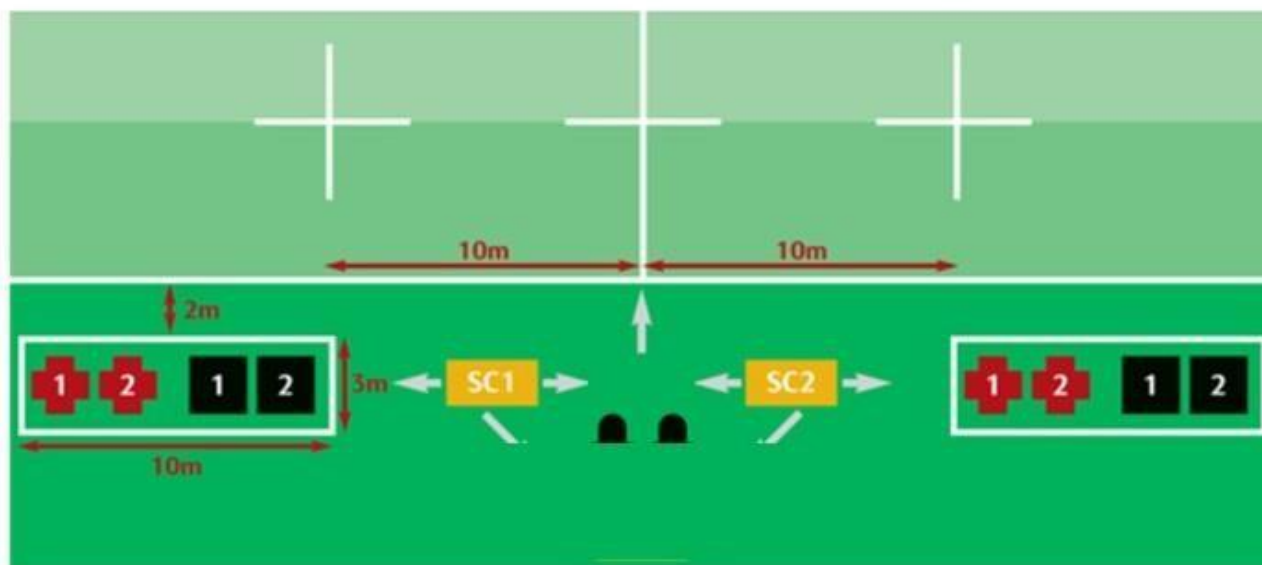
Field of Play

Keep everyone except the Match Officials and authorised persons (who should be wearing bibs), outside the playing enclosure.

Coaches are required to be outside of the playing enclosure.

Fifteens Technical Zones

Maximum of four persons allowed in the TZ



Key:



Medic



Water carrier



Temporary Suspension chair



Substitution Controller

Appendix 1 – Sub Card Templates

| | | | |
|----------------|-----------------|-----------------|-----------------|
| HOME #1 | HOME #2 | HOME #3 | HOME #4 |
| HOME #5 | HOME #6 | HOME #7 | HOME #8 |
| HOME #9 | HOME #10 | HOME #11 | HOME #12 |

AWAY #1

AWAY #2

AWAY #3

AWAY #4

AWAY #5

AWAY #6

AWAY #7

AWAY #8

AWAY #9

AWAY #10

AWAY #11

AWAY #12

