



# **CRL Ground Management Handbook**

This training package has been developed by the Country Rugby League to assist in the implementation of sections of the Risk Management Handbook

*Compiled and written by the CRL Coaching and Development Unit  
Version April 2007*



# CRL Ground Management Handbook

## Introduction.

This training package is designed to assist clubs/groups with the implementation of **Processes and Practices relating to Ground Management**. The purpose of Risk Management is to limit the exposure of clubs, groups and the League to litigation from incidences that may occur when running rugby league activities. These processes and practices will assist you with meeting your obligations as outlined within the CRL Risk Management Documentation as provided by the League.

The information contained in the Recommended Roles and Responsibilities is formulated from that which exists in the Risk Management Document and that which exists in current training programs of other key personnel such as FAOs and Referees. It should be understood that the processes recommended are to be adapted to each club/group depending on their own unique circumstances. However in saying this there is a requirement that clubs/groups **do not alter** the processes and practices in such a way that it **diminishes their responsibilities under the Risk Management Documentation**.

In hosting a rugby league match or event it is the responsibility of the host club or organizing committee to provide amongst other things the following.

- Provision of a suitable surface to conduct the match or event .
- Provision of change rooms for players and officials
- Provision of toilets/amenities for participants and the general public.
- Provision of areas for the various match officials
- Provision of spectator areas

In providing the above **there is potential that all may present a risk of injury** to players, officials or the general public. Additionally the host club/group in conjunction with other officials are responsible for the **implementation of and adherence to Codes of Conduct and the rules and regulation that apply to the match or event**.

This when viewed in the first instance seems a monumental task. However, the burden placed on clubs/groups under Risk Management can be made easier by adopting the recommended strategies contained in this document and applying them to your own circumstances.

Areas that are not covered in this package can be sourced from other sections of the CRL Risk Management Document or in CRL Policies and Procedures. Refer to website [www.crlnsw.com.au](http://www.crlnsw.com.au).

## **Ground Management**

**The management of a rugby league venue requires the preparation of the total environment** that the event needs, be it a match or a promotional activity. To administer this clubs/groups currently prepare their facilities in what is generally perceived as an acceptable manner and historically this has been done without any formal process being applied. This lack of a formal process leaves individuals, clubs/groups and the League open to litigation and may place them in the unenviable situation where they are unable to defend their actions (or lack of) due to inappropriate practices of officials.

The current trend within local and state governments is to ask users of their grounds and facilities for documentation that supports what clubs/groups are doing to minimize their exposure to litigation. It is becoming more and more essential that clubs/groups adopt a far more formal process in ground management or risk not gaining access to local facilities.

In order to assist clubs/groups with this growing need for a formal approach to ground management it is recommended that many of the practices currently applied by clubs/groups be reevaluated and adapted to comply with a minimum of what is recommended in the CRL Risk Management Document. This as stated before may seem a monumental task however with a greater understanding of what human resources that many clubs/groups have at their disposal and better management of these resources the burden of implementation of Risk Management Procedures may not be as great as first thought.

## **Relationship within Clubs/Groups**

Within clubs/groups there currently exists a number of personnel with qualifications that are under valued. There also exists a number who with some training could take on roles that would alleviate the burden placed on the executive members of rugby league organizations. The key to the management of Risk in clubs/groups is to identify these resources and build a working relationship within the organization that meets it's needs.

The following recommended strategies and roles and descriptions will assist clubs/groups to manage their responsibilities to Ground Management.

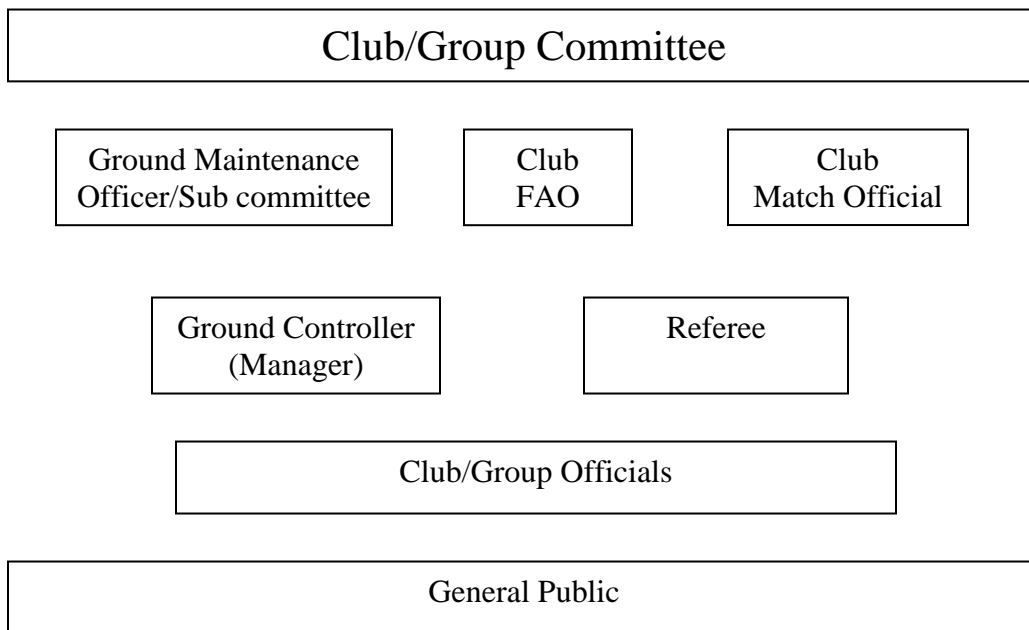
At the beginning of each season it is recommended that the club/group **Appoint and Train** persons to the following roles.

- Ground Maintenance Officer and/or Sub committee
- Ground Controller/Manager
- Club Match Official
- Club FAO

The roles these personnel play and the relationship that the executive and committee of the club form with them and other key personnel such as referees and other club officials will allow most clubs/groups to perform satisfactory in accordance with their obligations under the CRL Risk Management Document.

The **development and management of sound practices with the use of checklists** is critical to the performance of risk management and it is here that clubs/groups must adequately train their delegated personnel in their roles and responsibilities. Contained in this handbook are key documents that will allow clubs/groups to carry out their duties in the management of grounds. For a club/group to operate under these recommended practices it is of great importance that **each person recognizes and respects the part that everyone plays** and allows them to perform their designated function.

### Ground Management Schematic



Each of the above plays a part or impacts on the club/group management of a ground. It is important that officials know the boundaries of their roles and responsibilities and the general public are made aware of them when and if required. To have a successful ground management program all parties need to know and understand their roles and the policies and procedures that relate to

their roles. Clubs/Groups in conjunction with the League are obligated to provide this training and ensure that best practices are carried out to minimize the risk of injury.

## **CRL Risk Management Document 2005**

This document contains many forms and checklists that apply to many varying sets of circumstances. These forms are for guidelines only should clubs require more detailed checklists and report forms than those shown in this Ground Management Handbook.

It is advisable that all clubs/groups refer to the Risk management Document on a regular basis to ensure they have sound knowledge of what is in it that may assist them with their duties.

Other areas of influence that club/group officials should become familiar with are the content of the training given to FAOs, Referees and Coaches as part of their courses. Many of the protocols covered in these courses reflect National Policies and require adherence at all levels. Information on these can be gained from club members who participate in the various training programs or go to your local FAO, Refereeing and Coaching Providers to get the required information.

## **Alcohol and Public Venues**

The presence of alcohol at a rugby league match or **event creates a higher risk** when managing the environment. Key areas that clubs/groups must have knowledge of are:-

- Liquor Licensing Law
- Responsible Service of Alcohol Laws
- Local Council Laws relating to alcohol free zones and the sale of Alcohol on public lands

It is up to clubs/groups to comply with all aspects of the above laws as they have implications beyond the sphere of rugby league.

While the Risk Management Document has statements relating to the sale of alcohol at grounds the Country Rugby League is still formulating their policy on alcohol. This policy and its training implications will be dealt with when it becomes official

## **Involvement of Police.**

The involvement of police at venues should be a decision of the club committee in consultation with the ground controller. This should be done when

- It is believed that a person/s has committed a criminal act.
- A person's behavior is uncontrollable and they are a threat to other people.

- A person refuses to leave the ground after being requested to by club officials for breaches under the Codes of Conduct.

Further reference can be made to this in the Risk Management Handbook page 37.and the ARL Codes of Conduct.



CRL  
Ground Management  
Handbook

Roles and Responsibilities  
Of  
Key Personnel

CRL Ground Management Handbook  
Personnel & Procedures



## The Ground Maintenance Officer.

The duties of the Ground Maintenance Officer for **Match days** are

Before the Match

- Complete Pre-game/Training Safety Checklists
- Report to the Club Committee on the condition of the facilities and rectify any safety issues encountered
- Pass on the completed pre-game safety checklists to the Ground Controller.

After the Match

- check on the condition of any rectification carried out as part of the pre-match check.

Each Month

- On a monthly basis complete monthly evaluation and maintenance checklists
- Provide these to the club committee along with any recommendations for their consideration.

The duties of the Ground Maintenance Officer for **Training days** are.

- Carry out satisfactory training of coaches and managers in the completion of pre-training checklists.
- In the event of the above process not occurring conduct pre-training safety checklists
- Collect on a regular basis and pass on pre-training checklists to the club committee.



## Ground Maintenance Officer PRE GAME/TRAINING CHECKLIST

**GROUND NAME** \_\_\_\_\_

### **PLAYING ARENA/EQUIPMENT**

Familiar with ground requirements of the CRL	Yes	No	N/A
Is the surface free of debris	Yes	No	N/A
Have weather conditions or water made the surface unsafe?	Yes	No	N/A
Is the surface in good condition? i.e. grass appropriate length, free of holes.	Yes	No	N/A
Are sprinklers covered correctly and safe	Yes	No	N/A
Are lighting conditions adequate	Yes	No	N/A
Check field markings are as to CRL guidelines	Yes	No	N/A
Are ground markings safe and a sufficient distance from fencing and other structures?	Yes	No	N/A
Is sports equipment safe & in good condition?	Yes	No	N/A
Check goal pads are in place and in good condition	Yes	No	N/A
Check on field seating (bench) for team reserves & support staff	Yes	No	N/A
Check that bins containing soil or sand are positioned at ½ way on both sides of ground	Yes	No	N/A
Check officials and timekeepers have appropriate areas set aside	Yes	No	N/A
Check hooter/bell is in working order	Yes	No	N/A
Is protective equipment provided and in good condition?	Yes	No	N/A

### **GENERAL FACILITIES (INCLUDING GRANDSTANDS)**

Are the facilities free of debris	Yes	No	N/A
Is seating clean and safe	Yes	No	N/A
Are change room benches and tables provided and in safe condition?	Yes	No	N/A
Are the change rooms and referees facilities safe and clean, particularly showers and toilets	Yes	No	N/A
Is adequate hot water available in all change rooms	Yes	No	N/A
Are general public toilets well maintained, clean and adequately stocked?	Yes	No	N/A
Check supply of ice	Yes	No	N/A
Are waste bins provided and placed appropriately, including in toilets	Yes	No	N/A

I/we, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

# The Ground Maintenance Officer. Training Requirements

The person or group of people who are to be trained in the role of Ground Maintenance Officer will have to gain sufficient knowledge in the following areas.

- Acceptable Standards for Ground Conditions and Layouts as per the CRL Risk management Handbook.
- The completion of and the Protocols associated with the use of relevant checklists. ( Note. Clubs/groups are to establish their own protocols of storage of completed checklists for future reference)
- Their relationship with other key members of the club/group committee, ground controller and the local Council.

**Reference Documentation** contained in this document include.

- Acceptable Ground Conditions and Layout from the Risk Management Handbook



# **CRL Ground Management Handbook**

## **Personnel & Procedures**

### **The Ground Controller.**

The duties of the Ground Controller for match days are.

Before start of play

- Sight a completed pre-game safety checklist from the home club.
- Complete Teams Check and Other Checks Lists.
- Make themselves known to the visiting club officials, the referee, teams coaches, managers and FAOs
- Identify the location of the ambulance access and ensure that it is free and maintained free at all times.
- Check suitability of playing conditions with the referee

During the match

- Be visible at all times
- Communicate with other match officials
- Enforce the Policy concerning “ On Field Personnel”
- Support the match official with the control of sin binned or sent off players.
- Confer with FAO on heat conditions as per Risk Management Guidelines.
- Follow the protocols for extreme temperatures as outlined in the Risk Management manual
- Give warnings and enforce compliance of codes of conduct.
- Evict persons displaying inappropriate behavior when applicable after warnings.
- Notify police in the event of criminal behavior.
- Monitor Electrical Storm conditions and act as per Risk Management Guidelines.

After the match.

- Complete incident report forms where necessary.
- Attach any incident report forms to the match sheet for return to the local league/group/club depending on local requirements.
- Return pre-match Check Lists to the home club appointed representative

**Ground Controller**  
**PRE GAME CHECKLIST**

GROUND NAME \_\_\_\_\_

**Teams Check**

Check with Coaches/football managers for match timings	Yes	No	N/A
Check with coaches/football managers for length of breaks	Yes	No	N/A
Inform timekeepers, ground announcer of match times and breaks	Yes	No	N/A
Inform football managers of warm up areas	Yes	No	N/A

**Other Checks**

Be familiar with the "On Field Personnel" policy of the CRL	Yes	No	N/A
Be familiar with Extreme Temperatures protocols	Yes	No	N/A
Be familiar with the National Codes of Conduct	Yes	No	N/A
Be familiar with Electrical Storm conditions protocols	Yes	No	N/A
Site ground Maintenance Officers check List	Yes	No	N/A
Meet with Club FAO regarding roles and responsibilities	Yes	No	N/A
Identify the location of the ambulance access and ensure that it is free and maintained free at all times	Yes	No	N/A
Meet with referee about ground condition and times	Yes	No	N/A
Meet with ball boys to outline appropriate duties	Yes	No	N/A
Meet with team liaison officials and where applicable security head, coordinator, curator, tickets sellers and licensee	Yes	No	N/A
Ensure that press area is easily identified where applicable	Yes	No	N/A
Check reserve seating area arranged for players, officials, invited guests and sponsors to use prior to kick off.	Yes	No	N/A

**Post Game Checks**

Complete Incident Report Forms and follow protocols as required	Yes	No	N/A
Return pre match check lists and documentation to home club officials	Yes	No	N/A

I, the undersigned, have undertaken the above checks and actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

# GROUND INCIDENT REPORT

This form is to be completed by the Ground Controller or Club/Group Official handling the incident.

**GROUND NAME** \_\_\_\_\_

**INCIDENT DETAILS** \_\_\_\_\_  
( EG. Breach of Codes of Conduct, Damage to Property etc.)

Location \_\_\_\_\_

Time/Date \_\_\_\_\_

### Brief Description of Incident (be specific and factual)


Report compiled by \_\_\_\_\_  
(Please print clearly)

Club \_\_\_\_\_ address \_\_\_\_\_

Phone contact \_\_\_\_\_

<u><b>ACTION</b></u>	<u><b>OFFICE USE ONLY</b></u>
Reported to Club _____ YES/NO Date / /	Investigation _____ YES/NO
Reported to Group/Division _____ YES/NO Date / /	Date completed    / /

If insufficient space use back of sheet.

# The Ground Controller. Training Requirements

The person or group of people who are to be trained in the role of Ground Controller will have to gain sufficient knowledge in the following areas.

- ARL Codes of Conduct
- ARL On-Field Personnel Policy
- Extreme Heat conditions
- Electrical Storm Protocols
- Declaration of Unsafe Playing conditions
- Local match time requirements, sin bin and send off protocols.
- When to involve the police.
- The completion of and the Protocols associated with the use of relevant checklists. ( Note. Clubs/groups are to establish their own protocols of storage of completed checklists for future reference)
- Their relationship with other key members of the club/group committee, ground maintenance officer, Referee, FAO and Club Match Official
- Conflict Resolution

**Reference Documentation** contained in this document include.

- ARL Codes of Conduct
- ARL On-Field Personnel Policy
- Acceptable Standards Declaration of Extreme Heat Conditions, electrical Storm protocols, Unsafe Playing Conditions, Crowd Control Procedures from the Risk Management Handbook
- Other Checklists.



# **CRL Ground Management Handbook** **Personnel & Procedures**

## **The Club Match Official.**

The duties of the Club Match Official on Match day are.

### Before the Match

- Identify the Ground Controller and make themselves known to them.
- Be aware of the protocols for being the match official in line with local league requirements for times, sign-on , sin bin , send offs etc.
- Ensure that there are sufficient score sheets and sign on sheets.
- Check the operation of the time clock and sirens.
- Have each team sign on as per local league requirements.
- Identify team scorers/representatives who are to be at the match officials table.
- Make themselves known to the referee.

### During the Match

- Be visible at all times at the official table.
- Time the match in accordance with local requirements.
- Act as ground announcer if required.
- Maintain accurate records of the scores and scorers.
- Time sin binned players and control their movements along with sent off players in conjunction with the ground controller.

### After the Match

- Complete the score sheets and have them signed by both team managers and the referee.
- Collect referee and / or incident report sheets from the ground controller and attach them to the score sheet.
- Pass on all sheets to the nominated club official to send to the local league.

# The Club Match Official. Training Requirements

The person or group of people who are to be trained in the role of Club Match Official will have to gain sufficient knowledge in the following areas.

- Local league match time requirements, sin bin and send off protocols.
- Local league requirements for player Sign – On
- Local League requirements for the recording of scores and the processing of result sheets and other documentation relating to the match
- Local league requirements for Incident Reports
- Their relationship with other key members of the club/group committee, ground maintenance officer, Referee, FAO and Club Match Official
- Conflict Resolution ( optional)

**Reference Documentation** contained in this document include.

(To be determined to meet the needs of the local league)





# CRL Ground Management Handbook Personnel & Procedures

## The Club FAO.

The duties of the Club FAO for match days are.

Before start of play

- Ensure Accreditation is current and identification available
- Completed pre-game First Aid checklist.
- Make themselves known to the Ground Controller, Match Official and visiting club officials
- Be appropriately dressed as per ARL Identification Policy
- Identify the location of the ambulance access and ensure that it is free.
- Ensure ice is available for injury management

During the match

- Be visible at all times and appropriately identified
- Monitor Heat Conditions using the system outlined and if the conditions appear to require the game to be called off bring this to the attention of the Ground Controller, Match Official and Referee.
- Be prepared to initiate emergency procedures should they be required
- If a patron becomes , be prepared to attend, however, not at the expense of an injured/ill player.
- Do not abuse your time allowed on the field.

After the match.

- Complete Medical Advice forms where necessary.
- Ensure appropriate forms are issued to players partners/parents/caregivers if required. Eg. Head Injury Notification form etc.
- Ensure that dressing room is free of blood contaminated materials and that the room is left in a clean condition. As per OH&S standards

## Club FAO PRE GAME CHECKLIST

GROUND NAME \_\_\_\_\_

### **First Aid Checks**

Is your accreditation current and identification with you	Yes	No	N/A
Be familiar with the "On Field Personnel" policy of the CRL	Yes	No	N/A
Be familiar with Extreme Temperatures protocols	Yes	No	N/A
Meet with Ground Controller regarding roles and responsibilities	Yes	No	N/A
Identify the location of the ambulance access	Yes	No	N/A
Is an ambulance present at the venue while the match is in progress with clear access to the arena	Yes	No	N/A
Is a telephone available for emergency use, together with emergency numbers being known	Yes	No	N/A
Is a stretcher provided on site	Yes	No	N/A
Is the stretcher location known to teams involved	Yes	No	N/A
Have first aid kits been checked against an appropriate check list	Yes	No	N/A
Is Ice available	Yes	No	N/A
Check sterile medical area is provided for club doctors	Yes	No	N/A
Do first aid officers know the location of the nearest hospital and medical centre	Yes	No	N/A

### **Post Game Checks**

Complete Medical Advice Forms and follow protocols as required	Yes	No	N/A
Have appropriate forms being issued to players, partners/parents/caretakers as required by FAO protocols	Yes	No	N/A
Is the dressing room free of blood contaminated materials and the room left in a clean condition	Yes	No	N/A

I, the undersigned, have undertaken the above checks and actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

# The Club FAO. Training Requirements

The person or group of people who are to be trained in the role of Club FAO will have to gain sufficient knowledge in the following areas and attain the relevant accreditation.

These items are trained/obtained in the FAO course

- Attain ARL FAO Level 1 Accreditation
- ARL On-Field Personnel Policy
- Extreme Heat conditions

These require additional training

- The completion of and the Protocols associated with the use of relevant checklists. ( Note. Clubs/groups are to establish their own protocols of storage of completed checklists for future reference)
- Their relationship with other key members of the club/group committee, ground maintenance officer, Referee, ground Controller and Club Match Official

**Reference Documentation** contained in this document include.

- ARL On-Field Personnel Policy
- Acceptable Standards Declaration of Extreme Heat Conditions from the Risk Management Handbook
- Copies of various report forms from the FAO course that form part of the FAO protocols.

# CRL Ground Management Handbook

## Personnel & Procedures

### The Referee.

The duties of the Referee on Match day are.

#### Before the Match

- Identify the Ground Controller and ARL Senior first Aid Officer and make themselves known to them.
- Be aware of the protocols for being the referee in line with local league requirements for times, sign on , sin bin , send offs etc.
- Make judgment on playing conditions in conjunction with the ground controller.
- Identify the location of the match officials table and make themselves known to officials.
- Have their dismissal book with them
- Complete referees Checklist
- If there are no appointed Touch judges by the association, be sure that some are in place before kick off.
- If the touch judges are “unofficial” (ie not appointed), make sure they are briefed.
- If no official touch judges are appointed , carry out a gear and player inspection.

#### During the Match

- Monitor playing conditions and use their discretion to temporarily suspend or prematurely terminate a match because of adverse weather, undue interference by spectators, misbehavior by players or any cause which, in their opinion, interferes with their control of the game.
- Be the sole time keeper except where this duty has been delegated to another person.

#### After the Match

- Sign the official score sheets.
- Complete any referee dismissal forms and / or incident report forms and leave with the match official .
- Attend judiciary if required.
- Respond to any reasonable questions but no confrontations.

**The Referee Training Requirements** are all carried out as part of their accreditation process.



CRL  
Ground Management  
Handbook

**Reference**

**Documentation**



## **FIRST AID OFFICERS NATIONAL ACCREDITATION SCHEME**

### **ON-FIELD POLICY**

<p>This policy is to be phased in by the start of the 2008 season.</p>
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#### **On-Field Personnel**

1. All official personnel over the age of fourteen (14) years, who enter the Field of Play to attend a player, must possess a Leaguesafe Certificate of Attendance or an accredited ARL First Aid Officers Certificate.
2. No person other than an accredited ARL First Aid Officer, or those with appropriate and acceptable qualifications, shall administer first aid or offer advice to an injured/ill player. Personnel with other qualifications must be ratified by the National FAO Coordinator and equate with ARL FAO Certification.
3. All injuries/illnesses and assessment must be recorded in an Injury Report Booklet.
4. The accredited First Aid Officer shall at all times, whilst a game is in progress, be situated on the sideline in a position to respond quickly should an injury/illness occur.
5. The accredited First Aid Officer shall have the final say on whether a player should continue in the game and when to resume playing in that game. If a doctor is in attendance at a game venue, he/she shall make decisions in conjunction with the First Aid Officer. The doctor will make the final decision on a player's welfare. In the event of a serious injury, as defined by the First Aid Officer, a doctor's certificate must be obtained by the player and handed to the First Aid Officer prior to the player resuming playing.
6. A First Aid Officer will be attached to a team. It is advisable that at least two (2) be available in case one is required to attend a player or not be available on game day.

7. It will be the responsibility of the Club and/or Ground Officials to ensure the above policy is adhered to.
8. If the above personnel are not in attendance, the game shall not commence UNDER ANY CIRCUMSTANCES until such persons are available.
9. Each player shall complete a Medical Advice Card before training or playing. This will be the responsibility of the designated First Aid Officer/s to ensure all cards are up to date. All privacy laws must be adhered to.

### **On-Field Identification**

#### **1. GENERAL**

Each team may engage and use a maximum of three (3) on-field personnel during a game.

In all cases when FAO's/Leaguesafe enter the Field of Play to attend to an injured/ill player, administer water, or deliver messages, they must immediately leave the field once their assigned task has been completed and return to the player's bench.

At all times FAO's/Leaguesafe must enter and leave the field as quickly as possible (i.e. running).

Great care must be exhibited when assessing an injured/ill player and removing an injured/ill player from the field. Liaison with the referee in a respectful manner will be of great assistance in these cases.

All on-field personnel must be identified with the following colored shirts:

#### **2. HEAD TRAINER - ORANGE SHIRT**

(Qualification is preferably FAO 2, although this may not be possible in all cases. Therefore the most senior and/or experienced FAO would assume this role until FAO 2 status has been attained by a person/s within a Club)

The Head Trainer will be the most senior person within the FAO team and will make the final decision on a player's welfare.

Coaches/administrators/players must comply with the decision of the Head Trainer at all times.

If a doctor is present, he/she shall make the final decision on a player's welfare.

(a) Access:

- Unlimited to attend injured/ill players and to administer water
- Must not carry messages
- Must not become involved with the interchange process

**3. TRAINER/FAO – BLUE SHIRT**

(Minimum qualification is FAO 1)

(a) Access:

- Depends upon numbers/accredited personnel available within the Club structure.

(b) Duties:

- To assist by observing and monitoring players who have been removed from the Field of Play through injury/illness.
- To assist an injured/ill player on and off the Field of Play at training and/or a game
- To assist an injured/ill player on the field in the absence of a Head Trainer or when more than one FAO is needed
- To administer water in extreme climate conditions

(b) Special Conditions:

- Clubs will need to be aware that at this stage of the FAO National Accreditation Scheme, most accredited FAO's are Level 1 and may have to carry out duties other than the above, or may be restricted in following the above. During the phase-in period, clubs are advised to use accredited personnel in a manner that best serves their situation.

**4. LEAGUESAFE – YELLOW SHIRT**

(Minimum qualification is Leaguesafe)

Note – the word LEAGUESAFE is to be printed on the back of the shirt.



(a) Access:

- When his/her team is in possession
- When a try has been scored
- During a time-out called by the referee for an injury
- During technical stoppages in play (except scrums). On-field personnel are not allowed on the field after the referee has ordered a scrum until the ball has emerged and a team is in possession
- Must enter and leave the Field of Play from an onside position

(b) Duties:

- To convey messages. Note - messages must not be given to the team whilst play is in progress
- To administer water
- To assist in the interchange process

(b) Special Conditions:

- If an FAO is not in attendance at training and/or a game, the Leaguesafe on-field person may assist an injured/ill player **under the guidelines of Leaguesafe Training** until a person of higher qualification arrives. This is a 'safety net' approach.

## 5. NOTES

- During the phase-in period, until all Clubs have enough appropriately qualified personnel to conform to the colored shirt system, modifications may need to be made as described above.
- The most important issue is that no on-field personnel will be allowed on the Field of Play at training and/or a game, nor manage an injured/ill player, nor provide advice, unless trained at one of the above levels.
- In the event of a clash of colored shirts with team jerseys during the phase-in period, on-field personnel may wear another color; HOWEVER it must not equate to a level above what the person is accredited for. Liaison with the match referee will determine this issue if there is a colour clash.
- In the event of an altercation between players on and/or off the Field of Play, FAO/Leaguesafe personnel must not interfere in any way. They

must move clear and totally distance themselves from the incident. The control of on-field behavior is the duty of the match referee. The only exception to the above would be when an injured/ill player needs shielding from possible further harm.

- On-field personnel must not at any time enter the line of sight of a player when they are attempting a kick for goal, or do anything which may in any way unnecessarily interfere with or distract an opposition player whilst they are participating in the match or constitute some disadvantage to the opposing team.
- If any on-field personnel abuse their roles or behave in a manner contrary to FAO/Leaguesafe policy, or bring the game of Rugby League and/or their team/club into disrepute, they may be subject to sanctions, up to and including removal from the ARL national FAO database.

John O'Halloran  
**National FAO Coordinator**

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Mobile - 0412 459 605  
Email - johfao@bigpond.net.au

December 2005



# NATIONAL CODE OF CONDUCT

## Introduction

The purpose of this Code of Conduct is to provide all participants in Rugby League with some simple rules concerning the standards of behaviour that are expected. I commend ARL Development for their efforts in producing this National Code of Conduct. It is another milestone in the continuing development of our great game. I strongly recommend that everyone connected with Rugby League adopts these rules so that players, coaches, officials, parents and spectators can attend matches secure in the knowledge that it will be a safe and enjoyable sporting experience.

Regards

Colin Love  
Chairman, Australian Rugby League

## General Principles

Participants in the game of Rugby League include players, parents, spectators, coaches, referees and officials. Every participant should:

- Discourage all instances of unsportsmanlike behaviour, foul or illegal play, or acts of violence, both on and off the field.
- Respect the rights, dignity and worth of every person regardless of their gender, ability/ disability, sexual orientation, cultural background or religion.
- Condemn the use of recreational and performance-enhancing drugs and doping practices; their use endangers the health of players and is contrary to the concept of fair play.

## CODE OF CONDUCT – PLAYER

- Be a good sport. Respect all good play whether from your team or the opposition and shake hands with and thank the opposition players and officials after the game – win, lose or draw.
- Participate for your own enjoyment and benefit.

- Always respect the referee's decision.
- Never become involved in acts of foul play.
- Honour both the spirit and letter of the competition rules and live up to the highest ideals of ethics and sportsmanship; avoid gamesmanship and respect the traditions of the game.
- Never engage in disrespectful conduct of any sort including profanity, sledging, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other players, officials or supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health; don't use any illegal or unhealthy substances.
- Recognize that many officials, coaches and referees are volunteers who give up their time to provide their services. Treat them with the utmost respect.
- Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a Rugby League match or competition in which you are involved.

## **Endorsement**

Whether you play in the local U7's or for Australia, there are certain standards that you have to live up to.

Rugby League is one of the world's great games and if every player remembers, and practises, these few simple rules, the game will continue to prosper.

I fully endorse the player's section of this Code of Conduct.

Best wishes,

Darren Lockyer

Player - Brisbane Broncos, Queensland & Australia

## **CODE OF CONDUCT – COACH**

- Actively discourage foul play and/or unsportsmanlike behaviour by players.
- Seek to maximise the participation and enjoyment for all players regardless of ability; avoid the tendency to over-use a talented player; treat all players as equals, regardless of their talent.
- Show concern and caution towards all sick and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured player is ready to recommence training or playing.
- Teach players that an honest effort and competing to the best of their ability is as important as victory.
- Maintain appropriate, professional relationships with players at all times.
- Maintain a thorough knowledge of the rules of the game and keep abreast of current coaching methods; maintain or improve your current accreditation level.

- Always consider the health, safety and welfare of the players.
- Teach young players to realise that there is a big gap between their play and the professional game; do not coach them as if they are professionals.
- Ensure that your coaching reflects the level of the competition being played; do not be a “winner-at-all-costs” coach.
- As coach, conduct yourself at all times in a manner, and in all situations, that shows leadership, respect for the game of Rugby League and respect for all those that are involved in the game – the players, officials, the fans, the parents, the referees and the media.

### **Endorsement**

As a coach, you have a special responsibility to ensure that, through your words and actions, you strive to build the character of your players, as well as their skills.

You also have to maintain and nurture the traditions and integrity of the game.

Be gracious in victory and accept defeat with dignity and remember, constantly promote sportsmanship over gamesmanship.

Good luck.

Wayne Bennett

Coach - Brisbane Broncos, Queensland and Australia

**Remember that junior players participate for pleasure and mateship.  
Winning is only part of the fun.**

## **CODE OF CONDUCT – REFEREE/TOUCH JUDGE/OFFICIAL**

- Be impartial! Also, be consistent, objective and courteous.
- Place the safety and welfare of the players above all else; be alert to minimise dangerous physical play, fair or foul, especially in junior matches.
- Accept responsibility for all actions taken.
- Avoid any form of verbal contact with coaches, team officials, parents and spectators during play.
- Avoid any situation which may lead to a conflict of interest, both on and off the field.
- Maintain an appropriate level of fitness for the standard of game at which you are officiating.
- Condemn all and every instance of unsportsmanlike, foul or unfair play.
- Set a good example by the way you dress, speak and act towards players, coaches, officials, parents and spectators.
- Show concern and caution towards sick and injured players.
- Officiate to the age and/or experience of the players.

## **Endorsement**

As a referee, you are an integral part of the game and you can help each player enjoy the game by demonstrating a positive attitude, by promoting good sporting behaviour, by being consistent and by communicating in a fair and honest manner.

Try to clearly express your decisions to the players in a way that can be seen and understood.

Keep up to date with the latest trends in officiating and remember, there is no substitute for a thorough knowledge of the Laws of the Game and your own integrity.

Bill Harrigan

Former NRL, Origin & Test Referee

Referees are the key to the successful application of the SafePlay Code in Junior Rugby League.

## **CODE OF CONDUCT – SPECTATOR/PARENT**

- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Respect the referee's decisions – don't complain or argue about calls or decisions during or after a game.
- Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the rules and to respect opposition players and officials.
- Never ridicule or scorn a player for making a mistake – respect their efforts.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that children participate in Rugby League for their own enjoyment, not yours!
- At all times, follow the directions of the Ground Manager and/or other match day staff.
- Never arrive at a Junior League game under the influence of alcohol, never bring alcohol to a Junior League game and only drink alcohol, if it is available, in a responsible manner in the designated licensed area.

Children learn best by example.

## Endorsement

I've always loved Rugby League - going to the games and supporting my favourite teams. But I don't love it when fans get unruly or cause trouble on the sidelines.

As a spectator, be sure to do the right thing. Enjoy the game and let the players know that win or lose, you support their efforts.

As a parent, lead by example, promote good sportsmanship and be a positive role model for your children.

I fully support this Code of Conduct.

Layne Beachley

Rugby League fan and six-time World Surfing Champion

**Breaches of this Code of Conduct may cause a match to be stopped!**

## CODE OF CONDUCT – PENALTIES

1. No person/s attending a match shall:

a. Use offensive or obscene language to any player, coach, referee, touch judge, official or other spectator; b. Enter the Field of Play during the course of a match without the prior approval of the Ground Manager appointed by the home club and/or league; c. Dispute the decision of a referee or touch judge either during or after a match; d. Assault or act with aggression to any person/s; e. Behave in a way contrary to this Code of Conduct and/or the spirit of the game; f. Behave in a way which disturbs the enjoyment of the match by any other person/s, or brings discredit to the home club and/or league; g. Act in such a way as to exhibit racial intolerance, by language or other conduct, to any other person/s; h. Refuse to accept the reasonable direction of the Ground Manager, official of the home club and/or league, or official of the team/club which that person/s is supporting.

2. Any person/s contravening **Rule 1** may be reported by the Ground Manager to the Team Manager or other official of the team which that person/s is supporting. Where a team does not have a Team Manager present, a request or direction from the Ground Manager to any official of the team or the team's club shall be regarded as a direction to the Team Manager for the purposes of this Code.

3. The Ground Manager and/or Team Manager must advise the offending person/s of the relevant breach of the Code. The Ground Manager must note the details of their report to the Team Manager on the reverse of the team sheet.

4. In the event that the inappropriate conduct continues, the Ground Manager and/or Team Manager may request the offender/s to immediately leave the ground. This should also be noted on the team sheet.

5. In the event the person/s refuses to obey the direction of the Ground Manager and/or Team Manager, the Ground Manager may direct the referee to terminate

the match. In the event that the match is so terminated, the club's and/or league's committee may, at its absolute discretion award the competition points to the non-offending team, or declare that neither side shall be awarded competition points for that match.

6. Clubs which do not exercise control over their players, parents/carers of players, coaches, officials or spectators may be called upon by the league to accept responsibility for their actions and the following penalties may apply (in addition to penalties which may be imposed by the league's judiciary):

- **FIRST OFFENCE** A fine not exceeding \$500, and/or loss of competition points, and/or suspension of the player from playing, and/or suspension of the offender/s from attending future matches.
- **SECOND OFFENCE** Suspension of the player, and/or team and/or club from the competition on a temporary basis.
- **THIRD OFFENCE** Suspension of the player and/or team and/or club either for the remainder of the season, or permanently.

## **CROWD CONTROL PROCEDURES**

### **Ground and Crowd Control**

It is the responsibility of the home/host club to control the crowd and crowd behaviour. Officials from visiting clubs should assist when requested. Playing areas **MUST** be fenced off. Reserve players and officials should be seated in designated areas. They are not permitted to run up and down the touch lines. All matters of concern should be reported to the Official/Ground Manager in charge as soon as possible.





## **ACCEPTABLE GROUND CONDITIONS AND LAYOUT**

### **CRL Venues: Recommended Minimum Requirements**

#### **Referees' Change Room•**

A separate change room of sufficient size to comfortably cater for referees/officials with showers and seating provided.

#### **Ground Lighting**

Whilst in many cases rugby league clubs will not have direct control over lighting at their grounds due to the club being a tenant with lighting controlled by the facility owners, clubs will use their best endeavours to ensure sports lighting meets Australian Standard AS 2560 Part 2.3 – Specific applications – Lighting for Football (all codes). **Lighting Criteria** Level of Play Illuminance Requirements - Emh (Lux) **Amateur and Semi Professional** Ball and physical training 50 Lux Club Competitions and match practice 100 Lux Semi-professional competition 200 Lux **Professional Level** Ball and Physical training 100 Lux Match Practice 200 Lux Professional Competition 500 Lux The above information has been extracted from Australian Standard AS 2560 Part 2.3. The Standard also contains various recommendations and requirements in regard to matters such as design requirements, control of glare, environmental considerations and measurement of levels of performance. For full information regarding the Sports Lighting Standard AS 2560 Part 2.3 – Specific Applications – Lighting for Football (all codes) contact Standards Australia. Internet [www.standards.com.au](http://www.standards.com.au), Phone 1300 654 646, Fax 1300 654 949 or Email [sales@standards.com.au](mailto:sales@standards.com.au).

#### **Interchange Club Bench x 2**

- Bench seating to accommodate First Aid Personnel, Interchange players.

#### **The Playing Area**

The “Playing Area” is defined as the area enclosed by the fence, or other such line of demarcation, which prevents the encroachment of spectators. All spectators shall be located behind such fenced areas at all times. Where no boundary exists, fields shall be suitably roped off. All spectators are to be located behind the fences or within the fenced areas. Club officials are responsible for

enforcing and managing spectator behaviour. The only personnel permitted inside the ropes or fence are:

- i. Coaches
- ii. Managers
- iii. Official Table Personnel
- iv. Replacements
- v. First Aid Personnel
- vi. Ball Boys

### **Goal Post Covers**

- 1.6 metre (minimum) length
- 5 cm (minimum) thick (foam covered in canvas/painted)
- Width to suit post diameter
- Attached via cord through eyelets/velcro straps etc

### **Length of Grass**

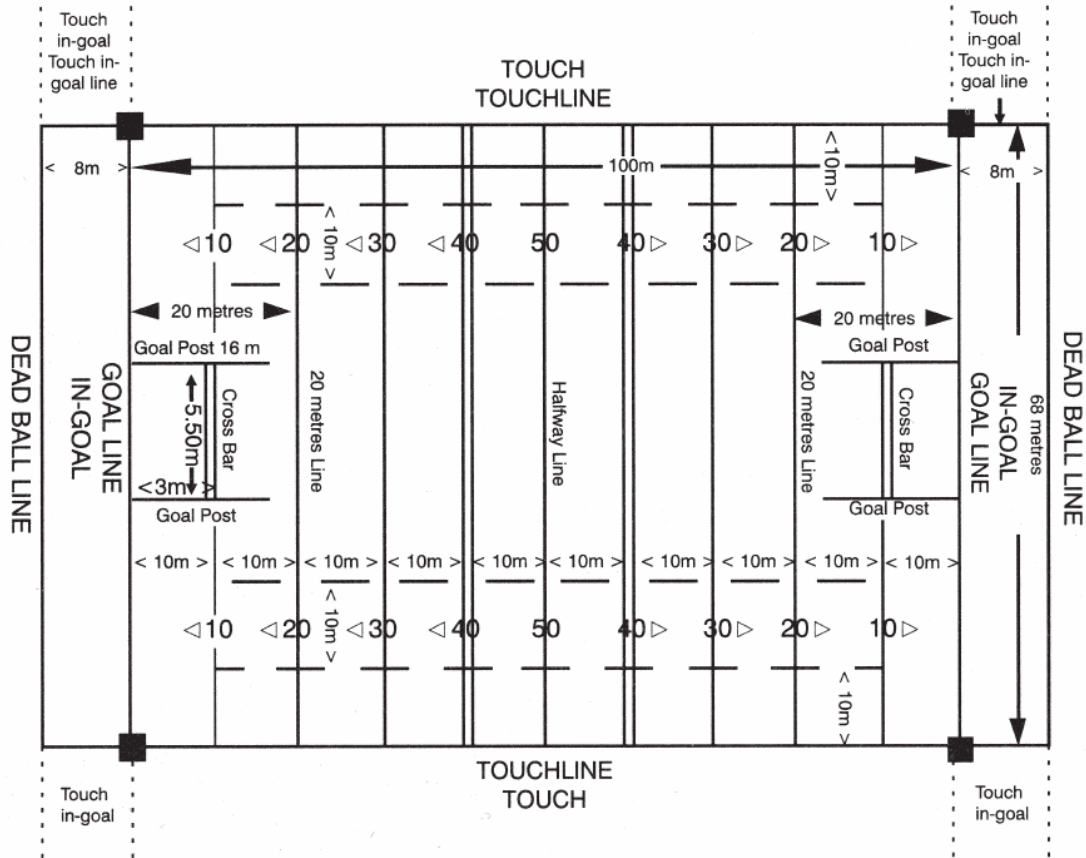
The length of the grass may vary from venue to venue depending on the season and location of the venue. However, an acceptable length of grass by CRL Standards is approximately 18-24 mm.

### **First Aid Equipment**

A stretcher compliant with the Australian Standards shall be provided by the home club and positioned in an area adjacent to the official table. A qualified First Aid Official for each team, equipped with an appropriate First Aid Kit shall be in attendance at all games. "League Safe Accreditation" may be appropriate for each team with a level 1 (or higher) to be present at each venue. This is a compulsory requirement.

## The Playing Field

The PLAN and markings thereon and the Notes relating thereto are part of these Laws.



### NOTES:

1. The Touch Lines are in Touch, the Touch in-Goal lines are Touch in-Goal, the Goal Lines are in the in-goal area and the Dead Ball Line is beyond in-goal.
2. \_ indicates a corner post (see Glossary) placed at the intersection of each goal line and touch line. A corner post is in touch in-goal. Touch judges should at all times ensure that corner posts are correctly positioned.
3. The goal posts are considered to extend indefinitely upwards. It is recommended that the bottom 1.6 metres of each upright be padded
4. For adult games the dimensions for in-goals should be as near maximum as possible to the dimensions stipulated.
5. The broken lines in the PLAN shall consist of marks or dots on the ground not more than 2 metres apart. All transverse lines must be marked across the full width of the field.
6. Two unbroken red lines, 10 cm in width, across the field, inside and adjacent to the current white lines which presently mark the 40m lines, are to be used.

Field width 68m

Field length – goal line to goal line 100m

In-goal – minimum 6m to a maximum of 11m

Goal Posts – height 16m – width 5.5m

A corridor of 5m minimum should be roped off from each side line

The benches are located outside the roped off area. Only touch judges to be in the 5m corridor.

# DECLARATION OF UNSAFE PLAYING CONDITIONS

In order to ensure the safest possible playing conditions are available, an inspection of the ground prior to the commencement of play is required. Clubs are provided with both Ground Condition and Match Day checklists that must be completed before play can commence.

## Condition of Ground

Where there is doubt regarding the condition of a ground where a competition match is to be played, the matter should be referred to the Referee. Consultation between the referee, both captains and senior officials from each club should take place.

## HEAT GUIDELINES

The following guidelines, produced by Sports Medicine Australia, South Australian Branch, must be considered by rugby league organisations and their personnel when considering their duty of care responsibilities and taking a responsible approach towards the safety of their participants. A common sense attitude must be applied with consideration to the comfort and well being of all individuals, including participants and officials. Cancellation, modification of events and/or training or withdrawal from participation may be appropriate even in circumstances falling outside these guidelines.

When considering modifying, cancelling or postponing a specific sporting event or training there are many factors that need to be considered. Exercise in the heat creates competitive demands on the cardiovascular system, which is required to increase the blood supply to the exercising muscles. At the same time it must regulate body temperature by increasing skin blood flow in order to produce the sweat that keeps the body cool. High intensity exercise in a hot environment, with the associated fluid loss and elevation of body temperature, can lead to Dehydration - Heat Exhaustion - Heat Stroke.

Use the following table and points schedule to help determine the most appropriate action in the case of excessive heat conditions.

# CHECK LIST

Determine the point score for each item. (Some categories may not be exactly to your needs so you will need to use common sense, if in doubt choose higher value in order to err on the side of caution.)

## 1. Temperature

### Ambient Temperature

< 25 degrees	2
25 – 31 degrees	10
32 – 37 degrees	14
38 degrees and above	20

Your Score

### Or WBGT

< 23 degrees	2
23 – 27 degrees	10
28 – 29 degrees	14
30 degrees and above	20

Your Score

## 2. Overall duration of event

Less than 30 minutes	2
30 to 60 minutes	4
60 mins to 2 hours	6
Greater than 2 hours	8

Your Score

## 3. Individual Intensity during the event

Easy pace throughout	2
Moderate pace, breaks in intensity	4
Moderate pace throughout	6
Sustained effort with some breaks	8
Sustained effort throughout	10

Your Score

## 4. Acclimatisation of Participants

Used to hot weather conditions	2
Used to warm weather	5
Used to cool/cold conditions	8

Your Score

## 5. Athletic ability of individuals

Elite fitness levels	2
Good fitness levels	6
Moderate fitness levels	6
Low fitness levels	8

Your Score

## 6. Age of Participants

18 to 30	2
13 to 17	5
30 to 40	5
Over 40	8
Under 13	8

Your Score

## 7. Time between available drinks

Less than 15 minutes	2
15 to 25 minutes	4
25 to 35 minutes	6
35 to 45 minutes	8
45 minutes plus	10

Your Score

## 8. Time of the event

Before 9am	2
After dark	2
9am til 11am	5
3pm til sunset	5
11am til 3pm	10

Your Score

## 9. Surface Type

Water	1
Grass	2
Boards	4
Sand	6
Synthetic surface	6
Asphalt	8

Your Score

## 10. Venue

Indoor air conditioning	1
Indoor no air conditioning	4
Outdoor	8

Your Score

Score Total

## Other Factors To Consider

### Predisposed medical conditions of individual participants

Asthma, Diabetes, Heart Condition, Pregnancy, etc.	High
Virus, Flu, Gastro, etc.	Extreme

Shade available during breaks Yes / No

Water freely available at venue Yes / No

Sports Trainer / First Aid person on site Yes / No

Individual body fat of participants High / Low

## Recommended Guidelines for Sport

Above 75	Recommended that you cancel your event, training and physical activity
66 to 74	<p>Recommended that you cancel or reschedule your event, training or physical activity if:</p> <ul style="list-style-type: none"><li>• The WBGT is above 30 or</li><li>• The ambient temperature is above 38.</li><li>• The age of participants (inc. officials) gets a point value of 8 (Children &amp; Veterans)</li></ul> <p>If this is not the case and the event goes on then:</p> <ul style="list-style-type: none"><li>• Extra breaks should be allowed.</li><li>• Shade should be provided.</li><li>• Airflow should be considered, including fans in change rooms or placed appropriately.</li></ul> <p>Promotion of fluid replacement should be actively encouraged, (e.g. through announcements or via officials)</p>
56 to 65	<p>Recommended that play may go ahead BUT</p> <ul style="list-style-type: none"><li>• Extra breaks should be allowed.</li><li>• Shade should be provided.</li><li>• Airflow should be considered, including fans in change rooms or placed appropriately.</li></ul> <p>Promotion of fluid replacement should be actively encouraged, (e.g. through announcements or via officials).</p>
55 and below	Recommend play with usual fluid replacement measures in place.

Sporting groups and individuals should note that cancellation of events or withdrawal from participation may be appropriate even in circumstances falling outside of these recommendations.

The information in this guideline is of a general nature. Individual circumstances may require modification of general advice from an appropriate health professional e.g. doctor, physiotherapist, Podiatrist or Dietician.

## **ELECTRICAL STORM SAFETY GUIDELINES**

Electrical storm is a risk that can cause death to participants in rugby league. It is vitally important that appropriate procedures are put in place to minimise exposure to injury due to lightning strike.

The following guideline includes a designated “Weather Watcher” who has the authority to stop, postpone and restart training or matches. The “Weather Watcher” is recommended to be a senior official within the rugby league organisation and is responsible for recognising the danger and activating the lightning protection plan.

A designated safe haven in the event of electrical storm should be identified and promoted / advised to all within the organisation. Criteria for the suspension and resumption of activities The 30/30 rule is recommended, where a Flash to Bang count is recorded. This procedure is based on the fact that lightning travels faster than sound, and given that sound travels at a speed of about one kilometre every three seconds, the time that elapses between the flash of lightning and clap of thunder can be divided by three to give a measure of how far away the storm is in kilometres. A safe distance is generally considered to be approximately 10 kilometres. This means that as the “Flash to Bang” count approaches 30 seconds, all people at risk should be seeking or already in a safe haven.

Once the threat has passed the 30/30 rule provides the criteria for the resumption of play. Wait until the electrical storm has passed, with the “Flash to Bang” count again exceeding 30 seconds - suggesting the storm is again at least 10 kilometres away. Allow a 15 minute safety margin before re-commencing activities. It is important to emphasise that “blue skies and lack of rain fall” are not adequate reasons to resume play early.

### **Dissemination of information/crowd strategies**

It is important that all players, officials and spectators are warned of the potential dangers of lightning-related injuries. Two short blasts of the full time siren/bell is an appropriate means of activating the electrical storm postponement procedure. Reading lightning safety messages over the public address system and placing notices on the Notice Board are also recommended.