



Gold Coast Referee's Operations Manual 2020

Implementation Approval:
GCRLRA Executive 2020

Process Owner:
President GCRLRA

V1.9

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1. PURPOSE

Describe and outline the responsibilities and processes for Rugby League Officials on the Gold Coast to assist with smooth game day operations and association administration.

2. SCOPE

This document applies to all referee's and members of the Gold Coast Rugby League Referee's Association.

3. OVERVIEW

With over 130 active referees and approximately 220 games per week this document will assist with the operational requirements for refereeing on the Gold Coast. Should parts of this document contradict the GCRLRA constitution or RLGC by-laws, the GCRLRA constitution or RLGC by-laws will be deemed correct. Where items and circumstances arise not covered in this document the decision of the GCRLRA will be final. This document may be amended at any time. The latest copy of this document can be found on the GCRLRA website www.gcrlra.com.au. Along with a paper copy, it is encouraged that **officials and parents** keep an up to date electronic copy of this manual on their phones also for easy access.

4. CONTACTS - 2020

Name	Contact Number	Email
President – Mike Gordon	0411510090	president@gcrlra.com.au
Vice President – Tom Campbell	0499688380	vicepresident@gcrlra.com.au
Secretary – Eddie Gale	0411819974	secretary@gcrlra.com.au
Assistant Secretary – Heath Zygnerski	0438750882	secretary@gcrlra.com.au
Treasurer – Tracy Zygnerski	0408414908	treasurer@gcrlra.com.au
Assistant Treasurer – Fiona Couchi	0414745561	treasurer@gcrlra.com.au
Director of Coaching – Tom Campbell	0499688380	coaching@gcrlra.com.au
Junior Appointments Officer – Randy Lee	0402917280	juniorappointments@gcrlra.com.au
Senior Appointments Officer – Mick Kelly	0413111327	seniorappointments@gcrlra.com.au
Gear Steward – Angela Symonds	0406897165	uniforms@gcrlra.com.au
Communications Gear Co-ordinator – Zac Schwass	0401218611	

5. QUICK REFERENCE GUIDE – WHO DO I CONTACT, WHAT DO I DO?

Issue	Contact / Action
Change of contact details	Secretary
Change of bank details	Treasurer
Training	Director of Coaching and Development
Issues with availability or appointments	Relevant appointments officer and/or the appointed Senior Referee if appointments have been sent out.
I didn't receive the appointments	Check your SPAM or Junk folder before contacting the Secretary.
On-Field issues with a coach, trainer, crowd or ground facilities on Game Day.	Refer - Zero Tolerance Policy Sect 6.4.2.6
Player on report, dismissal or biting allegation	Section 6.4.2.4 or 6.4.2.5
Questions relating to match payments and accounts	Treasurer
When do I get paid?	After the AGM. See section 11 and 6.7.1
Need new or replacement gear	Gear Steward
Change of appointments on game day	Change of appointment web-form in members area on website
Sensitive issues, harassment, bullying	Executive, CMO or mentor
Meeting apologies	Secretary via email or SMS
Development Pathways	Director of Coaching and Development
Blue Card Enquiries	Secretary
General enquiries	Secretary
Need to pick-up or return Communications Gear	Communications Gear Co-ordinator
Requested directly to officiate	Refer the person to the association secretary.
What is the password for the website	gcrlraXXXX XXXX = the current year

6. GAME OFFICIALS

This section applies to referee's, touch judges, senior referee's, mentors and CMO's

6.1. Registration and Eligibility

All officials must register with the association at the beginning of the season and attend the NRL/QRL referee update conferences to be eligible to officiate in the up-coming season.

New officials will have to have completed the Foundation 1 Rugby League Officials course as well as registered with the association prior to being able to officiate a game.

New members have 90 days to be voted into the association. (Provided the GCRLRA Executive have granted them temporary membership) as per the constitution.

Any official over the age of 18 **MUST** have a current "Blue Card".
If you already have a Blue Card it must be LINKED to the GCRLRA.
Links to the Blue Card website can be found on the GCRLRA website.

Generally an official who is not turning 14 in the current year, unless deemed competent by the Director of Coaching for older age groups should be allocated to the U6, U7, U8 age groups only. They may still be a touch judge on older age groups as their skill level permits.

6.2. Appointments and Availability

This section deals with how the appointments work and how to manage your availability including being approached to officiate a game directly.

6.2.1. Availability

- Ensure at the start of season you complete the online availability form. The form is available on the website. If circumstances change, complete the online availability form with the updated information.
- Throughout the season, if you are unavailable for whatever reason let both **Appointments Officers** know by **6:30pm on Monday**. This includes if you are a CMO, Mentor or Interchange official.
- If you become unavailable at short notice due to injury, sickness etc let the Appointments Officer or senior referee know ASAP, so alternate arrangements can be made.

DO NOT DO NOTHING when it comes to your appointments.

BE PRO-ACTIVE

Communication is the key to ensuring the association covers all games

6.2.2. Appointments

Appointments are generally sent out **Wednesday evening** via email and posted in the Facebook group. It is essential that you check all grounds as you may be appointed to games at multiple grounds.

The Appointments officer will allocate games (with the exception of "A Grade") according to your availability and skill level. They will also work in with your game or sibling games where possible giving you as much opportunity as possible to officiate.

- It is important to keep checking the appointments through the week and just before game day for updated appointments as things may change due to one reason or another.
- If you did not receive the appointments email check your SPAM or Junk Mail folder and ensure your email address is correct. If all else fails, follow up with the secretary and they will investigate.
- If you discover an issue with your appointments such as doubling up, no appointments or you've been allocated a game despite being unavailable please let the Appointments Officer or senior referee know **ASAP**, by either telephoning and talking directly with them, text message or email. With over 150 officials, mistakes may happen from time to time and we all need to communicate to ensure all games are covered and that all officials have been appointed.
- Any member who fails to meet their appointments without prior notice may put future appointments in jeopardy or risks being brought before a disciplinary hearing.

6.2.2.1. Finals Appointments

Finals appointments (with the exception of "A Grade") will be made by the Appointment Officer and the Coaching and Development officer in consultation with feedback from CMO's and mentors.

The following will be taken into account –

- Punctuality, behaviour and fulfilment of appointments throughout the season and finals series.
- On field performance throughout the season and finals series
- Attendance of training sessions
- Attendance of General Meetings

6.2.3. Requests to Officiate Games Directly

From time to time officials may be approached directly to officiate a game such as school games, trials or tour matches.

If requested to officiate a game directly, it is advised to direct the person to contact the association via the Secretary.

This is not to take games off you.

There are numerous reasons why approval should be sought.

1. Insurance

If you officiate outside of an association appointment or QRL sanctioned/endorsed match you are not covered by insurance. You are **FULLY** liable should an injury occur. Injuries should they be serious enough could see a referee (even a young referee under the age of 18) liable for damages which could run into the millions of dollars in compensation.

2. Responsibility

When appointments are made via the association, they are made according to the referee's abilities and assessed officiating level. Whilst a referee may want to officiate a game at a higher level, the fact that they aren't appointed is due to their "assessed level". This comes down to duty of care and liability, which the individual assumes full responsibility of, once they officiate outside of a GCRLRA appointment.

3. Representation

Whilst on field in your GCRLRA attire, you are representing the GCRLRA and sponsors at official GCRLRA appointed matches. **Should you choose to ignore the first two points**, officials are **NOT** to wear their official GCRLRA clothing. This includes, on field jersey, shorts or polo. Should a member be found to be wearing association attire while officiating a match without prior approval, the member may be required to attend a disciplinary hearing.

6.2.4. Requests to Co-ordinate or Appoint Officials

From time to time officials may be approached to co-ordinate or appoint other officials for tournaments or carnivals. Eg Maori Carnival, Pan Pac Masters, Coomera 9's

If you are requested to act as a co-ordinator or appointment officer for a tournament or carnival, before commencing appointing GCRLRA members permission must be sought through the association secretary.

This is not to take the opportunity to act as a co-ordinator or appointments officer off you.

There are numerous reasons such as Insurance, Responsibility and Representation to consider when performing this function as per 6.2.3. The co-ordinator or appointments officer could be held liable in certain situations just as an individual might be.

6.3. Prior to Game Day

Getting into a habit for officiating games will assist with punctuality and performance.

- Ensure all your equipment is packed the day prior to game day.
- **If you have been allocated an U20's game, organise collection of communications gear from Communications Gear Co-ordinator, prior to game day.**
- Hydrate and ensure you have enough sustenance for the day.
- Always take your referee gear with you, you never know when a vacancy will come up, especially if you play rugby league.
- Respond to any message promptly from the senior referee or appointments officer in regards to availability.
- Keep checking for updated appointments.

6.4. Game Day

- Ensure your attire is neat and tidy. Refer Sect 6.4.1
- Arrive at the ground at least 30 minutes prior to your appointment.
- Find the senior referee and let them know you have arrived.
- Ensure you are wearing the correct on field attire.
- Complete your warm-up and be ready to take the field 5 minutes before kick-off time.
- **No game shall commence under any circumstance if :**
 - **An accredited NRL L1 or L2 Sports Trainer is not in attendance**
 - **Duty Officials are not present. (RLGC Club games only)**
- Take feedback and coaching on board and apply it to your game.
- **Ensure you sign and complete all your game sheets.** Any district imposed fines will be passed back on to the offending official.
- Ensure you allocate 3-2-1 points for U18 Div 1, U18 Div 2, U16 Div 1, U16 Div 2, U15 Div 1 and all Senior games on the form provided or on the original game sheet.
- Ensure you complete paperwork for any players that have been sent-off or put on report and copies with the host club.
- Leave the referee room in a tidy manner (if you discover issues with the referee room notify the senior referee or a club executive immediately)

6.4.1. Game Day Attire

Officials are to be neat and tidy at all times when wearing GCRLRA apparel.

- Officials are to wear their Association Polo or jacket/jumper for their GCRLRA appointments. QRL / NRL / Carnival attire is not permitted unless you are on such official appointment or you have permission from the executive.
- Officials are not to wear GCRLRA apparel in conjunction with a junior or senior rugby league club colours.
- At all times when in the on-field uniform, officials are to have their shirt tucked in and their socks up.
- If wearing a cap, only GCRLRA caps are to be worn.
- Sunglasses may not be worn on the field unless they have prescription lenses.
- Officials are to wear closed in footwear. NO THONGS are permitted.

6.4.1.1. Compression Garments

An Official may wear compression garments, but may only do so as follows:

- The length of the garment must not extend below the sleeve of the on-field jersey or the leg of the on-field shorts
- The colour of the garment may only be black or an approved colour which shall be the same colour as the on-field shorts.
- The wearing of full length compression garments or garments that protrude past the sleeve of the on-field jersey or the leg of the on-field shorts are not permitted unless approved by the GCRLRA Executive in writing and upon medical advice.

6.4.2. Change Rooms

Where officials of both genders are in attendance, they should be provided with the opportunity to access the change rooms at separate times.

Change rooms are to be left neat and tidy with all rubbish removed and floors swept out if a broom is available.

Any issues with Referee change rooms should be reported to the relevant club officials, senior referee or the GCRLRA Executive as soon as possible

6.4.3. Game Day Incidents

Incidents do happen from time to time on game day, whereby in some instances follow up action is necessary.

6.4.3.1. Game Start Delayed / Game Recommencement Delayed

If the start of a game is to be delayed for an extended period of time, such as serious injury or a team running late, the official is to request a club executive to contact RLGC as to whether the game is to be cancelled, go ahead or continue with a reduced duration.

See Section 13 – RLGC Local Rules for more information and specifics.

6.4.3.2. Game Start Delayed due to no Duty Officials Present (RLGC Club Games)

No game is to commence unless Duty officials are visible to the referee.

The referee is to indicate "Time on" to start the clock, however play must not start until the duty officials are present. Note: This does not apply to school games

6.4.3.3. Player Rotation / Dismissal (U6-U12)

- If a player has been rotated (U6-U12), ensure this is marked on the game sheet and the reason why. This is so district has a historical record.
- If a player has been dismissed. Follow procedure as per 6.4.3.4

6.4.3.4. Send Off / Player on Report

The following is the mandatory process for players dismissed or put on report

1. Ensure the incident is noted on the game sheet.
2. Ensure that an On Field Incident Report sheet is completed as soon as practical after the match.
 - The referee is to keep the PINK copy for their own personal records
 - The WHITE and YELLOW copies are to be given to the HOST club.
Officials are under no obligation to chase down the offending player(s) or teams
3. Text the secretary with the details including player number, team and match.
4. Complete the Send Off / Player on Report web-form on the GCRLRA website as soon as practical. **(This can be done on your mobile)**
 - This is to ensure that district is notified that an incident has occurred in case the original paperwork is not sent to district.

Failure to do so may result in a disciplinary hearing

6.4.3.5. Biting Allegation

If the biting allegation was not witnessed by an official, the player making the allegation has 20 minutes after the game to approach the referee and to advise that they wish to continue with the allegation.

The Official is to not approach the player after the game and ask if they wish to pursue the matter, it is the players' responsibility to approach the referee.

If the player wishes to continue with the allegation after the game the referee is to –

1. Ensure the incident is noted on the game sheet.
2. Ensure that an On Field Incident Report sheet is completed as soon as practical after the match.
 - The referee is to keep the PINK copy for their own personal records
 - The WHITE and YELLOW copies are to be given to the HOST club.
Officials are under no obligation to chase down the offending player(s) or teams
3. Text the secretary with the details including player number, team and match.
4. Complete the Send Off / Player on Report web-form on the GCRLRA website as soon as practical. **(This can be done on your mobile)**
 - This is to ensure that district is notified by the association that an incident has occurred in case the original paperwork completed at the ground is not sent to district.

6.4.3.6. Zero Tolerance - Abuse of an Official / Entering the Field of Play / Fighting

Abuse of officials is not tolerated and should be brought to the attention of a club official and/or senior referee as soon as possible.

6.4.3.6.1 Verbal Abuse of an Official

Officials are under no obligation to tolerate abuse or threats from spectators, players or coaching staff. The GCRLRA has a "ZERO" tolerance for this type of behaviour.

In all instances involving a touch judge, the touch judge should report the issue to the referee, who will assess and handle the situation.

- Spectators – Report the individual to one of the following: Ground Manager, Senior Referee, Duty Official. **Officials are NOT to approach spectators**
 - Should further abuse continue and the official deem it excessive or fear for their safety the official is well within their right to terminate the match as per International Laws Rules Book Sect 16.
- Players – Players are to be handled as per International Rules Sect 15 and 16.
 - Whilst the referee has discretion on managing players, abuse should not be tolerated and the player dismissed from the field.
 - If the individual refuses to leave the field or the official fears for their safety, the match should be terminated immediately.
- Coaching Staff – Coaching staff including managers, water runners and first aid are to be handled as per International Rules Sect 15 and 16
 - Whilst the referee has discretion on managing coaching staff, abuse should not be tolerated and the individual dismissed from the field.
 - If the individual refuses to leave the field or the official fears for their safety, the match should be terminated immediately.

If the game has ended and the referee is out of the field of play when the incident occurs the official is to still report the incident ASAP.

6.4.3.6.2 Physical Abuse

Any physical abuse of an official will result in the immediate termination of the match.

6.4.3.6.3 Entering Field of Play

Officials have complete control of individuals on the field of play. This includes after the siren even if the referee has signalled half or full time. If the official requests an individual to leave the field of play, the individual must do so immediately.

- Spectators – Should any spectator enter the field of play to engage in an altercation with a player, coaching staff, match official or each other the match should be terminated immediately.
- Players – Should any player enter the field of play to engage in misconduct as per International Laws Rules Sect 15 the player should be dismissed.
- Coaching Staff – Any member of a team coaching staff that enters the field of play to engage in an altercation with a player, other coaching staff or match official the match should be terminated immediately.

It is imperative that the official forward a report (written or electronic) to the GCRLRA secretary as soon as possible so that follow-up action can occur.

If no report is received it is likely the incident will NOT be investigated.

6.5. Post-Game On Ground

The following is mandatory

- Complete paper work for any send offs or players on report.
- Meet with mentor or CMO for feedback session if applicable.
- Sign and complete game sheet including Referee and Touch Judge names if applicable. *Otherwise District may fine the association and it will be passed onto the offending official.*
 - \$20 Fine
- Allocate 3-2-1 points if it was an U18 Div 1, U18 Div 2, U16 Div 1, U16 Div 2, U15 Div 1 or senior game, on the game sheet.

6.6. Post-Game Off Ground

The following is mandatory

- Complete your responsibilities for any player dismissed or put on report as per Sect 6.4.3.4
- If you did any appointments not listed on the appointment sheet, ensure you complete the “**Change of Appointments**” web-form on the website within 24 hours in the members’ area. This is so you get paid correctly.
- **If you were the “A Grade” referee, organise the return of the communications gear to the Communications Gear Co-ordinator within 24 hours.**

6.7. Off Field

While off field you are still representing the association. Be mindful of language, comments and behaviour while at a ground and/or while wearing association clothing.

6.7.1. Meetings

Officials are required to attend the GCRLRA General Meetings which are held once per month on a Wednesday at a location advised on the website. The GCRLRA website will have the date, time and location of upcoming meetings.

At the general meeting there is important information disseminated to attendees regarding rules, interpretations, policies, procedures, on-field and video training sessions. It is important that you attend as many of the general meetings as you can. Ensure you wear suitable attire and your association shirt.

If you can't attend the general meeting advise the Secretary via email or SMS ASAP.

Any member who does not attend 2 consecutive meetings without submitting an apology, may be subject to a disciplinary hearing.

Meeting minutes are sent to all members so they are aware of what was discussed and or voted on. Ensure you take time to read them so you stay informed.

The Annual General Meeting is held in October at a date set by the executive. You will be formally notified of the date of the AGM by email. The date will also be posted on Facebook and on the website.

Minutes from the general meetings are sent to all members, please ensure you read them.

6.7.2. Training

The GCRLRA provides training sessions to aspiring officials so that they can improve their skills and knowledge of the game so they can progress through the ranks. Training sessions cover all aspects of on field officiating for both refereeing and touch judging. Training session times and locations are advised through the GCRLRA website and the Facebook group.

Officials are encouraged to attend as many sessions as possible.

Items to bring to training – water bottle, suitable attire and footwear, whistle and flag.

6.7.3. Bullying, Harassment and Member Protection

The GCRLRA takes the issue of bullying and harassment seriously and members are encouraged to familiarise themselves with acceptable behavioural practices.

Officials are forbidden to comment on another officials' performance or a team's performance, players, team officials or clubs.

This includes verbal comments or any social media such as Facebook, Snapchat, YouTube, Email, Twitter etc.

Should you be approached for a comment in regards to the GCRLRA, RLGC, QRL, NRL – direct the person to the President.

Game Officials are bound by the same policies as all members of RLGC, QRL and NRL.

These include but are not limited to the NRL National Code of Conduct, QRL Social Media Policy, NRL Member Protection Policy.

As per the GCRLRA constitution, any member accused of such behaviour may be required to partake in a disciplinary hearing or in severe cases a police investigation.

6.7.4. Official's Equipment and Clothing

If you require any equipment or clothing, contact the Gear Steward as per the GCRLRA website or this document.

Any purchases will be deducted from your end of year payment.

See attachments section 12.2 for available items.

Be sure to familiarise yourself with section 6.4 and 6.4.1 for suitable attire for game day.

6.7.5. Judiciary

From time to time officials are required to attend a judiciary hearing in regards to an incident that occurred during a game that they were officiating. The judicial panel may request the official to appear in person or be available via phone for the hearing.

- You will be advised in advance if RLGC requires you to be available for a judicial hearing. If appearing in person, ensure your attire is neat / casual with association shirt.
- Young officials will be accompanied by an advocate for support, however any official may request an advocate to attend for support.
- If you do not attend the judiciary hearing the offenders will most likely be exonerated and you may be required to attend a disciplinary hearing to give reason as to why you failed to attend.

6.7.6. Presentation Evening

The Presentation is held after the Grand Finals at a date that is set by members at a prior general meeting.

Awards are presented during the evening along with a dinner.

It is the associations preference that everyone attends the event to celebrate a great year.

Tickets for extra people such as partners, family, friends etc are available when advising of your attendance. The cost will be deducted from your final payment.

7. SENIOR REFEREE RESPONSIBILITIES

A senior referee may be allocated to each ground by the appointments officer for junior games to ensure the smooth operation of game day and support of officials. The senior referee is a volunteer and as such may or may not be available at the ground for the entire day. Suitable arrangements should be made by the senior referee if they are not going to be available all day, such as ensuring games are covered prior to leaving or arriving.

A senior referee may not provide written feedback to any official, unless they are a mentor or CMO.

7.1. Prior to Game Day

After the appointments have been sent out the senior referee should contact (via SMS) all appointed officials at their allocated ground the day prior to game day to ensure that all appointments are covered.

- **Junior Games** - If issues are discovered or arise, react accordingly to fill holes and gaps to ensure that all games are covered with suitable officials. This includes referee's and touch judges. If serious issues arise in regards to the appointed officials, then the senior referee should contact the Appointments Officer immediately so alternate arrangements can be made.
- **Senior Games** – If issues are discovered or arise contact the appointments officer immediately.

In some cases, the senior referee may also be a mentor or CMO. It is a good opportunity to complete assessments and provide feedback and coaching.

7.2. Game Day at Ground

- Arrive at the ground at least 30 minutes prior to the first game if possible and ensure you advise the club executive that you have arrived.
- Ensure officials have arrived at least 30 minutes prior to their games and follow-up if necessary.
- **No game shall commence under any circumstance if :**
 - **An accredited NRL L1 or L2 Sports Trainer is not in attendance**
 - **Duty Officials are not present. (RLGC Club games only)**

Follow-up with club executives if no qualified FAO or duty officials are present at the ground.

- Support officials, if a mentor or CMO provide advice and feedback.
- Handle issues in conjunction with club officials in regards to crowd and team officials' behaviour towards game officials.
- **Keep track of changes of appointments at ground for the breakdown sheet.**
- **Complete an invoice at the club for the officials (Junior Games only)**
- Check all game sheets have been fully completed by officials.
- If leaving early, ensure officials are covering remaining games and notify club executive that you are leaving the ground.

7.3. Post-Game

The following is to be completed post-game.

7.3.1. Post-Game - Club Games

- Send a copy of the invoice to the Treasurer (Junior Games only) - (SMS or email) **By 6pm Sunday.**
- Complete referee breakdown sheet and send to Treasurer (SMS or e-mail) **By 6pm Sunday**

The breakdown sheet is available in the invoice books or on the website in the members area.

An app called CamScanner can be used on smartphones to email the document.

7.3.2. Post-Game – Non Club games

- Send Treasurer a copy of the invoice if applicable and the breakdown sheet by 10pm on the day.

The breakdown sheet is available in the invoice books or on the website in the members area.

An app called CamScanner can be used on smartphones to email the document.

8. REFEREE MENTOR AND CMO

Mentors and CMO's provide valuable support, through 1 on 1 feedback assessments and coaching to officials.

A senior referee may be a mentor or CMO, however this may not always be the case.

- A Mentor will assist young and new officials in learning the rules and basic skills.
- A CMO (Coach of Match Official) will provide technical feedback for all officials to assist them to improve their on-field performances and move up through the ranks.

Mentors and CMO's may travel from ground to ground and be present at carnivals assessing officials.

On the completion an assessment, the mentor/CMO is to send the completed assessment sheet and provide any comment on advancement to higher age groups to the Director of Coaching via SMS or email as soon as practical.

An app called CamScanner can be used on smartphones to email the document.

9. DIRECTOR OF COACHING (RECRUITMENT, RETENTION AND DEVELOPMENT)

The Director Coaching is responsible for the following

- The development of officials.
- Talent identification through CMO and Mentor assessments for advancement, carnival selection and squad selection.
- Training programs.
- Recruitment initiatives and programs.
- Allocate CMO's and Mentors to assess officials.
- Provide feedback to the RLGC Appointments Officer on officials' performance so officials can be appointed to appropriate games for their skill level.

10. COMMUNICATIONS GEAR

Communications equipment is managed by the Communications Gear Co-ordinator.

It is the responsibility of the U20 referee to organise the collection of the equipment prior to their game, so it is available to all officials on the day.

It is the responsibility of the A Grade referee to ensure:

- All pieces of equipment are present at the end of game day.
- Kit is packed up correctly
- Ensure the return of the equipment within 24 hours back to the Communications Gear Co-ordinator.

If the gear is being transported between grounds overnight, it is the responsibility of the overnight custodian to ensure that the coms gear is charged overnight to ensure it is ready to be used the next day.

If you identify a faulty piece of equipment, mark it and advise the Communications Gear Co-ordinator so it can be repaired or replaced.

10.1. Communications Gear Co-Ordinator

The Communications Gear Co-Ordinator is responsible for the allocation and maintenance of the on-field communications gear kits.

Responsibilities include –

- Communicate with and ensure that the U20's referee can collect a communication kit for their match*
- Communicate with the A grade referee and ensure that the communication kit is returned within 24hours of game day*

*Note: The Communications Gear Co-Ordinator is under no obligation to deliver gear to or collect gear from a ground or referee.

- Keep a record of communication kit allocation and return.
- Ensure that communication kits are in operational order
 - Batteries charged
 - New ear buds fitted – Old ear buds are NOT to be reused.
 - Alcohol wipes
 - Neoprene radio holders washed
 - Radios checked for damage
 - Cords checked for breakage or deterioration
 - All kit components present
 - Kits operate correctly
 - Appropriate spare parts kept in stock

11. PAYMENTS AND FEES

Fee's applied to officials' accounts are as per below. These go towards registration, insurance and contribute to the association for things such as training, equipment and general running costs.

It is encouraged that officials keep a record of their games, so it can be cross checked at the end of the year.

Payments are made in a single lump sum after the AGM which is held in October.

- Payments may take up to 10 working days to come through due to daily transfer limit restricts
- Up to 2 interim payments can be requested for extenuating circumstances. These must be applied for in writing to the treasurer who will then seek approval from the president.
- You must keep at least \$300 in your account when applying for an interim payment. This is to ensure that any pending deductions are covered. The Treasurer can advise of the actual amount available.

You will find game payment rates in the attachments of this manual or on the website in the members' area.

11.1. Fee's

GCRLRA Membership±	\$25
QRL Registration and Insurance±	\$40
Association Levy±*	10% of match payments to a maximum of \$180 *
Gear and Apparel	As per attachment 12.2 **
Presentation Dinner	As per agreed cost ratified at a GM
District Imposed Fines No Signature or Referee and/or Touch Judge Names on Game Card	As per district fine schedule.

Notes:

± Compulsory Deduction

* Waved for 1st year Officials

** Refundable \$100 deposit for equipment for 1st year Officials only (Jersey, shorts, socks, whistle, flag and association shirt)

Ensure the treasurer has your bank details so your payment isn't delayed.

12. ATTACHMENTS

12.1. Referee Payments as set by QRL

Grade	Referee	Touch Judge
U6	\$15	\$15
U7		
U8		
U9		
U10	\$25	\$15
U11		
U12	\$30	\$15
U13	\$35	\$16
U14		
U15	\$48	\$25
U16		
U17	\$55	\$28
U18 / Opens		
U19	\$90	\$50
U20	\$90	\$50
Reserve Grade	\$90	\$50
A Grade	\$140	\$50
Girls U14	\$29	\$13.30
Girls U16	\$40	\$20.85
Girls U18	\$45.80	\$23.30
Womans Div 1	\$90	\$50
Womans Div 2	\$70	\$35
Womans Div 3		
RLGC Age Carnivals U6 – U12	\$10 / Game	
Interchange U17	\$15	
Interchange U20	\$20	
Int/Change Res	\$25	
Int/Change A	\$30	

Note: Trials, School games and carnivals may differ and game rates may change without notice. Contact the treasurer if you require confirmation of game rates.

12.2. Officials Equipment and Clothing

Equipment and clothing will be deducted from your end of year payment.

Item	Price
On Field Jersey	\$40
On Field Shorts	\$25
On Field Socks	\$10
Association Cap	\$15
Association Shirt	\$35
Training Shirt	\$40
Training Shorts	\$35
Association Jacket	\$65
Association Hoodie	\$65
Flag	\$10
Whistle	\$15
Whistle band	\$15
Comms Vest	
Comms Arm Band	
Comms Ear Piece	

Note: Not all gear may be in stock. A waiting period may apply until a sufficient quantity is required for a minimum order.

Note: Prices include GST and are correct at time of publication and may change without notice. Check website or with the Treasurer for correct prices at time of purchase.

13. RLGC LOCAL RULES

Rugby League Gold Coast have extended some rules which are found in the International and Junior Laws manuals. So these will differ from the publicised rule books. The full RLGC Operations Policy manual can be found at www.rlgc.com.au. GCRLRA officials need to be aware of these and administer them accordingly.

13.1. Interchange

Interchange officials are only supplied to senior fixtures and junior finals games. On-Field Officials are not to engage in adjudication for issues relating to Interchange. Interchange rules are publicised in the RLGC Operations Policy Manual 7.1.3

U13 – U18	<ul style="list-style-type: none"> • Division 1 are allowed eight (8) interchanges. • Division 2 onwards are allowed ten (10) interchanges. • If a team elects to interchange a bleeding player who is forced from the field, such interchange will be included in the total number of interchanges permitted. • If a player is fouled by an opponent who is consequently dismissed from the field, sin binned or placed on report and the fouled player is forced to leave the field as a direct result of an injury sustained in that incident, this interchange will not be included for the purposes of calculating the number of interchanges, provided it is made without delay and in any case by the time the referee has acted on the incident. • If the fouled player or another player subsequently returns to the field later in the match, that interchange will not be included for the purposes of calculating the number of interchanges. • In the event of extra time, teams will be allowed an additional two (2) interchanges during the period. <p>It is the responsibility of the Team Manager to ensure that the team operates within the stated rules.</p>
Seniors	<ul style="list-style-type: none"> • A Grade are allowed 8 interchanges with 4 interchange players • DLC Reserve Grade are allowed 12 interchanges with 6 interchange players • DMC Reserve Grade have unlimited interchange with 6 interchange players • U20 are allowed 12 interchanges with 6 interchange players • If a player is fouled by an opponent who is consequently dismissed from the field, sin binned or placed on report and the fouled player is forced to leave the field as a direct result of an injury sustained in that incident, this interchange will not be included for the purposes of calculating the number of interchanges, provided it is made without delay and in any case by the time the referee has acted on the incident. • If the fouled player or another player subsequently returns to the field later in the match, that interchange will not be included for the purposes of calculating the number of interchanges. • In the event of extra time, teams will be allowed an additional two (2) interchanges during the period. <p>It is the responsibility of the Team Manager to ensure that the team operates within the stated rules.</p>

13.2. Shoulder Charge in Junior Competitions

In junior competitions the following **MUST** occur if a player is penalised for a shoulder charge.

- U6 – U12 : It is mandatory for the player to be rotated. Refer to the Junior Rugby League Laws for rotation procedure
- U13 - U18 : It is mandatory for the player to be sin-binned or if serious enough dismissed.

13.3. Extra Time

Extra time is permissible during finals series only for both juniors and seniors as per RLGC Operations Policy Manual 2.8.4 and 14.8

- Each team shall be given 2 extra interchange cards which can be used in addition to any unused interchanges from the match.
- The commencement of the period of extra time shall be determined by the toss of a coin as described under the laws of the game.
- In such extra time, the first scorer of any point or points (field goal, penalty goal or try) will immediately be declared the winner.
- The first period of extra time shall be 5 minutes where teams will then swap sides and play shall continue for an unlimited time until the first points have been scored to determine the winner of the match.
- If a try is scored in extra time the conversion kick will not be permitted.

13.4. Heat Guidelines

As per RLGC Operations Policy Manual 15.2

For any competition match where the prevailing weather conditions necessitate relief from the normal playing conditions the following may apply

- Referees call a 1 minute timeout approximately half way through each half to allow players a drink.
 - Players remain on field attended by trainers. No coaching staff are permitted on the field.
- The half time interval may be extended and shall be subject to agreement between match and team officials.

13.5. Time Off

At all times officials are to use the correct signals for Time-Off irrespective of the fact that time-off may not apply to the match they are officiating.

It is the responsibility of the time-keeper to administer the stopping and starting of the clock in such circumstances where time-off does apply.

There is no "time-off" in season competition matches for junior fixtures.

There is "time-off" during junior finals matches.

There is "time-off" in senior matches as follows

A Grade – Both Halves

Reserve Grade and U20 – 2nd half only

13.6. Postponing or Cancelling any scheduled match for emergency circumstances.

Local rules applying to junior and senior games as per RLGC Operations Policy Manual 7.3

The RLGC Manager (or nominee), in conjunction with the referee and team's management will make any decision on postponing or cancelling any scheduled match for emergency circumstances.

Emergency circumstances include:

- A natural disaster;
- A situation where the safety of players, match officials or others is at risk;
- Where scheduled transport for a team playing a match is delayed or cancelled;
- Any other circumstance deemed to be an emergency by the RLGC Manager.

After the commencement of a match, a referee may suspend play if in his/her view continuation of play would place the safety of players or others at risk.

If a match is delayed due to severe weather, a decision will be made by match officials in consultation with team management on the length of delay.

Where a match is in progress and is stopped due to an emergency, the following action is applicable:

- An emergency is considered a "time out" and as such a direction will be given by the referee as to the field position, possession and the number of tackles at the time of cessation of play
- Should the match recommence in a reasonable time, play will continue in terms of the "time out" call from the referee
- If the match cannot recommence, the circumstances shall be reported to the RLGC Manager
- Competition matches may only be deemed cancelled, delayed, postponed or abandoned by approval of the RLGC Manager

If the referee suspends play and the match is subsequently cancelled or abandoned there shall be no replay.

If half, or more than half the match has been completed, the score at the time of suspension of play will be the final result for the purpose of determining the competition points allocated.

If less than half of the match has been completed, the match shall be declared a draw and two (2) points awarded to each of the teams. For competition standing purposes, the score for the match will be recorded as 0-0.

If any team is unable to play a scheduled match due to extenuating prior circumstances and it cannot be replayed, and with the prior approval of the RLGC Manager, the match will be declared a draw and two (2) points awarded to each of the teams. For competition standing purposes, the score for the match will be recorded as 0-0.

Any fixture cancelled prior to kick-off due to circumstances beyond the control of the clubs involved; arrangements can be made by mutual agreement of both clubs and the consent of the RLGC Manager to play the game within a two (2) week period of the cancellation.

Matches that are suspended due to serious injury or other circumstance that encroach onto subsequent scheduled matches and are abandoned by the RLGC Manager, the result of the match shall be determined by applying the procedures outlined above.

14. DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, contact:

Name: GCRLRA Secretary
 Phone: As advertised on the GCRLRA website
 Email: secretary@gcrlra.com.au
 Web: www.gcrlra.com.au

Record of Changes

Issue No	Issue Date	Nature of Amendment
Draft	27/10/2016	Initial draft
Draft	01/12/2016	Open for Comment
V1.3	30/10/2017	Updates for 2018 season
V1.4	25/11/2017	Update Bullying, Harassment and Member Protection Policy section
V1.5	3/12/2017	Add new section RLGC Local Rules
V1.6	12/12/2017	Add new section Communications Gear Co-ordinator
V1.7	21/01/2018	Add new sections for training and finals appointments
V1.8	24/09/2018	Updates for 2019 Season and add Zero Tolerance Policy
V1.9	01/02/2020	Game Day Attire sect added and general updates for 2020 season

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