

Rugby WA Senior Grade  
Competitions 2024



**RUGBYWA**

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Date: 7th November 2022  
Revision: March 2024

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## Definitions

For the purposes of these Rules, the following definitions shall apply:

“Affiliated Union” means a body so named in, or admitted pursuant to, the Rugby Australia Constitution as being an affiliated union.

“Association” means an organisation that administers a group of clubs for the purposes of governance and regulatory requirements with respect to competitions, events, tournaments, and rugby programs.

“Clearance” means the requirement for a currently registered player wishing to register at another Club on the same registration type during the season.

“Codes, Policies and Procedures” means the codes, policies, and procedures of Rugby Australia

“Insurer” means the insurance provider of the Australian Rugby Insurance Plan.

“International Union” means a Rugby Union, Rugby Club, or other body based in a foreign nation and affiliated with the National Rugby Union of that nation.

“Competition” means any match played as part of either (i) a structured competition or series including a trial match, a friendly match, or representative match involving a Rugby Body; or (ii) a Sanctioned Event.

“Competition Manager” is the person deemed responsible by the Union for the day-to-day operational management of the competition, this is also referred to as the **SCC** Senior Competitions Coordinator.

“Event Organiser” means an organisation authorised to conduct Rugby Union programs, events, tournaments, and/or matches in Australia, pursuant to the Rugby Australia Event Sanctioning Guidelines,

“Judiciary” is the Sub Committee as appointed by the Union.

“Laws of the Game” mean the laws and regulations of Rugby as published by World Rugby, including any variations authorised by World Rugby or Rugby Australia.

“Member Union” means an Australian State or Territory union in membership of Rugby Australia.

“Participant” means a Player, match official, selector, coach, trainer, manager, team official, or an individual involved in the organisation, administration or promotion of Rugby including a director, officer or employee of a Rugby Body.

“Player” means a player of the game of Rugby.

“Registered” means a Player and/or non-playing Participant who has completed effective registration and paid all applicable fees and levies.

“Regulation(s)” means the Rugby Australia Registration Regulations, as amended from time to time.

“Rugby” means rugby union football.

“Rugby Australia” or “Rugby AU” means Rugby Australia Ltd.

“Rugby Body” means Rugby Australia, any Member Union or Affiliated Union of Rugby Australia, or any Rugby Union, Club or other body in membership with or affiliated with Rugby Australia, a Member Union or an Affiliated Union.

“Rugby Club” or “Club” means any club affiliated with a Member Union or an affiliated Rugby Body, that is a participant of the competition.

“Rugby Xplorer” means Rugby Australia’s online registration and competition management system.

“Rules” means the National Model Competition Rules and the Competition Rules of the Specific Union.

“Sanctioned Event” means an event, tournament, and/or matches conducted by an authorised Event Organiser that have received formal approval.

“Specific Union” is the governing body of the competition.

“WR” is World Rugby

## Preamble

These Rules set out the minimum standards and procedures that apply to Competitions conducted under the jurisdiction of Rugby Australia and its Member Unions.

This Competition, as with all competitions played under the auspices of RugbyWA, are community competitions. All participants in the Competition are to be made aware of the [WR Playing Charter](#); which include:

- a. [Principles of the Game](#)
- b. [Principles of the Laws](#)

All participants are to be made aware that by virtue of the acceptance of a team into this competition by the Match Organiser, RugbyWA, that their respective participants and any other person authorised to enter the playing enclosure, subjects themselves and agrees to be bound by the rules and the disciplinary processes of the competition.

# Laws of the Game

## LAWS OF THE GAME

All games will be played in terms of the [WR Laws of the Game](#), including any of the following variations:

1.1 [Under 19 Variations](#)

(a) [Rugby AU Under 19 Variations](#)

1.2 [Rugby AU Kids Pathway U6 to U12](#)

1.3 [10-a-side Variations](#)

1.4 [7-a-side Variations](#)

1.5 [Rugby AU Touch 7s Laws](#)

1.6 [Rugby AU Veteran Rugby Law](#)

1.7 [2024 Law Variation Trial in all Senior Rugby Grades:](#)

# Governance of the Competition

## **GOVERNANCE OF THE COMPETITION**

All matches in the Competition shall be played in accordance with the [WR Regulations of the Game](#) and Rugby Australia Regulations, Codes and Policies etc. (see section 4 below).

In addition, Rugby AU publishes '[Game Management Guidelines](#)' annually that have been prepared to assist Unions in the administration and playing of the game in domestic competitions within Australia.



## 1.0 Rugby AU Codes and Policies

The effective governance and administration of rugby requires adherence to a wide range of codes and policies around safety & welfare, integrity, inclusion, member protection & child safety and privacy etc. Therefore, all matches shall be played in accordance with all [Rugby AU Codes, Policies and Procedures](#):

### 1.1 [Safety & Welfare](#)

Rugby must be as safe, inclusive, and fair as possible. Rugby Australia has several policies and initiatives aimed at ensuring that rugby is safe to play and is enjoyable for all participants.

- a. Concussion Management;
- b. Serious Injuries;
- c. Welfare Initiatives;
- d. Player Dispensation;
- e. Match Day Safety; and
- f. First Aid medical.

### 1.2 [Child Safety](#)

Rugby Australia is committed to ensuring that rugby is a safe environment for children and young people. Information regarding the below can be found via the following link:

- a. Child Safe Framework and Guidelines;
- b. Reporting;
- c. Working with Children Checks.

[codes-and-policies: child-safety](#)

### 1.3 [Integrity](#)

Rugby Australia's Codes, Policies and Procedures have been developed to provide a safe, fair and inclusive sporting environment for all rugby participants in Australia.

This includes the following:

- a. Australian Rugby Disciplinary Rules - these have been developed to ensure a consistent approach to foul play, citing and judicial hearings.
- b. Anti-Doping Code - all participants are bound by the Anti-Doping Code and must be aware of the requirements.
- c. Supplement Policy.
- d. Code of Conduct – provides a set of standards that everyone involved in rugby is required to comply with to ensure that the image and integrity of the sport is protected. The Code also outlines the procedures for reporting, complaint handling and investigations of any alleged breaches.
- e. Medical Policy - provides information on the use of medications, medical procedures and measures to protect the health and welfare for semi-professional and professional players.
- f. Member Protection Policy – ensures that all Participants feel included and safe in rugby; and
- g. Anti-Corruption and Betting Policy – applies to all Participants and they need to be aware of its requirements.

#### 1.4 [Additional Comp Rules](#)

Additionally, the following documents are included as part of these Competition Rules:

- a. Inclusion Policy
- b. Safety and Participation Policy;
- c. Registration Regulations;
- d. Registration Terms and Conditions; and
- e. Smart Rugby Policy.

#### 1.5 [Reporting a Concern](#)

Any concerns that arise as a result of an alleged breach of any of the above provisions can be reported at [Reporting a Concern](#).

## 2.0 National Standard Competitions Rules

The National Standard Competitions Rules, as they appear herein, have been edited (where required) to reflect their application in the Rugby WA Competitions.

### 2.1 [Registration and Match Day – Rugby Xplorer](#)

- a. It is a mandatory requirement of Rugby Australia that all Players, Non-Playing Members and Match Officials are registered via Rugby Australia's [Rugby Xplorer System](#);
- b. It is a requirement of Rugby Australia that the Rugby Xplorer Competition Management System (CMS) is also used for all Sub Union Competition games, both Senior and Junior.

### 2.2 [Draw](#)

The competition will be conducted in accordance with a schedule of matches drawn up by RugbyWA prior to the start of the playing season and varied as necessary when required.

All games, wherever possible, in all competitions are to be played in an ascending order i.e. lowest to highest. Where this is not possible NO player who has started in a higher grade is permitted to participate i.e. start / reserve for a lower grade. In the event of games in the same round being played on different days e.g. rescheduled games due to wet weather, the selection of players must be the same as if all games in the same round were being played on the same day.

### 2.3 [Match Team lists, Scoring and Stats](#)

- a. It is the responsibility of both teams to act in terms of the following instructions:
  - i. All players and team officials (where required by the Competition) must be selected in their respective team list for the match;
  - ii. All details of point scorers are to be recorded.
  - iii. All players (both teams) who have either been temporarily suspended (yellow card) / sent from the field of play (red card) / have a suspected concussion (blue card) are to be recorded.
  - iv. All movements of players (outside of the above) for injury due to blood or tactical reasons are to be recorded (where required by the Competition)
  - v. The match day scoring, and stats can be entered by ONE team
  - vi. The referee is to confirm the result of the game by confirming on the Match Day App for both teams in the presence of both teams.
  - vii. All clubs must enter the team list scoring and stats of all games online via Match Day App by no later than noon on the first working day, usually Monday following completion of the game. NOTE: Competitions reserve the right to require this information earlier than this timeline.
- b. Information entered must include:
  - i. All players' details including substitutes;
  - ii. Team Officials' details (Coach, Manager and Ground Marshal)
  - iii. Result of the match;
  - iv. Point scorers;
  - v. Tries;
  - vi. Conversions;
  - vii. Penalties;
  - viii. Drop Goals;

- ix. Penalty tries;
- x. All players temporarily suspended (yellow card);
- xi. All players sent from the field of play (red card);
- xii. Players who have a suspected concussion (blue card).

c. Information entered may include:

- i. Player's movements for injury (blood or otherwise) or tactical reasons.

**PLEASE NOTE:** Clubs failing to follow the procedures are liable to receive penalties in relation to Competition points.

## 2.4 [Competition Points](#)

a. Where matches are awarded Competition points the following standard points shall be used:

- Points for a win – four points.
- Points for a draw- two points.
- Points for a loss – zero points.
- Points for a bye (where applicable)- zero points.

N.B. Unions may choose to amend the standard points based on the game format and/or structure of the Competition.

b. Bonus points may also be awarded as follows:

- Points for loss by seven points or less – one point.
- Points for scoring three tries or more than your opponent – one point.

c. Competition Points may also be deducted as determined and documented by the Union for the competition e.g. a player not added to the team list that played in a match.

## 2.5 [Ladder Positions \(for Competitions with Premierships\)](#)

(a) Positions in the ladder are determined on the ladder sorting options applicable for the Competition. In the event of two or more teams being equal on Competition points (total match points), for any position, the higher placed team will be determined on the ladder sorting options chosen, these include:

- i. Total Match Points (#1 option)
- ii. Points difference
- iii. Points for
- iv. Points against
- v. Matches won
- vi. Matches lost
- vii. Matches drawn
- viii. Bonus points (total)
- ix. Bonus points (+3T)
- x. Bonus points (-7P)
- xi. Total tries
- xii. Try difference
- xiii. Score ratio
- xiv. Points ratio
- xv. Match win ratio %

## 2.6 [Forfeits](#)

a. In senior rugby a forfeit in any higher grade will result in an automatic forfeit in the lower grade(s) in the same round.

b. A match forfeited by a Club will be regarded as having been won by the opposing Club on the day on which the match, would have been played. The match will be awarded as twenty-eight points to zero points victory to the non-forfeiting team with a 3+T bonus point (5 total match points).

An additional penalty for a forfeit may be imposed at the discretion of the RugbyWA Operations Manager and CEO limited to the loss of Competition points and a formal competition show cause notice.

Where both teams forfeit, no Competition Points will be awarded.

c. A Club that forfeits two (2) games in the same grade in the same season will be issued a Show Cause Notice for why its team should remain in that grade. Special consideration regarding sanctions may be made by Rugby WA if forfeits are recognised as unavoidable.

d. In the case of a Club withdrawing a team(s) from the Competition, match points (“for and against”) in all Matches of such team(s) shall not be counted, and any competition points shall be cancelled.

e. RugbyWA may impose further penalties on Clubs for withdrawing teams from the competition.

f. The team responsible for the cancellation of a match will be considered the team to forfeit the match. Allowance for a nil all draw may be considered by Rugby WA if forfeits are unavoidable. Clubs will need to demonstrate to Rugby WA that a forfeit was unavoidable. The expectation is that Premier grade is backfilled with players from 2nd grade and then 3<sup>rd</sup> grade with rule 2.6a still in effect. Therefore, it is unlikely that a premier grade team would qualify for a nil all draw unless 2nd and 3rd grade have also been forfeited. Matches cancelled by Rugby WA due to State Government recommendations or mandates will not incur any penalty.

g. There will be no refund of player registration fees from Rugby WA or Rugby Australia for players of a team withdrawing from a Competition.

## 2.7 [Postponed / Abandoned Matches](#)

a. If the venue of a match or matches is unavailable for any reason, it will be the responsibility of the "home" club to advise the Competition Manager immediately the ground is considered unplayable or doubtful of being playable.

1. RugbyWA, after consultation with the clubs involved, will direct how the abandoned match will be dealt with.

b. In the event of a match having to be abandoned for any reason beyond the control of match officials, the following procedure will apply:

1. Where a match has been abandoned during the first half the result will be declared a draw and no points for or against will be awarded.
2. Where a match has been abandoned during half time or during the second half the result will be the score at the time the match is abandoned.

c. In the event of a match having to be abandoned for any reason involving unacceptable behaviour on the part of players or any other persons, or any other similar reason, RugbyWA shall determine if any penalties will be imposed on the competing teams. It should be noted that any such action taken

under these rules shall not prevent (and may run in parallel with) other action that is deemed unnecessary under the Disciplinary Rules, Code of Conduct or other relevant WR or Rugby Australia regulations, codes, policies, or rules.

## 2.8 Playing Field

a. Clubs hosting matches played under these rules shall comply with the [RA Medical and First Aid Requirements](#)

b. With respect to medical requirements, both teams are responsible for ensuring that matches are not played if all the requirements relating to medical care are not in place. Reference should be made to the Rugby Australia Medical and Safety Recommendations for further information. This shall include compliance with any COVID-19 medical directives given by Rugby WA and State Government policy.

c. For all competition matches the host club shall be responsible for ensuring that the field of play is correctly marked in accordance with the WR Laws of the Game.

d. Goal Posts

1. All Goal posts within the playing enclosure must be padded.

e. Playing Enclosure

1. Entry to the playing enclosure must be restricted by a fence, barricade, or rope at a minimum of five metres, where practicable, from the playing area perimeter.
2. Persons authorised to enter the Playing Enclosure (“authorised persons”) are as follows:
  - Medically Qualified Persons/Sports Trainer – maximum two per team
  - The Teams
  - Referee
  - Assistant Referees (two)
  - 4<sup>th</sup> and 5<sup>th</sup> Official
  - Water carriers – maximum two per team (three allowed in 7s)
  - A maximum of 4 ball persons

3. All Authorised Persons permitted to enter the playing enclosure must have some distinguishing bib e.g. high vis vest.

f. Technical Zones - where Competition matches require technical zones, two will be provided within the playing enclosure on the same side of the pitch, on either side of the halfway line and outside the field of play.

1. Personnel permitted in the technical zone differs between the XVs and 7s game format.
  - XVs - Maximum of four persons are allowed in the technical zone. Each team is allowed two medically qualified persons and two water carriers.
  - 7s – maximum of ten persons allowed in the technical zone. Each team is allowed a coach, team manager, medical person and five reserve players. One additional person who is either a medical or a coaching member of the team and whose responsibility has previously been notified to the ground marshal.

2. Roles of personnel in the technical zones.

- The medical personnel may enter the field of play in accordance with the Laws of the Game at any time a player is injured.

- Water may only be taken on the field during stoppages in play for injuries in the playing area and when a try has been scored.
- The water carriers are not permitted in the playing area during penalty kicks at goal.
- The water carriers must always remain in the technical zone unless they enter the playing area to provide water or when ONE person enters to provide a kicking tee to the kicker for a penalty kick.
- The water carriers must keep the water bottles and carriers with them, and not left in an untidy state within the technical zone.
- Players may come to the touchline adjacent to the technical zone to receive water.
- Water bottles must not be thrown on the field of play.

### 3. Personnel outside the technical zone

- The replacement bench should be, wherever possible, be outside the playing area but within the playing enclosure. (except in the 7s game format).
- If replacements want to warm up and there is no area available outside the playing enclosure, they may warm up in the opposition in-goal area but must not use balls in their warmup.

### 2.9 [Restrictions for authorised persons](#)

a. A sports trainer is a person from each team who is responsible for immediately attending to a player who appears to be injured, and who provides water to the players.

b. Authorised persons do not include a coach or team manager with the following exceptions:

- Where the nominated coach or team manager is required to fulfil one of the listed roles in paragraph 5.8(e)2. No coaching or technical instruction can take place while fulfilling one of the listed roles.
- Where the nominated coach or team manager is part of a Kids Pathway U6-U9 match.

### 2.10 [Authorised Persons](#)

(a) Process

1. It is intended that the Club nominate persons to become “Authorised Persons”.

- No one other than the Authorised Persons shall be permitted in the playing enclosure during a match.
- Clubs seeking authorisation will do so as directed by the Union as part of the Union’s nomination process. The Union may decline to authorise a person at its absolute discretion.
- An Authorised Person (except Ball Persons) must satisfy the minimum accreditation requirements appropriate to their role.
- All Authorised Persons entering the playing enclosure must be registered on Rugby Xplorer – their details may be checked on Rugby Xplorer.
- The home team shall appoint a ground marshal who shall ensure that this requirement is complied with and the ground marshal shall report any breach to RugbyWA.
- Authorised Persons must conduct themselves in accordance with the relevant Code of Conduct for and, as part of the accreditation process, they will be required to sign an acknowledgement that they will adhere to the expected standards of conduct.

### 2.11 [Schedule of Penalties](#)

a. A first breach of any of the Competition Rule may include any or all the following:

1. Issue of a Show Cause Notice;
2. Warning;
3. Loss of Competition points;
4. Monetary Fine.

Further details regarding the competition rules breach notice are and process are outlined in the [WAC2 Club Guideline document](#).

b. A second or subsequent breach of the Competition Rules may include any or all the following:

1. Issue of a Show Cause Notice
  2. Loss of Competition point(s);
  3. Monetary Fine; and
  4. Expulsion from the Competition
- A Club that receives any of the above breaches constitutes a breach notice.
  - Rugby WA reserve the right to look at the breaches during the year together with the conduct of the club to issue additional penalties.
  - Breach notices will be issued via Rugby WA Operations Manager or as delegated by CEO. Breach notices will be issues to respective club presidents. It is the responsibility of club presidents to communicate with respective club executives.

#### 2.12 [Protests](#)

a. All protests must be made in writing and signed by either the club President or club Secretary;

b. Protests must be received by the Operations Manager by the close of business on the number of business day/s specified by RWA after the alleged breach of the Competition Rules;

c. All protests must specify the particular Competition Rule that has been allegedly breached;

d. All witness statements must be tendered on a signed statutory declaration form;

e. The decision on the protests shall be determined by the Operations Manager and such decision will be notified to the parties by no later than close of business on the number of business day/s specified by RWA after the alleged breach of the Competition Rules.

f. The Operations Manager shall determine if a club has breached the competition rules on the civil standard of proof (i.e. more likely than not). The Operations Manager will then recommend to the RWA CEO the penalties that should be imposed. The RWA CEO shall make the final determination in this regard.

g. If the club is not satisfied with this decision, it has the right to appeal to the Union Judicial Committee. Appeals from the decision of the RugbyWA must be received by the Operations Manager by no later than close of business on the number of business days specified by RWA after the decision of RugbyWA is advised to the relevant club. The Judicial Committee shall be entitled to consider whether a breach of the Rules has occurred and/or the appropriateness of the penalty and shall have the discretion to vary the decision if they see fit and impose any other penalty as set on in the Rules. The Judicial Committee has the sole discretion as to how it will deal with any appeal.

#### 2.13 [Extension of Time](#)

a. Notwithstanding any of the time limits stated in these Rules, the Operations Manager may in special circumstances exercise their sole discretion to allow reasonable extensions of time if considered to be in the interests of justice to do so.



2.14 Disqualified, unqualified or suspended person/s

a. It shall be the responsibility of each club to ensure that no disqualified, unqualified, or suspended person(s) take part in any match.

## 3.0 Law and Regulation Clarifications

### 3.1 [Law 3 - Number of Players – The Team](#) (number of replacement / substitutes players).

Rolling Replacements - World Rugby Law 3.34 is mandatory across all domestic rugby played in Australia:

- a. Unlimited rolling replacements applies to all rugby aged U19s and below.
- b. Rolling replacements, with a maximum of 8 movements applies to all senior rugby, except the lowest grade of any division/competition where the maximum number may, at the discretion of the local Union, be 12. Replacements due to blood injury, concussion, or injury due to foul play do not count in the designated number of movements. Please see the diagram under 8.0 Nominated Players and Number of Movements allowed for each grade for examples.

Law 3.27 i.e. Temporary Replacement – Head Injury Assessment (HIA), **DOES NOT APPLY AT ANY LEVEL.**

N.B. Unions may submit a request to the Law Advisory Group to play standard Law 3 (at any level of the game). Requests must be submitted on the Local Law Submission form.

### 3.2 [Uncontested Scrums](#)

a. It is recognised that on occasion and due to circumstances, such as unavailability of players starting the match, or that an injury or incident during a match may make contested scrums not possible. Therefore, the following Laws are applicable:

- i. Law 3.13 – 3.20 (inclusive)

N.B. Law 3.17 does not apply to those Competitions that do not nominate the number of players or nominate 15 players.

b. If circumstances determine that the match should have uncontested scrums, Member Unions may determine whether any penalties are to be imposed in relation to that match and may have regard to the penalties referred to in paragraph 2.11 above.

c. World Rugby Law 3.16 allows Rugby Australia to implement, at its discretion, a mechanism to discourage uncontested scrums by having a team play short of players if they cause uncontested scrums. Note. This is not applicable to Kids Pathway laws. Any Union or Affiliate planning to implement this Law must use the approved language set out below in their Competition Rules: There must be sufficient players to play in the front row to ensure that on the first occasion that a replacement hooker is required, and on the first occasion that a replacement prop forward is required, the team can continue to play safely with contested scrums. Should a team not be able to meet this obligation for any reason during a game, or should a team not have three suitably trained front row players to commence a game with contested scrums, then the team concerned must play with one player fewer than would otherwise be allowed.

If, subsequently, a qualified front rower becomes available so that scrums can be contested then that player will be allowed onto the field and the team may return to the appropriate complement of players. If neither team has suitably trained front row players to start a game with contested scrums, the above arrangements do not apply to the game, even if qualified front rowers subsequently become available.

### 3.3 [Regulation 4 – Player Status, Player Contracts and Player Movement](#)

#### a. International Clearance

i. The international Player Clearances Policy within Rugby is set out in WR Regulation 4.6.1 and provides:

1. A Player leaving their current Union to play in another Union shall not be registered or eligible to participate in competitions organised, recognised, or sanctioned by that new Union until they have an endorsed International Clearance.
2. Therefore, Players wishing to play within another International Union are required to complete the [Rugby Australia International Clearance Form](#).
3. For or Incoming International Clearances (i.e. Players arriving in Australia), please contact the Union you are currently registered with to understand their International Clearance process and obtain, complete and return their current application form.

#### b. Domestic Clearance

This relates to club-to-club player movements for currently registered players. It is a requirement for a currently registered player registering in the same season to another club for the same or different registration type. Restricted at XVs, 10s, 7s and Veterans registration types in competition rugby only. The player cannot register unless clearance approval is granted by their 'from' Club and Association.

## 4.0 Member Union Standard Requirements

### Role of the Union

4.1 Subject to 4.2 the Board has the power to make new rules and to add to, delete, amend or otherwise vary the rules at any time and in the manner and to the extent the Union may determine subject to the notification requirements under Rule 4.3.

4.2 Where 4.1 is exercised by the Board, the Board must specify the date (which may be retrospective) from which the changes so made will operate.

4.3 Changes made by the Board under this requirement must be notified to each club, in writing, within fourteen (14) days of the change.

4.4 These rules are reviewed annually. Once ratified by the Board a copy of these rules shall be sent to each club prior to the commencement of the competition each year.

4.5 At any time, the Board may, by written notice, delegate (or revoke a previous delegation) any of the responsibilities allocated to the Union under these rules.

## 5.0 Constitution and the Laws of the Game Rugby Union.

5.1 These rules must be read in conjunction with the Constitution and if there is any inconsistency between these rules and the Constitution then the Constitution will prevail.

5.2 These rules must be read in conjunction with the Laws of the Game Rugby Union and if there is any inconsistency between these rules and the Laws of the Game Rugby Union then these rules will prevail.

## 6.0 Communication with the Union

6.1 A notice, request, consent, approval, or communication to the Union under these rules (Notice) must be:

- a. in writing, in English and signed by a person duly authorised by the sender; and
- b. delivered either:
  - i. by hand to the Union's offices located at 203 Underwood Avenue, Floreat WA 6014; or
  - ii. by prepaid post to PO Box 146, Floreat WA 6014; or
  - iii. by scanning and emailing to the competitions coordinator as varied by any notification given by the Union.

6.2 A Notice takes effect when taken to be received and is taken to be received:

- a. if hand delivered, on delivery;
- b. if sent by mail, within five (5) business days from date of posting;
- c. if sent by email, when received within business operating hours.

If the delivery, receipt, or transmission is not on a business day or is after 5.00pm on a business day, the notice is taken to be received at 9.00am on the next business day.

6.3 In all cases the onus will be on the club, player, or their authorised representative to prove that the notice was received by the Union.

## 7.0 Metro Club Championship

7.1 The record of a team in the 2024 Competition (not including the finals series) is to be calculated and compiled by aggregation of all the competition points that team obtains in all competition matches in which it takes part.

7.2 At the conclusion of each match, points will be awarded by the Union as follows:

- a. four (4) points to the winning team.
- b. two (2) points to each team in a match that is drawn;
- c. one (1) point to a team which loses the match by seven (7) points or less.
- d. one (1) point to any winning team which scores three (3) tries or more than the opposition in the match. (i.e., Team A – 6 tries vs Team B – 3 tries then difference of 3 tries or more).
- f. five (5) points (with a deemed score of twenty-eight (28) points to zero (0)) to a team whose opponent has forfeited the match.
- g. five (5) points to a team with a bye fixture (except in the case of a competition General Bye), (with a deemed score of twenty-eight (28) points to zero (0)).

7.3 The relative positions of teams in the regular season rounds for each competition will be determined by the number of total points awarded to each team. If:

- a. two (2) or more teams in any grade have the same number of points at the end of the regular season rounds, the team with the greater difference between points scored for and against will be allotted the higher position; or
- b. the difference in points for and against a team are also equal then the team with the highest total of points for will be allotted the higher position; or
- c. if neither of the criteria under 10.3 a. or 10.3 b. can be met to determine the respective positions of two (2) or more teams their relative positions will be determined by the drawing of lots by the Union with the first drawn team being allotted the higher position.

7.4 There is one Metropolitan Club Championship, and the winner shall be determined as the club with the greatest number of club championship points earned across all its' teams in all grades.

*Such points being calculated for this purpose by reference to the following table:*

<b>GRADE</b>	<b>Competition Points Factor</b>
Premier Grade	x by 8
Reserve Grade	x by 6
Third Grade	x by 4
Championship Grade	x by 3
Colts	x by 5
Women's	x by 5

## 8.0 Nominated Players and Number of Movements allowed for each grade

- Summary of Player Numbers, Minimum numbers, Squad numbers, Replacement numbers:

Grade	Player No's	Minimum No's	Squad No's	'Match' Numbers	Time Per Half	Replacement Numbers	Uncontested Scums	Injury Time	Laws
<b>Premier</b>	15	10	23	No	40	8 – Tactical	Can't Start uncontested	Yes	World Rugby
<b>Reserve</b>	15	10	23	No	35	8 – Rolling	Can't Start uncontested	No	World Rugby
<b>3<sup>rd</sup> Grade</b>	15	10	23	No	30	12 – Rolling	Coach/Ref	No	World Rugby
<b>Championship</b>	15	10	23	No	35	8 – Rolling	Can't Start uncontested	No	World Rugby
<b>Community</b>	15	10	23	Yes	30	12 – Rolling	Coach/Ref	No	World Rugby
<b>Colt's</b>	15	10	23	Yes	35	12 – Rolling	Coach/Ref	No	World Rugby
<b>Women's</b>	15	10	23	Yes	35	12 – Rolling	Coach/Ref	No	World Rugby
<b>Any Other</b>	15	10	23	Yes	30	12 – Rolling	Coach/Ref	No	World Rugby

## 9.0 Clearances

9.1 No player or coach, once he or she is registered to a club for the purposes of the 2024 Competition, shall be permitted to participate in any competition matches for any other club unless, and until, he or she is duly cleared to their new club.

9.2 No application for permission to move between metropolitan clubs within WA, shall be granted after the season has reached the halfway stage of the Senior Metropolitan Competition.

9.3 If RWA is satisfied (on reasonable grounds) that a player or coach of club that is seeking a registration and or transfer pursuant to this rule, knowingly provided false or misleading information or documentation, then the Operations Manager shall have the power to suspend that person or that club from participating in the 2024 Competition for such period and on such terms as the Operations Manager may (in his/her absolute discretion) determine to be appropriate.

## 10.0 Right of Appeal against Union's Decision

In any case where matters for the decision of the Union under these rules have been delegated by the Board to the discretion of a sub-committee or other person, there will be a right of appeal within fourteen (14) days of the decision appealed against. The board of RWA will determine the make-up of the appeal committee to hear such cases.

## 11.0 Specific Union Requirements

### The Union:

- a. will determine the number, structure and timing of competitions and matches to be conducted in a particular season; and
- b. may cancel, postpone, or otherwise vary the number, structure and timing of any competition or any matches; and
- c. will release a fee schedule per participant for participation in any competition on an annual basis.

11.2 Clubs will be requested to give notice to the Union advising the Union of their club's preliminary intentions relative to the number of teams to be entered in the next season's competitions and this information will be used by the Union as the basis for planning the next season.

11.3 The details of competitions planned for any year will be advised to all clubs by the end of January in any year.

11.4 Clubs must give notice to the Union confirming the number of teams in all competitions which that club will enter in the forthcoming season by the date nominated by the Union.

11.5 Clubs must provide full details of all teams coaching staff including their contact details and details of their coaching or other relevant accreditations and/or certificates by the date nominated by the Union, approximately 2 weeks prior to the start of the season. If a team only has one coach, then, for the purposes of these rules, that coach will be the Head Coach of that team.

11.6 Any club that is in debt from a previous season cannot play in any future competitions until all debt has been cleared.

11.7 The Union will provide an online registration portal for individual players in accordance with the Rugby AU Registration Regulations. Each club must pay all individual player fees, registered by the club, and not paid by players on the dates specified in the invoices issued by the Union.

11.8 The Union has the right to allocate the teams nominated by the clubs to such competitions and such grades as the Union and the RugbyWA Board decides, in conjunction with advice from the Community Rugby Advisory Committee (CRAC), for any season.

11.9 The Union will provide competition variation rules for the Women's (RWA19 – Variations to Women's Rugby Matches) and Colts (U21's) (RWA20 – Variations to Colts (U21s) Rugby Matches) competitions. The purpose of these variations is to facilitate as many matches as possible being played within these competitions.

## 12.0 Match Day Rules and Procedures

12.1 The conduct of all matches in any RWA Competition will be governed by Rugby AU's applicable Game Management Guidelines.

12.2 Details of the rules for regular season competition matches, by which all clubs, teams, players, and participants must abide by, are in *RWA2 - Match Day Rules* and *RWA4 – Match Day Set-Up Procedures* which cover:

- Match duration
- Replacements and rolling substitutions.
- First aid procedures
- Front row player requirements
- Water attendants
- Front row players
- Night games
- Player uniforms
- Game Abandonment
- Uncontested scrums
- Club championships
- Minimum player numbers
- Ground Marshall role
- Ground set-up & match day requirements

12.3 Where cup competitions exist (currently the Rugby WA Cup is competed for by Premier Grade teams), refer to *RWA10 – RugbyWA Cup(s) & Cup Holder Responsibilities* for the procedure under which they are to be conducted.

12.4 Match and results: Refer *RWA11 – Match Results Procedure*.

12.5 Where a player or team is suspended, disqualified or unqualified, due to a suspension, they shall be ineligible to play in any match.

12.6 Any club which plays an ineligible player or team shall be deemed to have forfeited the match in question and shall be liable to suspension, disqualification or such other penalty as the Operations Manager may decide.

12.7 Ineligible and/or suspended players or participants are NOT permitted within the boundaries of the field of play.

12.8 For the purposes of this RULE 12, an ineligible player shall include a player suspended or disqualified from any other sanctioned competition and / or any other Union and/or from any other code of sport, unless deemed otherwise by the Union.

12.9 Any club which forfeits two (2) Premier Grade competitions games (Premiership, Reserves and 3rd Grade) during the season will be issued with a *Show Cause Notice*.

12.10 Any club which forfeits two (2) games in the same grade in the same season will be issued with a Show Cause Notice for why its team should remain in that grade. This clause is applicable to the Colts, Women's and Community grade competitions.



## 13.0 Allocation of grounds

13.1 Matches will be played on such grounds as may be directed by the Union.

13.2 The ground designated for any match may be changed only if both participating clubs agree and the Union is given notice of that change no later than forty-eight (48) hours before the time for the commencement of that match.

13.3 The fitness of the ground for the purposes of the match designated to be played is the responsibility of the match referee to decide. The referee will decide whether the ground is fit for play after their inspection of the field, and if a ground is designated as unfit:

13.4 Notice of the decision of the referee will be provided to the Union by the referee/WARURA within twenty-four (24) hours; and

13.5 If weather or other conditions (not covered by forfeit provisions) require a scheduled match or matches to be postponed, then these matches will be declared a draw with each club receiving two (2) competition points. No points will be awarded for 'for/against' totals. See RWA3 – Hot and Adverse Weather Procedure.

13.6 The playing field is to be marked in accordance with the Laws of the Game Rugby Union; also refer to RWA4 – Match Day Set-Up Procedure.

## 14.0 Match Officials

14.1 Referees will be appointed for all matches by the WARURA and RWA in accordance with *RWA12 – Match Official Appointments Procedure* and covers:

- Minimum referee accreditation & registration
- Non-appointment
- Non-arrival
- Late arrival
- Injury or illness

14.2 No Replacement: If there is no suitable replacement available, the match must be abandoned, and a nil-all draw will be recorded for the game.

14.3 Assistant Referees: wherever possible, assistant referees will be appointed by the WARURA to Premier grade games. Where assistant referees are not appointed, to any game, the two (2) clubs participating in that match **MUST** appoint one (1) assistant referee each.

## 15.0 Conduct of Finals Series

15.1 At the conclusion of all regular season home and away matches the competition will be decided by the playing of finals series matches between such teams and in such a manner as shall be directed by RugbyWA.

15.2 No team from any club which is financially indebted to the Union for any reason will be eligible to participate in any match in a final's series.

15.3 No player or official who is financially indebted to the Union for any reason will be eligible to participate in any capacity in any final's series.

15.4 The WARURA will notify the Union of the names of all referees appointed to officiate in all matches conducted by the Union in any final's series.

15.5 All finals series matches will be conducted at such times and at such venues as shall be determined by RugbyWA.

15.6 Rules for finals series matches are available in RWA17 – Finals Series Matches.

### **Impact of COVID-19**

19.7 A finals series will not occur unless at least one full round of fixtures has been completed with each team playing all other teams in the competition prior.

19.8 Should finals not be playable due to COVID-19 restrictions, the premiership shall be awarded to the leading team on the ladder if 19.7 has been satisfied and a full round of fixtures has been completed. This shall be based on the first round of fixtures only, before any split has occurred.

19.9 In the instance where a full round of fixtures is not playable, the season shall be made forfeit with no premiership awarded for the year.

## 16.0 Qualification to Play in the Finals Series

16.1 For the purposes of RULE 16 and establishing player eligibility to compete in Finals matches refer to RWA18 - Finals Eligibility & Dispensation Policy.

In Summary:

- a. a player will be deemed to have played in a match in any particular grade if, during that match, they have taken to the field of play, with the intention of playing.
- b. a player who plays in more than one (1) grade during the same weekend will be deemed to have played in the highest of those grades of which s/he was a 'run-on-player' and only one (1) match per weekend will qualify for eligibility under RULE 29.

16.2 Dispensations for finals – refer to RWA18 – Finals Eligibility & Dispensation Policy

## 17.0 Representative teams

17.1 All clubs must make their players available for selection in any state representative team selected by the Union.

17.2 All players selected in a state team squad, under the auspices of the Union, will be ineligible to represent their club in any match, within five (5) days before any match played by a state representative team selected from that state team squad unless specifically notified to the contrary, in writing, by the Union.

17.3 Players that are financially indebted to their club or the Union are ineligible for selection in a state team squad.

17.4 Any player who is selected in a state team squad and as such misses a round(s) for their club during the regular season, will be granted these missed round(s) towards their final's eligibility.

# Appendix

## RWA 2 Match Day Rules

Lead Area:	Operations and Competitions
Lead Procedure Title:	MATCH DAY RULES
Procedure Reference No:	RWA2
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- These are the rules for regular season competition matches and for determining the winner of the Club Championship

#### STEP BY STEP PROCESS

The Match Day Rules are as follows:

Step	Description of action	Responsible
1	All competition matches shall be conducted in accordance with a schedule of matches as drawn up by the Senior Competition Coordinator (SCC). That schedule shall direct the start time and the playing venue for all competition matches and shall indicate who is the 'home' team and who is the 'visiting/away' team.	SCC
2	A team that is not able to start a match within five (5) minutes of the appointed time shall forfeit the match unless the referee is satisfied there were reasonable grounds for the failure or delay. Every effort should be made to play the game.	Referee SCC
3	<b>DURATION:</b> Every competition match shall be played in two halves with an interval not exceeding five minutes between each half. Subject to Step 4 the duration of each half shall be: <ol style="list-style-type: none"> <li>1. Premiership Premier grade: 40 minutes plus injury time</li> <li>2. Premiership Reserve grade: 35 minutes &amp; no injury time</li> <li>3. Premiership 3<sup>rd</sup> grade: 30 minutes &amp; no injury time</li> <li>4. Colts grade: 35 minutes &amp; no injury time</li> <li>5. Championship Grade: 35 minutes &amp; no injury time</li> <li>6. Community grade: 30 minutes &amp; no injury time</li> <li>7. Women's: 35 minutes &amp; no injury time</li> <li>8. Any other competitions: 30 minutes &amp; no injury time</li> </ol>	SCC
4	Where a match is scheduled to be followed, on the same pitch, by a match of a <b>higher</b> grade, the earlier match must be brought to an end at least five (5) minutes prior to the time appointed for the start of the next match. The grades as listed above are in sequential order. Highest grade is Premiership Premier Grade.	Ground Marshall Referee SCC
5	<b>ALL</b> player movements to and from the playing area should only be enacted when the ball is dead AND with the permission of the match officials. [The ball is NOT dead during penalty and free kick activity].	Match Officials Team Managers

6	<p><b>SUBSTITUTIONS</b> are allowed as follows:</p> <ol style="list-style-type: none"> <li>1. Premiership Premier Grade - max. 8 tactical substitutions allowed</li> <li>2. Premiership Reserve grade - max. 8 rolling substitutions allowed</li> <li>3. Premiership 3<sup>rd</sup> grade - max. 12 rolling substitutions allowed</li> <li>4. Colts - max. 12 rolling substitutions allowed</li> <li>5. Championship Grade: - max. 8 rolling substitutions allowed</li> <li>6. Community Grade - max. 12 rolling substitutions allowed</li> <li>7. Women's - max. 12 rolling substitutions allowed</li> <li>8. Any other competitions -max. 12 rolling substitutions allowed</li> </ol>	Match Officials Team Managers
7	<p><b>FIRST AID:</b> Up to (but not more than two) Medical Attendants per team may enter the playing area to attend to injured players as and when required and without the permission of any match official, even whilst the game is in progress, provided that they do not impede the conduct of the game. Medical attendants must wear clothing which is distinctive of their role which is clearly different from the uniform of the team they are attending.</p>	First Aid Personnel Team Managers
8	<p>Clubs must provide adequate first aid support for their teams at all playing venues. Stretchers and a neck collar must be provided by the home or hosting team and be readily accessible to the playing area, preferably on the sideline. Clear access to and from the playing field must be provided for emergency vehicles at all venues.</p>	Club Committee Ground Marshal
9	<p><b>WATER ATTENDANTS:</b> An adequate supply of fluid should be made available to players during a match, for appropriate levels of hydration to be maintained. Thus the following will apply:</p> <ol style="list-style-type: none"> <li>1. Up to two water attendants per team are permitted to enter the field of play;</li> <li>2. Water attendants may only enter the field of play during a bona fide stoppage (i.e. stoppage for injury or when a try is scored);</li> <li>3. Water attendants may not enter the field of play during an attempt at penalty goal</li> <li>4. Water attendants must wear distinctive clothing (which must be clearly different from the uniform of the team they are attending) and must be at least 14 years of age.</li> <li>5. Players are permitted to come to the sideline for re-hydration at any time during a match but must not leave the field of play.</li> </ol>	Water Attendants Team Managers

10	<p><b>FRONT ROW PLAYERS/UNCONTESTED SCRUMS:</b> All senior teams are required to provide suitably trained and experienced players for the front row when nominating different numbers of players.</p> <ul style="list-style-type: none"> <li>• In Premier and Reserve grade competitions, at the time scheduled for the start of a match: <ul style="list-style-type: none"> <li>- If neither team is able to field a suitably qualified front row of players, the match will not proceed and the outcome of the match will be recorded as a nil-all draw;</li> <li>- If one team is unable to field a suitably qualified front row of players the match will be deemed to have been forfeited by the team which is unable to field a suitably qualified front row of players and the applicable rule for dealing with forfeited matches will apply.</li> </ul> </li> <li>• When 23 players are nominated in a team there must be sufficient front row players to play at hooker, tight-head prop and loose-head prop who are suitably trained and experienced to ensure that on the first occasion that a replacement in each front row position is required, the team can continue to play safely with contested scrums.</li> <li>• Should a team not be able to meet this obligation for any reason during a game, or should a team not have three suitably trained front row players to commence a game with contested scrums, then the team concerned must play with one player fewer than would otherwise be allowed.</li> <li>• It is the responsibility of the team management and the club to ensure that the referee is notified immediately that a team will not be able to field a properly qualified front row of players prior to or during the conduct of any match. <b><i>Where this information is known beforehand the opposition club and RWA should also be notified.</i></b></li> <li>• If, subsequently, a qualified front rower becomes available so that scrums can be contested then that player will be allowed onto the field and the team may return to the appropriate complement of players.</li> <li>• If neither team has suitably trained front row players to start a game with contested scrums, the above arrangements do not apply to the game, even if qualified front rowers subsequently become available.</li> </ul>	Match Officials Team Managers
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11	<p><b>NIGHT GAMES:</b> At the direction of RWA or with the agreement of the participating clubs, referees and RWA, games may be scheduled to be played at night, under lights, under the following conditions:</p> <ol style="list-style-type: none"> <li>1. The standard of lighting conforms with the approved Australian standard for football codes, namely AS2560.2.3-2007.</li> <li>2. A player who is in the starting XV in a night match will not be eligible to play (as a starting player) in lower grade matches that are conducted during daylight hours within the same round of fixtures, whether those matches are played on a day preceding or following that on which the night match has been played. However, such a player may be used as a replacement or substitute player in such matches.</li> </ol>	SCC
12	<p><b>PLAYER UNIFORMS:</b></p> <p>A: Every player taking part in a competition match shall wear the jersey, shorts and socks that have been approved by the SCC for use by the team or teams of that player's club and shall wear on the back of their jersey a distinguishing number. Such distinguishing numbers shall be a minimum length of 150mm and of such colour as to be easily discernible at a reasonable distance. Furthermore:</p> <ol style="list-style-type: none"> <li>1. No two or more players in a team shall wear the same numbered jersey; and</li> <li>2. The distinguishing number worn by a player must correspond with the information supplied by the club, submitted at the conclusion of that match.</li> </ol> <p>B: A player does not commit an offence against step 12A by reason only of replacing a jersey damaged during the course of play with a jersey bearing an alternative number, provided that the alternative number is not worn by any other player of his side.</p>	SCC Players Team Managers Match Officials
13	<p><b>GAME ABANDONMENT:</b></p> <ol style="list-style-type: none"> <li>1. A Referee can call 'no side' as a result of: <ul style="list-style-type: none"> <li>• Serious injury</li> <li>• Safety concerns</li> <li>• Severe weather conditions</li> <li>• Player/official/spectator behaviour</li> </ul> </li> <li>2. Should 'no side' be called prior to the half-time break, the result of the fixture will be recorded as a nil-all draw.</li> <li>3. Should 'no side' be called during or after the half-time break but prior to the end of the match, the score at the time of 'no side' being called will stand as the final score.</li> </ol>	Referee Team Managers SCC



14	<b>COMPETITION POINTS:</b> Refer Rule 2.4 RugbyWA Senior Grades Competition Rules 2024.	SCC
15	<b>CLUB CHAMPIONSHIP POINTS:</b> Refer Rule 7.0 RugbyWA Senior Grades Competition Rules 2024.	SCC

## OTHER INFORMATION

### Exceptions to Replacement Policy:

A	<p><b>Substitution – Blood</b></p> <ol style="list-style-type: none"> <li>1. If a player has a blood injury and is temporarily replaced by another player, that does NOT count as a substitution</li> <li>2. If the blood player returns to the field of play within fifteen (15) minutes actual time and the temporary replacement leave the field that does NOT count as a substitution.</li> <li>3. If the blood player does not return to the field of play within the permitted time, the replacement becomes permanent and that IS a substitution. The blood player is considered injured and cannot take any further part in that particular game, and/or any subsequent games.</li> <li>4. Should a team use up its' maximum number of substitutions while one of their players has been temporarily replaced for blood, and the blood player cannot return to the field within the permitted time, the temporary replacement will be required to leave the field at the conclusion of the permitted time i.e. the team plays one player short.</li> </ol>	Referee Match Officials Team Managers
B	<p><b>Temporary Suspension: Yellow card (YC)</b></p> <ol style="list-style-type: none"> <li>1. When a player is temporarily suspended (YC) and leaves the field of play this is NOT a substitution.</li> </ol>	Referee Match Officials Team Managers
C	<p><b>Temporary Suspension: Yellow card for Front Row Player</b></p> <ol style="list-style-type: none"> <li>1. When a scrum is ordered during the temporary suspension of a front-row player (Player A), and as a result a player (Player B) is required to leave the field to allow another front-row player (Player C) to come on, this does NOT count as a substitution.</li> <li>2. At the end of the period of temporary suspension, Player A resumes and Player C leaves the field of play that does NOT count as a substitution. Player B returning to the field of play is also NOT a substitution. If, however, the team opts to leave Player C on at the end of the temporary suspension period instead of Player A returning, that IS a substitution.</li> <li>3. Player B returning to the field of play to substitute another player during the period of temporary suspension IS a substitution.</li> </ol>	Referee Match Officials Team Managers
D	<p><b>Send Off – Red card (RC)</b></p> <ol style="list-style-type: none"> <li>1. When a player is sent from the field of play (RC) this is NOT a substitution</li> </ol>	Referee Match Officials Team Managers
E	<p><b>Send Off – Red card – Front Row Player</b></p> <ol style="list-style-type: none"> <li>1. When a scrum is ordered after the sending off of a front-row player (Player A), and as a result a player (Player B) is required to leave the field to allow another front-row player (Player C) to come on, this does NOT count as a substitution.</li> <li>2. Player B returning to the field of play to substitute another player IS a substitution.</li> </ol>	Referee Match Officials Team Managers
F	Any player substituted due to <b>injury</b> (except temporarily for blood) may not for any reason return to that match or any subsequent matches played on that day. At matches where there is no match doctor available, the referee remains responsible for establishing if a player is leaving the field of play due to being so injured that it would be unwise for him/her to continue playing.	Referee Match Officials Team Managers

G	Where any player receives a <b>Blue Card</b> a tactically replaced player may return to play to replace the player who has been shown a Blue Card. This does <b>NOT</b> count as a substitution.	Referee Match Officials Team Managers
H	After the maximum number of substitutions has been made, no other substitutions will be allowed for any reason, <b>except for an injury to a front-row player and/or where a Blue Card has been issued.</b> Where a suitably trained front-row replacement is available to ensure the game can continue with contested scrums, in this situation, an additional substitution may be made.	Referee Match Officials Team Managers
I	Any substitute who takes the field of play immediately following the awarding of a penalty kick to his team or after a try has been scored, shall not be permitted to kick at goal until after the relevant kick has been taken.	Referee
J	It shall be for the team managers to accurately record the replacements used for their team during a match.	Team Manager
K	<b>A MAXIMUM OF 23 PLAYERS CAN BE USED IN ANY GRADE.</b>	Team Manager

## RWA 3 Hot & Adverse Weather Procedure

Lead Area:	Operations and Competitions
Lead Procedure Title:	<b>HOT &amp; ADVERSE WEATHER PROCEDURE</b>
Procedure Reference No:	<b>RWA3</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### APPLICATION OF THIS PROCEDURE

- The purpose of this policy is to ensure safe and effective conduct of Rugby related events during periods of high temperature and other adverse weather conditions e.g. lightning.
- This procedure is to be followed by all RugbyWA affiliated clubs, teams participating in RugbyWA sanctioned events (such as 7s, 10s, 15s, Tournaments and Gala Days) and Age grade representative teams.

### STEP BY STEP PROCESS

- Procedure for dealing with Hot Weather and other Adverse Weather conditions for play:

Step	Description of action	Responsible
1.	All temperature information should be gathered from the Bureau of Meteorology found on their website at:  <a href="http://www.bom.gov.au/wa/observations/perth.shtml">http://www.bom.gov.au/wa/observations/perth.shtml</a>	Union Hosting Club Referee Team Manager Team Coach
2.	<b>HOT WEATHER:</b> Where the temperature at the closest Bureau of Meteorology weather station exceeds 36 degrees Celsius and 30% relative humidity at the time scheduled for a match or training session the event is to be cancelled/postponed.  In conditions where the temperature is in the range of 34 to 36 degrees Celsius, a risk analysis is to be conducted by key stakeholders on the decision whether to proceed with the match, training, or event with the following options as a minimum to be considered: a. Delay event until the temperature is below 34 degrees Celsius. b. Abandon/postpone the event until another date. c. Vary the conduct of the event to include risk mitigation actions that include (but are not limited to); <ul style="list-style-type: none"> <li>• Regular timed drinks or heat breaks (minimum duration of these breaks should 2 minutes at each time they are conducted),</li> <li>• Use of shaded areas,</li> <li>• Iced towels for players at breaks,</li> <li>• Modification of the substitution rules (rolling substitutions).</li> </ul> Any event actions and strategies that are undertaken to enable an activity in this heat level are to focus on the wellbeing of the individual players as a priority over	Union Hosting Club Referee Team Manager Team Coach
3.	Where the temperature at the closest Bureau of Meteorology weather station is between 30 – 35 degrees Celsius on a day scheduled for a match or training session, the match will commence with no more than two halves of 30 minutes including injury time and there will be water breaks after approximately 15 minutes in each half. The training session will consist of no more than 60 minutes of activity with water breaks at least every 15 minutes.	Union Hosting Club Referee Team Manager Team Coach

4.	In any circumstance where the event is continuing when the heat level is at the extreme ranges detailed above, the Event Officials (Referee, Coaches and staff) are to ensure that there is close monitoring and individual assessment of all players. Any player demonstrating signs or symptoms of heat stress should be removed immediately from training or playing.	Union Hosting Club Referee Team Manager Team Coach
5.	In the event that the referee or event officials at any time feel uncomfortable with the match proceeding due to the temperature they may call a break in play, postpone, where possible, or abandon.	Union Hosting Club Referee Team Manager Team Coach
6.	<b>LIGHTNING:</b> Where live data is available from local Bureau of Meteorology, this data should be used to assist in the decision to allow a match to commence, continue or be abandoned where there is a threat of a lightning strike.	Union Hosting Club Referee Team Manager Team Coach
7.	World Rugby Lightning Safety Guidelines are found at:  <a href="http://www.rugbyau.com/about/codes-and-policies/all-codes-and-policies">http://www.rugbyau.com/about/codes-and-policies/all-codes-and-policies</a>	Union Hosting Club Referee Team Manager Team Coach
8.	Where live data from local Bureau of Meteorology is not available, the 30/30 rule should be used to ensure participant and spectator safety: <ul style="list-style-type: none"> <li>• Shelter should be sought when there is 30 seconds or less between the flash and the associated thunder clap.</li> <li>• It should only be considered safe to return to the field of play a minimum of 30 minutes after the final flash of lightning or clap of thunder has been seen/heard.</li> </ul>	Union Hosting Club Referee Team Manager Team Coach

#### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Current RWA Competition Rules
- Rugby AU Heat Guidelines
- World Rugby Lightning Safety Guidelines

## RWA 4 Match Day Set-Up Procedure

Lead Area:	Operations and Competitions
Lead Procedure Title:	<b>MATCH DAY SET-UP PROCEDURE</b>
Procedure Reference No:	<b>RWA4</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- This procedure is to be implemented and followed by clubs for each match to be played.
- **Each Club must appoint a Ground Marshall for competition matches played.**
- The responsibilities of the **Home** Ground Marshall shall include welcoming all referees and other officials to the venue, assisting the officials in their preparation, ensuring that the ground(s) is/are properly roped off and marked, organising and supervising crowd control and approaching and admonishing abusive spectators from their respective clubs.
- The responsibilities of the **Away** Ground Marshall shall include liaising with the Home Ground Marshall in organising and supervising crowd control and approaching and admonishing abusive spectators from their respective clubs.

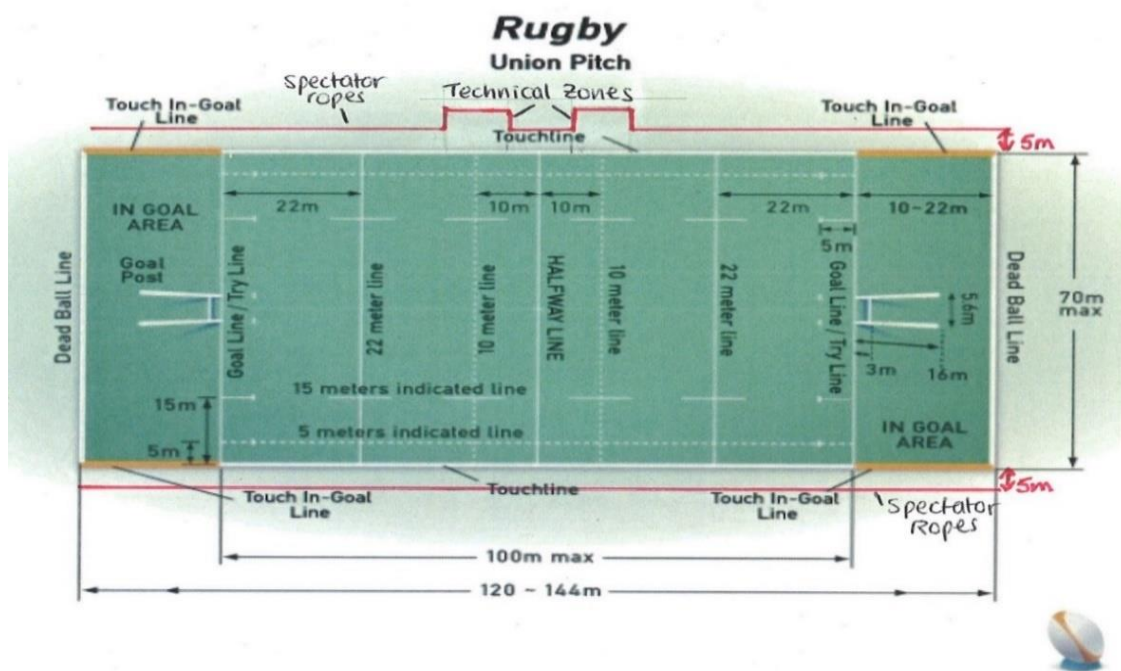
### STEP BY STEP PROCESS

- The Match Day procedure is as follows:

Step	Description of action	Responsible
1	Appoint a Ground Marshall from each club, for each match, home or away.	Club
2	Ensure that the identity of the Home Ground Marshall is known to all referees prior to the commencement of each match.	Home Ground Marshall Club
3	Ensure that the ground is marked correctly in accordance with the Laws of the Game Rugby Union.	Home Ground Marshall Club
4	Ensure the ground is set up correctly in accordance with the Laws of the Game Rugby Union including field markings, flags and corner posts.	Home Ground Marshall Club
5	Ensure facilities are provided for the accurate and legible display of scores during the match on the Number 1 field (minimum). Clubs are encouraged to provide additional scoreboards for all/any other fields in use.	Home Ground Marshall Club
6	Ensure that any scoreboard is constantly maintained to reflect the current score during each match.	Home Ground Marshall Club
7	Ensure three (3) match balls are available for a match, all of which must comply with the specifications and requirements set down in the Laws of the Game Rugby Union.	Home Ground Marshall Club
8	Provide First Aid facilities and equipment to the extent required to comply with any player safety directives issued from time to time by Rugby AU and notified to the club by the Union.	Home Ground Marshall Club

9	Ensure ropes are placed around the playing enclosure, no less than 5 metres from the touch line where practicable, with both touch lines so roped, unless dispensation is granted by the SCM.	Home Ground Marshall Club
10	Ensure two (2) technical zones are marked on one side of the playing field, set back 5m from the 10m line either side of the halfway line and shall be at least 15m in length towards the 22m lines of the playing field. Each team's coaching staff, first aiders and water carriers are to remain within these technical zones whilst their game is being played. The reserves are sat outside and next to the technical zone. Adequate seating arrangements should be available in each technical zone to ensure all replacement players can be seated during any match. (Refer to diagram)	Home Ground Marshall Club
11	Clubs should provide adequate first aid support for their teams at all playing venues. Stretchers and a neck collar must be provided by the home or hosting team and be readily accessible to the playing area, preferably on the sideline.	Home Ground Marshall Club First Aid Attendants
12	Ensure clear access to and from the playing area is provided for emergency vehicles at all playing venues	Home Ground Marshall Club

### OTHER INFORMATION



### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Current RWA Competition Rules

## RWA 5 Team Forfeit Procedure

Lead Area:	Operations and Competitions
Lead Procedure Title:	<b>TEAM FORFEIT PROCEDURE</b>
Procedure Reference No:	<b>RWA5</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### APPLICATION OF THIS PROCEDURE

- This procedure is to be followed if a team has no other option but to forfeit a scheduled match.
- This procedure is aimed at dealing with the process and consequences of a forfeit.

### STEP BY STEP PROCESS

- The procedure for and consequences of forfeiting a match are as follows:

Step	Description of action	Responsible
1.	Players or team managers who become aware of insufficient players to field a team (minimum ten (10)) are to inform their Club President no later than Thursday prior to the scheduled match.	Players Team Managers
2.	By 10am on the Friday prior to the match, the Club President must have telephoned: <ul style="list-style-type: none"> <li>a) The opposition Club President and;</li> <li>b) Senior Competitions Coordinator.</li> </ul>	Club President
3.	The SCC will contact the WARURA referee administrator who co-ordinates the match referees schedule, upon learning of a match forfeit.	SCC
4.	Should the communication be after 10am on the Friday prior to the match: <ul style="list-style-type: none"> <li>a) The Club President and/or the Team Manager must contact the Referee Administrator, the opposition Club President and/or team manager and the SCC immediately upon becoming aware of the lack of playing numbers that will require the game to be forfeited</li> </ul>	Referees Administrator Club Presidents Team Manager SCC
5.	Five (5) competition points for the forfeited match will be awarded to the opposing team based on a winning margin of (28) to (0).	SCC

### OTHER INFORMATION

- Forfeits on the match day should only be instigated after several attempts to continue to play the game with reduced, and where applicable, matched numbers of players on the field, until such time as the number of players for the forfeiting team is less than ten (10).
- If a club forfeits any match, then that team and all lower grade teams of that club shall be deemed to have forfeited their match in that same round, unless

otherwise decided by the Union and confirmed in writing prior to the round commencing.

- If a team forfeits two (2) successive matches, or four (4) matches in total, during a competition, then the Union may (in its absolute discretion) withdraw the grant of eligibility for that team to participate in that competition and, without limiting any other consequences which might arise under the competition rules, the club will forfeit all competition points earned by that team and the club will not be permitted to field that team in that competition in that season. There will be no refund by the Union of fees paid by a club for a team found ineligible to participate in a competition in these circumstances.

#### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- RWA 2024 Competition Rules



## RWA 6 Registration Procedure

Lead Area:	Community & Game Development
Lead Procedure Title:	<b>REGISTRATION PROCEDURE (FOR PLAYERS, COACHES, CLUB OFFICIALS &amp; VOLUNTEERS)</b>
Procedure Reference No:	<b>RWA6</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- Each club must ensure that all its players, coaches, club officials and volunteers are properly registered with Rugby Australia and entered into Rugby Xplorer.
- Each club must also ensure that a person who is not so registered is not permitted to take part in any rugby related activity.

### STEP BY STEP PROCESS

- The procedure for, and consequences of, player & coach registration, are as follows:

Step	Description of action	Responsible
1	The following personnel must be registered in Rugby Xplorer to participate in the current season: <ul style="list-style-type: none"> <li>• Any <b>PLAYER</b> wishing to play for a club in any competition match must be registered as a playing member of that club;</li> <li>• Any <b>COACH</b> wishing to coach for a club in any competition must be registered as a coaching member of that club;</li> <li>• Any <b>VOLUNTEER</b> wishing to hold an 'official role' within a club. Eg. as a committee member, team manager, team medical attendant must be registered as a non-playing member of that club.</li> </ul>	Players Coaches Club Officials Club Volunteers Team Managers Medical Attendants Club Registrar
2	Any club that fails to ensure the registration of any player, coach or volunteer into Rugby Xplorer, may be, at the discretion of the SCC, be subject to having to attend a Code of Conduct hearing and/or be fined an amount not exceeding \$500 and/or be liable to the loss of competition points as determined to be appropriate by the SCC.	Club Registrar SCC
3	The club registrar shall ensure that whenever a new playing or coaching member or club official has joined the club, that the person has completed all necessary steps to be registered into Rugby Xplorer prior to that player, coach or club official, taking part in a competition match.	Club Registrar
4	Each club must ensure that ALL players have paid or are in the process of paying their registration fees.	Club Registrar Team Manager
5	Should the SCC object to any proposed registration, the SCC must, without undue delay, advise the club concerned that the player must not play, the coach must not coach (as the case may be), until the objection has been resolved.	SCC

6	If, after receipt of an advice from the SCC pursuant to Step 4, the club allows the player to play or the coach to coach before the SCC's objection has been resolved, then the club concerned will be considered as having permitted an unregistered player and/or coach to take part in a game and shall be liable to the penalties provided for in Step 6.	SCC
7	<p>In the event of a club permitting an unregistered player or coach to take part in any competition game, the club will be subject to the following:</p> <ol style="list-style-type: none"> <li>1. Deemed to have forfeited the match or matches in which the ineligible player or coach participated, with the consequence that the competition points for that match or matches shall be awarded to the other team or teams involved in that match or those matches, and</li> <li>2. That team or those teams will, in respect of each such match, be entitled to five (5) competition points and shall also have a score of twenty-eight (28) points for and zero (0) points against awarded to it or them (as the case may be).</li> <li>3. If both clubs involved in a game allow an unregistered player or coach to take part, then the result of the game will be a nil-all draw with no competition points awarded to either club.</li> </ol>	SCC
8	Each club must ensure that the information supplied in Rugby Xplorer is correct. If it can be proved, to the satisfaction of the SCC, that any material information entered into Rugby Xplorer is false or misleading, the player and/or club concerned shall be liable to: having to attend a Code of Conduct hearing and/or be fined an amount not exceeding \$500 and/or be liable to the loss of competition points and/or being suspended from the competition as determined to be appropriate by the SCM.	Club SCC

#### OTHER INFORMATION

- Club officials / registrars shall maintain a watching brief over all online registrations in Rugby Xplorer of all players, coaches, club officials and volunteers, including the name of the club, and contact details, for which they are registered.

#### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- RWA 2024 Competition Rules

## RWA 7 Player and Coach Eligibility Criteria

Lead Area:	Community & Game Development
Lead Procedure Title:	<b>PLAYER &amp; COACH ELIGIBILITY CRITERIA PROCEDURE</b>
Procedure Reference No:	<b>RWA7</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- This procedure is to be adhered to by all Clubs when registering players and coaches.
- It is the responsibility of all Coaches, Club Officials, Unions and Affiliates and Parents/Guardians to follow this procedure with primary regard for Rugby Australia's Safety Policy when considering granting dispensation to players to play Senior Rugby.

### STEP BY STEP PROCESS

- The criteria for player and coach eligibility to participate in the 2019 Senior Competitions are as follows:

Step	Description of action	Responsible
1	<b>PLAYERS:</b> A player is eligible to participate in Senior Rugby when they have turned 18 years of age.	SCC
2	Those players turning 18 years of age in the calendar year can seek approval under Rugby Australia's Dispensation Procedure to participate in Senior Rugby.	SCC
3	<p><b>UNDER 20s:</b></p> <ul style="list-style-type: none"> <li>• A player who was under 20 years of age on January 1<sup>st</sup> 2024, but who was either 18 or 19 years of age on that date shall, upon satisfactory proof of age being provided to their club, be eligible to play in Under 20s competition matches.</li> <li>• <b><i>If requested</i></b>, such proof of age must be submitted by the player and/or the player's Club to the SCC by noon on the last working day prior to the first Under 20s competition match in which the player wishes to participate.</li> <li>• Acceptable forms of POA include photocopy of passport or driver's license showing photo and Date of Birth or copy of birth certificate.</li> </ul>	SCC
4	<p><b>SENIOR RUGBY DISPENSATION:</b></p> <ul style="list-style-type: none"> <li>• Rugby Australia is of the opinion that it would be rare for a player under the age of 17 to have the physical development in conjunction with the ability and/or experience to participate in Senior Rugby; however, it is acknowledged that there may be exceptions between players and levels of competition.</li> </ul>	SCC CEO RWA HP Coach HP Manager

4	<p><b>SENIOR RUGBY DISPENSATION: (cont)</b></p> <ul style="list-style-type: none"> <li>• Rugby Australia’s Dispensation Procedure provides the ability for those players turning 17 or 18 years of age (and in exceptional circumstances those turning 16 years of age) the ability to play Senior Rugby.</li> <li>• Players wishing to be granted dispensation to play outside the eligible grades, must follow the following procedures: <ol style="list-style-type: none"> <li>1. Rugby Australia Code of Conduct</li> <li>2. Rugby Australia Safety Policy</li> <li>3. Rugby Australia Participation Policy</li> <li>4. Senior Rugby Dispensation Consent form</li> <li>5. Rugby Australia Dispensation Policy</li> </ol> </li> </ul> <p>The above process will be overseen by RWA after further, appropriate vetting by the High-Performance staff.</p>	<p style="text-align: center;">SCC CEO RWA HP Coach Education Manager</p>
5	<p><b>COACHES:</b> To participate in the competition coaches must have, or be in the process of attaining, the following qualifications:</p> <ol style="list-style-type: none"> <li>1. All Clubs must supply an up-to-date list of all team coaches and managers (full details) for audit prior to round one of competition.</li> <li>2. All Coaches must be Smart Rugby compliant.</li> <li>3. All Premiership Premier Grade Head Coaches must, as a minimum, hold a current Rugby AU Level 3 coaching accreditation or be in the process of being assessed for that accreditation.</li> <li>4. All Under 20s and Premiership Reserve Grade Head Coaches must, as a minimum, hold a current Rugby AU Level 1 coaching accreditation and be working towards a Rugby AU Level 2 developing coaching accreditation.</li> <li>5. All Championship Grade Coaches must, as a minimum, have attended and or be working towards a Rugby AU Level 2 coaching accreditation.</li> </ol>	<p style="text-align: center;">Club Coaching Coordinator Education Manager</p>
6	<p>If a club knowingly allows a player or coach to participate in any competition or competition match or matches when that player or coach is, pursuant to any of the provisions of this rule, ineligible to do so, the club may be deemed to have forfeited the match or matches in which the ineligible player or coach participated.</p> <p>The SCC has the discretion to order the player or coach and/or club to attend a Code of Conduct hearing and/or be fined an amount not exceeding \$500 and/or be liable to the loss of competition points and/or being suspended from the competition.</p>	<p style="text-align: center;">SCC</p>

## RWA 8 Player and Participant Clearance & Transfer Procedure

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Lead Area:	Competitions and Operations
Lead Procedure Title:	<b>PLAYER &amp; PARTICIPANT CLEARANCE &amp; TRANSFER PROCEDURE</b>
Procedure Reference No:	<b>RWA8</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

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### SCOPE OF RESPONSIBILITY

- This procedure is to be followed by all clubs when clearing a player, or participant, to your club or to another club. All clearances must be in accordance with Rugby Australia's regulations on transfers and clearances.
- A clearance is required for club-to-club movements (permanent) for current registered players.
- A transfer is required for club-to-club movements (temporary) including composite teams (usually juniors or regional areas), match day changes (juniors e.g. player unavailable on Saturdays, plays in Sunday comp), club to competition movements including representative teams, 7s.

### OTHER INFORMATION

- If the SCC is satisfied (on reasonable grounds) that a player or coach or club, that is seeking a clearance and/or transfer pursuant to this procedure, knowingly provided RWA with false or misleading information or documentation, then the SCC shall have the power to suspend that person or that club from participating in the 2024 competition for such period and on such terms as the SCC may (in his/her absolute discretion) determine to be appropriate.
- **No senior player who is financially indebted to a club or to the Union will be eligible to get a clearance for registration to another club.**
- No player can be **primarily** registered with more than one club at any one time during a season.
- A club and/or PARENT association **can** deny a clearance.
- If CURRENT club and/or CURRENT PARENT association deny the clearance the player will remain with the CURRENT club.
- Notification emails will be sent whenever a request is lodged. The default recipients of these emails will be the primary users of:
  - 1. CURRENT club
  - 2. NEW club
  - 3. CURRENT parent association
- All changes to transfer and clearance processes will result in an 'Audit' record/Player Movement Report that is accessible by the club and both PARENT associations.
- If more information is requested by any party, the request essentially goes back to the prior status, and the clearance process has to restart.
- Before 'TRANSFERRING' a person record, please ensure that you are aware of any

other requirements (current registration, financial and judicial history) that may apply. The onus is on the club to ensure the player has gained approval from their current parent association and is allowed to be transferred.

#### **DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE**

- Domestic Clearance/Transfer requests are completed through Rugby Xplorer
- International Clearances are completed online through Rugby AU:

<http://www.rugbyau.com/participate/rugby-administration/international-clearance>

## RWA 10 RugbyWA Cup & Cup Holder Responsibilities

Lead Area:	Competitions and Operations
Lead Policy Title:	<b>RugbyWA &amp; CUP HOLDER RESPONSIBILITIES</b>
Policy Reference No:	<b>RWA10</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

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### SCOPE OF RESPONSIBILITY

Unless and until the Board otherwise determines the following procedure has been endorsed by RugbyWA's Community Rugby Advisory Committee (CRAC) and has been in place since 2014.

### PURPOSE

The RugbyWA Cup is to be competed for by the Premiership Premier grade sides on a challenge basis throughout the regular senior home and away competition.

### PROCEDURE

1. The holding team must defend the Cup in challenge matches, and a successful challenger becomes the new holder of the Cup.
2. A challenge match initially occurs when the Cup holder is playing at home. The challenger will be the opposition team in these respective matches at the Cup holder's home venue.
3. Once a team has successfully defended the Cup two (2) times at home, all of the holder's subsequent matches in the competition are considered mandatory defenses, whether home or away.
4. The Cup will not be at stake in final series matches.
5. Prior to the kick-off in any Cup match the two captains and referee shall have a photo taken with the Cup.
6. The Cup is to be presented immediately following the game by a RWA official or if unavailable an official of the club in possession of the Cup to the winning captain or their delegate.

### RWA CUP HOLDER RESPONSIBILITIES

1. The Cup is to be thoroughly cleaned prior to being displayed.
2. The Cup is to be displayed prominently on a table or raised platform on the sideline during all Cup matches.
3. The club in possession of the Cup must maintain and securely store the Cup between Cup matches.
4. The club in possession of the Cup takes full responsibility and liability for any damage or loss of the Cup. Any damage to the cup must be repaired at the clubs cost prior to the next Cup match.
5. Should a club fail to comply with these protocols the SCC may, at his/her sole discretion, deem the club to have forfeited the Cup and award it to the team who is due to challenge for the Cup.

## RWA 11 Match Results Procedure

Lead Area:	Competitions and Operations
Lead Procedure Title:	<b>MATCH RESULTS PROCEDURE</b>
Procedure Reference No:	<b>RWA11</b>
Adapted by:	ML
Date last modified:	4th March 2024

### SCOPE OF RESPONSIBILITY

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

### STEP BY STEP PROCESS

- Procedure for completing teams online as well as match results:

Step	Description of action	Responsible
1	An accurate record of all players' names and jersey numbers, who take part in any competition match, must be recorded and updated during the match using the Rugby Xplorer App.	Team Manager Club Registrar
2	An accurate record of all replacement players who take the field must be recorded <b>DURING</b> the match using the Rugby Xplorer App..	Team Manager Club Registrar
3	An accurate record of all points scored in the match must be recorded during the match using the Rugby Xplorer App..	Team Manager
4	All send-offs and sin bin offences must be recorded during the match using the Rugby Xplorer App. The referee will record the nature of the infringements post-match.	Team Manager Referee
5	All Blue Cards issued in a match must be recorded and appropriate protocols followed post-match.	Team Manager Referee
6	Post-match, the points scored must be reconciled for each team and its players and each team's team manager must confirm with the opposition team manager and match referee the final score.	Team Managers
7	Post-match, on being satisfied that all the details recorded on Rugby Xplorer are correct, the referee shall confirm the result of the match.	Referee
8	<b>MATCH RESULTS:</b> For each competition match, the club shown in the published competition draw as the home or hosting club must ensure all match results are available in Rugby Xplorer within 30 minutes of the completion of the match.	Team Managers Club Registrars Appointed Club Officials
9	Any team(s) playing away from their home ground but are nonetheless shown as the home or hosting team in the published competition draw, must enter the match results as given in Step 8.	Team Managers Club Registrars Appointed Club Officials



10	If any club has any problems with the inputting of results and/or player statistics, it is essential that they inform the SCC as soon as possible, and no later than <b>9am on the Monday</b> following the game to avoid any penalties be imposed.	Team Managers Club Registrars Appointed Club Officials
11	If there are any problems with using the Rugby Xplorer App on any match day, clubs should manually record all necessary information that is required in any of the above steps.	Team Managers Club Registrars Appointed Club Officials Referee
12	When the Rugby Xplorer App is available post the matches played where there were problems with the App, the participating clubs will need to upload the information recorded manually.	Team Managers Club Registrars Appointed Club Officials

#### OTHER INFORMATION

If a club persistently contravenes any of the provisions of this procedure they will be subject to having to attend a Code of Conduct hearing and/or be fined an amount not exceeding \$250 and/or be liable to the loss of competition points as determined to be appropriate by the SCC.

#### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Current RWA Competition Rules

## RWA 12 Match Official Appointments Procedure

Lead Area:	Competitions and Operations
Lead Procedure Title:	<b>MATCH OFFICIAL APPOINTMENTS PROCEDURE</b>
Procedure Reference No:	<b>RWA12</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### APPLICATION OF THIS PROCEDURE

- This procedure is to be followed by WARURA, RugbyWA and all Clubs.
- No game shall proceed without a suitably qualified referee.

#### STEP BY STEP PROCESS

- Procedure for appointment of Match Officials:

Step	Description of action	Responsible
1	There shall be a referee for every competition match: <ol style="list-style-type: none"> <li>1. who shall be appointed under the authority of RWA and WARURA, or</li> <li>2. where no such referee has been appointed or fails to arrive, a substitute may be agreed on by the teams, or</li> <li>3. where agreement cannot be reached, the referee shall be arranged by the home club.</li> <li>4. All appointed referees need to be at least Smart Rugby qualified and compliant.</li> </ol>	Union WARURA
2	A referee of any competition match or matches must, as a minimum, be Smart Rugby compliant and any referee appointed under RULE 14 must: <ol style="list-style-type: none"> <li>1. have a current Australian or other recognised rugby union refereeing accreditation or be in the process of attaining the appropriate accreditation, and must, as a minimum, have completed the theoretical component of the referee course.</li> <li>2. have registered online on Rugby Xplorer for that season (or in the case of a visiting referee have insurance cover from their own Union); and</li> <li>3. Be a current member of the WARURA (or in the case of a visiting referee, be a member of the official Referees Association of their own Union).</li> </ol>	Union WARURA
3	<b>NON-APPOINTMENT</b> of referee: if a referee is not appointed under RULE 14, and as no match can proceed without a referee, a referee must be appointed in accordance with the Laws of the Game Rugby Union i.e. a suitably qualified person to be agreed between the participating clubs.	Clubs

4	<b>NON-ARRIVAL:</b> In the instance where an appointed referee fails to present prior to a match, the home club secretary should contact <a href="#">the Referee administrator, Jo-Anne Langley on 0427 936 395</a> in the first instance, to see if a replacement can be found. The home club should also inform the SCC of the no-show.	Club WARURA SCC
5	<b>LATE ARRIVAL</b> of referee: if a referee appointed under this procedure does not attend at the match for which they have been appointed within fifteen (15) minutes of the time set down by the Union for the match to commence, a substitute referee may be appointed in accordance with the Laws of the Game Rugby Union i.e. a suitably qualified person to be agreed between participating clubs.	Clubs WARURA
6	<b>INJURY or ILLNESS:</b> If a referee is unable to continue to act in the capacity of referee during any match through illness or injury, a substitute referee must be appointed for the remainder of the match in accordance with the Laws of the Game Rugby Union and the match will then proceed.	Clubs
7	<b>NO REPLACEMENT:</b> If there is no suitable replacement available, the match must be abandoned. The result of the match will be determined in accordance with <a href="#">RWA2 Rule 13</a>	Union
8	<b>ASSISTANT REFEREES:</b> Wherever possible, assistant referees for Premiership Premier grade competition matches will be appointed under the authority of RWA by WARURA. Where assistant referees are not so appointed, the two (2) clubs participating in any match must appoint one (1) assistant referee each.	Union WARURA
9	<b>CLUB ASSISTANT REFEREE:</b> All clubs playing in any senior competition are <b>required</b> to provide a qualified (Rugby AU Level 1 accredited) assistant referee, to act as a match official in each grade, other than Premier grade, that their club competes in.	Club

#### DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Current RWA Competition Rules

## RWA 14 Send Off Policy & Judicial Process

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Lead Area:	Community & Game Development
Lead Procedure Title:	<b>SEND OFF POLICY &amp; JUDICIAL PROCESS</b>
Procedure Reference No:	<b>RWA14</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

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### OVERVIEW

This Procedure is governed by Rugby AU's Disciplinary Rules 2024 and does not supersede/override these Rules. This document sets out the procedures and provisions for disciplinary matters, with the aim of providing an outline of how Rugby AU's Disciplinary Rules are applied and ensure a consistent approach to disciplinary proceedings and ultimately ensuring a fair and safe playing environment for all participants. A summary flowchart of the procedure is included as Annex A to this procedure.

### SCOPE AND APPLICATION

This policy sets out the procedures for dealing with the following matters:

- when a Player has been temporarily suspended (Yellow Card).
- when a Player is sent off the playing enclosure (Red Card);

### PROCEDURES – YELLOW CARDS (YC)

Match Day.

If a Player is issued a YC by a referee during a match the player must remain with the sideline official or if there is no side line official with the player's team manager for a period of ten (10) minutes and will not re-enter the field of play until expressly permitted to do so by the referee. The ten (10) minute suspension *excludes half time and any injury time*. The referee or their nominated delegate will keep, and be the sole arbiter of, the time for which a suspended player is off the field.

All YC's must be recorded on Rugby Xplorer prior to signing by the referee. Any failure to do so will leave the player and the club liable to such penalty as the Union may designate. All YC's from each match are to be recorded on Rugby Xplorer along with the basis for the YC, i.e. repeated team infringement or foul play.

### Yellow Card challenge

A player who receives a YC, or their club on the player's behalf, may give written notice challenging that YC by 5.00pm Monday following the match in which the YC arose. Such notice must detail the basis of the challenge.

The player/club's notice will be recorded by RWA and will be considered by the Judicial Officer or the Judicial Committee.

### Multiple yellow cards

If a player receives three (3) YC's in a season they will automatically miss the next scheduled match, unless the player gave notice in accordance with paragraph 3(b)(i).

To discourage further accumulation of YCs during the season, if a player accumulates another two (2) YCs they will be automatically suspended for one (1) match and will be required to attend a hearing before the next convened Judicial Committee to determine whether any additional sanction is appropriate.

For each YC thereafter, the player is automatically suspended for one (1) match and will be required to attend a hearing before the next convened Judicial Committee to determine whether any additional sanction is appropriate.

In relation to the counting of multiple yellow cards during the season:

- If a player receives two YC's in one match and is sent off as a result (i.e. red card (RC)) those two YC's will instead be a RC; and
- If a player is cited and subsequently sanctioned from an incident that gave rise to a YC, this incident will be classified as a citing and not as a YC.

## **PROCEDURES – RED CARDS (RC)**

### **Send Off.**

If a player is sent off by a referee during a match (i.e. RC) they must leave the field of play and take no further part in that match or in any other matches *UNTIL* they have had their matter dealt with by the Judicial Committee.

A player who has received a RC is, without further notice, provisionally suspended from playing Rugby. The player ordered off is required to attend the next constituted meeting of the Judicial Committee to have their matter heard.

### **Pre-Hearing.**

Whenever a referee issues a RC in any match they will, upon completion of their match notify, by text, the referee admin person and SCC as to how many RC's they have issued in the match. This ensures the disciplinary procedures can commence in a timely fashion.

The referee shall lodge their send-off report(s) with RWA by 12.00pm Monday following the match.

After receiving the referee's report, the appointed Judicial Officer (a RWA Judiciary Member), will consider the report and if they assess it to be at the lower end entry point of two weeks or less, based on scale of seriousness of player's conduct, the Duty Judicial Officer may offer an 'Early Admission of Breach Sanction'.

A player offered an 'Early Admission of Breach Sanction' must decide whether to accept the early admission of breach sanction. A player accepting an Early Admission of Breach Sanction accepts that they committed the act of Foul Play for which they have been charged.

If offered an Early Admission of Breach Sanction the player, and/or their club, must advise RWA in writing no later than 12:00pm on the Wednesday following the incident.

If the player is not offered or does not accept an Early Admission of Breach Sanction, the player will be required to appear before the Judiciary Committee at the time nominated for the hearing of the charge.

### **Video Footage.**

RWA will arrange for any video recording commissioned by RWA to be provided as soon as reasonably practicable to the Judicial Committee who will adjudicate on the case.

Each Rugby Body involved in the match the subject of an ordering off must arrange for any video recording commissioned by the Rugby Body (whether on a formal or informal basis) to be provided as soon as reasonably practicable to the Judiciary Committee, who will adjudicate the case. If no video footage can be provided, the President or Secretary of the player's club must confirm in writing to RWA by 5.00pm on the day of the hearing confirming that no such footage exists. Failure to comply with this obligation may result in the Judicial Committee assuming that incriminatory video evidence has been deliberately withheld or destroyed.

### **Hearing & Decision.**

Pursuant to the Laws of the Game, the referee is deemed to be the sole judge of fact as to the events which occur on the playing enclosure (unless there is compelling evidence to the contrary).

The standard of proof for all matters is the balance of probabilities, unless otherwise specified.

The function of the Judicial Committee shall be to consider the circumstances of the case and determine what further sanction, if any, should be imposed on the player.

Except in clear cases of mistaken identity, the Judicial Committee may decide upon only one of the following courses of action:

- Expunge the RC or YC from the player's disciplinary record;
- Take no further action and let any on field decision(s) stand;
- Caution or severely caution the alleged offending participant as to their future conduct; or
- Impose a sanction, including, but not limited to suspension of the alleged offending participation.

The participant must be advised, without delay, of the decision of the Judicial Committee that conducted the hearing.

The Judicial Committee must provide a report of the decision to RWA within five (5) business days after the hearing.

Any appeal against a decision of the Judicial Committee must be done in accordance with RWA\*\* - Appeals Procedure

### **OTHER PROCEDURES**

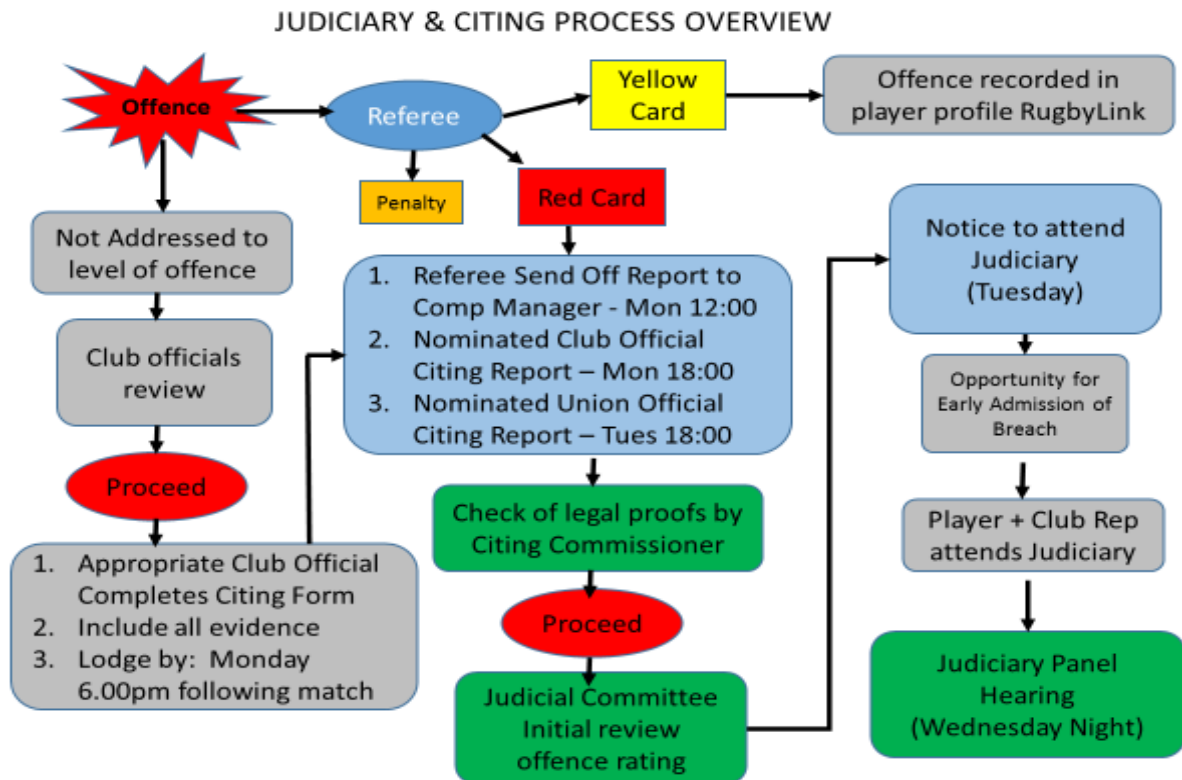
If a player refuses to comply with the directions of a referee when the player is sent off the field:

The match may, at the referee's discretion, be immediately awarded to the opposing team as if the match had been forfeited by the team for which the refusing player was playing; and

The player in question will be suspended from playing any match until their case has been decided by the Judicial Committee. Their refusal to leave the field of play will also be considered and taken into account and may be considered by the Judicial Committee as a separate matter.

Failure by RWA and/or a referee to comply with timeframes or other administrative matters, does not invalidate the proceedings against any player.

Refer RWA judicial process flowchart to follow:



**DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE**

- Rugby Australia Disciplinary Rules 2024
- RWA 2024 Competition Rules.

## RWA 15 Citing Procedure

Lead Area:	Operations and Competitions
Lead Procedure Title:	<b>CITING PROCEDURE</b>
Procedure Reference No:	<b>RWA17</b>
Adapted by:	ML
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- This citing procedure is for incidents that take place within the playing enclosure.
- The Citing Commissioner's role is to cite player(s) for act(s) of foul play which, in their opinion, would have warranted the player concerned being Shown A Red Card ("Red Card Test").
- The Citing Commissioner must act independently of the Judicial Committee and of the Match Officials or other Citing Commissioners. A Citing Commissioner's decision as to whether a player should be cited or given a Citing Commissioner Warning, whether as the result of an incident referred to them or otherwise, is final.

### STEP BY STEP PROCESS

- Submitting a citing report:

Step	Description of action	Responsible
1	A citing report must be lodged in writing with the SCC, by 6:00 pm on the Monday following the alleged incident.	Club Committee representative. Witness
2	Except where a citing report is made by a referee or by a director of the Board who is not associated with either club participating in the match in question, the citing report must be accompanied by a deposit of <b>\$200</b> (in an attempt to discourage frivolous claims).	Witness

### Procedure on receipt of a Citing Report

Step	Description of Action	Responsible
3	<p>Upon receipt of a citing report, RWA:</p> <p>(a) may elect to obtain a report from the referee to determine whether the alleged incident the subject of the citing report has already been:</p> <ul style="list-style-type: none"> <li>▪ reported by the referee pursuant to the rules; or</li> <li>▪ dealt with during the course of the match.</li> </ul> <p>(b) will, if the alleged incident has not already been deemed appropriately reported or dealt with, refer the citing report to the Citing Commissioner.</p>	Union Referee



Step	Description of Action	Responsible
4	The Citing Commissioner (or their nominee) will determine by reference to the citing report and any other sources: (a) whether or not there is sufficient evidence to justify the further investigation of the alleged incident;	Citing Commissioner Judicial Committee

#### Procedures on consideration of citing report by judicial committee.

Step	Description of Action	Responsible
5	The judicial committee will follow the procedures and processes for the consideration of a citing report as determined by the judicial committee in consultation with RWA from time to time.	Judicial Committee RWA
6	In addition to the procedures determined by the Judicial Committee, prior to any hearing to consider the allegations made in any citing report the SCC will ensure that any person who is the subject of a citing report: (a) is given a copy of the citing report within 7 days of the receipt of the citing report; (b) is given at least forty-eight (48) hours' notice of the date, time and location scheduled for the meeting, receipt of written submission on the citing report; and the Citing Commissioner's decision; and (c) is notified of the potential consequences of any failure to appear before the Judicial Committee at the scheduled time.	SCC Citing Commissioner Judicial Committee
7	At any hearing of the judicial committee related to an alleged incident the subject of a citing report the judicial committee will ensure that the person the subject of the citing report is given the opportunity:  to be present at the hearing; <ul style="list-style-type: none"> <li>▪ to be represented by a third party; and</li> <li>▪ to hear and (where applicable) receive copies of any video or written submissions made in relation to the citing report;</li> <li>▪ to speak or have their representative speak at the hearing; and</li> <li>▪ at the first hearing related to the citing report, to request an adjournment of the hearing for a period determined by the judicial committee to allow them to consider the evidence presented to the judicial committee and to prepare a response.</li> </ul>	Judicial Committee

#### OTHER INFORMATION

- The deposit paid on submission of a citing report will be forfeited to the Union unless the alleged incident the subject of the citing report is found by the judicial committee to constitute a breach of the rules and that breach is also found not to have been dealt with by the referee, or appropriately by the referee at the time.
- Any player the subject of a citing report may continue to participate in matches until such time as the citing commissioner submits their report to the judicial committee.
- If a player the subject of a citing report fails to appear before the judicial committee that player will be ineligible to play in any match in the competition until such time as they do appear before the judicial committee.

- Any decision of the judicial committee with respect to an alleged incident the subject of a citing report may not be appealed by the person the subject of the citing report.

## **DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURES**

- ❖ RWA Citing Form

## **DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE**

- RWA 2024 Competition Rules

## RWA 17 Finals Series Matches

### GENERAL INFORMATION\*

Lead Area:	Competitions and Operations
Lead Policy Title:	<b>FINALS SERIES MATCHES</b>
Policy Reference No:	<b>RWA17</b>
Adapted by:	JM
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- This policy pertains to finals matches only and should be read in conjunction with *RWA18 – Finals Eligibility policy*.

Step	Policy	Responsible
1	At the conclusion of all regular season home and away matches, competitions will be decided by the playing of finals series matches between such teams and in such a manner as shall be directed by RWA.	SCC
2	Finals matches shall be conducted at such times and at such venues as shall be determined by the SCC.	SCC
3	All teams competing in any finals match must enter into Rugby Xplorer, by 9am on the Wednesday prior to the match, a finalised team squad list.	Team Managers Club Officials
4	Strict compliance with Step 3 is vital and any club that contravenes it shall be subject to a review and pending results in the respective match may be subject to disqualification and/or fined such an amount as may, from time to time, be determined by RWA.	SCC RWA
5	In the event of an injury or change on match day, replacement players may be used only if they are eligible. The change needs to be updated in rugby Xplorer before the match commences and notified to the opposition team manager and the RWA staff member in charge of the finals venue.	Team Managers Club Officials RWA Staff
6	All teams competing in finals matches should ideally have a total squad of 26 players including 6 suitably trained front row players. However, in accordance with the Laws of the Game Rugby Union, a maximum of 23 players can only take the field.	Team Managers Club Officials
7	In any finals match conducted in a finals series (including a Grand Final) where the scores:  A - are equal at the end of allotted period of play (incl. injury time) then:  i. an extra period of ten (10) minutes playing time each way, with a one (1) minute interval between periods, will be played, being a total of twenty-one (21) minutes; and  ii. teams will change ends before the start of extra time and at the half-way point of extra time; and  iii. the period of extra time must commence no later than five (5) minutes after the end of the ordinary period of play.	Team Managers Club Officials Match Officials

	B - remain equal at the end of extra time, the match shall, except in the case of a Grand Final match, be awarded to the team that finished higher in the competition table. In the case of a Grand Final, the teams will be declared Joint Premiers.	
8	All match officials appointed for finals matches under the authority of RWA by WARURA shall be subject to ratification by the Board.	CEO RWA
9	UNREGISTERED PLAYERS: Playing an unregistered or ineligible player in any finals match automatically disqualifies the offending team.	SCC

**DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS POLICY:**

RWA Current Competition Rules

## RWA 18 Finals Eligibility and Dispensation Policy

### GENERAL INFORMATION\*

Lead Area:	Competitions and Operations
Lead Policy Title:	<b>FINALS ELIGIBILITY &amp; DISPENSATION POLICY</b>
Policy Reference No:	<b>RWA18</b>
Adapted by:	JM
Date last modified:	4 <sup>th</sup> March 2024

### SCOPE OF RESPONSIBILITY

- The underpinning philosophy of this Policy is to ensure each team playing in the finals series is a true reflection of that team throughout the season, as well as allowing players who do not qualify due to injury/illness the opportunity to provide evidence to obtain finals eligibility dispensation.

### Policy

- To be eligible to play in the finals series, players must meet the following criteria:

Step	Policy	Responsible
1	QUALIFICATION: A player is registered with the club and has competed for the club in at least <b>one third</b> of matches during the home/away rounds in the regular season. (i.e. if 22 rounds, they must have played 6 matches in separate rounds). This includes all scheduled round matches (does not include General Byes).	Player Team Manager Club Official
1.1	In the event a player has played across numerous grades, the grade qualified for will be determined by RugbyWA based on the average of the total games and the grades played. Examples include:  A player plays 1 <sup>st</sup> grade – 6 matches, 2 <sup>nd</sup> grade – 6 matches, 3 <sup>rd</sup> grade – 6 matches. Player is graded to 2 <sup>nd</sup> grade.  A player plays 1 <sup>st</sup> grade – 9 matches, and 2 <sup>nd</sup> grade – 9 matches. Player is graded to 1 <sup>st</sup> grade.  A player plays 1 <sup>st</sup> grade – 7 matches, 2 <sup>nd</sup> grade – 5 matches, 3 <sup>rd</sup> grade – 4 matches. Player is graded to 2 <sup>nd</sup> grade.	RWA
1.2	Contracted Western Force (WF) players, may qualify for finals if they have played a minimum of four (4) matches through the regular home and away season. Notwithstanding this clause, the availability of WF contracted players will remain the responsibility of the Western Force staff to determine.	WF Staff SCC

1.3	Furthermore, for the purpose of Step 1, any player unable to play for their club due to state, provincial or other representative commitments required under the auspices of RugbyWA, will have been deemed to have played a match for the most senior team (applicable to their age group) in their club during the relevant period for which they were unable to play due to those commitments.	SCC
2	<p><b>MATCH GRADING:</b> If a player plays more than one match as a starting player in any competition round, they shall be graded for the purposes of Step 1 according to one match only, which shall be the match of the highest grade in which they played as a starting player during that round. For this purpose, the order of grading shall be:</p> <ol style="list-style-type: none"> <li>1. FMG Premier grade</li> <li>2. FMG Reserve grade</li> <li>3. Belt Up Colts grade</li> <li>4. FMG Third grade</li> <li>5. FMG Championship</li> <li>6. FMG Community Grade &amp; Fourth Grade</li> <li>7. ATA Women's</li> <li>8. Any other competitions</li> </ol>	Team Managers Club Officials
2.1	<p>If a player does not take the field as a starting player in any match but nonetheless takes the field in one or more matches in a competition round as a permanent replacement or substitute, they shall be graded for the purposes of Step 1 according to one match only, which shall be the match of the highest grade in which they participated as a permanent replacement or substitute during that round.</p> <p>For this purpose, the order of grading shall be as if the player was a starting player:</p> <ol style="list-style-type: none"> <li>1. FMG Premier grade</li> <li>2. FMG Reserve grade</li> <li>3. Belt Up Colts grade</li> <li>4. FMG Third grade</li> <li>5. FMG Championship</li> <li>6. FMG Community Grade &amp; Fourth Grade</li> <li>7. ATA Women's</li> <li>8. Any other competitions</li> </ol>	Team Managers Club Officials

2.2	<p>Due to the staggered season start dates for the 2024 season the following rule will be applied when assessing player eligibility in Colts and 4<sup>th</sup> Grade.</p> <p>When assessing player appearances for Colts and 4<sup>th</sup> grade in regard to finals eligibility. Appearances for Colts and 4<sup>th</sup> Grade will only be assessed in rounds where there were Colts and 4<sup>th</sup> Grade fixtures.</p> <p>For example: if a player makes an appearance early in the season in Reserve grade where there was not a Colts or 4<sup>th</sup> grade fixture, that appearance will not negatively affect their Colts or Fourth Grade appearances come season end. That appearances will however count toward finals eligibility in that grade.</p> <p>As per point 2, if a player starts at a higher grade in a round where there is a Colts and 4<sup>th</sup> grade fixture, the player will be graded at the higher-grade appearance.</p>	<p>Team Managers</p> <p>Club Officials</p>
3	<p><b>“OPEN SELECTION”</b>: Not withstanding any of the foregoing provisions of this policy, a club with teams playing in successive grades in finals series matches, may select starting players and reserves for each such team from all of its players that are graded as eligible to play for any of those teams.</p>	<p>Club Director of Rugby</p>
3.1	<p>Once “Open Selection” is broken during the course of finals, a player can continue to play in the grade he last played in, or higher. He may only be selected for a lower grade if he is eligible as per Steps 1, 2, 4.</p>	<p>Club Director of Rugby</p>
4	<p>Games played will only be based on information that has been loaded onto Rugby Xplorer in accordance with <i>RWA10–Match Results Procedure</i>..</p>	<p>Team Managers</p>
5	<p><b>UNREGISTERED PLAYERS</b>: Playing an unregistered or ineligible player in any finals match automatically disqualifies the offending team.</p>	<p>SCC</p>

## DISPENSATIONS

Ref	Description of action	Responsible
6	<p>Clubs seeking dispensation for players to participate in a finals match in a team that they would, pursuant to the competition rules, be otherwise ineligible to play for, <b>must apply in writing to the SCC for that dispensation by 12 Noon on the Tuesday prior to the match concerned.</b></p> <p>All dispensation requests will be determined on a case-by-case basis by the RugbyWA Operations Manager &amp; Senior Competitions Coordinator</p> <p><b><i>[Applications for dispensation that fall outside the prescribed submission deadline will be considered only in the most exceptional circumstances].</i></b></p> <p>Clubs that make a timely application for such a dispensation will be advised as to the result of their application (and of the conditions (if any) on which any such</p>	<p>Club</p> <p>OM</p> <p>SCC</p>

	dispensation have been granted) by 5pm on the Thursday prior to the match concerned.	
6.1	<p>Dispensations will only be granted under Step 6 for the following reasons:</p> <p>Purposes of safety – this is restricted to ensuring there are 6 suitably trained front rowers being available to any squad.</p> <p>Through injury to players for the duration of the finals series.</p> <p>Player(s) returning from long term injury (LTI). Suitable medical records identifying nature of injury and necessary time out of the game to recover from such injury will be required to substantiate any possible granting of dispensation under this clause.</p>	SCC
6.2	Breaches of the conditions (if any) under which a dispensation has, pursuant to this policy, been granted by the SCC, or the provision of false information to the SCC for the purpose of securing such a dispensation, will automatically disqualify the offending team from all finals matches.	SCC

**OTHER INFORMATION:**

The stipulated qualification for finals is based on one third participation in the regular season.

A forfeit is still classified as a regular round fixture for the 'non-forfeiting team'.

No player is eligible for finals if they are financially indebted to their club or Rugby AU/RWA.