



CENTRAL HIGHLANDS RUGBY LEAGUE

Game Day Process

Updated 05-03-2023

Please check the following are completed each week before the match commences.

All Clubs and Volunteers			
Time Frame	Responsible Person	Task/ Action	Completed
Sunday, week leading into games	Host Club Game Day Coordinator	Game Day Coordinator to contact clubs via messenger group "Draws and Games Coordinators" in regard to changes in teams before the draw for game day is made.	
8pm Tuesday	Host Club Game Day Coordinator	Host club to email Referee Association President and Referee Match Coordinator draw for the day so referees can be appointed for U13-U17 international matches. <i>(See Match Officials section 18 Operations Manual)</i>	
Wednesday	Host Club Game Day Coordinator	Host club to release the Game Day draw via available channels include email, messenger groups and Facebook.	
During the week	Host Club Canteen Coordinator	Ensure the canteen supplies have been purchased and stocked. Organise with treasurer float for the game day and electronic payments including EFTPOS machine/s and square terminals. Organise roster and volunteer staff for the day. Distribute menu through messenger group and club Facebook page.	
Before Friday	Host Club Referee Coordinator	Host club to organise and appoint referees for all junior matches U6-U11. All referees and match officials are expected to wear closed-in shoes. <i>(See Match Officials section 18 Operations Manual)</i>	
8pm Thursday	Each Team's Manager	Team lists to be submitted in Mysideline, including coaches, FAO, Leaguesafe and Sports Trainers to ensure adequate time to print and have prepared for matches. <i>(See Match Officials section 19 Match Reports)</i>	
8am Friday	Club President	Forfeits to be submitted to the league and opposition. <i>(See Forfeits section 6 Operations Manual)</i>	
Before Game Day	Host Club Volunteers	All grounds need to be marked according to specifications and dimensions with including a red line a minimum of 2m outside the playing surface and a red box is to be marked around each bench area. <i>(See Ground Markings and Dimensions section 12 Operations Manual)</i>	
Before Game Day	Host Club volunteers	Organise roster and volunteers for collection of gate fees. Treasurer organise float and electronic payments for gate, canteen and referee payments.	
Game Day	Host Club Treasurer	The host club will be responsible for the payment of all officials on the day in the form of cash payment and signature on 'Referee Payment Record' to prove payment was issued. Each player shall take the field in the jersey number that appears on the team list. <i>(See Match Officials section 18 Operations Manual)</i>	
Game Day	Host Club Volunteers	Host club to organise ball persons for international matches. Ball person must be a minimum of 10 years of age. All Ball Persons will be required to wear the pink CHJRL Hi-Vis Vest printed with BALL PERSONS and must be wearing closed-in shoes. Collect gameday ball/s and vests from Club or Clubs Comms Box.	
Game Day	Host Club Volunteers	It is the responsibility of the host club to record all international competition matches and shall supply a copy of the game to the local League for judiciary purposes. At end of game day grant person with HUDL access must upload the game ASAP and no later than 5pm first business day after the game. <i>(See Videography section 32 Operations Manual)</i>	



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Game Day	Host Club Volunteers Club Presidents	Host clubs shall supply a minimum of 2 x Game Day staff and visiting club shall supply 1 x Game Day Staff to oversee but not be responsible for crowd conduct, Spectator/Playing staff. Game Day Staff shall wear the provided Hi-Vis Vest printed with GAME DAY STAFF. Host and Visiting Presidents (or their representatives) will be responsible for the conduct of their respective crowds, players and staff and will be immediately notified by the Game Day Staff if their assistance is needed. <i>(See Game Day Staff section 35 Operations Manual)</i>	
Game Day	Club President	Any undesirable behaviours should be reported immediately to the league for consideration of disciplinary action. <i>(See Tribunals section 31 Operations Manual)</i>	
End of Game Day	Host Club Canteen Coordinator	Assist with packing up of canteen and cleaning. All funds and electronic payments systems are given to the treasurer.	
End of Game Day	Host Club Volunteers	Assist with packing up of facilities and cleaning of rubbish.	
End of Game Day	Treasurer	To collect all funds and electronic payment devices for club and secure. Including but not limited to; gate, canteen, fundraising, ref payments. Lodge referee payment record to the Referee Association and cc CHJRL secretary in email.	

U6s- U11s

Time Frame	Responsible Person	Task/ Action	Completed
8pm Thursday	Each Team's Manager	Team lists to be submitted in Mysideline, including coaches, FAO, Leaguesafe and Sports Trainers to ensure adequate time to print and have prepared for matches. <i>(See Match Officials section 19 Match Reports)</i>	
Kick-off and during game	Host Club Team's Manager	No Scores to be kept	

U13s- U17s

Time Frame	Responsible Person	Task/ Action	Completed
8pm Thursday	Each Team's Manager	Team lists to be submitted in Mysideline, including coaches, FAO, Leaguesafe and Sports Trainers to ensure adequate time to print and have prepared for matches. <i>(See Match Officials section 19 Match Reports)</i>	
Friday	Host Club	Print off team list from Mysideline for paper record of the match.	
30 minutes before kick-off	Both managers of the teams that are playing	Score table for managers needs to be set up and placed approximately at the half way mark, between benches. The two mangers from either team sit together check paper team lists and make finalisation on Mysideline (i.e. players sick etc.) Collect paper copies of team list and 3-2-1 sheets from Comms Box. <i>(See Match Reports section 19 Operations Manual)</i>	
Kick-off and during game	Both managers of the teams that are playing	Host manager to record the data on Mysideline the away manager records the results on a printed paper copy. The host club is responsible for lodging, via My Sideline, the half time and full-time scores, individual point scorers (tries/goals etc.), any dismissed and/or reported players. <i>(See Match Reports section 19 Operations Manual)</i>	



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Full Time	Both managers of the teams that are playing	Managers will live score together and agree on the results at the end of the match before processing on Mysideline and officially recording the results. The paper copy needs to be signed by both managers and it's encouraged that both managers take a photo to ensure there are additional copies of the games results to dispute inaccuracies. <i>(See Match Reports section 19 Operations Manual)</i>	
Full Time	Host Club Manager Coaches	Host club manager to discuss with both coaches and finalise 3-2-1 Record Sheet and submit via email or text photo of the record sheet to the registrar. Return paper copies of team list with scoring and 3-2-1 sheets to the Comms Box. <i>(See Competition Format section 6 Operations Manual)</i>	
End of Game Day	Host Club Executives	Scan paper copies of match report sheets (all ages) and 3-2-1 record sheets to be submitted to CHJRL registrar and secretary ASAP and no later than 5pm first business day after the game.	