

# NATIONAL CONFERENCE LEAGUE

## APPENDICES TO COMPETITION RULES 2024

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**Revised 6th February 2024**

# APPENDIX 1

## MINIMUM STANDARDS CRITERIA

### **Prospective Clubs – Terms of Reference – Standard Procedure**

- Lodge in writing to League's Administrator by 1<sup>st</sup> August annually a formal request confirming an Expression of Interest.

***Please Note:***

***Community Clubs wishing to transition from Winter to Summer must, without exception, have completed at least one season in an RFL based open age Competition having therein completed all scheduled fixtures. They must whilst in membership of the RFL competition hold satisfactory discipline records.***

- The written request once received shall be acknowledged by the Competition Administrator who shall in turn be obliged to notify the Management Committee of all prospective applicants having met to deadline date for submissions.

#### **1.1 Production of Essential Documentation to Support the Application**

- 1.1.1 A current copy of the Club's Constitution, Bye Laws and Competition Rules.
- 1.1.2 A detailed listing of all recognised officials and their positions within the Club's structure.
- 1.1.3 A current copy of the Balance Sheet.
- 1.1.4 A DVD or suitable electronic recording with accompanying sound showing the club house, grounds and match day changing facility
- 1.1.5 Using not less than 250 words the reason for submitting the Application.

#### **1.2 Essential Criteria for Clubs Seeking Entry**

- 1.2.1 Day to day activities overseen by a committee of proven administrative ability headed by a chair, secretary and treasurer
- 1.2.2 The ability to call upon two senior club officials whose signatures by a recognised method of disbursement will allow settlement of all inward/outward invoices and receipts to which the club is committed.
- 1.2.3 House within its own grounds a clubhouse in which essential facilities exist to provide hospitality in respect of Visiting teams their personnel and Match Officials appointed to service games.
- 1.2.4 Apply due diligence in compliance with fire regulations as issued from time to time by ensuring the clubhouse and its content is covered by a robust insurance policy.
- 1.2.5 Operate with two open age teams essentially linked to a stable and progressive age banded youth section.
- 1.2.6 The recognised changing facility to be accessed on site or, if not, within reasonable walking distance from the clubhouse.
- 1.2.7 All players are covered through the RFL for insurance to include Capital Loss and Public Liability.

#### **1.3 Prospective Club Application Process/Delivery of Decision**

- 1.3.1 Applications received by the defined closing date vetted to ensure that all documentary requirements and DVD recordings meet with the criteria
- 1.3.2 The Competition Administrator shall acknowledge receipt of such applications.
- 1.3.3 The Competition Administrator shall using the meeting agenda and in collaboration with the NCL Management highlight the receipt of applications and DVD recordings for subsequent viewing.
- 1.3.4 The Competition Administrator shall communicate directly with the League in which the club is currently in membership to a) provide a courtesy notice, b) confirm satisfactory attendance at organised delegates meetings c) provide whilst in competition confirmation of a satisfactory discipline record.
- 1.3.5 The NCL Management shall discuss each applicant on merit and via the Competition Administrator arrange for on-site visitations by designated personnel to those Applicants appearing to meet the Minimum Standards
- 1.3.6 Each applicant considered as possible candidates for membership shall be visited at the direction of the NCL Management Committee whose representatives shall, via the Competition Administrator, submit for consideration a full written report of their findings.
- 1.3.7 The NCL Representative using a standard aide memoire template designed for that specific purpose shall conduct a thorough and comprehensive inspection of the clubhouse, grounds and changing rooms. The report once completed and signed off shall be referred to the Competition Administrator who shall place it on file for future reference.

- 1.3.8 The Competition Administrator shall arrange to copy/and or distribute to the NCL Management each formal application together with the various submissions which shall be the subject of discussion at a meeting to be arranged for the purpose of debate.
- 1.3.9 The full NCL Management shall at its meeting consider all applications the subject of an onsite visit and, based on all the known facts having emerged coupled with the representatives observations, make a decision on whether to recommend acceptance or otherwise.
- 1.3.10 The Competition Administrator shall, following the meeting communicate in writing with each of the prospective applicants to confirm provisional acceptance of membership or otherwise subject to the final determination of clubs in a closed ballot of clubs with a simple majority in favour holding sway.

## **Key Match Day Operations**

Statutory Obligations for Applicants and Existing Members

### **All Clubs Must:**

#### **1.4 Key Match Day Operations**

- 1.4.1 Ensure before games commence that all participating players and substitutes are registered with the Competition Administrator in accordance with standard Competition Rules and Regulatory Practices
- 1.4.2 Ensure that both the Head Coach and Assistants on duty are qualified to and in possession of a UKCC standard of proficiency, recognised and identified by both the RFL and NCL.
- 1.4.3 In respect of each home game make provision for its opponents and the appointed Match Officials a minimum of twenty five meals.
- 1.4.4 In respect of each home game produce a presentable Match Day Programme, twenty five copies of which as a minimum quantity for issue to the opposition and appointed Match Officials.
- 1.4.5 Ensure that the playing area is enclosed by means of a permanent or solid removable/portable safety barrier to a minimum height of one metre and its citing does not unduly obstruct the ability of Match Officials to carry out their obligations/ responsibilities whilst play is in progress.
- 1.4.6 Provide for use by both teams preferably on opposite sides of the ground of either permanent or removable dug outs to seat a minimum of ten persons.
- 1.4.7 Ensure cladding supports to the Goal Posts so preventing possible serious injury to participating players and/or Match Officials during the course of duty.
- 1.4.8 Erect corner flags. At the direction of the Match Officials additional flags shall be placed strategically to adjudicate 40/20 kicks attempted during the game and to assist with the making of critical decisions in or around the "In-Goal" or "Dead Ball" areas of the playing area.
- 1.4.9 Appoint from the recognised Club structure a Game Day Manager who shall be responsible for liaising with the Visiting team/officials upon their arrival at, until their departure from the ground.
- 1.4.10 Appoint from the recognised Club structure to liaise directly with the appointed Match Officials a Game Day Manager whose duties shall incorporate and/or extend to - whilst play is in progress - acting as a touchline steward.
- 1.4.11 Make provision at the request of a Referee for a Club Touch Judge whose duties on undertaking the role shall be confined to the adjudication of Touch, Touch in Goal and Goal Kicks. The Referee shall be empowered to remove from the playing area designated club officials if in their decision, making Club Touch Judge role they are seen as acting over zealously or failing to act prudently or impartially.
- 1.4.12 Arrange the positioning and use of a suitable scoreboard.

#### **1.5 Post- Match Requirements**

- 1.5.1 Visiting Players Officials Spectators and Match Officials – as guests for the day –must be accorded a level of hospitality that the hosting team would wish to receive.
- 1.5.2 After Match speeches, must not be offensive to the listener and must be delivered in an appropriate manner.

#### **1.6 Other Annual Administrative Directives**

- 1.6.1 Clubs in membership to declare at the commencement of each new season its intended admission charges to include variants and/or concessions.
- 1.6.2 Clubs in membership to provide at the commencement of each season or as otherwise directed by the Competition Administrator an update of all elected officials their positions and contact details as appropriate.

## APPENDIX 2

### GENERAL ADMINISTRATION – SECRETARIAL / PRO DUTIES

The notes formulated to clubs as an Appendix to the National Conference League's- Competition Rules are issued instructively to be applied rigidly and without deviation from the accepted practice.

#### 2.1 TEAM SHEETS

It is the sole responsibility of the Home club - once the Official Match-day Team sheet is duly completed giving full Christian names and signed by both teams and referee - to arrange for its despatch directly to the Competition Administrator and identified recipients within 48 hours of the game having been concluded.

A fine as deemed appropriate will be imposed upon any club breaching this instruction

#### 2.2 MATCH DAY PROGRAMMES

It is the sole responsibility of the Home club to arrange despatch with the team sheet directly to the Competition Administrator inside 48 hours of the game's conclusion, of one match day programme.

2.2.1 Remember each programme is scrutinised thoroughly and any controversial article concerning the running of this League or other issues including funding must be declared in advance of publication sale and general distribution to spectators in attendance on match days.

2.3 Clubs must be patently aware of, should make a conscious effort towards and acquaint themselves with the legal ramifications arising from any misdirected discredited or unsubstantiated comment whether it is well intentioned or otherwise.

2.4 In the event of PRO work, each club must - either when playing home or away - communicate to Trevor Hunt full details of the game, be it a domestic National Conference League fixture, Tier 4 Challenge Cup or Rugby League Challenge Cup tie.

#### PRIOR TO THE FORTHCOMING GAME

2.5 The Home club to contact opponents - preferably 96 hrs preceding the game - with regards to travel directions, colours, state of pitch etc; - During periods of adverse weather and nearer the actual playing date the HOME club should repeat this exercise or ideally the fixture, if not having already taken place and should ground conditions permit, it should be reversed.

2.6 The Home club having received confirmation from the RFL/League, must using the listings provided, contact the Referee by mobile or telephone. This exercise to be repeated either during adverse weather or where there may be doubt regarding the prevailing pitch conditions-

#### MATCH DAY

2.7 The Visiting team must arrive at the ground of their hosts at least 30 minutes prior to the scheduled kick off. Clubs in breach and found guilty will be fined as appropriate in respect of a time lapse over and above the scheduled kick off time.

2.8 The Home club must complete an Official Team Sheet upon which must appear the Full Names and those U17's, "Under 18's" and "Ex-Pros" participating in the fixture. The document when completed to be handed directly to the day's opposition which must do likewise.

2.9 At the conclusion of the game clubs must complete in the spacing provided on the Official Team Sheet the names of scorers etc; Details of player dismissals or sin binnings are to be recorded by the match referee who must sign the document prior to its return to the home club.

2.10 A fine as deemed appropriate will be imposed on clubs defaulting outside the regulatory time parameter (15 minutes) with an additional fine levied on the home club if it is found to have transmitted to either the Competition Administrator or League's PRO an incorrect score from a scheduled fixture.

2.11 The Home team must within two hours of a fixture concluding communicate by e-mail or fax to the League's PRO, other designated Press Officers full match details comprising:

Full Time Score

Half Time Score

Try scorers and Goal kickers in respect of each game. Clubs must provide players' Christian names together with the position on the field during the game in which they played.

The full names of any dismissed/sin binned player together with whatever the offence committed and time of such dismissal from the game – (this information to be endorsed on the team sheet by the appointed match official)

A summary of the game and with it the naming of outstanding players giving times of scorers and by whom. Touch upon salient points i.e. game breaker, last minute try or indeed any issue which singularly changed the course/direction of the game.

A fine as deemed appropriate will be imposed upon any club failing to provide this information within the predetermined timescale.

## **APPENDIX 3**

### **DISCIPLINE**

- 3.1 The National Conference League will continue to marshal the Disciplinary Charter and clubs must using a positive approach endeavour to both instil and promote fair play thus preventing needless and unnecessary appearances before the management committee to explain their players' misconduct.
- 3.2 The points allocation will be as follows:
- Sin Bin - Foul Play - (2)
  - Sin Bin Technical Offence (1)
  - Dismissal (4)
  - Spectator/Club Official Abuse (10)
  - Brawling (10)
- 3.3 The first benchmark figure shall be fixed at 40 points. A statutory fine of £40 to be applied as clubs hit these targets. Each Penalty Point shall, thereafter to the 60 Point mark incur a £3 fine. Once 60 Points have been reached, all penalty Points incurred thereafter, shall be charged at £5 per Point.
- A final fine of accrued points being applied minus the statutory £40, following the club's final fixture of the season.  
eg 53 points (£40 Statutory Fine plus 13 points @ £3 = £39 fine to be paid at season end.);  
eg 64 points ((£40 Statutory Fine plus 24 points, 20 @ £3 and 4 @ £5 = £80 fine to be paid at season end.)
- 3.4 Fines appropriated in respect of the Disciplinary Charter will be the subject of review periodically.
- 3.5. **Suspensions**
- 3.5.1 For the purpose of clarity in regards to player suspensions, the RFL Operations Rules D5:4:3 A player will serves his/her ban with any Club that they are registered to play for.
- 3.5.2 Only one game in any weekend (Friday to Sunday) will apply, however the NCL will allow a club / player to count a local cup game towards the completion of a players suspension, provided the Competition was organised prior to the player's dismissal and no league game is scheduled.
- 3.5.3 **Any and all** Pre-Season and / or Charity games and /or "friendly games" will not count towards a player's suspension.
- 3.5.4 For the avoidance of doubt please seek clarification from the Competition Administrator, and ensure the notification of suspension served form has been completed, submitted and duly received and approved by the Administrator and any and all fines paid, before a player attempts to resume playing.
- 3.5.5 Personnel having requested a personal hearing must ensure they are available to attend the hearing in person.
- 3.5.6 Personnel having requested a personal hearing must forward a written submission to the Administrator (on the NCL Form provided within 7 days from the date of the match.) Personnel who wish to raise any queries / questions from the MO Report stating any issue they dispute and if they wish to present any evidence / witnesses to the Disciplinary panel at the hearing.

## **APPENDIX 4A**

### **REGISTRATIONS PROCEDURE**

- 4.1 **General**
- Should any club harbour doubts over the procedure or requires further clarification regarding rule interpretation then in the first instance contact the Competition Administrator or should the query remain unresolved following discussion any other member of the Management committee with a comprehensive knowledge of the procedures.
- 4.2 **Ex-Professional Players**
- 4.2.1 A club may play not more than 4 (four) counting ex-professionals\* in any National Conference League game.
- 4.2.2 Former professional players must complete in full a registration form which must be accompanied by written confirmation from the professional club of the player's contract expiry date.
- 4.2.3 All ex-professional players must be identified on any National Conference League team sheet with the words "XP" being sufficient in respect of this purpose.
- 4.2.4 An "ex-professional" shall be counted in the quota permitted until he has returned to the amateur ranks for more than two years. Should however the player return to play at the club with whom he was previously engaged as an amateur or otherwise under 21 years of age upon his return then in either case this stipulation will not be counted towards the four allowed players eligible to participate in games under the strict aegis of the National Conference League.

- 4.2.5 The procedure by clubs wishing to seek confirmation of a player's status shall follow a standard format as follows:
- A request in writing from the club to the Competition Administrator requesting verification of a player's current status. The club request must include key data i.e. the player's full address and DOB.
  - A communication from the Competition Administrator requesting RFL Operations to ascertain a player's current status to include a full history of that player's movement within the past twelve months.
  - A reply from RFL Operations to the Competition Administrator confirming the player's current status and his movement within the past twelve months.
  - A communication from the Competition Administrator to the club wishing to register the player to confirm his current status, eligibility to play or otherwise.
- 4.2.6 A club having received from the Competition Administrator written confirmation that a player is deemed eligible to compete in the National Conference League may, at this point, arrange for completion of a standard Online Community Game registration form.
- 4.3 Youth Players**
- 4.3.1 Players having attained the age of 16 years and duly Online registered with their playing/regional league are eligible to play National Conference League football provided of course they are clearly identified on the official team sheet as being in that category.
- 4.3.2 A simple endorsement on the team sheet of "U17" or U18s" after the player's name will suffice in respect of this purpose.
- 4.2.3 Clubs must provide annually by e-mail to the Competition Administrator a full listing of all eligible youth players, their contact addresses and Dates of Birth.
- 4.4 Transfers**
- 4.4.1 Clubs may transfer players from other clubs - either from the National Conference League or regional playing leagues - by simply completing a standardised Online transfer form in the usual manner.
- 4.4.2 The completed form when duly signed must be in the hands of the Competition Administrator at least 24 hours prior to the game's commencement.
- 4.4.3 A player must prior to the transfer being completed and his subsequent participation in any given fixture with the club of his choosing - clear in full with the club from whom he is leaving or League with whom he is domiciled all outstanding financial obligations and return any kit or other merchandise issued to him by his previous club.
- 4.4.4 The NCL Management reserve the right to refuse any player transfer and or registration who they consider may be detrimental to their competition.
- 4.5 Trialists / Amateur Registered Players**
- Players on a National Conference League's club's register are allowed to participate in games with a professional club under the aegis of the RFL provided their participation in such games is strictly on "amateur terms" only
- 4.6 Permit Players**
- Permit players - are **NOT** allowed to participate in games under the strict jurisdiction of the National Conference League.
- 4.7 **Community Dual Registered Players** are however allowed to participate in such games only if registered and in accordance with such regulations as are agreed between the NCL and the RFL.

## **APPENDIX 4B COMMUNITY GAME DUAL REGISTRATION**

**Community Game Dual Registration is the system whereby a Player continues to be registered for hid Professional Club whilst also being registered for a Community club.**

### **Eligible Players and Registration Process.**

**A) The following players are eligible to be Community Game Dual Registration.**

- 4.B.1** Only Players registered and eligible to play with a Club's Reserve grade team (being a player who has not played more than 5 first team Matches, in the last three years, in a Tier 1 to 3 Competition) or Tier 2 or 3 Clubs, are eligible to be Community Game Dual Registered Players.
- 4.B.2** **Players registered to a Tier 2 or Tier 3 Club on a part time contract.**
- 4.B.3** **Academy Players on a first-year contract.**
- 4.B.4** Before a Player can play as a community Game Dual Registered Player (i) a Community Game Dual Registration Form must have been Signed by the relevant Professional Club, the Community Club and the player (ii) such form must have been submitted to the RFL; and (iii) An acknowledgement must have been received from the RFL that such Community Game Dual Registration has been registered.

- 4.B.5 Any Player on Community Game Dual Registration remains contracted to their Professional Club and as such that Club will be entitled To decide whether he is available for selection by his Community Club. For the avoidance of doubt the Community Club still has the Discretion on whether to select any such player for their match day squad. It is imperative that the Professional Club communicates with The Community Club on a Player's availability.

### **LIMIT ON NUMBERS**

- 4.B.6 A Professional Club shall have a maximum of 6 of its registered Player's on Community Game Dual Registration.
- 4.B.7 A Community Club shall have a maximum of 6 Player's 'registered' as being on Community Game Dual Registration to it at any time.
- 4.B.8 A Community Club shall not include in any match day squad nor play in any match more than 2 Player's who are Community Game Dual Registered To it. It shall be the responsibility of the Community Club to ensure compliance with these rules and any breach will be treated as misconduct as set Out in the Operational Rules.

### **PROCESS – 2024 SEASON**

- 4.B.9 Each eligible Professional Club shall advise the RFL of its Players it would like to Community Game Dual Register. In doing so the Club shall obtain the Players consent to being nominated.
- 4.B.10 Subject to limitation in 4.B.5. each such Players Community Club of Origin (being the last Community Club that a player played for) shall have first option to take its former player on Community Game Dual Registration. The RFL shall circulate to each applicable Community Club the list of Players where that Club is the Club of Origin.
- 4.B.11 Each such Community Club shall notify the RFL which of its Club of Origin Players it wishes to Community Game Dual Register (for the avoidance of Doubt this shall be a maximum of 6 Players). The RFL shall determine each Players club of Origin however in relation to Players who do not have a Club of Origin or are not selected by their Community Club of Origin the RFL shall have discretion, to determine which Community Club each such Player can be Community Game Dual Registered to.

### **END OF SEASON DEADLINES.**

- 4.B.12 Each season a Community Club may only play a Player who is Community Game Dual Registered to it in any Play-Off match in which it competes if that Player has played in 3 Matches for that Club (and team) in that Competition prior to the transfer deadline which shall be specified by the League in relation to its competition, there will be no dispensation for any Player who does not meet the above criteria.

### **DISCIPLINARY**

- 4.B.13 Any breach of these Rules by a Professional Club shall be dealt with by the RFL in accordance with the RFL Operational Rules for Tier 1 ,2 and 3. Any breach of these Rules by a Community Club shall be dealt with by the applicable League.
- 4.B.14 If a Player on Community Game Dual Registration is charged with mis-conduct then the League which organises the Competition in relation to which The charge arises shall have the jurisdiction to hear the charg
- 4.B.15 Subject to the provisions of this paragraph and paragraph 4.B.14 suspensions should be served in the Competition in relation to which the mis-conduct Charge arose subject to the usual rules of the Competition. Where in any week under the rules of the Competition there is no match that can be used to Count towards the suspension then the Player can count a match played by his Professional Club (where the suspension was the result of mis-conduct Whilst playing for his Community Club) towards the suspension.
- 4.B.16 If a Player is suspended from playing in a match, he shall not play in any other match in the same weekend but no more than one match in any one Weekend shall count towards a Players suspension.

## **APPENDIX 5** **COACH BREAKDOWN PROCEDURE**

**In the event of a mechanical breakdown on a coach transporting players of the visiting team to the ground of its opposition and so preventing the staging of a scheduled league encounter featuring the two clubs - with no secondary back-up at its disposal - the Secretary/club contact of the visiting team shall without deviation implement the following procedural steps:**

- 5.1 Notify the Competition Administrator immediately by telephone of the circumstances providing at the time of such a call details of the breakdown and its whereabouts/location.
- 5.2 Notify the home club secretary/alternative contact.
- 5.3 Notify the match referee.

- 5.4 Confirm the details in writing for receipt by the Competition Administrator within seven (7) days of the event
- 5.5 Obtain from the coach proprietor for receipt by the Competition Administrator within ten (10) days of the event a mechanics report which specifies in detail the cause of breakdown.

**The Competition Administrator will, on receipt of the information from an official source travelling with the visiting team's party**

- 5.6 Acknowledge the initial call and log the timing
- 5.7 Endeavour to notify the match official - if all attempts to do so by the visiting team having failed or otherwise proven fruitless
- 5.8 Acknowledge, make reference to and action by return or as soon as possible once all the salient facts are known the relevant documentation.
- 5.9 Refer the matter and attachments relating to it for adjudication by the League's management committee.
- 5.10 The Home club shall, if a claim for loss of revenue is sought, submit within seven (7) days of the event to the Competition Administrator copied to the visiting club full details of expenditure accompanied by original receipts relating to:
  - 5.10.1 Ancillary costs borne by the club arising from it's staging of the game
  - 5.10.2 In the event of a match day programme being produced by the host club for sale to spectators in attendance, a small charge may be levied in respect of the "middle" section i.e. team details but not the outer covers which will be re-saleable.

## **APPENDIX 6** **GRAND FINAL PLAYING PROVISIONS**

- 6.1 Where the colours of two competing teams clash and to avoid disputation, the club occupying the highest position in the final table to the conclusion of the current League programme shall wear its Principal colours.
- 6.2 The first club to reach to Grand Final following the qualifying phase of competition shall occupy the Home dressing room.
- 6.3 In the event of tied scores at the conclusion of eighty minutes then, **the game shall then proceed for an unlimited duration until points of any description (GOLDEN SCORE) eventuate so determining an outright winner.**

## **APPENDIX 7** **CLUB RISK - ASSESSMENT – MANAGEMENT**

- 7.1 Ensure that both your players and club activities are insured comprehensively.
- 7.2 Establish and affix internal rules as a means of deterring the practice by some players from entering the field with a view to committing uncivilised behaviour precipitated by acts of foul play.
- 7.3 Never permit coaches to instruct players to commit foul play or endanger others by actions deemed anathema to the rules spirit and customs of rugby league football as a game.
- 7.4 Ensure that pitches and facilities at the club are safe and hazard free. In a litigation conscious society nothing should be left to chance.
- 7.5 Notify players that they are participating in a sport which because of its combative nature involves an inherent risk of injury.
- 7.6 Only coaches qualified to the prescribed RFL mandatory requirements should supervise training sessions
- 7.7 Ensure that players receive clear instructions on how the game is played, knowledge on rules and their interpretation, how to tackle, take a tackle and fall.
- 7.8 Avoid sending on to the field in typical match day conditions players not sufficiently versed or limited in experience thereby leaving them exposed to the dangers of possible injury
- 7.9 Treat the referee with both civility and respect. Remember despite the difficulty intricacies and cumbrance of match officialdom at all levels of competition a referee operating with intense pressure heaped on his shoulders engenders like the combatants satisfaction from participating in the sport of rugby league football



## **APPENDIX 8**

### **DRESSING ROOMS**

- 8.1 The home club shall be responsible for ensuring that the dressing rooms are secure and that essential match day staff only have access to the area.
- 8.2 The home club shall be responsible for ensuring that the dressing rooms are clean and tidy and fit for purpose with space available for the visiting team.
- 8.3 The home club shall ensure that the visitors shower area has a minimum of 6 working shower heads with a suitable supply of hot/warm water.
- 8.4 The home club shall be responsible for ensuring that the dressing rooms are immediately open and available for use by any/all player/s dismissed from the field of play.

## **APPENDIX 9**

### **DUG OUTS & STAFF**

- 9.1 The listed Head Coach shall ensure that registered officials **ONLY** together with players and substitutes occupy the dug outs.

#### **Each team shall:**

- 9.2 In no event permit at any time the number of officials to exceed 10 (including the nominated substituted players) who must at all times remain within the technical area whilst play is in progress.
- 9.3 Ensure that those of its officials and players in the dug outs remain seated at all times with the exception of the substitutes warming up and those entitled to enter the field of play as Non-Playing personnel. (e.g. Physiotherapist/ Medical Personnel) **and all personnel wearing the appropriate bibs. (Medical –Red, Head Coach-Yellow, Substitutes-Orange, Water Carrier- Blue, Physio-Green,)**
- 9.4 Ensure that a technical area (a maximum of ten (10) metres in length and stretching from the pitch barrier to no closer than 1 metre from the touchline) is clearly marked at all times.
- 9.5 In the event of only one dugout being available then, this must be afforded to the visiting team.
- 9.6 Ensure that all dug-out personnel are name upon the Official Team Sheet.
- 9.7 Ensure that all dismissed Officials / Coaches / players go immediately to the dressing rooms, and do not remain in or around the dug out or surrounding playing area and do not return thereafter.
- 9.8 Officials/ Coaches/Players who fail to comply with Appendix 9.7 will be fined /suspended accordingly.
- 9.9 Clubs failing to conform as directed above will be fined accordingly.

## **APPENDIX 10**

### **MATCH OFFICIALS**

- 10.1 **Timekeeping** Match Officials shall be the sole time keeper except where this duty has been delegated to another person.

10.2 **Power to Stop the Game**

Match Officials may, at their discretion, temporarily suspend or prematurely terminate a match because of:

1. Adverse weather
2. Undue interference by spectators
3. Misbehaviour by players or any other cause which, in their opinion, interferes with their control of a game.

- 10.3 **Permission to Enter Playing Area**  
Match Officials shall not allow anyone apart from the players on to the playing area without permission.

## **APPENDIX 11**

### **REPORTING DEATH OR SERIOUS INJURY TO A PLAYER**

- 11.1 In the case of a player suffering death or serious injury at a rugby league game or training session at any level the referee or club official should contact the RFL Officials listed below as soon as possible within the two hour period immediately after the incident or after the extent of the injury becomes known.
- 11.2 **Alan Smith 07760 177457**  
The RFL Official will:
- 11.3 Inform the RFL Serious Injuries Officer who will make contact with the player's family to offer any immediate support the RFL can offer.  
Inform the rest of the group that the injury has occurred  
Handle enquiries from the media  
Deal with any request for immediate assistance from the player's family  
Inform the RFL Insurance Brokers on the first working day after the incident

## **APPENDIX 12**

### **RESPECT – GENERAL PRINCIPLES**

Rugby League prides itself on being a family game which is inclusive, uncompromising and passionate and the principles of RESPECT set out the obligations on all participants to maintain the games high standards.

The National Conference League will take positive action to ensure that the high standards of behaviour are maintained at all times in Rugby League. RESPECT sets out the standards of behaviour which the game expects from the entire Rugby League family. Rugby League is passionate about, and prides itself, on its reputation as the "Family Game" and as such, will take responsibility to ensure that this reputation is maintained and improved. The Game is an inclusive sport, is committed to the principles of equal opportunity and will not tolerate any form of discrimination.

Each Club is responsible for managing its Ground safely when it is open to the public and is required to comply with its legal obligations in this regard and to carry out risk assessments as appropriate, keep suitable records and act in accordance with good practice.

In addition each Club is required to use its best endeavours to take all precautions necessary to ensure that all Officials, Players, employees, representatives, spectators and all persons purporting to be supporters present at its ground do not act unlawfully and to prevent any of the above from threatening, abusing, or assaulting Officials, Players, spectators, staff or other persons or damaging their property or the ground or any property, or invading the pitch or pitch surrounds or throwing missiles on the pitch or acting in a disorderly or improper manner before, during or after the conclusion of Matches, or otherwise behaving in an unruly or unlawful manner or in a manner which in the opinion of the National Conference League Management is prejudicial to the game or amounts to improper conduct. Any Club which fails to discharge its responsibility in this regard shall be guilty of misconduct.

No person shall publish or cause to be published (or give any interviews to the media by whatsoever medium) which contains criticism of the character of a Match Official or criticism of the manner in which a Match Official has officiated at a game in which the Club or Players has taken part or any other game under the control of the National Conference League.

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

Discourage all instances of unsporting behaviour, foul or illegal play, or acts of violence, both on and off the field.

Respect the rights, dignity and worth of every person regardless of their age, ethnic origin, gender, special needs, including learning and physical disabilities, class or social background, religion, sexual orientation, marital status, pregnancy, colour or political persuasion.

Condemn the use of recreational and performance- enhancing drugs and doping practices; their use endangers the health of players and is contrary to the concept of fair play.

Important – Every person who attends a Rugby League match does so with the permission and license of the home club and/or league. Breaches of this Code of Conduct may result in penalties up to and including a fine, loss of team match points and suspension.

## **12.1 PLAYER**

- 12.1.1 Be a good sport. Respect all good play whether from your team or the opposition and shake hands with and thank the opposition players and officials after the game – win, lose or draw.
- 12.1.2 Participate for your own enjoyment and benefit. Make every effort to develop your own abilities.
- 12.1.3 Always respect the match official's decision.
- 12.1.4 Make every effort to be consistent with Fair Play and the Laws of the Game. Never get involved in foul play.
- 12.1.5 Honour both the spirit and letter of the competition rules and live up to the highest ideals of ethics and sportsmanship; avoid gamesmanship and respect the traditions of the game.
- 12.1.6 Never engage in disrespectful conduct of any sort including swearing, obscene gestures, offensive remarks, taunting or other actions that are demeaning to other players, officials or supporters. Treat others as you would like to be treated.
- 12.1.7 Care for and respect the facilities and equipment made available to you during training and competition
- 12.1.8 Safeguard your health; don't use any illegal or unhealthy substances.
- 12.1.9 Recognise that many officials, coaches and match officials are volunteers who give up their time to provide their services. Treat them with the utmost respect. Remember, without them you do not have a game.
- 12.1.10 Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a rugby league match or competition in which you are involved.

## **12.2 CLUB COACH**

- 12.2.1 Actively discourage foul play and/or unsporting behaviour by players.
- 12.2.2 Seek to maximise the participation and enjoyment for all players regardless of ability; avoid the tendency to over-use a talented player; treat all players as equals, regardless of their talent.
- 12.2.3 Show concern and caution towards all sick and injured players. Follow the advice of a doctor and/or physiotherapist to the letter when determining when an injured player is ready to recommence training or playing.
- 12.2.4 Teach players that an honest effort and competing to the best of their ability is as important as victory
- 12.2.5 Encourage players to respect and accept the judgement of the Match Officials.
- 12.2.6 Never engage in public criticism of officials.
- 12.2.7 Maintain appropriate, professional relationships with players at all times
- 12.2.8 Make a personal commitment to maintain knowledge of the rules of the game and keep abreast of current coaching methods; maintain or improve your current accreditation level.
- 12.2.9 Always consider the health, safety and welfare of the players
- 12.2.10 Teach young players to realise that there is a big gap between their play and the professional game; do not coach them as if they are professionals
- 12.2.11 Ensure that your coaching reflects the level of the competition being played; do not propagate a "win-at-all-costs" approach to methods of coaching
- 12.2.12 As coach, conduct yourself at all times in a manner, and in all situations, that shows leadership, respect for the game of Rugby League and respect for all those that are involved in the game – the players, officials, the fans, the parents, the match officials and the media.

## **12.3 MATCH OFFICIALS**

- 12.3.1 Apply the laws of the game with complete impartiality.
- 12.3.2 Prepare fully for a match, both physically and mentally.
- 12.3.3 Conduct yourself, both on and off the field, with the utmost integrity
- 12.3.4 Set a good example by the way you dress, speak and act towards players, coaches, officials, parents and spectators.
- 12.3.5 Place the safety and welfare of the players above all else, be alert to minimise dangerous physical play, fair or foul, especially in junior matches.
- 12.3.6 Deal with all instances of unsporting, foul or unfair play.
- 12.3.7 Show concern and caution for sick and injured players.
- 12.3.8 Be accountable for your actions.
- 12.3.9 Accurately report any misconduct to the appropriate authorities.
- 12.3.10 Avoid any situation, which may lead to a conflict of interest both on and off the field.

## **12.4 CLUB OFFICIALS**

- 12.4.1 Always respect the match official's decision.
- 12.4.2 Never engage in disrespectful conduct of any sort including swearing, obscene gestures, offensive remarks, taunting or other actions that are demeaning to other players, officials or supporters. Treat others as you would like to be treated.
- 12.4.3 Recognise that many officials, coaches and match officials are volunteers who give up their time to provide their services. Treat them with the utmost respect. Remember, without them you do not have a game.
- 12.4.4 Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a rugby league match or competition in which you are involved
- 12.4.5 Actively discourage foul play and/or unsporting behaviour by players.
- 12.4.6 Never engage in public criticism of officials.
- 12.4.6 Always operate to the principle of "friendship first – competition second"

## **12.5 PARENT/SPECTATOR**

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

## **12.6 VOLUNTEERS AND ADMINISTRATORS**

- 12.6.1 Always operate to the principle of "friendship first – competition second"
- 12.6.2 Ensure that all operations are conducted under the supervision of appropriately qualified staff having been through the required checks.
- 12.6.3 Ensure that all staff understand and adhere to the Code of Conduct
- 12.6.4 Ensure that all equipment and facilities meet safety standards.
- 12.6.5 Encourage all participants to remember that sport is enjoyed for its own sake- play down the importance of awards

## **APPENDIX 13** **CLUB TOUR PROTOCOL**

- 13.1 Written permission is required from the hosting National Governing Body (NGB). If hosting a team it shall be normal practice for the overseas NGB to receive confirmation from Community Game Services that all arrangements are in order and the club has authorisation from the Rugby Football League.
- 13.2 A letter of support is required from the club's Playing League confirming that no League fixtures are in place or to the contrary that arrangements have been made for clubs to fulfil their League's obligations.
- 13.2 The proposed detailed arrangements should be lodged with the RFL not less than three months prior to the intended tour date. There shall be no firm commitment for incoming or outgoing tours prior to the receipt of written permission to do so. This will allow the Rugby Football League an opportunity to review all the arrangements are in place and to ensure that the tour is feasible.

## **APPENDIX 14** **ANNUAL DINNER & AWARDS EVENING**

- 14.1 The League shall arrange on an annual basis a Presentation Dinner to which all clubs in membership shall be obliged to attend by sending a minimum number of representatives (4) accompanied by a payment to cover their appearance.
- 14.2 It shall be a requirement by the League at least 10/14 days ahead of the event to inform the Hotel of the final numbers seeking to be in attendance, for which an invoice catering for such numbers shall be settled in full via a BACS transaction.
- 14.3 Club reservations shall be controlled by the purchase of printed admission tickets for surrender by clubs on their arrival at the function.
- 14.4 Clubs not attending for whatever reason or otherwise sending to the function less than the required number of club personnel stipulated shall be fined not less than the face value of each unused reservation indicated on the official Seating Plan, Clubs failing to send representatives on consecutive seasons shall have their fines doubled.
- 14.5 Individual Clubs shall be responsible for the conduct of their designated representatives who shall at all times behave in an acceptable manner. The League's Management reserves the right and may consider the taking of appropriate discipline action should it believe or otherwise has reasonable grounds to suggest the behaviour of any person or representatives from a club in attendance at the function is deemed to be unreasonable or unsatisfactory.
- 14.6 The League shall supply and arrange for formal presentation at the function a distinctive variety of awards which shall recognise the

contribution of the individual nominees selected.

- 14.7 The Champions of each Divisional structure shall be presented formally with their respective trophy which shall be retained but returned to the League (cleaned and inscribed) on a fixed date specified by the Competition Administrator and/or Management Committee.
- 14.8 The Divisional Champions shall be obliged to complete and sign a declaration which following presentation, the trophy in its possession shall be maintained in good condition
- 14.9 A club shall be responsible for the upkeep of a trophy and in the event of any damage, no matter how caused, it shall be obliged to meet the full cost of repair or replacement- should that be necessary.
- 14.10 In the event of either theft or loss of a trophy whilst in its possession then that club shall be responsible for the full cost of providing a suitable replacement

## APPENDIX 15

### RFL COACHES CODE OF CONDUCT

- 15.1 **RFL Coaches Code of Conduct**
- 15.1.1 Everyone in Rugby League has a responsibility to promote high standards of behaviour in the game. Rugby League prides itself on being a family game which prioritises creating a safe, inclusive and respectful environment for all to enjoy and achieve their full potential.
- 15.1.2 Unacceptable behaviour we want to end includes the abuse of match officials; racism, sexism and homophobia; and the poor touchline behaviour of over competitive parents, spectators and coaches.
- 15.1.3 Positive behaviour we want to encourage centres on the benefits the player gets from the game – self-esteem, fun and enjoyment, friendships, health and fitness.
- 15.1.4 A coach is an important role model and has the biggest single impact on a player's experience of the game.
- 15.1.5 This code of conduct provides a framework and an opportunity for you to ensure all players have a positive and enjoyable playing experience
  
- 15.2. **On and off the field I will:**
- 15.2.1 Show respect to others involved in the game including match officials, players, coaches, managers, parents, RFL staff and spectators
- 15.2.2 Adhere to the playing laws, operational rules and spirit of the game.
- 15.2.3 Promote and adhere to RESPECT and Tackle it!
- 15.2.4 Demonstrate high standards of coaching and personal behaviour
- 15.2.5 Always respect the match official's decision
- 15.2.6 Never engage in public criticism of the match officials
- 15.2.7 Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- 15.2.8 Adhere to Safeguarding and Protecting Children and Vulnerable Groups guidelines
  
- 15.3. **When working with players I will:**
- 15.3.1 *Place the physical and mental well-being, safety and enjoyment of each player above everything, including winning ensuring every player has an equal opportunity to take part in training and matches, within the rules of the playing competition*
- 15.3.2 *Explain exactly what I expect of players and what they can expect from me*
- 15.3.3 *Ensure all parents/carers of all players under the age of 18 understand these expectations*
- 15.3.4 *Never engage in or tolerate any form of bullying*
- 15.3.5 *Develop mutual trust and respect with every player to build their self-esteem*
- 15.3.6 *Respect and value the diversity of your players and endeavour to meet their individual needs*
- 15.3.7 *Encourage each player to accept responsibility for their own behaviours and performance*
- 15.3.8 *Ensure all activities and practices that I organise are appropriate for the players ability, age and maturity to make the experience of players as enjoyable as possible*

I understand that if I do not follow the Code, any/all of the following actions may be taken by my Club, League or the RFL:

- Required to apologise
- Required to meet with club, league or RFL staff
- Monitored by another coach
- Required to attend an RFL education course (s)
- Suspended by the club from attending matches/training sessions
- Suspended and/or fined by the League
- Required to leave the club
- Removal of coach licence to practice by the RFL including the removal of insurance cover
- Any memberships or benefits may be withdrawn

I have read, understood and agree to abide by the terms of the RFL Coach Code of Conduct and that this forms part of the RFL Coach Licence scheme. I understand that failure to adhere to the Code of Conduct may result in further action being taken against me and the removal of my coach licence.

PRINT NAME.....

Signed.....

Dated.....

COACH ID (if known).....

Club/Age Group coached.....

NCL Club .....

## APPENDIX 16 DEFINITIONS

<b>Dangerous throw</b>	If, in any tackle of, or contact with, an opponent that player is so lifted that he is placed in a position where it is likely that the first part of his body to make contact with the ground will be his head or neck (“the dangerous position”), then that tackle or contact will be deemed to be a dangerous throw unless, with the exercise of reasonable care, the dangerous position could not have been avoided
<b>Dismissed Official/Coach/Player</b>	A dismissed Official/ Coach/ Player can take no further part in the match, nor shall he be permitted to take up a position near the playing area where his presence is likely to provoke further incident and as such must return to the Dressing rooms/Club House.
<b>Brawl</b>	A brawl is defined as a total of three or more Players or Officials being involved in an incident of fighting or aggressive physical contact on the pitch and surrounding areas before, during or after a Match.
<b>Dangerous Contact</b>	<ul style="list-style-type: none"><li>• Applying forceful and unnecessary pressure to the head, neck or spinal column of a tackled player so as to keep that player at a disadvantage in or after a tackle.</li><li>• Forcefully and unnecessarily grasping (or jerking, or pinning or twisting) the head or neck of a tackled player.</li><li>• Contact with the legs (either direct or indirect) with the supporting leg(s) of an attacking player who is held in a vulnerable position, in a way that involves an unacceptable risk of injury.</li><li>• Forcefully twisting, bending or otherwise applying pressure to the limb(s) of an opposing player in a way that involves an unacceptable risk of injury.</li><li>• Making contact with the leg(s) of an attacking player who has kicked the ball in a way that involves an unacceptable risk of injury.</li></ul>
<b>Touch Line Ban</b>	Any Coach/Official/Individual who received a Touch Line ban cannot have any input into team activities or be inside the Technical area/pitch barrier, during or after a match, however they can have input in the Change-room prior to the match only. This ruling applies until the suspension has been completed, and written notification received confirms the suspension has been completed.
<b>Match Day Ban</b>	Any Coach/Official/Individual who received a Match Day ban cannot have any input into team activities prior to, during or after the match on the dates in question. This ruling applies until the suspension has been completed, and written notification received confirms the suspension has been completed
<b>Evidence</b>	Evidence is any sort of information that supports a certain assertion. The evidence can come in many forms. For example, evidence can take the form of testimony, physical evidence, documentary evidence, photographs, audio/visual recordings and should be submitted to the Administrator a minimum of 96 hours prior to the relevant hearing at which the evidence is to be presented.
<b>Community Game Dual Registered Player</b>	is the system whereby a Player continues to be registered for his Professional Club whilst also being registered for a Community club.

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**NCL Minimum Standards Checklist Club \_\_\_\_\_ Date \_\_\_\_\_**

**Clubhouse**

Q1	Does the Club own their own ground?	Yes / No
Q2	If leased, who owns the ground?	
Q3	What is the length of your lease?	Yrs
Q4	Does the Club have changing rooms adjacent to the first team pitch?	Yes / No
Q5	If not state the walking distance taking the most direct route possible	Mtrs
Q6	Does the club have bar facilities?	Yes / No
Q7	Are there separate bar facilities for players and spectators?	Yes / No
Q8	Is the clubhouse equipped with catering facilities?	Yes / No
Q9	Is there separate player dining area?	Yes / No
Q10	Is the clubhouse equipped to house at least 60 persons?	Yes / No
Q11	Does the club have a ramp or other access to accommodate disabled spectators?	Yes / No
Q12	Does the Clubhouse have a disable toilet?	Yes / No
Q13	Does the club have a valid Fire safety Certificate?	Yes / No
Q14	Fire Safety Certificate viewed.	Yes / No

**Parking**

Q15	Does the club have parking facilities?	Yes / No
Q16	If so, How many vehicles may be accommodated?	30 /40 /50 / More
Q17	Is there a dedicated area for Coach parking?	Yes / No
Q18	If not, Where are Coaches parked?	
Q19	Is there a designated area for disabled parking?	Yes / No
Q20	How many disabled parking spaces are available?	2 / 3 / 4/ More

**Changing Rooms**

Q21	How many changing rooms are available on match-days?	2 / 3 / 4/ More
Q22	Are the changing rooms large enough to accommodate 22 persons?	Yes / No
Q23	Are the changing rooms clean and well presented?	Yes / No
Q24	Is the shower facility for players located within the changing room?	Yes / No
Q25	If no, are they communal showers?	Yes / No
Q26	How many shower heads are located in each shower room? (turn on to check)	
Q27	Are there toilet facilities in the changing rooms?	Yes / No
Q28	Is there a separate change room for match officials?	Yes / No
Q29	Is this room clean and well presented?	Yes / No
Q30	Does this room have a shower facility installed?	Yes / No
Q31	If so, is the shower functioning correctly ? (turn on to check )	Yes / No

**Ground**

Q32	What is the size of the playing area?	x
Q33	Is the ground fully enclosed?	Yes / No
Q34	Are there permanent barriers surrounding the first team pitch?	Yes / No
Q35	Do these barriers surround the whole pitch, including behind the in-goal area?	Yes / No
Q36	What is the distance from touchline to permanent barriers ) Sides & ends)	Sides Ends
Q37	Are dugouts available to both teams?	Yes / No
Q38	Are both dugouts in a good and usable condition?	Yes / No
Q39	How many persons does each dugout hold	4 / 6 / 8/ More
Q40	Are they located on opposite sides of the field?	Yes / No
Q41	Are Floodlights available on the first team pitch?	Yes / No
Q42	Is the pitch/playing surface in good condition?	Yes / No
Q43	Is it marked to the prescribed requirements/specifications?	Yes / No
Q44	Is a scoreboard visible at the ground?	Yes / No
Q45	Is the scoreboard used on match-days?	Yes / No
Q46	Does the club have access to an all weather training facility	Yes / No
Q47	Does the club access to a second pitch able to stage an NCL fixture?	Yes / No
Q48	Second pitch viewed and classed as adequate? (Walk area)	Yes / No
Q49	What is the size of the playing area for the second pitch	x



Completed By a) \_\_\_\_\_ b) \_\_\_\_\_ Signed a) \_\_\_\_\_ b) \_\_\_\_\_

Date \_\_\_\_\_