

1. APPLICABLE OPERATIONAL RULES

- 1.1 The West of England Men's League (WOEML) sits within tier five of the RFL competition structure. All teams participating in the WOEML are bound by the [RFL Operational Rules for Tiers Four, Five and Six \(Operational Rules\)](#).

2. MEMBERSHIP

- 2.1 Membership of the WOEML is open to all clubs playing rugby league within the West of England Region who are capable of meeting an Annual Entry Criteria as specified by the Southern Regional League Competition Advisory Group (SRLCAG).
- 2.2 Applications from new clubs must be submitted in writing to the Competition Officer by the first working Monday in January each year. Membership shall be granted to a club for one season only and all clubs must reapply for membership each year.
- 2.3 The annual subscription for membership of the league shall be £50 per first team and £30 for any additional team from the same club. Merit League teams will also be subject to a £30 fee.
- 2.4 Subscription for membership of the League shall be reviewed annually and paid by 31st May each season. Any team not having paid its annual subscription by this date will not be allocated competitive fixtures for the remainder of the season until such fees are paid.
- 2.5 Each club will be required to ensure that the Volunteers listed below are appropriately qualified (where applicable) and registered on GameDay:
- Coaches
 - Club Welfare Officer
 - First Aiders
 - Game Day Manager
 - Club Secretary
 - Club Chair

3 START AND END DATE OF THE COMPETITION

- 3.1 The SRLCAG shall determine the commencement date of its competition and the date upon which it shall cease, these dates will fit between the 1st March and 30th November in any year.

4. STRUCTURE OF THE COMPETITION

- 4.1 The RFL, in conjunction with the SRLCAG, will determine the structure of the competition including its format and size, any play-off structure and matters relating to promotion and relegation.

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- 4.2 If two or more clubs finish level on points at the end of a season the application of competition rule 4.8.2 will decide which team finishes above the other.
- 4.3 If a team withdraws from the League, then the points from the teams remaining fixtures shall be awarded to their opponents in line with competition rule 4.8.3, until they have completed one fixture against all teams within their division. If a team completes more than one fixture against another team within their division, the same method will apply until they have completed two fixtures against all teams within their division.
- 4.4 If a club is expelled or suspended, its record will be expunged, irrespective of how many games that club has played.
- 4.5 The play-off format, should there be one, will be communicated to all Clubs prior to the start of the season.
- 4.6 If there are play-offs, only players who have played 2 or more League or Cup fixtures for their respective team are eligible to participate in the play-off stages of the competition. The SRLCAG have the discretion to allow players eligibility who have not met the 2 match criteria upon reasons presented by clubs.
- 4.7 If there are play-offs, teams who have forfeited 2 or more games over the course of the season shall not be eligible to participate in the play-off stages of the competition. In this event, the next qualifying team will be entered into the play-off stages.
- 4.8 **League Tables**
- 4.8.1 The League competition tables shall be compiled by the RFL, the positions in which shall be determined by the number of points gained with points being awarded as follows: two points for each Match won; and one point for each Match drawn.
- 4.8.2 The League placings will be determined and calculated as follows:
- The club with the highest number of points shall be at the top of the league table and the club with the lowest shall be at the bottom.
 - Where clubs have an equal number of points their relative positions shall be determined by points difference so that the club having the greater points difference is placed above the club with the lesser points difference.
 - Where clubs have an equal number of points, and their points difference is equal then relative positions shall be determined by the head-to-head record in League matches only. Where their head-to-head record is even then the aggregate score of all head-to-head league fixtures will decide the team on top.
 - If the positions are still equal, positions will be determined by the toss of a coin which shall be conducted at such time and place as the RFL shall direct and those clubs concerned shall be entitled to witness the toss.

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- 4.8.3 The notional scores in forfeited games shall be 24-0 and a points deduction of 1 point. The League and clubs should work together to ensure, where possible, games are played. Alternative options for rearrangement should be explored before a forfeit is awarded.

5 FIXTURES

- 5.1 All fixtures must be played as per the fixture list, or the points for such games forfeited, unless an alternative date mutually agreeable by both teams and the Competition Officer can be sought. Any club wishing to rearrange a fixture must consult their opponents in the first instance to discuss any changes. Should an agreement be reached, details of the change must be confirmed with the Competition Officer.
- 5.2 Where programmed into the fixture programme, backlog dates should not be considered as a free weekend and teams should be prepared to be allocated fixtures on these dates.
- 5.3 No friendly fixtures shall be arranged on a League fixture date without prior approval of the Competition Officer. The details of any friendly fixtures that are arranged, after approval, must be confirmed with the Competition Officer.
- 5.4 Clubs must accept fixtures given at seven days' notice by the Competition Officer.
- 5.5 Any club failing to play a fixture on a scheduled date will be made to play the reverse fixture, if it has not already been played or forfeited, on their opponents' ground.
- 5.6 Any club failing to fulfil a fixture must pay reasonable expenses to the non-offending club, as determined by the SRLCAG. This may include the referee's full fee and expenses.
- 5.7 Any club which fails to notify their opponents of its inability to raise a team 60 minutes before the scheduled kick-off, shall also be liable to pay any expenses, up to a maximum of £50, which their opponents may incur, including kit washing, or medical costs such as strapping.
- 5.8 In the case of a home club failing to fulfil a fixture, a visiting club that has travelled, may claim up to a maximum of £100 towards transport costs.
- 5.9 Any club with more than one team at home, in any competition, must provide an alternative pitch in case of a clash of fixtures. If an alternative pitch cannot be found, and no other mutual agreement can be reached, the game should be moved to the ground of the opposition team, providing this is available.
- 5.10 **Postponements**
- 5.10.1 In the event of the home club suspecting that its ground will not be fit for play owing to adverse weather conditions or other cause, the home club must immediately call a Match Official on the approved list recognised by the RFL to carry out a ground inspection. If the Match Official states the ground is not fit for play, and in their opinion, there is no chance of it being so before the scheduled kick off, then that decision must be communicated immediately to the visiting club, appointed Match Official and the Competition Officer. Any club failing to fulfil

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this instruction may be guilty of Misconduct and in addition to any sanction will be responsible for the reimbursement of reasonable travel expenses incurred by any Match Official or club not so notified.

5.10.2 When a game is unable to go ahead as scheduled, both teams should notify the Competition Officer via email to confirm if the game is being postponed until a later date or conceded and the points claimed by the opposing side. As per rule 4.8.3 alternative options for rearrangement should be explored before a forfeit is awarded.

5.10.3 In the case of both a no-fault or mutually agreed postponement, if clubs cannot agree a new date within 14 days of the original postponement, then the Competition Officer will issue a new date for the fixture. This will be on the next available Saturday, or if there are no Saturday dates available the fixture will be set for a midweek evening. If the new fixture is not played as instructed by the Competition Officer, the points will be awarded to the non-offending club.

6. **PLAYER REGISTRATIONS**

6.1 All players shall annually register to the club using the RFL GameDay system. The League will circulate a link to the registration portal to the clubs to commence the registration process. During this process a Player must become an Our League Active member.

6.1.1 There is no restriction on the maximum number of players allowed to register per team in the WOEML, however 20 is the minimum number per team and scheduled fixtures will be refused until 20 players are registered.

6.1.2 New Players can be signed on 'on the day' using the GameDay system. Clubs must make every effort to confirm that players are free to register in this manner. Clubs are responsible for ensuring that a player is eligible to play for them before allowing the player to play. A Competition Officer can be contacted on match day to check a player's eligibility.

6.1.3 The RFL may introduce, from time to time, new registration processes.

6.2 **Professional Players**

6.2.1 The WOEML shall allow professional players to play within the Competition in accordance with the Operational Rules and any regulations that are in place relating to the dual registration of players.

6.3 **Transfers**

6.3.1 Clubs may register or transfer players from other clubs, using GameDay. It is the responsibility of the club the player is moving to, to initiate the transfer. The club the player is moving from will need to approve any outgoing transfer requests on GameDay. Clubs will have 7 days to notify the Competition Officer of any objections to a transfer being approved. After this point, if no objections are raised the Competition Officer will approve the transfer on the club's behalf. The player has final sign off of the transfer. The process must be

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completed in full, including player sign off, before a player plays. The club shall follow any other policies issued by the RFL in relation to the registration of players.

- 6.3.2 All players must fulfil any financial obligations to their current club before any transfer to another club, including professional clubs, will be permitted. This would exclude a players OLA membership fee for those clubs that have opted to pay for their players. This also applies to a player wishing to sign for a different club in future seasons.

7 MATCH DAY OPERATIONS

- 7.1 All games shall, unless there is mutual agreement between competing clubs to the contrary, be organised and staged on Saturday afternoons with a kick off time scheduled for 2.30pm. Fixtures may be played midweek/Sunday or with a different kick off time on a Saturday. Any changes to the date or time of the fixture must be agreed by both clubs and the Competition Officer must be notified in good time prior to the scheduled fixture.

- 7.2 To maintain the continuity of the playing programme the Competition Officer shall be empowered, if necessary, to bring forward to an earlier date a fixture scheduled for later in the season.

7.3 Match Officials

- 7.3.1 All Match Official appointments will be made centrally and notified to appointed club contacts in advance of fixtures. If no central Match Official is available, the club will be asked to provide assistance. The responsibility to arrange a suitably qualified Match Official reverts to the home team. Both teams must agree before the day for a certain person to be the Match Official whether it be a Match Official provided by the home team, the away team, another club/referee society, club coach or the duties are to be shared, one half each per team (with a toss of the coin to decide who officiates the first half and second half). The League would encourage all clubs to have an appointed qualified Match Official within their club members that could cover any such situations. Clubs are encouraged to promote and put forward suitable members each year onto sanctioned Match Official courses.

7.4 Team Sizes, Short Sided Games and Loaning of Players

- 7.4.1 A maximum of 20 players may be named for each side taking part in a fixture including cup fixtures, play-off games and finals.
- 7.4.2 Clubs are not compelled to 'loan' players. It is their discretion whether they do so or not.
- 7.4.3 'Loaned' players are to be clearly endorsed on the Official Team Sheet - as "**LOAN**"
- 7.4.4 If 'loaning' occurs, the game remains an official fixture. The score-line and result of the actual match stands officially. In other words, if team 'A' loans players to team 'B' to make up a side, and then team 'B' wins the game 10-0, the result stands as a 10-0 victory to team 'B'. This fact needs to be borne in mind by any club considering 'loaning' players on match day.

7.5 Contacting Opponents and Kit Obligations

7.5.1 In accordance with the Operational Rules it is the responsibility of the home club, during the week preceding a game, to contact both its opponents and the relevant Match Officials regarding team colours and ground directions by no later than 8pm on the Thursday before the following Saturday's fixture. Away clubs should acknowledge any correspondence received and confirm their intention to travel, no later than 24 hours before the scheduled kick off time.

7.4.2 In the event there is a clash of colours the away team must wear an alternative strip.

7.6 Technical Areas

All non-playing personnel and interchanges must remain in the designated technical area throughout the Match. They are not permitted to station themselves around the field, other than when managing a player, who has been removed from play, or when time management principles have been implemented (other than tracking physios) and are subject at all times to the control of the Match Officials.

7.7 Medical Requirements

7.7.1 It is the requirement of each home club to ensure that a first aider attends each game. The first aider should make themselves known to the Match Official before the start of any Match and shall remain for a minimum of 15 minutes after the end of the Game and shall speak directly with a designated Official from both clubs, if necessary, to ensure that the correct reporting paperwork is completed. In the event that there is no first aider then the Match Official will not permit a game to take place.

7.7.2 First aiders should be listed on the team sheet and are required to register on the GameDay system as a volunteer.

7.7.3 In the event a player sustains an injury to the head, the Match Official will stop the game and ask for the first aider to attend to them. If the first aider suspects concussion the player should be removed from the field of play. If the player refuses to follow the first aider's advice, then the Match Officials can hold up play until the player follows the instruction of the first aider. Advice for managing concussion can be found [HERE](#).

7.8 Reporting Injuries and Concussion

7.8.1 In the event there is a serious injury or concussion at a Match this must be reported using the GameDay system. Reports are added in the post-game section which is the same area as where results are added. It is imperative that any head injuries are reported on the system as this information has to be provided to the insurers.

7.9 Post Match Arrangements

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7.9.1 The home club shall be responsible for supplying all the competing players, club officials and appointed Match Officials with a suitable post-match meal (up to a maximum of 25 people per team). The visiting club is obligated to accept such hospitality.

7.9.2 In the case of away clubs failing to fulfil a fixture the home club may also claim up to a maximum of £60 towards refreshment costs. Any club which will not be requiring refreshments should notify its opponents in advance of the game, otherwise the club will be liable to pay £60 compensation to the home club.

7.10 **Team Sheet and Reporting Results**

7.10.1 Official team sheets must be completed correctly before the commencement of matches and shall be signed by a recognised official from each club and the Match Official.

7.10.2 Completed team sheets should include the full forename and surname (no initials), of all participants and must be sent by the home club official to the Competition Officer at competitions@rfl.uk.com within 48 hours following the completion of the game. Details of the man of the match from both the participating clubs must also be included. The failure of a club to complete and return team sheets correctly will incur a £10 administration fine.

7.10.3 The home club, in consultation with the Match Official and designated officer from the opposition, must agree the result immediately on completion of the game and enter the result on to GameDay within 60 minutes. Failure to comply will result in a £10 administration fine.

7.10.4 It is the responsibility of both clubs to ensure that the team sheet information, including point scorers and result information, is entered on the GameDay system within 48 hours following the completion of the game. Failure to do so will result in an £10 administration fine.

7.11 **Abandonment of Games**

7.11.1 If a game is abandoned with more than three-quarters of the playing time elapsed, the result shall stand unless otherwise determined by the SRLCAG. If less than three-quarters of the playing time has elapsed the SRLCAG, at its sole discretion, may order a game to be re-played.

7.12 **Requests for Postponement due to Representative Rugby League**

7.12.1 A club with two or more players selected to participate in a RFL recognised representative fixture (as determined by the Operational Rules) may apply to postpone its fixture scheduled that weekend.

7.12.2 Such club applications should be submitted in writing and lodged with the Competition Officer and copied to the club's opponents for receipt within 96 hours of the scheduled representative match.

8 DISCIPLINE, SUSPENSIONS AND FINES

- 8.1 A WOEML discipline panel is in place to deal with all discipline matters arising, in accordance with section D of the Operational Rules. The disciplinary panel shall have the full power to expel, suspend and/or fine any club, player, official or other person, subject to the Operational Rules, found guilty of misconduct and/or breach of these rules and/or breach of the Operational Rules and to order them to meet any costs incurred.
- 8.2 A written report of a Match Official on the misconduct of any club, player or official must be sent via email to the Competition Officer with a copy to the offending club for receipt inside 48 hours from the conclusion of the game.
- 8.3 Reports of brawling – defined as three or more players involved - should via email be sent by the Match Official, for receipt within 48 hours of a game's conclusion, to the Competition Officer. Separate copies of the report will then be forwarded to the clubs concerned.
- 8.4 Any club which does not receive, within 48 hours, a report outlining a dismissal or brawl having occurred should contact the Competition Officer immediately. The failure of a club to receive a written report will not prevent action being dealt by the relevant discipline committee.
- 8.5 A reported club, player, official or any other person may, to defend an allegation of misconduct, send a letter for receipt by the Competition Officer within seven days of the date of the match. The club or such persons may in their own defence request a personal appearance and/or bring witnesses and/or submit written mitigation, to the hearing, if they notify the Competition Officer within seven days of the alleged offence. A £20 administrative fee will be charged for any personal hearings or written submissions that result in a guilty verdict. This will be added afterwards to any fines that are issued or waived provided that the appellant or their designated representative attends in person and are found not guilty.
- 8.6 Unedited DVD evidence shall be an accepted method through which to defend or confirm the alleged actions that have been reported to the committee by a Match Official.
- 8.7 Should a case of alleged assault by a player, club official or spectator be lodged it will be reported to the Competition Officer by a Match Official. The Match Official will then be instructed to make themselves available to the disciplinary committee, for the purposes of interview, due notice of which shall be given in writing. A Match Official shall in such circumstances be entitled to claim reasonable travel expenses.
- 8.8 A player's suspension shall commence on the Saturday following the meeting at which the suspension was imposed, with the exception of any suspension of six matches or more which shall take immediate effect.
- 8.9 All organised competition games, (including SRL fixtures, and RFL representative games) provided that they were arranged prior to the player's offence may be counted towards the list of suspended games.

- 8.10 A suspended player is not permitted to play in any other game of Rugby League until any fines are paid and their suspension is served, and the completed Notification of Games Served Form has been completed, received, and approved by the Competition Officer. Any player or club violating this rule will be fined not less than £100. The offending player may also incur an additional suspension and will not be able to play until such time as the fine is paid. In the event of a game having been won by a club fielding a player under suspension then the competition points gained shall be forfeited automatically. The SRLCAG, should it deem appropriate, reserves the right to apply other sanctions which may include a club's suspension or expulsion from the competition.
- 8.11 All fines, payable to the RFL must be settled within 28 days and must be forwarded to the Competition Officer. Failure to meet this obligation shall result in the fine being doubled automatically. If a further seven days elapse without receipt of payment, then the club's fixtures will be suspended.

9 APPEALS

- 9.1 All appeals against disciplinary sanctions imposed by the MML are to be dealt with by an independent RFL appointed panel.
- 9.2 Clubs who have the right to appeal may do so within 7 days of a decision made. A £40.00 fee, payable to the "RFL", should be submitted together with an accompanying letter outlining the reason the appeal is sought. This must be forwarded to the Competition Officer.
- 9.3 An appeal by a club may be based solely on the following grounds: a) the finding of guilt or b) the severity of sentence imposed.
- 9.4 No member of the Discipline Panel actively involved in a decision taken at the initial hearing other than the Competition Officer - who has no voting rights - shall be permitted to adjudicate on matters which will be the subject of appeal.
- 9.5 Adjudication by the Appeals Panel precludes the right of individual players or their clubs towards seeking a further representation.