

**BY-LAWS OF THE CENTRAL COAST RUGBY UNION
INC.**

Last Updated

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PART I MEANINGS OF TERMS USED IN THESE BY-LAWS

"ARU"	means the Australian Rugby Union Ltd.
"Appointments Board"	means the appointments of the Referees Board appointed by the Central Coast Rugby Union Referees' Association Inc.
"CTA"	means Club to Appoint.
"Committee"	means the Match & Grounds Committee appointed by the Board of the Central Coast Rugby Union Inc.
"Competition Matches"	means the matches as played on a home and away basis, but does not include the semis, finals or grand final matches.
"Final Series Matches"	means the Minor Semi Final, Major Semi Final, Preliminary Final and Grand Final matches but does not include competition matches.
"Judiciary Committee"	means Judiciary Committee of the Central Coast Rugby Union Inc.
"Participant"	means an affiliated Club or Association, a player, referee, touch judge or other match official, a selector, coach, trainer, manager or other team official, or an individual involved in the organisation, administration or promotion of Rugby Football including a director, other officer or employee of the ARU, of any Member Union or Affiliated Union of the ARU, or of any Rugby Union Club or other body in membership with or affiliated to a Member Union or Affiliated Union;
"Penalty Unit"	means the amount as determined in accordance with Rule 56 (8).
"CCRU"	means the Central Coast Rugby Union Inc.
"Representative Teams"	means the Central Coast Representative Teams.
"Administration Officer"	means Administration Officer of the Central Coast Rugby Union Inc.
"The Registrar"	means the Honorary Registrar of Central Coast Rugby Union Inc.

PART 2 LAWS OF THE GAME

- (1) Matches shall be played in accordance with the Laws of the Game and the Rulings thereon as recognised by the New South Wales Rugby Union.

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PART 3 CODE OF CONDUCT

This Code of Conduct for participants is to be read in conjunction with the Rules and By-Laws of the Union.

- (1) A participant must not, at any time, make or publish any statement, which is detrimental to the interests, welfare or image of the Union.
- (2) A participant shall not bet on the outcome or on any other aspect of Rugby Football match or competition.
- (3) A participant shall not throw or fix a match, try to achieve a contrived outcome to a match or competition, or otherwise influence improperly the outcome or any other aspect of a match or a competition.
- (4) A participant shall not seek or accept a bribe or other benefit to do anything mentioned in sub clause (3).
- (5) A participant must not engage in any Doping Practice as defined in the ARU's Doping By-Laws.
- (6) A participant must comply with the ARU's Safety Directives for Referees, Coaches and Players.
- (7) A participant must not repeatedly breach the Laws of the Game relating to Foul Play or misconduct.
- (8) A participant must not during the course of or after a match under the jurisdiction of the Union, abuse or address in insulting terms or act in a provocative manner towards a Referee or Touch Judge or other Match Official, whether on or off the field or a selector, coach, manager or other team official or Official of the Union.
- (9) A participant shall not show unnecessary obvious dissension, displeasure or disapproval towards a Referee or Touch Judge or other Match Official or Official of the Union, his or her decision or generally following a decision of a Match Official.
- (10) A participant shall not use crude or abusive language or gestures towards Referees, Touch Judges or other Match Officials, Official of the Union or spectators.
- (11) A participant shall not do anything, which is likely to intimidate, offend, insult or humiliate another participant on the ground of the race, colour, or national or ethnic origin of the person.
- (12) A participant shall not conduct themselves in any manner or engage in any activity, whether on or off the field, that would impair public confidence in the honest and orderly conduct of matches and competitions or in the integrity and good character of participants.
- (13) A participant shall not do anything, which adversely affects or reflects on or discredits the Game of Rugby Football, the ARU, any member Union or Affiliated Union of the ARU, or any squad, team, competition, tournament, sponsor, official supplier or licensee, including, but not limited to, any illegal act or any act of dishonesty or fraud.
- (14) A participant shall not without first obtaining the approval of the Board, write a column for any publication, provided that such approval shall not at any time be unreasonably withheld and shall be deemed to continue until withdrawn by the Board.

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- (15) All participants are bound by the Regulations relating to the Game as promulgated by the International Rugby Football Board from time to time and must inform themselves of these principles and regulations and comply with them.
- (16) A participant, who becomes aware of any alleged breach of the Regulations relating to the Game must communicate in writing, addressed to the Administration Officer of the Union, details of such alleged breach.
- (17) Upon receipt by the Administration Officer of the Union of notification under sub-clause (16) of an alleged breach of this Code of Conduct, the Administration Officer may at his absolute discretion, cite a person to appear before the Judiciary Committee as per Rule 16. In the case of a Club or Affiliated Body, the Administration Officer may instruct that member to have a representative(s) appear before the Board.

PART 4 THE COMPETITIONS

- (1) The Competitions shall be named the CCRU Competitions, but at the discretion of the Board can include the name of a sponsor.
- (2) The competitions shall be conducted among such affiliated Clubs and in such grades as determined by the Match & Grounds Committee and as team entries warrant.
- (3) The allocation of team entries by Clubs to the grades shall be at the discretion of the Board.
- (4) The Premier Competition is Premier 1 & Premier 2 and then a Presidents Cup competition, which is just President's Cup. Clubs could have teams in all 3 Grades or just President's Cup, or just Premier 1 & Premier 2. U/19's is also an option as a separate competition. There is also the option of pubs, surf clubs, individual groups entering teams into the President's Cup, the Board must approve the entry of any team.
- (5) Entry of teams for the Competitions shall be lodged with the Administration Officer by 1 February of each year.
- (6) No team nominations can be accepted until a Club is financial from the previous season.
- (7) New clubs to the competition shall not be liable for a penalty for late nominations if such nominations are received within 28 days of the Club being granted admission by the Board.

PART 5 METHOD OF CONDUCTING COMPETITIONS

The competition shall be carried out in the following manner:

- (1) Two or more rounds shall be played.
- (2) Position on the competition table shall be determined by competition points, a team winning counting as four points, a draw as two points, and a team receiving a forfeit receives five points. A team scoring four (4) or more tries in a competition game shall receive one (1) additional point. A team losing by seven (7) points or less in a competition game shall receive one (1) additional point. A bye team receives no points. The team with the highest points shall be the Minor Premier.
- (3) In the event of two or more teams being equal in competition points for any position on the competition table at the conclusion of the last round, the position shall be determined on the basis of percentage of points scored for and against (points for divided by points against), the team with the highest percentage being the leading team.

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- (4) That all competition matches be played at the discretion of the Match & Grounds Committee except where:
 - (i) With the Administration Officer's permission, opposing Clubs agree to play on an alternate date or venue. For such permission to be granted, a written agreement from both clubs must be received by the Administration Officer, five (5) days before the proposed fixture
 - (ii) Circumstances as such that the conduct of the fixture as laid down by the Match & Grounds Committee cannot be fulfilled, then the Administration Officer may change the fixture.
- (5) At the conclusion of the Competition, the leader shall be deemed to be the Minor Premier and the teams in the first four positions will play in the final series as follows:
 - (i) Minor Semi-Final Third team plays Fourth team, after which the winner advances to the Final and the loser is eliminated.
 - (ii) Major Semi-Final First team plays Second team, after which the winner advances to the Grand Final and the loser to the Final.
 - (iii) Final Winner of the Minor Semi-Final plays the loser of the Major Semi-Final, after which the winner advances to the Grand Final and the loser is eliminated.
 - (iv) Grand Final The winner shall be deemed Premiers.
- (6) Semi-Finals, Finals and Grand Finals shall be played at neutral grounds if possible, or at such grounds as determined by the Match & Grounds Committee.
- (7) In any Semi-Final or Final, if the score is equal at full time an extra period of ten minutes each way with no half time shall be played. If the score is still equal after extra time, the team occupying the higher position in the competition shall be deemed the winner.
- (8) In any Grand Final, the score is equal at full time an extra period of ten minutes each way with no half time shall be played. If the score is still equal after extra time, Joint Premiers shall be deemed.
- (9) In the Under 19 grade, in any Semi-Final or Final, if the score is equal at full time an extra period of five minutes each way with no half time shall be played. If the score is still equal after extra time, the team occupying the higher position in the competition shall be deemed the winner.
- (10) The Under 19 Competition is considered part of the CCRU Senior grade competition but is the lowest grade in that competition.

PART 6 PLAYERS ELIGIBLE FOR THE COMPETITIONS

- (1) A player shall be eligible to participate in the CCRU competitions when the player has complied with the registration conditions as per Part 7.
- (2) A player shall not, except with the permission of the Board:
 - (i) Play for more than one club in the same season
 - (ii) Be eligible to play in any Semi-Final, Final or Grand Final unless they have played in five competition matches on different days for their club, and may seek such permission only after having played three such matches.
 - (iii) Be eligible to play in any Semi-Final, Final or Grand Final if they have started in a higher grade on three or more of their last five competition matches.

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- (3) The provisions of clause (7.2.iii), shall not be binding on a player whose club has two or more teams in successive grades in Semi-Finals, Finals and Grand Finals on the same day. In such case, players shall be eligible for selection in the next grade lower than the one for which they would otherwise be eligible under clause (7.2.iii), provided:
 - (i) The higher grade in each case is selected only from players who are ineligible for selection in the lower grade(s).
 - (ii) The club submits the names of players who wish to be granted eligibility under this clause to the Administration Officer at least five (5) days prior to the commencement of the final series.
- (4) No new player registrations will be allowed after 30th June, without Board approval.
- (5) No Central Coast inter-club transfer will be permitted later than the period of five weeks before the semi-finals.
- (6) No player will be eligible for the Finals Series if they have transferred from out of the Zone to a Central Coast club within the last five weeks of the regular competition.
- (7) Any player who fails to fulfil any representative commitment, with the Central Coast Representative Teams including trials, without the permission of the Administration Officer, shall be ineligible to participate in the CCRU competition for two (2) matches not including forfeits or byes. Any player shall have the right of appeal under Rule 15 (2) of the Rules of the Union and for that purpose disqualification of the player shall be deemed to be a decision of the Board as referred to in Rule 15 (1) of the Rules of the Union. Any player who appeals under this Part shall be eligible to play until such time the appeal is held.
- (8) No Member of the Union as defined in Rule 6 of the Rules of the CCRU Inc, Office Bearer or other Official of the CCRU Inc. shall apply duress or undue pressure on any player to accept or reject an invitation to play representative football.
- (9) Any Club contravening any section of this part SHALL lose the match in which the offending player takes part and where an offending team loses the match that team shall be fined 2 Penalty Units.

PART 7 REGISTRATION OF PLAYERS

Each Club shall be required to register its players with the Union and only such players so registered shall be eligible to take part in the competition matches subject to the following: -

- (1) A player is deemed to be "registered for a club" when an ARU registration form/listing, correctly completed, is received by the CCRU on or after 1st January each year and he plays his/her first competition game of the year for that club, provided that he has produced necessary clearance from the senior Club with which he was last registered in the CCRU. In case of a clearance not being given, the player may apply to the Union for permission to play. A clearance is not required if a player has never registered with a Senior Club within the control of this Union.
- (2) A player wishing to transfer from one Club to another club within Australia must complete a new registration form even if he has previously registered and played with the club in that season in which he is again transferring. If the football season has commenced and a player wishes to transfer from the Club with which he is registered he must forward a written application to the Administration Officer covering the circumstances of his leaving the Club

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(former Club) and the Administration Officer may require the Secretary of the Club concerned to state in writing the Club's objection, if any, to transfer.

- (3) Such registration shall be made on the prescribed form as supplied by the ARU, available from the Registrar and the form shall be lodged with the Registrar prior to 12 noon on the day of the match in which the player or players are to take part. Registrations may be made at the match provided such registration form/s are completed prior to the start of the match in which the player plays and are signed by a Referee and forwarded together with the team sheets to the Registrar to be received by him no later than 5.00 p.m. on the following Wednesday.
- (4) Each Club shall be responsible to the Union to ensure that all particulars in the registration form are correct and if it can be proved to the satisfaction of the Board that any material fact is incorrect the player and/or his Club shall be liable to suspension at the Board's discretion.
- (5) Each club shall maintain a list of all registered player's current address during the football season.
- (6) Any Club playing a player not registered in accordance with these By - Laws shall on the first offence incur a fine of two (2) Penalty Units, second and subsequent offences for the offending club in any grade, loss of points AND a fine of 2 Penalty Units, but if the offending Club loses the match the fine shall be 4 Penalty Units.
- (7) Any Club playing a player not registered in accordance with these By-Laws is to be notified prior to the next competition game of the breach of these By-Laws. The Club is deemed to be notified when the offence is reported to an official of that Club. Such notice will also be forwarded in writing by the Administration Officer to the Secretary of that Club.

PART 8 CLUB CHAMPIONSHIP

There shall be a Club Championship that shall be determined at the end of the competition rounds. The following formula will be used to calculate the Club Championship:

Premier 1:	Competition Points Multiplied by Five
Premier 2:	Competition Points Multiplied by Three
Under 19's:	Competition Points Multiplied by Two
President's Cup:	Competition Points Multiplied by One
Womens':	Competition Points Multiplied by One

The club with the highest number of points, as determined by the formula, shall be deemed the Club Champions. If two or more clubs are equal on points they shall be deemed Joint Club Champions.

PART 9 SUPPLYING OF TEAM FOR PROGRAM

- (1) For Semi-Finals, Finals and Grand Finals, team listings (Given and Surname) are to be supplied by 10.00 a.m. on the Tuesday (or at such time and day as directed by the Administration Officer) before the fixture to the Program coordinator, failure to do so will incur fines as per sub clause (3).
- (2) Supplying of the club teams as per sub-clause (1) does not relieve the club of its responsibilities to make sure that all players who take the field for the "Final Series" are eligible players under Part 6 of these By-Laws.
- (3) Failure to do so will incur a fine of 1 Penalty Unit.

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PART 10 FORFEITS

- (1) Every match, that is forfeited by a Club, shall be regarded as having been won by the opposite Club on the day on which such match, but for the forfeit, would have been played. In such circumstances the opposite Club shall receive a bonus point and be deemed to have scored 20 points.
- (2) Players of Clubs receiving a forfeit shall be deemed to have taken part in the match provided that a completed team sheet, duly signed by the referee, is lodged with the CCRU {See Part 29 (1) of these By-Laws}.
- (3) Any Club that forfeits a fixture and does not notify the Administration Officer by mid-day of the preceding day of the intention to forfeit the fixture shall be fined) 2 Penalty Units.
- (4) During the CCRU season, if a club forfeits a grade game then that club also forfeits any grade lower than the forfeited grade game in that round, excluding Under 19's.

PART 11 ALLOTMENT OF GROUNDS

- (1) Matches shall be played upon such grounds as may be directed by the Match & Grounds Committee, or failing such direction by that Committee, by the Administration Officer.
- (2) The fitness of the ground to be played upon shall be decided on the field by the Referees.
- (3) The Board may disapprove of any ground and direct a match appointed to be played upon it to be played elsewhere.
- (4) Other than for ground unavailability any request for the changing of the fixture as set down by the Match & Grounds Committee shall be in accordance with Part 5 (4).

PART 12 UNAVAILABILITY OF GROUNDS AND POSTPONEMENT OF FIXTURES

The following procedures will be followed:

- (1) All Clubs must appoint a person, whose responsibility is to inspect and notify the Administration Officer in case of the unsuitability or availability of the Club's Appointed Ground for the day in question. All clubs must inspect their Home Ground as an alternative venue. If the Appointed Ground is unavailable, then any suitable alternate ground/s available to the home club should be inspected and reported upon to the Administration Officer.
- (2) Clubs shall notify the Administration Officer of the name, address, work and home phone number of the person appointed under sub clause (1). If the nominated person is unavailable, the clubs shall be responsible for appointing a replacement and notifying the Administration Officer accordingly.
- (3) Notification of unavailability of grounds must be to the Administration Officer, before 7.45 a.m. on the day of the fixture. If a ground is unavailable, e.g. Council instruction, wet weather, then the Administration Officer is to be notified immediately the club becomes aware of the unavailability.
- (4) The cancellation or relocation of fixtures on any day is at the discretion of the Match & Grounds Committee and any such decision shall be final.
- (5) The decision, as per sub clause (3), shall be made to allow announcements on radio no later than 9.00 a.m. or as soon as possible thereafter on the day of the fixture.
- (6) If three (3) or more fixtures are deemed unplayable then all the fixtures allocated for that Series may be postponed at the discretion of the Match & Grounds Committee.

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- (7) No Series shall be postponed before the day on which the Series have been set down to be played except with the permission of the Match & Grounds Committee.
- (8) The playing of postponed fixture/s shall be at the discretion of the Match & Grounds Committee.
- (9)
 - (a) If a whole round is washed out it is replayed on a spare Saturday (general bye) if there is one. If there is no spare Saturday the round is to be cancelled and each Club (other than the Club with the bye) receives two competition points.
 - (b) If one or more matches are cancelled (not the whole round) those matches be played on a spare Saturday if not required for (a) above.
 - (c) In the event that a spare day is not available then the points will be split.
 - (d) There will be no catch up games other than above - NO Sunday or night games.
 - (e) The above does not apply to Finals.
 - (f) Cancellation decisions and decisions re. change of venue will be made not before 9.00am on the day preceding match day (usually Friday) and not after 9.00am on match day.

PART 13 GROUND ARRANGEMENTS

- (1) The Ground Marshall is responsible for the area outside the field of play (field of play is controlled by the Referee). The Ground Marshall :
 - (i) must be visible and accessible on the sideline at all times
 - (ii) wear an appropriate and distinctive vest
 - (iii) supervise the setting up of the ground with post pads, flags, corner posts etc, before commencement of play, and their removal after play.
- (2) He shall also prevent unauthorised persons from entering the playing enclosure.
- (3) The only persons allowed in the playing enclosure are :
 - (a) Ground Manager
 - (b) Referee
 - (c) Two (2) Touch Judges
 - (d) Maximum two (2) Ball Persons per touch line
 - (e) Players
 - (f) Two (2) Trainer per team
 - (g) One (1) suitably qualified first aid officer per team
 - (h) District and/or State or Australian Selectors
 - (i) Authorised members of the media
 - (j) Such other persons as the Board may from time to time allow
- (4) Each team's Coach is permitted in the playing enclosure during half time.
- (5) The Team Manager is allowed within the playing enclosure during the match.
- (6) For representative matches, preliminary semi-finals, semi-finals, finals and Grand Finals the Administration Office shall appoint a Ground Manager.
- (7) Teams shall be responsible to provide their own qualified medical or first - aid attendant for all matches including Final Series matches. In the case of a major injury or an injury beyond

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the capabilities of the first - aid attendant, play shall be stopped until adequate medical attention is obtained and the injured person can be removed safely from the playing field.

- (8) The home club, including grounds on which a final series match is played, shall provide a suitable stretcher to be available near the line of touch during all matches.
Note : Jordan Lifting frames are not suitable as stretchers but are designed to lift patients onto stretchers for carrying.
- (9) The home club, including grounds on which a final series match is played, shall provide seating for the first - aid attendants.
- (10) Any person inside the playing enclosure during the match shall refrain from coaching or barracking. Failure to comply shall lead to expulsion from the playing enclosure.
- (11) It is the duty of the Ground Manager, Referees or Officials of the Union to report to the Administration Officer any instances of misconduct or contravention of the above.
- (12) Any club failing to comply with this Part shall be liable to a fine not exceeding 1 Penalty Unit for each occasion on which the breach occurs.
- (13) Any person failing to obey any proper instructions of the Ground Manager may be liable to citing under Rule 16 of the Rules of the Union.

PART 14 APPOINTMENT OF REFEREES

- (1) The Referees' Appointments Board shall appoint a Referee to each match or failing appointment by that Board, by the Secretary of the Referee's Association.
- (2) In the event of a Referee so appointed not attending within 15 minutes after the time set down for the game to commence a qualified Referee shall be appointed by the home team. Should a qualified Referee be unavailable, a Referee shall be appointed after consultation between the home and visiting teams, and the game shall proceed.
- (3) In the event of the Referee appointed as per sub clauses (1) and (2) being unable to act through illness or injury, a substitute shall be appointed for the remainder of the match as laid down in sub clause (2) hereof.
- (4) The Board shall have the power to annul a match and order it to be replayed on the grounds of incompetence or misconduct of a Referee.

PART 15 APPOINTMENT OF ASSISTANT REFEREES AND BALL PERSONS

- (1) In all matches except Semi-Finals, Finals and Grand Finals, Assistant Referees - one by each Club, and ball persons - two by each club, shall be appointed by the Club concerned. Clubs shall not be required to supply Assistant Referees in matches where the Appointments Board has appointed the Assistant Referees.
- (2) For all matches the Assistant Referees and ball persons shall appear in distinctive football uniform or tracksuit. The Referee shall sign the club team sheet as to whether or not their Assistant Referees was correctly attired.
- (3) For Semi-finals, Finals, Grand Finals in all grades, the Appointments Board shall appoint Assistant Referees and such appointment shall be made from members of the CCRU Referees Association.
- (4) All Assistant Referees appointed under this Part shall have at least a SmartRugby accreditation and have the appropriate card in their possession.

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- (5) Clubs, which are unable to comply with sub clause (4), can apply to the Board in writing for a temporary exemption pending the attendance of sufficient club members at the next SmartRugby, Level 1 Referees or Assistant Referees course.
- (6) Any club failing to comply with this Part shall be liable to a fine not exceeding 1 Penalty Unit for each occasion on which the breach occurs.

PART 16 APPOINTMENT OF TIMEKEEPERS

Except in Semi-Finals, Finals and Grand Finals, the Referee shall be the ultimate judge of time.

PART 17 FOOTBALLS

In all competition matches arrangements must be made for the Home Clubs concerned to supply and maintain 3 footballs of the same type as approved by the CCRU. One to be used as the match ball and an extra football on each touch line, which may be brought into play unless the Referee otherwise directs.

PART 18 PLAYERS / CLUB UNIFORMS

- (1)
 - (a) Players must appear in proper football uniform which shall consist of jersey, with sleeves, of the Club's registered colours, football shorts (uniform colour), boots or shoes and whole hose of the Club's registered colours, and each jersey shall be individually numbered and worn by the player allocated that number on the match result sheet.
 - (b) Club-appointed Assistant Referees shall appear in distinctive football uniform or tracksuit as set out in Part 15 (2).
 - (c) Club First Aid attendants shall appear in distinctive uniform, tracksuit, or medical uniform.
- (2) It shall be the duty of the Ground Manager, Office Bearers, Board Members or Referee to report any infraction of this Part to the Administration Officer. The Union may fine any Club a sum not exceeding 1 Penalty Unit for each occasion on which a player fails to comply with this Rule.
- (3) A written application, including a coloured drawing of the jersey or strip, shall be submitted to the board by a new club or an existing club wishing to alter the design of their jersey or strip. The board will register the jersey and strip provided that it does not clash with the colours of another club under its control.
- (4) Where the Union identifies a clash of playing strip, those Clubs will be required to purchase an alternate strip to be used as required by the Board.

PART 20 DURATION OF MATCHES

- (1) Matches shall be played in two equal periods with an interval of not more than five (5) minutes:

Premier 1:	40 x 40 Minutes – Time off for injury
Premier 2:	35 x 35 Minutes – No time off for injury
President's Cup:	30 x 30 Minutes – No time off for injury
Under 19's:	30 x 30 Minutes – No time off for injury
Womens':	30 x 30 Minutes – No time off for injury
- (2) In the event that a major injury is sustained in any match such that the amount of time lost has a significant effect on the final outcome, the Board shall have the right to order that the match be

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replayed. Any club, which considers that the final result of the match was significantly affected by the loss of time, can appeal to the Board and the Board's decision shall be final.

- (3) During the Finals Series, any visible ground clock at the venue will be stopped with five (5) minutes remaining in the match. The official timekeeper(s) and referee will be responsible for match time at that point.
- (4) Clause (2) can only be interpreted to mean that any team, which does not take the field within 15 minutes after the time set down for the commencing of the match automatically, forfeits it.

PART 21 TEAM NUMBERS

- (1) The minimum number of players for a team to commence a game shall be ten (10).

PART 22 USE OF COMMUNICATION DEVICES

- (1) The use of two way radios or other similar devices to communicate to a person or persons inside the playing enclosure is permitted.
- (2) Only one person per team is allowed to have a communication device inside the playing enclosure.

PART 23 STOPPING OF PLAY

- (1) The Referee shall not hold up the game for trivial causes and any player requiring to repair uniforms, etc, during the progress of a match shall retire to the touch line to do so and the game shall continue during his/her absence.
- (2) The Referee shall not whistle for a stoppage of play for an injured player who, when injured, shall be attended to by a first-aid attendant on the field of play and play will continue while the player is being treated.
- (3) The Referee shall only whistle for a stoppage in play for an injured player if:
 - (a) the referee considers that the player's injury is of a serious nature and requires urgent medical treatment
 - (b) the player injured or being treated is in a position that would interfere with the course of play.
- (4) The Referee shall, without holding play up, allow first aid attendants to enter the playing enclosure and field of play to treat an injured player(s).
- (5) Two Trainers per Club, plus the Club Doctor or suitably qualified medical officer will be allowed inside the playing enclosure.
- (6) An attendant may only go onto the field for dispensing drinks or to sponge down players when the Referee has stopped play.
- (7) The attendant must not be a coach or manager of the Club concerned.
- (8) The attendants must retire to the seats provided after rendering assistance to a player(s) and must not remain standing on the sideline or dead ball line, nor follow the play.
- (9) Club Trainers shall appear in distinctive uniform, tracksuit, or medical uniform.
- (10) It is the duty of the Ground Manager, Referees or Officials of the Union to report to the Administration Officer any instances of misconduct or contravention of the above.
- (11) Any club failing to comply with this Part shall be liable to a fine not exceeding 1 Penalty Unit for each occasion on which the breach occurs.

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- (12) Any person failing to obey any proper instructions of the Ground Manager may be liable to citing under Rule 17 of the Rules of the Union.

PART 24 REPLACEMENT OF PLAYERS / RESERVES

- (1) In Premier 1 and Premier 2 a maximum number of seven (7) players may be named on the reserve list throughout a match. If a team has two (2) complete front rows nominated on the Team Sheet (6 players), eight (8) players may be on the reserve list. No further players will be allowed for any reason.
- (2) **Rolling Substitution – Number of Substitutions**
In Premier 1 and Premier 2 a maximum of eight (8) substitutions per team per match will be allowed.
In President's Cup, Under 19's and Womens, a maximum of twelve (12) substitutions per team per match will be allowed.
- (3) Substitutions shall include any time one player substitutes another player from the same team, including for injury. Within the maximum number of team substitutions, there is no restriction on the number of times an individual player can be substituted or return to the field.
- (4) **Exceptions :**
- (a) Substitution – Blood**
- (i) If a player has a blood injury and is temporarily replaced by another player that does NOT count as a substitution.
- (ii) If the blood player returns to the field of play within fifteen (15) minutes actual time and the temporary replacement leaves the field that does NOT count as a substitution.
- (iii) 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.
- (iv) 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.
- (b) Temporary Suspension – Yellow Card**
- (i) When a player is temporarily suspended (yellow card) and leaves the field of play that is NOT a substitution.
- (ii) **Temporary Suspension – Yellow Card – Front Row Player**
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, that does NOT count as a substitution.
If, at the end of the period of temporary suspension, Player A resumes and Player C leaves the field 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.
Player B returning to the field of play to substitute another player during the period of temporary suspension IS a substitution.
- (c) Send Off – Red Card**
- (i) When a player is sent from the field of play (red card) that is NOT a substitution.

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(ii) Send Off – Red Card – Front Row Player

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, that does NOT count as a substitution.

Player B returning to the field of play to substitute another player IS a substitution.

- (5) Any player substituted due to **injury** (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 to continue playing.
- (6) After the maximum number of substitutions has been made, no other substitutions will be allowed for any reason, except for an **injury to a front-row player** where a suitably trained front-row replacement is available to ensure the game can continue with contested scrums. In this situation only, an additional substitution may be made.
- (7) 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.
- (8) The Match Officials for each game will be responsible for administering and counting the substitutions.
- (9) A substituted player or a player returning from the Blood Bin may not take the field until the ball is dead and the Referee signals his permission. Such player **MUST** report to the Touch Judge before taking the playing field.
- (10) The team manager shall indicate on the Team Sheet the names of the substituted players even if they have been used for Blood Bin substitutions under sub clause (2). Blood Bin substitutions under sub clause (2) should be noted as such to distinguish from the allowable substitutions.
- (11) Sub clause (1) shall not apply to President's Cup, Under 19 and Womens' Grades where replacement of ten (10) players will be permitted.
- (12) Any Club not complying with this Part shall for the
 - (a) first offence be fined 2 Penalty Units;
 - (b) second offence loss of competition points for the match concerned, if any; if no points a fine of 2 Penalty Units.
 - (c) third and subsequent offence loss of points and a fine of 2 Penalty Units if any; if no points a fine of 4 Penalty Units.

PART 25 VIDEOING OF MATCHES

- (1) All home team clubs are required to video the Premier 1 match.
- (2) The videoing of the other grades on that day is encouraged.
- (3) All videos shall be made available to the Union upon the request of the Administration Officer and must be available for any Judiciary Committee hearing.

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PART 26 TEMPORARY SUSPENSION

- (1) Any player who is given a “Temporary Suspension” (Sin Bin) by the Referee shall leave the playing enclosure and remain with his team manager for a period of TEN (10) minutes and shall not enter the playing area until permitted to do so by the Referee.
- (2) The TEN (10) minutes suspension time only commences when the player leaves the playing enclosure. (The ten minutes shall be actual playing time and does not include injury time or half time).
- (3) The temporarily suspended player may not be replaced by another player, nor be available to replace an injured player. The exception to this is if the player is a front rower, the suspended player is to be replaced by a suitably trained replacement, and the team captain must direct another of his players to leave the field for the duration. If a suitably trained front row replacement is not available, the match will continue with uncontested scrums as per Part 31.
- (4) The team manager will mark the team sheet to indicate the player(s) who have received a “Temporary Suspension” (Sin Bin) during the match. Any Club not complying with this sub clause shall for the
 - (a) first offence be fined 1 Penalty Unit
 - (b) second offence loss of competition points for the match concerned, if any; if no points a fine of 2 Penalty Units
 - (c) third and subsequent offence loss of points and a fine of 2 Penalty Units if any; if no points a fine of 4 Penalty Units.
- (5) The Referee will verify the team sheet entry indicating any player who was given a temporary suspension. Failure to do so will leave the Referee liable to suspension and / or such penalty as imposed by the Board.
- (6) Any player who is temporarily suspended (sin binned) from the field upon three (3) occasions within the one season shall be automatically suspended for a period of one (1) competition match, this excludes byes and forfeits. The Administration Officer will notify the Club of the player’s one match “Automatic” suspension upon the third “Temporary Suspension” (Sin Bin) offence.
- (7) Any player who again is given a “Temporary Suspension” following a One Match Suspension under sub clause (6), shall be deemed cited to appear before the Judiciary Committee pursuant to Rule 16 of the Rules of the Central Coast Rugby Union Inc.
- (8) Any player cited to appear before the Judiciary Committee under sub clause (7) shall be suspended until the player attends the Judiciary Committee hearing.
- (9) Temporary suspension serves as an automatic caution.
- (10) Temporary suspensions do not transfer to the next season.

PART 27 MISCONDUCT AND PLAYERS ORDERED OFF THE FIELD

- (1) At the completion of a game in which a player has been “Ordered Off”:
 - (a) the club shall submit to the Referee the player’s full name
 - (b) the referee will place the player’s name and number on the Team Sheet

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- (2) The Team Manager will mark the team sheet to indicate the player(s) who have been Ordered Off during the match.
- (3) Any Club not complying with sub clause (1) and (2) shall for the
 - (a) first offence be fined 2 Penalty Units;
 - (b) second offence loss of competition points for the match concerned, if any; if no points a fine of 2 Penalty Units;
 - (c) third and subsequent offence loss of points and a fine of 2 Penalty Units if any; if no points a fine of 4 Penalty Units.
- (4) The Referee will verify the team sheet entry indicating the player(s) who was ordered off.
- (5) Any player who is sent off the field shall immediately be suspended from playing until their case is heard by the Judiciary Committee as per Rule 46 of the Rules of the Union.
- (6) Referees SHALL report in writing on the Central Coast Sent Off Report Form to the **CCRU Administration Officer not later than 5.00 pm on the Sunday** after any player is sent off from the field for any reason or any misconduct whether such misconduct shall have resulted in a player being ordered off the field or not in accordance with Rule 46 (2) of the Rules of the Central Coast Rugby Union Inc. A copy of the Referee's report shall be sent to the player's Club and the Judiciary Chairman not later than 6.00 pm on the Monday after any player is sent off from the field.
- (7) In the event of the Referee, being either appointed by the Referees Appointment Board or being a Club to Appoint ("CTA") appointment, NOT supplying the report as set in subclause (5), the Referees Association or the Club responsible for the CTA appointment as appropriate will be fined 1 Penalty Unit) for the 1st, 2nd and 3rd offence and 2 Penalty Units for each offence thereafter.
- (8) The suspension imposed by sub clause (5) and Rule 46 of the Rules of the Union may be revoked by the Administration Officer at his discretion if a Referees Report as required under sub clause (6) is not received in the required format and by the required time and day. Such player shall be informed that they have no case to answer and therefore is not required to appear before the Judiciary Committee.
- (9) The Judiciary Committee shall meet as directed by the Administration Officer and at such other time as the Judiciary Committee deems necessary throughout the season.
- (10) A Special Meeting will not be arranged to deal with a player who fails to attend regular meetings of the Judiciary Committee unless there are special circumstances.
- (11) The attention of Referees is drawn to the word SHALL in sub clause (5) and in the "LAWS OF THE GAME" a paragraph headed "PLAYERS ORDERED OFF" which is part of Law 10.
- (12) Any official or person cited to appear before the Judiciary Committee under Rule 16 of the "Rules of the Central Coast Rugby Union Inc" shall appear within 21 days or such time as specified in the notice under Rule 46 (11) of the "Rules of the Central Coast Rugby Union Inc". Failure to appear shall result in such official or person being suspended from playing or holding any position in Rugby until the Official or player appears before the Judiciary Committee.

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PART 28 PLAYING DISQUALIFIED, SUSPENDED OR UNQUALIFIED PLAYER OR TEAM

- (1) Any Club knowingly playing a player or team while under suspension, disqualification or any ineligible or unqualified player or team shall lose the match in which suspended, disqualified, ineligible or unqualified player or team took part and such Club shall be liable to suspension for such time as the Judiciary Committee may decide.
- (2) Protests under this Part may be made by a Club in the competition or by any member of the Committee and must be lodged with the Administration Officer not later than 7.00 p.m. on the seventh (7) day following the match.
- (3) A copy of any protest made under sub clause (2) shall in every case be supplied by the Club or person making the protest, within the same time period, to the Secretary of the Club against which the complaint is being made and the Secretary of the Referees Association who shall notify the Referee concerned.
- (4) Any protest made under this Part shall be referred by the Administration Officer to the Board for its determination.
- (5) Any Club not complying with this Part shall for the first offence be fined 2 Penalty Units; second offence loss of competition points for the match concerned, if any; if no points a fine of 2 Penalty Units; third and subsequent offence loss of points and a fine of 2 Penalty Units if any; if no points a fine of 4 Penalty Units and shall be required to furnish team sheets.

PART 29 MATCH RESULT SHEETS

- (1) Each Club shall ensure a Club Official or Team Manager correctly fills in the Match Result Sheet, and have the Match Referee and both Team Managers sign each sheet following the completion of the match.
- (2) The Match Result Sheet shall contain :
 - (a) the surname and given name of all players participating in this match including any players who have only been used because of a blood bin or for safety reasons as a result of a sin-binning,
 - (b) the club, venue, grade and the date of the match, and,
 - (c) the result of the match,
 - (d) the listing of any player who is “temporarily suspended” (sin-binned) or “ordered off” (sent off),
 - (e) the signature of the Referee and whether the Referee is an official Referee or a Club to Appoint Referee (“CTA”).
 - (f) the signature of both the home team match official and the visiting team official
- (3) These team sheets shall be in duplicate book form with the duplicate copy kept by the Club and the original returned to the CCRU.
- (4) The Team Sheet must be faxed / emailed to the CCRU by 10 am on the Monday following the match. The original Match Result Sheets shall be in the hands of the CCRU by 5.00 p.m. on the Wednesday following the match.
- (4) A Match Result Sheet may be posted or otherwise delivered to the Administration Officer. However, the forwarding of Match Result Sheets in this prescribed manner, should they not be

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received by the Administration Officer within the time, shall not relieve the Club concerned from liability under this By-Law.

- (5) Any Club not complying with this Part shall for the
- (a) first offence be fined 2 Penalty Units.
 - (b) second offence loss of competition points for the match concerned, if any; if no points a fine of 2 Penalty Units.
 - (c) third and subsequent offence loss of points and a fine of 2 Penalty Units and shall be required to furnish team sheets.

PART 30 SUPPLYING OF MATCH SCORES

It is the responsibility of all clubs to supply the match scores including the Premier 1 Scorers, at such place and time as directed by the Administration Officer. For wilful or regular failure to carry out this obligation, the club responsible will be liable to discipline under Rule 16 of the Rules of the Central Coast Rugby Union Inc. or will incur a fine of 2 Penalty Units.

PART 31 UNCONTESTED SCRUMS

- (1) All teams must have five players who can 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.
- (2) Should a team not be able to meet this obligation for any reason during a game, then at the point in the match when the front row replacement is required, this team must play with one player fewer than would otherwise be allowed.
- (3) Should a team not have three suitably trained front row players to commence a game with contested scrums, this team must play with one player fewer than would otherwise be allowed.
- (4) If, subsequently, a qualified front rower becomes available (or returns from either blood-bin or temporary suspension) 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.
- (5) 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.
- (6) The free kick option for the opposing team in an uncontested scrum situation is NOT applicable.
- (7) Scrum based moves are ALLOWABLE under these uncontested scrum rules (eg. the No. 8 can take the ball from the scrum)
- (8) The scrum formation in an uncontested scrum situation is the same as with 15 players on the field. The scrum formation is not defined in IRB/ARU laws except to say the minimum number of players allowed in a scrum is five. The formation of 8 players decreed in the Under 19 variations does not apply to senior rugby. Of course, not to have 8 players in a scrum may not be in the spirit of the laws of the game.

PART 32 RACIAL AND RELIGIOUS VILIFICATION

32.1 Prohibited Conduct

- (a) No person in his capacity as an official or representative of a club or, in the course of carrying out his/her duties or functions as or incidental to being an official or representative

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of a club (being a person entitled to enter the playing area during the course of or prior to or during any break in play in any match) shall act towards any person in a manner, or engage in any other conduct which threatens, disparages, vilifies, or insults another person (the person vilified) on the basis of the person's race, religion, colour, descent or national or ethnic origin.

- (b) No person in his capacity as a player for a club or, in the course of carrying out his/her duties or functions as or incidental to being a player for a club (being a person entitled to enter the playing area during the course of or prior to or during any break in play in any match) shall act towards any person in a manner, or engage in any other conduct which threatens, disparages, vilifies, or insults another person (the person vilified) on the basis of the person's race, religion, colour, descent or national or ethnic origin.

32.2 Lodging a complaint

In the event that it is alleged that a person has contravened By-Law 32.1, a Referee, club or player may by 5.00 pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Citing Commissioner. The complaint must outline the circumstances of the allegation made against the person.

32.3 The Citing Commissioner

The Citing Commissioner shall:

- (a) Inform the person alleged to have contravened By-Law 32.1 of the complaint and provide that person with an opportunity to respond to it in writing.
- (b) Identify and obtain written statements from any available witnesses
- (c) Obtain video or other evidence produced through the multi-media: and
- (d) Arrange for the complaint to be conciliated and to take all necessary steps for the complaint to be conciliated.

32.4 Confidentiality and No Public Comment

Subject to By-law 32.6:

- (a) The particulars of a complaint and the conciliation shall at all times remain confidential: and
- (b) A person shall not publicly comment on or disseminate to any person information concerning a complaint at any time prior to, during or after the conciliation.

Penalty: In the case of a player
First offence: Suspension of 4 weeks
Subsequent offences: Suspension of 10 weeks

In the case of a Club Official:
First offence: Suspension of 4 weeks
Subsequent offences: Suspension of 10 weeks

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32.5 Conciliator

A conciliation arranged under By-Law 32.3 shall be conducted by a suitable independent person appointed by the Citing Commissioner upon agreement with the parties.

32.6 Public Statement

Where a matter is resolved by conciliation, the only public statement that shall be made concerning the complaint and its resolution shall be that agreed upon by both parties.

32.7 Unsuccessful Conciliation

Where the citing commissioner is of the opinion that the matter has not been solved by conciliation, the Citing Commissioner shall refer the complaint to the Judiciary to be dealt with under the rules of the Central Coast Rugby Union Inc.

32.8 Evidence Before the Judiciary

In the event that a complaint is referred to the Judiciary Committee under this By-Law, no evidence shall be given to or accepted by the Judiciary Committee relating to anything said or done in any conciliation carried out pursuant to By-Law 32.3(d)

32.9 Referring Complaint

In any case where the Citing Commissioner determines to refer the complaint to the Judiciary Committee, the complaint shall be referred to the Judiciary Committee as soon as practicable.

32.10 Legal Representation

In any case where the Complaint is referred to the Judiciary Committee under this By-Law, the person alleged to have contravened By-Law 32.1 may be represented by a legal practitioner.

32.11 Time Limit

Any time limit for the doing of anything referred to in this By-Law may be extended by the Judiciary Committee if the Judiciary Committee is of the opinion that it is just and equitable to do so.

PART 33 CITING PROCEDURES

There are two distinct methods by which participants may be cited to appear before a judicial panel to answer complaints that they have committed acts of misconduct, illegal and/or foul play not detected by the match officials:

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PART 33.1 Citing by NOMINATED OFFICIALS

- (a) Each Union, Affiliate, or Club participating in a sanctioned match may through their nominated official, cite a participant for an act or acts of misconduct, illegal and/or foul play committed during the match provided that such alleged act or acts has not been detected by the referee and/or assistant referees or at any time where the participant's misconduct constitutes a breach of the code of conduct.
- (b) The citing complaint must be made by 5.00 pm on the second working day following the alleged act of misconduct.
- (c) The person reporting the citing must be the nominated official, and must witness the incident and not submit a citing upon the request of others.
- (d) For the purpose of this citing procedure, **Nominated Official** means:
 - 1. An office bearer of the Union, Affiliate, Club pursuant to its Constitution;
 - 2. A President of a Union, Affiliate, or Club;
 - 3. Any member of an affiliated Referee' Association or an Affiliate's referee Association; or
 - 4. Such members of committees or sub-unions as authorised by the union
- (e) Each Union, Affiliate, or Club participating in a match may cite a participant for more than one alleged incident of misconduct, illegal and/or foul play in the same match.
- (f) Each Union, Affiliate, or Club participating in a match may cite more than one participant in any match
- (g) A citing complaint must be completed in writing and delivered by hand, fax, email, or post, to the Administration Officer, by no later than 5.00 pm on the second business day after the alleged incident. Any supporting evidence must accompany the complaint.
- (h) The Administration Officer is required to advise the Citing Commissioner of the allegations and pass on all information, where the Citing Commissioner should first satisfy themselves that there is sufficient and reasonable evidence of prima facie case to justify a hearing.
- (i) The cited participant's club will be provided with a copy of the citing complaint and advised of the time, date, and venue of the hearing of the Disciplinary Committee to consider the complaint.
- (j) Should the matter be referred to the judicial panel, the CCRU will notify the club(s) that player(s) and/or official(s) are required to appear at the next judicial hearing.
- (k) Should the Citing Commissioner deem that no action be taken, the CCRU will write to the citer(s), advising them of the fact, with a brief reason as to the Commissioner's decision.
- (l) The Citing Commissioner is not required to attend the judicial hearing

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as a witness, or to justify the decision.

- (m) The citing must be made and notified in writing by the Citing Commissioner within 14 days after the incident occurred.
- (n) If no Citing Commissioner is appointed by the Board, then the Administrative Officer shall be deemed to be the Citing Commissioner.

PART 33.2 Citing by the UNION BOARD or its NOMINEE

- (a) The Union Board or its nominee has the power to cite a participant for an act or acts of misconduct, illegal and/or foul play committed during a sanctioned match regardless of whether or not such alleged act or acts has or have not been detected by the match official.
- (b) The Union Board or its nominee may cite a participant for more than one alleged incident of misconduct, illegal and/or foul play in the same match.
- (c) The Union Board or its nominee may cite more than one participant in any match.
- (d) The citing complaint issued by the Union Board or its nominee must be in writing, addressed to the cited participants club and shall advise a time, date and venue of the hearing of the Disciplinary Committee to consider the complaint.
- (e) The citing complaint must be made within twelve (12) months of the date the incident occurred.

PART 33.2 Administrative Matters relevant to Citing Procedures

- (a) A citing is not intended to be an opportunity to re-referee an incident or its interpretation if already detected and acted upon.
- (b) Any penalties imposed shall be substantially in accordance with those set out in the judicial procedures
- (c) The cited participant may continue to play until the date set down for the hearing of the citing complaint
- (d) If the cited participant fails to attend the hearing on the date nominated, he/she is suspended from playing until such time as he/she attends a hearing on a date mutually agreed upon by the participant and the Judiciary Committee.

PART 34 Rules

These By-Laws shall be read in conjunction with the Rules of the Central Coast Rugby Union Inc.