

GENERAL INFORMATION

Lead Area:	RUGBY SERVICES
Lead Policy Title:	MATCH DAY FACILITIES PREPARATION PROCEDURE
Date last modified:	MARCH 2019

SCOPE OF RESPONSIBILITY

This procedure is to be followed by all Clubs in order to standardise the match day experience for all participants.

The team listed as the “Home” team on the draw is primarily responsible for implementing this procedure, even when not playing at their usual Home venue.

RELATED DOCUMENTS

This policy and procedure should be read in conjunction with:

World Rugby Laws <https://laws.worldrugby.org/>

STEPS

Field Set-up and Preparation

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
1	<p>Ground Marshal Each Club is responsible for providing at least one (1) Ground Marshal for every home match day. The Ground Marshal is to be ready, willing and able to fulfil their role for every home match played.</p> <p>Visiting Clubs/Teams may also appoint a Ground Marshal. In this case, the Ground Marshal’s are required to work together in effectively managing the off-field environment.</p> <p>Ground Marshal Course – is available online in the Rugby Learning Centre (takes approximately 30 minutes to complete, and explains the role of the Ground Marshal in full)</p>	Home Team / Ground Marshal
2	<p>Match Day Inspection Report The nominated person from the Home Team who is responsible for home game setup should complete a Match Day Inspection report.</p> <p>A hard-copy of the Match Day Inspection Report can be downloaded from the Gow Gates (Insurance Broker) website, and should be retained on file at the Club: http://www.gowgatesport.com.au/rugby/?page_id=108 Alternatively, the Match Day Inspection Report can be completed by the Rugby Risk Management application, available for download from iTunes only.</p>	Home Team
3	Refer to World Rugby Law 1. The Ground for accurate pitch dimensions and pitch markings	Home Team
4	<p>Refer to the diagram within this policy document for accuracy on perimeter roping and Team Zone areas, including:</p> <p>Perimeter rope/barrier should be no less than 5m from the sideline where practicable</p> <p>Team Zones</p> <ul style="list-style-type: none"> - front edge must be no less than 4m from the sideline - solid structures (e.g. benches, chairs, marquees etc) must be no less than 5m from the sideline where practicable - team zone should be no more than 10m wide and 4m deep - team zones should be placed equally either side of half way where possible (i.e. both on 10m line, or 22m line etc) <p>NOTE – Team Zone can be roped off in the Spectator Area if there is not sufficient space between sideline and perimeter rope/barrier.</p>	Home Team

* This procedure has the effect of a Rule under the Competition Rules issued by the Union and terms used in this procedure and defined in the Competition Rules have the same meaning in this procedure and the rule of interpretation set out in the Competition Rules also apply to this procedure.



	<p>Administrative Area:</p> <ul style="list-style-type: none"> - must include 2 x chairs (for yellow card players), not closer than 5m from the sideline - table and chairs for match officials <p>Assistant Referee Corridor is the area from the sideline up to 1.5m back from the sideline. There must be no other person or object providing obstruction in this corridor (e.g. sideline flags, substitute player, ball boys/girls, photographers etc)</p>	
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Safety/Medical Set-up and Preparation

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
1	<p>Smart Rugby Qualifications All Coaches, regardless of the team they are coaching, must be Smart Rugby qualified.</p> <p>Any volunteer assisting with Refereeing or AR (e.g. refereeing a U10 or below match) must be Smart Rugby qualified.</p> <p>Smart Rugby is an online course in the Rugby Learning Centre</p>	Clubs
2	<p>First Aid The Home Team (regardless of Home Game location) should provide a qualified First Aid person on-site. This person should be known to the Ground Marshall and/or clearly visible to those who may require first aid assistance. In addition to a current First Aid certification, persons can also complete (from the Rugby Learning Centre):</p> <ul style="list-style-type: none"> - First Aid Attendant Kids Rugby U6-U12 Program - First Aid Attendant Level 1 <p>Depending on which level of Rugby they are overseeing.</p> <p>The Home Team (and/or First Aid personnel) must also have available a fully stocked first aid kit (including ice being available) to support them in the administration of first aid.</p> <p>Sports/Team Trainer Any team Sports Trainer must be suitably qualified for that role, with at minimum having completed:</p> <ul style="list-style-type: none"> - Concussion & Serious Injury Management (Blue Card) Course - World Rugby – First Aid in Rugby <p>Both courses are available online in the Rugby Learning Centre</p>	Home Team / Club
3	<p>1 x Scoop Stretcher per pitch being used must be available for use by trained personnel</p>	Home Team
4	<p>In Case of Emergency The Home Team should have available a contact list for the closest hospital, medical centre, dentist etc</p> <p>The Home Team must have a phone available to use in case of an emergency</p> <p>The Home Team must ensure there is vehicle access for an ambulance via a clear entry. If ambulance access is via a locked gate, ensure the gate is unlocked before play and the key is located in a clearly marked and visible area in the Club Office (or other nominated location).</p>	Home Team

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