

OPERATIONAL POLICY



GENERAL INFORMATION*

Lead Area:	RUGBY SERVICES
Lead Procedure Title:	TEAM SHEET POLICY AND PROCEDURE
Date last modified:	MARCH 2019

SCOPE OF RESPONSIBILITY

All Team Managers are responsible for ensuring accurate information is recorded in the Rugby Xplorer Match Day application, including accurate team sheets.

RELATED DOCUMENTS

This policy is provided as a summary guide, and should be read in conjunction with the following overarching guides:

- Rugby Match Day App self-help guide
<http://www.rugbyau.com/-/media/rugbyau/documents/rugby-admin/rugby-xplorer-match-day-app.pdf?la=en&hash=F4F23AE0D6B70566E70FFA75991723F3>
- RUSA Match Results Notification Procedure

STEPS

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
1	<p>Setting Team Manager Permissions Club Administrators are required to set “Team Admin” User Permission in Rugby Xplorer Admin for all any person who will be required to set team sheets and score matches</p> <p>NOTE: Users must first have “logged in” to Rugby Xplorer (via the Rugby Xplorer app, or myaccount.rugby.com.au) before they can be allocated any user permissions in Rugby Xplorer</p>	Club Administrator
2	<p>Allocating Players to Team List (in Rugby Xplorer Admin) Club Administrators must allocate players to relevant “Current Squad” in Rugby Xplorer Admin (see “Player Management” menu option)</p> <p>NOTE: Only players who have been allocated to a Team List in Rugby Xplorer Admin will be available for selection by a Team Manager in the Rugby Xplorer Match Day app.</p>	Club Administrator
4	<p>1 hour before the scheduled Kick Off Team Managers should update and submit their team sheet in Rugby Xplorer Match Day app (including accurate jersey numbers for up to 23 players)</p> <p>Match Day App -> Team Lists -> Select appropriate match</p> <p>NOTE: A maximum of 23 players can be named on a team sheet.</p> <p>NOTE: Team Managers will be able to make further late edits to team lists during a match if required</p>	Team Manager
5	<p>Scoring a Match Team Managers are responsible for scoring the match in the Rugby Xplorer Match Day app.</p> <p>Match Day App -> Match Day -> Select appropriate match</p>	Team Managers

* 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.

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	<p>Matchday Modes</p> <p>1. <u>Default Policy</u> Each Team Manager scores for their own team, therefore Select “Score for My Team” Note: When scoring for “my team”, you will only be able to enter scores for your own team, and not opposition. However, as the opposition scores for their team, you will see their score appear on your app</p> <p>2. <u>Alternative position (if required)</u> If 1 manager can’t score, they can agree for 1 person to score for both teams, therefore Select “Score for Both Teams” Note: If one team manager scores for “both teams”, and the other scores for “my team” then scores will be doubled up as they’re recorded, and therefore be inaccurate</p> <p>NOTE: any person who has “Team Admin” permissions for the team playing will be able to login and score a match.</p> <p>NOTE: if there is an issue during a match (e.g. phone battery dies etc) then the match scores to that point will be retained, and someone else (with Team Admin) can log in and continue scoring match (except “Match Clock” will be reset)</p>	
6	<p>Submitting Scores / Ending Game At the end of the match, both team managers and the referee should confer to confirm scores and cards:</p> <ol style="list-style-type: none"> 1. Check red/yellow/blue cards by clicking the “Cards” sub-menu. Confirm with Opposition Manager and Referee 2. Check other match details as required 3. Make sure Team List is accurate (including participating players and jersey numbers) 4. When ending the game (by pressing the Red button): Confirm the final score (usually in agreement with the Opposition Manager and Referee) NOTE: you can edit the final score here NOTE: if teams enter different final scores, the system will raise a dispute to be investigated by RUSA Competition Management on the following business day 	Team Managers / Referee

OTHER INFORMATION

Refer to the RUSA Match Results Notification Procedure, noting that matches need to be submitted by **5:30pm on the day the match is scheduled** in order for scores to be submitted for Print Media before 6:00pm.

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