



Gold Coast Referee's Operations Manual 2024

Implementation Approval:
GCRLRA Executive 2024

Process Owner:
President GCRLRA

V1.14

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1. PURPOSE

Describe and outline the responsibilities and processes for Rugby League Officials on the Gold Coast to assist with smooth game day operations and association administration.

2. SCOPE

This document applies to all referee's and members of the Gold Coast Rugby League Referee's Association.

3. OVERVIEW

This document will assist with the operational requirements for refereeing on the Gold Coast. Should parts of this document contradict the GCRLRA constitution or RLGC by-laws, the GCRLRA constitution or RLGC by-laws will be deemed correct. Where items and circumstances arise not covered in this document the decision of the GCRLRA will be final. This document may be amended at any time. The latest copy of this document can be found on the GCRLRA website www.gcrlra.com.au. It is encouraged that **officials and parents** keep an up to date electronic copy of this manual on their phones at all times for easy access

4. CONTACTS - 2024

Name	Contact Number	Email
President – Mike Gordon	0411510090	president@gcrlra.com.au
Vice President – Bushy (Gavin Collins)	0414349720	vicepresident@gcrlra.com.au
Secretary – Heath Zygnerski	0438750882	secretary@gcrlra.com.au
Assistant Secretary – Tori Wilkie	0411432357	secretary@gcrlra.com.au
Treasurer – Tracy Zygnerski	0408414908	treasurer@gcrlra.com.au
Assistant Treasurer – Shawn McQuillan	0426273384	treasurer@gcrlra.com.au
Director of Coaching – Ben Holt	0468477378	coaching@gcrlra.com.au
Appointments Officer – Bushy (Gavin Collins)	0414349720	juniorappointments@gcrlra.com.au
Senior Appointments Officer –		See Appointments Officer
School Games Appointments Officer – Ben Holt	0468477378	coaching@gcrlra.com.au
Gear Steward – Mandy Cook	0431107252	uniforms@gcrlra.com.au
Blue Card Coordinator – Eddie Gale	0411819974	bluecards@gcrlra.com.au
Communications Gear Co-ordinator – Zac Schwass	0401218611	
Registrar – Michael Pithie	0407383365	registrar@gclra.com.au
Social Co-Ordinator – Izzy Davidson	0422217851	

5. QUICK REFERENCE GUIDE – WHO DO I CONTACT, WHAT DO I DO?

Issue	Contact / Action
Change of contact details	Secretary
Change of bank details	Treasurer
Training	Director of Coaching and Development
Issues with availability or appointments Eg Appointed to no games	Relevant appointments officer
On-Field issues with a coach, trainer, crowd or ground facilities on Game Day.	Refer – PEP and Zero Tolerance Policy in this manual
Questions relating to match payments and accounts	Treasurer
When do I get paid?	See section 12
Need new or replacement gear	Gear Steward
Change of appointments on game day	On the Website
Incident report form	On the Website
What is the website	www.gcurlra.com.au
Sensitive issues, harassment, bullying	Executive, Foundation Coach or mentor
Meeting apologies	Secretary via email or SMS
Development Pathways	Director of Coaching and Development
Blue Card Enquiries	Blue Card Coordinator
General enquiries	Secretary
Need to pick-up or return Communications Gear	Communications Gear Co-ordinator
Requested directly to officiate	Refer the person to the association secretary.
How do I access or use Refbook	Appointments officer or secretary

5.1. Time Frames

There are several processes that need to be completed by strict time frames throughout the manual. The table below can be used as a ready reckoner.

Process	Timeframe
Notification you are unavailable prior cut off	By 6:30pm Monday – Update Refbook and txt / email appointments officer
Notification you are unavailable after appointments come out	A phone call must be made to the appointments officer. No txt or email
Change of appointment form	Completed ASAP after your game. Must be received by midnight Monday
Player on report / dismissed or incident report	Txt the secretary ASAP and online form completed by 8:30pm Sunday
Accept your appointments in Refbook	RLGC Appointments –6pm Thursday School Appointments – Within 48 hours
Player 321	Online form completed by 8:30pm Sunday
Unavailable for both Junior and Senior Grand Final days	Written explanation to the Secretary within 48 hours of first being appointed to a finals game.
Pickup Comms Gear	ASAP and prior to game day
Return Comms Gear	Within 48 hours

6. GAME OFFICIALS

This section applies to referee's, touch judges, senior referee's, mentors and Foundation Coaches.

6.1. Registration and Eligibility

All officials must register with the association at the beginning of the season and complete the NRL/QRL referee update to be eligible to officiate in the up-coming season.

New officials will have to have :

- Completed the one of the available referee accreditation courses
- Registered with the association prior to being able to officiate a game
- Completed the Patron of the Game Course

New members may have 90 days to be voted into the association.

Any official over the age of 18 **MUST** have a **current** "Blue Card".
If you already have a Blue Card it must be LINKED to the GCRLRA.
Links to the Blue Card website can be found on the GCRLRA website.

NO Card = No START!

6.2. Appointments and Availability

This section deals with how the appointments work and how to manage your availability including being approached to officiate a game directly.

6.2.1. Availability

- Complete the Availability Form and School Availability form on the website
- Complete your availability in Refbook as per Sect 14
 - Officials are under no obligation to officiate at any particular ground or for any particular teams.
- Throughout the season, if you are unavailable for whatever reason, update your availability in the Refbook and let the **Appointments Officers** know by **6:30pm on Monday**. This includes if you are a Foundation Coach, Mentor or Interchange official.
- If you become unavailable at short notice due to injury, sickness etc let the Appointments Officer know ASAP by phone call, so alternate arrangements can be made.
- Do Not make changes to your Refbook availability after 6:30pm Monday without contacting the appointments officer.

DO NOT DO NOTHING when it comes to your appointments.

BE PRO-ACTIVE

Communication is the key to ensuring the association covers all games

6.2.2. Appointments

Appointments will be distributed to officials through Refbook

- To ensure uniformity and consistency all settings in Refbook are to be as per section 14 of this manual.
- Appointments will generally go live on **Wednesday evening** in Refbook.
- Officials and coaches are to confirm all of their appointments within Refbook by the following timeframes
 - RLGC Appointments – By 8:30pm Thursday
 - School Appointments – Within 48 hours of receiving the appointment

If there is an issue, officials are to contact the Appointments Officer immediately.

Officials who fail to confirm their appointments will be at risk of losing the appointment and/or disciplinary action.

The Appointments officer will allocate games according to your availability and skill level. They will also work in with your game or sibling games where possible giving you as much opportunity as possible to officiate.

- It is important to keep checking the appointments through the week if you get a notification from Refbook
- If you discover an issue with your appointments please let the Appointments Officer or senior referee know **ASAP**, by text message. With over 180 officials, mistakes may happen from time to time and we all need to communicate to ensure all games are covered and that all officials have been appointed.
- Any member who fails to meet their appointments without prior notice may put future appointments in jeopardy or risks being brought before a disciplinary hearing.
- If you do appointments that you are not appointed to in Refbook Eg extra games, swaps. You **MUST** complete a Change of Appointment form ASAP. This is so you get paid for the game and not the other person. The Treasurer is on a tight time frame to submit invoices to RLGC so it is imperative that the Treasurer receives the Change of Appointment form prior to the invoicing process commencing.
 - Change of Appointment forms must be received by Monday Midnight so the Treasurer can process prior to sending invoices for the completed round.

6.2.2.1. Finals Appointments

Finals appointments will be made by the Appointment Officer and the Coaching and Development officer in consultation with feedback from Foundation Coaches and mentors.

The following will be taken into account in no particular order–

- On field performance throughout the season and finals series
- Punctuality, behaviour and fulfilment of appointments throughout the season and finals series
- Attendance of training sessions and meetings
- Any association with teams or clubs participating in the finals

By accepting a finals appointment, members are committing to being available for both the Junior and Senior Grand Final days.

Should a member know that they will not be available for both Grand Final days, they are required to submit an explanation in writing to the secretary within 48 hours of first being appointed. This will be considered by the executive as to whether the member will proceed with being appointed.

This is not withstanding emergencies or sickness which is outside of the members' control.

6.2.3. Requests to Officiate Games Directly

From time to time officials may be approached directly to officiate a game such as school games, trials, tour matches and carnivals, whereby payment is made directly to the official.

If requested to officiate a game directly, it is strongly advised to direct the person to contact the association via the Secretary.

This is not to take games off you.

There are numerous reasons why the appointment should be made through the association.

1. Insurance

If you officiate outside of an association appointment or QRL sanctioned match you are not covered by insurance. You are **FULLY** liable should an injury occur. Injuries should they be serious enough could see a referee (even a young referee under the age of 18) liable for damages which could run into the millions of dollars in compensation.

2. Responsibility

When appointments are made via the association, they are made according to the referee's abilities and assessed officiating level in conjunction with the NOAS model.

3. Representation

Whilst on field in your GCRLRA attire, you are representing the GCRLRA and sponsors at official GCRLRA appointed matches.

Should you choose to ignore the above points and engage directly, officials are **NOT** to wear their official GCRLRA clothing. Should a member be found to be wearing association attire while officiating a match without prior approval, the member may be required to attend a disciplinary hearing.

6.2.4. Requests to Co-ordinate or Appoint Officials

From time to time officials may be approached to co-ordinate or appoint other officials for tournaments or carnivals. Eg Maori Carnival, Pan Pac Masters,

If you are requested to act as a co-ordinator or appointment officer for a tournament or carnival, outside of the GCRLRA permission should be sought through the association secretary.

This is not to take the opportunity to act as a co-ordinator or appointments officer off you.

There are numerous reasons such as Insurance, Responsibility and Representation to consider when performing this function as per 6.2.3. The co-ordinator or appointments officer could be held liable in certain situations just as an individual might be.

6.3. COVID-19

Any official who is advised to isolate is to advise the association as soon as possible.

Any official who has flu like symptoms or suspects they may have COVID is NOT to officiate and advise the association as soon as possible.

Any official confirmed as having contracted COVID is to advise the association as soon as possible.

In all instances a medical clearance will be required before returning to officiate.

6.4. Prior to Game Day

Getting into a habit for officiating games will assist with punctuality and performance.

- Ensure all your equipment is packed the day prior to game day.
 - It is advisable to not share your whistle.
- If you have been appointed to the 1st senior game of the day at a ground, organise collection of communications gear from Communications Gear Co-ordinator, prior to game day.
- Hydrate and ensure you have enough sustenance for the day.
- Always take your referee gear with you, you never know when a vacancy will come up, especially if you play rugby league.
- Respond to any message promptly from the senior referee or appointments officer in regards to availability.
- Keep checking for updated appointments.

6.5. Game Day

- Ensure your attire is neat and tidy.
- Arrive at the ground at least 30 minutes prior to your appointment.
- Find the senior referee and let them know you have arrived.
- Ensure you are wearing the correct on field attire.
- Complete your warm-up and be ready to take the field 5 minutes before kick-off time.
- **No game shall commence under any circumstance if :**
 - **An accredited NRL L1 or L2 Sports Trainer is not in attendance (all games)**
 - **Ground Manager is not present. (RLGC Club games only)**
- Take feedback and coaching on board and apply it to your game.
- Ensure you allocate 3-2-1 points for male / female games involving the following age groups - U18 Div 1, U18 Div 2, U16 Div 1, U16 Div 2, U15 Div 1 and all Senior games via the online form which is found on website or in Refbook.
- Ensure you complete the online form for any incidents.
- Leave the referee room in a tidy manner (if you discover issues with the referee room notify the senior referee or a club executive immediately)

6.5.1. Game Day Attire

Officials are to be neat and tidy at all times when wearing GCRLRA apparel.

- Officials are to wear their Association Polo or jacket/jumper for their GCRLRA appointments. QRL / NRL / Carnival attire is not permitted unless you are on such official appointment or you have permission from the executive.
- Officials are not to wear GCRLRA apparel in conjunction with a junior or senior rugby league club colours.
- At all times when in the on-field uniform, officials are to have their shirt tucked in and their socks up.
- Officials under the age of 18 should wear their 'Green' socks for appointments.
- If wearing a cap, only GCRLRA caps are to be worn.
- Sunglasses may not be worn on the field unless they have prescription lenses.
- Officials are to wear closed in footwear. NO THONGS are permitted.

6.5.1.1. Compression Garments

An Official may wear compression garments, but may only do so as follows:

- The length of the garment must not extend below the sleeve of the on-field jersey or the leg of the on-field shorts
- The colour of the garment may only be black or an approved colour which shall be the same colour as the on-field shorts.
- The wearing of full length compression garments or garments that protrude past the sleeve of the on-field jersey or the leg of the on-field shorts are not permitted unless approved by the GCRLRA Executive in writing and upon medical advice.

6.5.2. Change Rooms

Where officials of both genders are in attendance, they should be provided with the opportunity to access the change rooms at separate times.

Change rooms are to be left neat and tidy with all rubbish removed and floors swept out if a broom is available.

Any issues with Referee change rooms should be reported to the relevant club officials, senior referee or the GCRLRA Executive as soon as possible

6.5.3. Game Day Incidents

Incidents do happen from time to time on game day, whereby in some instances follow up action is necessary.

6.5.3.1. Game Start Delayed / Game Recommencement Delayed

If the start of a game is to be delayed for an extended period of time, such as serious injury the official is to request a club executive to contact RLGC as to whether the game is to be cancelled, go ahead or continue with a reduced duration.

If a team is running late, the referee is to take the field and wait 10 minutes. If the team has not taken the field within 10 minutes the game is a forfeit. The referee is to use discretion.

See Section 15 – RLGC Local Rules for more information and specifics.

6.5.3.2. Game Start Delayed due to no Ground Manager Present (RLGC Club Games)

No game is to commence unless the Ground Manager (Red Vest) is visible to the referee.

The referee is to indicate "Time on" to start the clock, however play must not start until the Ground Manager is present. Note: This does not apply to school games

6.5.3.3. Player Rotation / Dismissal (U6-U12)

- If a player has been dismissed. Follow procedure as per 6.5.3.4

6.5.3.4. Send Off / Player on Report

The following is the mandatory process for individuals dismissed or incidents put on report

1. Text the secretary with the basic details including player number, team and match
2. Complete the Electronic Incident Report Sheet by 8:30pm Sunday

When you dismiss a player or team official, you are committing to follow the correct processes and attending a judicial hearing if required.

Failure to do so may result in a disciplinary hearing

6.5.3.5. Biting Allegation

If the biting allegation was not witnessed by an official, the player making the allegation is to be advised that they have 20 minutes after the game to approach the referee and to advise that they wish to continue with the allegation.

The Official is not to approach the player after the game and ask if they wish to pursue the matter, it is the players' responsibility to approach the referee.

If the player wishes to continue with the allegation after the game the referee is to –

1. Text the secretary with the details including player number, team and match.
2. Ensure that the electronic Incident Report sheet is completed as soon as practical after the match.

6.5.3.6. Positive Environment Program (PEP)

The PEP sets out on-field actions that the QRL have stipulated to improve behaviour on and off the field. Below are the GCRLRA's preferred actions.

Charge	On-Field Action
Striking (to make deliberate, forceful contact with someone) Aggressor (attacks another first by striking)	Send Off - Mandatory Report to indicate who the aggressor was
Interchange players entering the field of play during an incident or melee	Send Off - Mandatory
Player or official leaving the playing area during an incident or melee	Send Off - Mandatory
Spectator field intrusion	<ul style="list-style-type: none"> • U6 – U18 Match Abandoned - Mandatory • U20 – A Grade Match Abandoned* (Note 1)
Two or more players from the same team are deemed to be inciting and / or involved in an on-field fight	<ul style="list-style-type: none"> • Send Off - Mandatory • U6 – U18 Match Abandoned - Mandatory • U20 – A Grade Match Abandoned* (Note 1) <p>Report to indicate if one or both teams had two or more players involved and who the aggressor was.</p>
Referee / match official abuse – Touching (Deliberate) (Player or team official)	<ul style="list-style-type: none"> • Send Off • Match Abandoned (Mandatory) – All Grades
Referee / match official abuse - Offensive language (Player or team official)	Send Off – Mandatory Refer to GCRLRA Zero Tolerance Policy and note 1.

The PEP has been adopted by the QRL and works in conjunction with the NRL Code of Conduct and has been implemented to stamp out anti-social behaviour. The full PEP explains the minimum penalties and consequences individuals, teams and clubs.

Officials are to use the PEP and Zero Tolerance Policy responsibly

Note 1: * Referees discretion (U20 to A Grade) and consult with CMO / Ground Manager. Should the official feel that there is no resolution to the behaviour, feels threatened or has concerns of safety for themselves, fellow officials, team staff, players or spectators the match should be abandoned.

6.5.3.7.Zero Tolerance - Abuse of an Official / Entering the Field of Play / Fighting

Abuse of officials is not tolerated and should be brought to the attention of the Ground Manager, Club Official and/or senior referee as soon as possible. **The Zero Tolerance Policy is to be used in conjunction with the Positive Environment Program,**

6.5.3.7.1 Verbal Abuse of an Official

Officials are not to tolerate abuse or threats from spectators, players or coaching staff..

In all instances involving a touch judge, the touch judge should report the issue to the referee, who will assess and handle the situation.

- Spectators – Report the individual to one of the following: Ground Manager, Senior Referee or Duty Official for action.

Officials are NOT to approach spectators

- Should further abuse continue, and the official deem it excessive or fear for their safety the official is well within their right to terminate the match as per International Laws Rules Book Sect 16.
- Players – Players are to be handled as per International Rules Sect 15 and 16.
 - As per PEP, abuse should not be tolerated, and the player dismissed from the field.
 - If the individual refuses to leave the field or the official fears for their safety, the match should be terminated immediately.
- Coaching Staff – Coaching staff including managers, water runners and first aid are to be handled as per International Rules Sect 15 and 16
 - As per PEP, abuse should not be tolerated, and the individual dismissed from the field.
 - If the individual refuses to leave the field or the official fears for their safety, the match should be terminated immediately.

If the game has ended and the referee is out of the Playing Area when the incident occurs the official is to still report the incident ASAP.

6.5.3.7.2 Physical Abuse

Any physical abuse of an official will result in the immediate termination of the match.

6.5.3.7.3 Entering Field of Play

Officials have complete control of individuals in the playing area. This includes after the siren even if the referee has signalled half or full time. If the official requests an individual to leave the playing area, the individual must do so immediately.

- Spectators – Should any spectator enter the field of play to engage in an altercation with a player, coaching staff, match official or each other the match is to be terminated immediately.
- Players – Should any player enter the field of play to engage in misconduct as per International Laws Rules Sect 15 the player is to be dismissed.
- Coaching Staff – Should any member of a teams' coaching staff enter the field of play to engage in an altercation with a player, other coaching staff or match official, the match should be terminated immediately.

It is imperative that the official forward a report (written or electronic) to the GCRLRA secretary as soon as possible so that follow-up action can occur.

6.6. Post-Game On Ground

The following is mandatory

- Complete Electronic Incident Report Sheet for any send offs or players on report.
- Meet with Foundation Coach or mentor for feedback session if applicable.
- Complete Electronic form for 3-2-1 points for U15/1 – A Grade and Premier Womens by Sunday 8:30pm. The form is in Refbook and will remind you if it remains uncompleted for 2 hours or more after your game. The form can also be accessed on the website in the forms section.

6.7. Post-Game Off Ground

The following is mandatory

- Complete your responsibilities for any player dismissed or put on report.
- If you were the “A Grade” referee, organise the return of the communications gear to the Communications Gear Co-ordinator within 24 hours.
- If you did any appointments that you were not appointed to in Refbook , ensure you complete the “**Change of Appointments**” form asap after your game. Any change of appointment forms received after midnight Monday may not be actioned and you may not be paid for your games.

6.8. Off Field

While off field you are still representing the association. Be mindful of language, comments and behaviour while at a ground and/or while wearing association clothing.

6.8.1. Meetings

Officials are required to attend the GCRLRA General Meetings which are held once per month on a Wednesday at a location advised on the website. The GCRLRA website will have the date, time and location of upcoming meetings.

At the general meeting there is important information disseminated to attendees regarding rules, interpretations, policies, procedures, on-field and video training sessions. It is important that you attend as many of the general meetings as you can. Ensure you wear suitable attire and your association shirt.

If you can't attend the general meeting advise the Secretary via email or SMS,

Meeting minutes are sent to all members so they are aware of what was discussed and or voted on. Ensure you take time to read them so you stay informed.

Minutes from the general meetings are sent to all members, please ensure you read them.

6.8.2. Training

The GCRLRA provides training sessions to aspiring officials so that they can improve their skills and knowledge of the game so they can progress through the ranks. Training sessions cover all aspects of on field officiating for both refereeing and touch judging. Training session times and locations are advised through the GCRLRA website and the Facebook group.

Officials are encouraged to attend as many sessions as possible.

Items to bring to training – water bottle, suitable attire and footwear, whistle and flag.

6.8.3. Bullying, Abuse, Harassment and Member Protection

The GCRLRA takes the issue of bullying and harassment seriously and members are encouraged to familiarise themselves with acceptable behavioural practices.

Officials are forbidden to comment on another officials' performance or a team's performance, players, team officials or clubs.

This includes verbal comments in any public area or social media such as Facebook, Snapchat, YouTube, Email, Twitter etc.

Should you be approached for a comment in regards to the GCRLRA, RLGC, QRL, NRL – direct the person to the President.

Game Officials are bound by the same policies as all members of RLGC, QRL and NRL.

These include but are not limited to the NRL National Code of Conduct, QRL Social Media Policy, NRL Member Protection Policy which can be found on the QRL website.

As per the GCRLRA constitution, any member accused of such behaviour may be required to partake in a disciplinary hearing or in some cases a police investigation.

All complaints relating to bullying, abuse and harassment of officials should be put to the Secretary in writing so that the incident can be escalated if required to RLGC / QRL or Police for investigation and action.

6.8.4. Official's Equipment and Clothing

If you require any equipment or clothing, contact the Gear Steward as per the GCRLRA website or this document.

Any purchases will be deducted from your end of year payment.

6.8.5. Judiciary

From time to time officials are required to attend a judiciary hearing in regards to an incident that occurred during a game that they were officiating. The judicial panel may request the official to appear in person or be available via phone for the hearing.

- You will be advised in advance if RLGC requires you to be available for a judicial hearing. If appearing in person, ensure your attire is neat / casual with association shirt.
- Young officials will be accompanied by an advocate for support, however any official may request an advocate to attend for support.
- If you do not attend the judiciary hearing the offenders will most likely be exonerated and you may be required to attend a disciplinary hearing to give reason as to why you failed to attend.

6.8.6. Presentation Evening

The Presentation is held after the Grand Finals at a date that is set by members at a prior general meeting.

Awards are presented during the evening along with a dinner.

It is the associations preference that everyone attends the event to celebrate a great year.

Tickets for extra people such as partners, family, friends etc are available when advising of your attendance. The cost will be deducted from your final payment.

7. SENIOR REFEREE RESPONSIBILITIES

A senior referee may be allocated to each ground by the appointments officer for junior games to ensure the smooth operation of game day and support of officials. The senior referee is a volunteer and as such may or may not be available at the ground for the entire day. Suitable arrangements should be made by the senior referee if they are not going to be available all day, such as ensuring games are covered prior to leaving or arriving.

A senior referee may not provide written feedback to any official, unless they are a Foundation Coach or Mentor.

7.1. Prior to Game Day

After the appointments have been sent out the senior referee should contact (via SMS) all appointed officials at their allocated ground the day prior to game day to ensure that all appointments are covered.

- **Junior Games** - If issues are discovered or arise, react accordingly to fill holes and gaps to ensure that all games are covered with suitable officials. This includes referee's and touch judges. If serious issues arise in regards to the appointed officials, then the senior referee should contact the Appointments Officer immediately so alternate arrangements can be made.
- **Senior Games** – If issues are discovered or arise contact the appointments officer immediately.

In some cases, the senior referee may also be a Foundation Coach or mentor. It is a good opportunity to complete assessments and provide feedback and coaching.

7.2. Game Day at Ground

- Arrive at the ground at least 30 minutes prior to the first game if possible and ensure you advise the club executive that you have arrived.
- Ensure officials have arrived at least 30 minutes prior to their games and follow-up if necessary.
- **No game shall commence under any circumstance if :**
 - **An accredited NRL L1 or L2 Sports Trainer is not in attendance**
 - **Ground Manager are not present. (RLGC Club games only)**

Follow-up with club executives if no qualified FAO or duty officials are present at the ground.

- Support officials, if a Foundation Coach or mentor provide advice and feedback.
- Handle issues in conjunction with club officials in regards to crowd and team officials' behaviour towards game officials.
- Keep track of changes of appointments at ground.
- If leaving early, ensure officials are covering remaining games and notify club executive that you are leaving the ground.

8. REFEREE MENTOR AND FOUNDATION REFEREE COACH (FRC)

Mentors and Foundation Referee Coaches provide valuable support, through 1 on 1 feedback assessments and coaching to officials. FRC = old CMO

A senior referee may be a mentor or Foundation Referee Coach, however this may not always be the case.

- A Mentor will assist young and new officials in learning the rules and basic skills.
- A Foundation Referee Coach (Coach of Match Officials) will provide technical feedback for all officials to assist them to improve their on-field performances and move up through the ranks.

Foundation Coaches and mentors may travel from ground to ground and be present at carnivals assessing officials.

On the completion an assessment, the mentor/ Foundation Coach is to complete the relevant online match feedback form.

MDC, FRC, Mentor, Senior Referee will be appointed in Refbook as a MDC

- Junior Games – Appointed to first game of available timeslot
- Senior Games – Appointed to each individual game

Foundation Coaches and Mentors are to familiarise themselves with the Foundation Coach / Mentor handbook which is available on the website.

9. DIRECTOR OF COACHING (RECRUITMENT, RETENTION AND DEVELOPMENT)

The Director Coaching is responsible for the following

- The development of officials.
- Talent identification through Foundation Coach and Mentor assessments for advancement, carnival selection and squad selection.
- Training programs.
- Recruitment initiatives and programs.
- Allocate Foundation Coaches and Mentors to assess officials.
- Provide feedback to the RLGC Appointments Officer on officials' performance so officials can be appointed to appropriate games for their skill level.

10. REFEREE PROGRESSION

The progression of officials is set out in the NOAS (National Officiating Accreditation Structure). Most officials commence as 6-12 Officials.

Officials are encouraged to commence their progression to 13-15 or 16+ official as soon as they officiate U12+ or become a 2nd year official (which ever comes first)

Officials progress to the QRL Development Programs through the Referee Rise program. The Referee Rise program is open to all officials who must apply to the program individually. As officials progress through the bronze, silver and gold stages of the program, they may be selected for the QRL Development Program to commence on the NRL Officiating Pathway.

11. COMMUNICATIONS GEAR

Communications equipment is managed by the Communications Gear Co-ordinator and is used predominantly for U18/1 and Senior Games

Officials appointed to these games are to have their own Mic / Ear Piece and vest

It is the responsibility of the referee who is appointed to the first game of seniors to organise the collection of the equipment prior to their game, so it is available to all officials on the day.

It is the responsibility of the A Grade referee to ensure:

- All pieces of equipment are present at the end of game day.
- Kit is packed up correctly
- Ensure the return of the equipment within 24 hours back to the Communications Gear Co-ordinator.

If the gear is being transported between grounds overnight, it is the responsibility of the overnight custodian to ensure that the comms gear is charged overnight to ensure it is ready to be used the next day.

If you identify a faulty piece of equipment, mark it and advise the Communications Gear Co-ordinator so it can be repaired or replaced.

11.1. Communications Gear Co-Ordinator

The Communications Gear Co-Ordinator is responsible for the allocation and maintenance of the on-field communications gear kits.

Responsibilities include –

- Communicate with and ensure that the official can collect a communication kit for their match*
- Communicate with the A grade referee and ensure that the communication kit is returned within 24hours of game day*

*Note: The Communications Gear Co-Ordinator is under no obligation to deliver gear to or collect gear from a ground or referee.

- Keep a record of communication kit allocation and return.
- Ensure that communication kits are in operational order
 - Batteries charged
 - Alcohol wipes
 - Radios checked for damage
 - Radios are locked
 - Cords checked for breakage or deterioration
 - All kit components present
 - Kits operate correctly
 - Appropriate spare parts kept in stock

12. PAYMENTS AND FEES

Fee's applied to officials' accounts are as per below. These go towards insurance and contribute to the association for things such as training and development, equipment and general running costs.

It is encouraged that officials keep a record of their games, so it can be cross checked. This can be obtained for the most part in Refbook, however some appointments may not appear in Refbook Eg NRL Representative or Cultural Carnivals

Payments process TBA for 2024 once Refbook is Operational

- Interim payments can be requested for extenuating circumstances. These must be applied for in writing to the treasurer who will then seek approval from the president.
- You must keep at least \$300 in your account. This is to ensure that any pending deductions are covered. The Treasurer can advise of the actual amount available.

You will find game payment rates in the attachments of this manual or on the website.

12.1. Fee's

GCRLRA Membership±	\$25
Workcover Insurance±	\$TBA – Changes year to year. Split between members
Public Liability Insurance±	\$TBA – Changes from year to year. Split between members
Association Levy±*	10% of match payments to a maximum of \$200*
Gear and Apparel	As per attachment **^
Presentation Dinner	As per agreed cost ratified at a GM

Notes:

± Compulsory Deduction

* Association Levy discounted by 50% for 1st year Officials

** Refundable \$100 deposit for equipment for 1st year Officials only (Jersey, shorts, socks, whistle, flag and association shirt)

^ Refundable \$100 deposit for equipment for past members or Officials transferring (Jersey, shorts, socks, whistle, flag and association shirt) The cost of equipment will be deducted from your end of year payment.

Ensure the treasurer has your bank details so your payment isn't delayed.

13. ATTACHMENTS

13.1. Referee Payments as set by QRL 2024

Grade	Referee	Touch Judge
U6	\$16	\$8
U7		
U8		
U9		
U10	\$26.50	\$13.25
U11		
U12	\$31.50	\$15.75
U13	\$41.50	\$20.75
U14		
U15	\$57	\$28.50
U16		
U17	\$65	\$32.50
U18 / Opens		
U19	\$106.50	\$53.25
U20		
Reserve Grade		
A Grade	\$165	\$82.50
Girls U12	\$31.50	\$15.75
Girls U13	\$34.50	\$17.25
Girls U15	\$47.50	\$23.75
Girls U17	\$54.50	\$27.25
Womans Div 3	\$82.50	\$41.25
Womans Div 2		
Womans Div 1	\$106.50	\$53.25
RLGC Age Carnivals U6 – U12	\$10.50 / Game	
Interchange Jnrs	\$10.50	
Interchange SEQW	\$29.50	
Interchange U18/1	\$10.50	
Interchange U20	\$37	
Int/Change Res	\$37	
Int/Change A	\$37	

Note: Game rates correct at the time of printing, may change without notice. School rates differ. If in doubt, please contact the Treasurer.

13.2. Officials Equipment and Clothing

Equipment and clothing costs will be deducted from your end of year payment.

Item	Price
On Field Jersey	\$55
On Field Shorts	\$30
On Field Socks	\$12
Association Cap	\$17
Association Shirt	\$40
Training Shirt	\$40
Training Shorts	\$40
Association Jacket	\$TBC
Association Hoodie	\$65
Flag	\$10
Flag Premium	\$38
Whistle	\$20
Whistle band	\$3
Comms Vest	\$65
Comms Ear Piece / Mic	\$35

Note: Not all gear may be in stock. A waiting period may apply until a sufficient quantity is required for a minimum order.

Note: Prices include GST and are correct at time of publication and may change without notice. Check with the Treasurer for correct prices at time of purchase.

14. REFBOOK

Refbook is the online management system for appointments. It is available as an App (IOS and Android) and as a web login. Changes are global and apply to both the App and web application.

The web login for refbook is – www.rebook.online

You will require your own unique email address.

Refbook brings an element of automation to the appointments process as well as accountability to the individual for the confirmation of their appointments to assist in alleviating incidents of missed appointments. It will also allow individual officials to readily access their appointment history.

14.1. Default Setup

The following settings are mandatory in Refbook

In 'My Profile'

- General Section completed, including secondary email if applicable
- Contacts Section completed
- Addresses Section completed
- Bank Details Section completed (when you can)
- Setting Section – Rugby League Gold Coast set as your primary organisation

In 'Notifications' - Official

- Appointments – All selected
- Claims – All selected
- Find own replacement – **All unselected**
- Registration payment - **All unselected**
- Federation fees paid by org - **All unselected**
- Supervisor Assignment – All selected
- Unconfirmed Appointments – All selected
- Event Published – All selected
- Organisation News – All selected
- Sharing Forms - All selected

In 'Notifications' – System

- New contact linking – User configured
- Duty Assignments – All selected
- Request was changed – All selected

3. Availability

- Default Availability (This is your ongoing availability for the season)
 - Select all days that you are available
 - Tick 'All Day'
 - Leave Min Games, Max Games and Concurrency as 0
 - Applies to – RLGC must be selected along with other competitions you are involved with

- Custom Availability (This is where you are unavailable)
This where you can be specific with your availability and make yourself unavailable for certain dates Eg Going away
 - Click the plus sign
 - Change your status to unavailable. **Tentative is not to be used**
 - **When you are unavailable** – it means you are unavailable for all appointments including QRL / NRL. So you need to complete it for RLG, QRL and NRL (if applicable). Which means in some cases doing it 3 times
 - Choose whether it is all day or just a particular time period
 - Choose the date or dates you are unavailable.
 - In the reason just select 'Work'
 - Click Save

4. Influences (Profile, Organisations, Portal, Influences)

- Add a conflict here for your own team if you play.
- Add your school in the notes section
- Other conflicts as noted on your Availability sheet will be added by the Associations Refbook administrators as they have access to more choices.

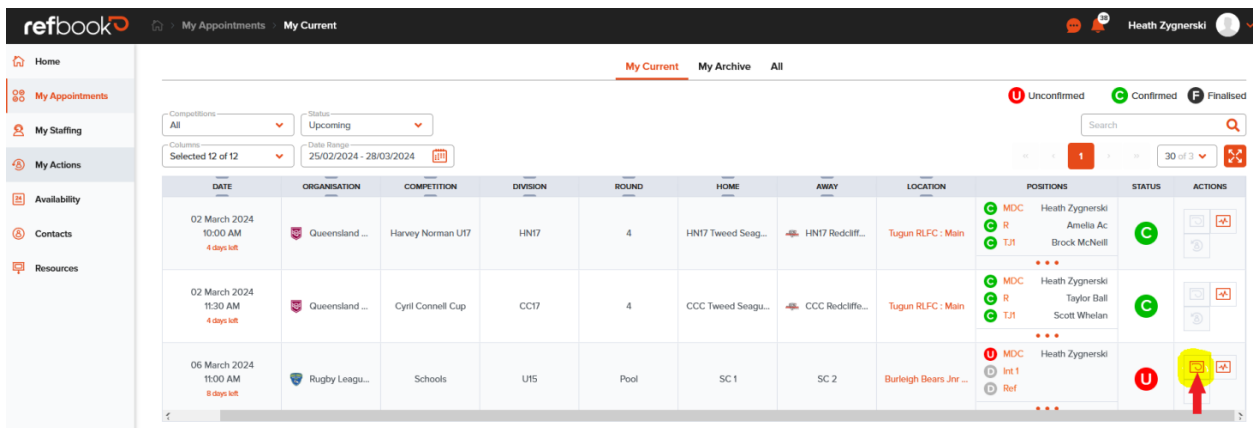
14.2. Accepting Appointments

Refbook will notify you via email and in the app when you have been appointed, your appointment has changed, if you've been removed from an appointment or if your game has been cancelled.

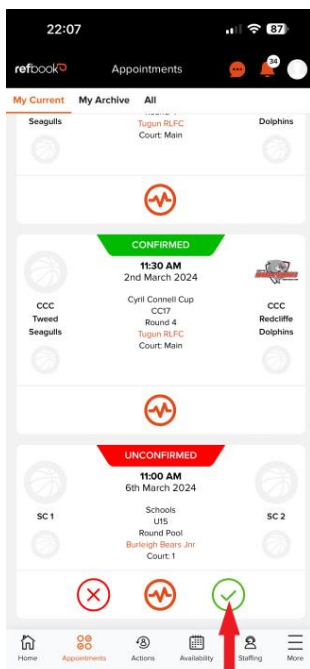
When you receive an appointment you will be presented with 2 choices being Reject or Accept. **Under no circumstance is Reject to be selected.** If there is an issue with the appointment you must contact the appointments officer via text, phone call or email and the appointments officer will change the appointment.

To accept your appointment click 'Accept'

Your appointments must be accepted by **Thursday 6pm**. If they are not, you may be taken off the game without notice. Refbook will send you reminders if you don't accept your appointment, you have been taken off an appointment, if you have a new appointment or if there is a change to your appointment.



Web Application



Mobile Application

15. RLGC LOCAL RULES

Rugby League Gold Coast have extended some rules which are found in the International and Junior Laws manuals. So these will differ from the publicised rule books. The full RLGC Operations Policy manual can be found at www.rlgc.com.au. GCRLRA officials need to be aware of these and administer them accordingly.

15.1. Junior Coaches on Field

As per the RLGC Operations Manual

- Coaches must remain on team benches at all times
- U7 coaches must remain on the team bench from Round 4 (Round 3 is the last time they are allowed on the field)

15.2. Interchange

Interchange officials are only supplied to senior fixtures and junior finals games. On-Field Officials are not to engage in adjudication for issues relating to Interchange. Interchange rules are publicised in the RLGC Operations Policy Manual

U13 – U18	<ul style="list-style-type: none"> • Division 1 are allowed eight (8) interchanges. • Division 2 are allowed twelve (12) interchanges. • Division 3 are allowed Unlimited Interchange • If a team elects to interchange a bleeding player who is forced from the field, such interchange will be included in the total number of interchanges permitted. • In the event of extra time, teams will be allowed an additional two (2) interchanges during the period. <p>It is the responsibility of the Team Manager to ensure that the team operates within the stated rules.</p>
Seniors	<ul style="list-style-type: none"> • A Grade are allowed 8 interchanges with 4 interchange players • DLC Reserve Grade are allowed 12 interchanges with 6 interchange players • DMC Reserve Grade have unlimited interchange with 6 interchange players • U20 are allowed 12 interchanges with 6 interchange players • In the event of extra time, teams will be allowed an additional two (2) interchanges during the period. <p>It is the responsibility of the Team Manager to ensure that the team operates within the stated rules.</p>
Note: There are no FREE interchanges in community competitions	

15.3. Shoulder Charge in Junior Competitions

In junior competitions the following **MUST** occur if a player is penalised for a shoulder charge.

- U6 – U12 : It is mandatory for the player to be rotated. Refer to the Junior Rugby League Laws for rotation procedure
- U13 - U18 : It is mandatory for the player to be sin-binned or if serious enough dismissed.

15.4. Mercy Rule

In all junior RLGC and SEQW (U13,U15,U17) competitions where there is a differential of 50pts or more, either teams coach may elect to end the game.

It is not up to the referee to make the decision.

15.5. League Safe (Water Runners)

LEAGUESAFE TRAINER

The role of the LeagueSafe trainer during a match is to provide water to players and to assist with the interchange process as required. LeagueSafe Trainers must be at least 14 years of age and have completed the NRL League Safe course.

The Referee may stop play and remove a League Safe trainer back to the bench if they deem that they are interfering with the play or lingering on field excessively.

15.5.1. League Safe Trainers – U6 to Reserve Grade

LeagueSafe Trainers must at all times during a match:

- Wear a yellow shirt, vest or jumper with the words 'LeagueSafe' clearly labelled on the back; and
- Wear appropriate enclosed footwear.

Field of play access for LeagueSafe Trainers during a match varies depending upon the age group:

- U6-12s: maximum of one (1) LeagueSafe Trainer is permitted to access the field of play at the following times only:
 - After a try has been scored;
 - During a timeout called by the referee; and
 - In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives.
- U13s and above: maximum of two (2) LeagueSafe Trainers are permitted to access the field of play at the following times only:
 - After a try has been scored;
 - During a timeout called by the referee; and
 - In the event of an injury, a LeagueSafe trainer can attend to the injured player until the First Responder arrives.
 - When their team is in possession of the football to conduct interchange and to provide water only.

LeagueSafe Trainers must access the field from an onside position and return immediately to their team's bench area as soon as possible after fulfilling their duties.

LeagueSafe Trainers acting in an official capacity are bound by the NRL's On-Field policy and Code of Conduct.

15.5.2. League Safe Trainers – A Grade Competition

LeagueSafes in Men's A-Grade fixtures are allowed access to the playing field:

When facilitating an interchange of Players,

- When a try has been scored,
- During a time-out called by the Referee for an injury,
- During a drop out,
- On three (3) occasions per half to carry messages to individual Team members when their Team is in possession
- Each LeagueSafe will be supplied with three (3) cards for each half. On each occasion LeagueSafes must hand a card to a Ground Manager or Interchange Official prior to entering the field of play.
 - LeagueSafes must only enter the field of play after their Team gains possession of the ball
 - Leave the field at the completion of the 4th tackle, immediately returning to the Team bench area (i.e. running) without interfering with play or running behind the opposition Team's defensive line.
- LeagueSafe must return to their team's bench area as soon as possible after fulfilling their duties on field. Must not give general messages to the Team or otherwise assist in the task of coaching (save for the carrying of messages to individual Team members) while play is progressing
- A Coach cannot act in the role of both on-field safety person (i.e. LeagueSafe, Level 1 or Level 2) and Coach during the same game. One individual is required for each role.

15.6. Extra Time

Extra time is permissible during finals series only for both juniors and seniors as per RLCG Operations Policy.

If scores are equal at the conclusion of normal time, a 2-minute break will occur (and coin toss) prior to Golden Point / Extra Time is played.

- Remaining Interchange Cards to be handed to official and have 2x interchange cards returned for Golden Point / Extra Time if applicable.
- A period of Golden Point / Extra Time of 5 minutes is to be played. If a point is scored, the game is to conclude.
- If the score remains equal after the 5-minute extra time period, teams shall immediately change ends for kick-off. Play shall continue for an unlimited time basis until the first point/s have been scored to determine the winner of the match.
- In such Golden Point / Extra Time, the first scorer of any point or points (e.g., field goal, penalty goal or try) will immediately be declared the winner.
- If a try is scored in extra time the conversion kick will not be permitted.

15.7. Heat Guidelines

As per RLGC Operations Policy Manual

For any competition match where the prevailing weather conditions necessitate relief from the normal playing conditions the following may apply

- Referees call a 1 minute timeout approximately half way through each half to allow players a drink.
 - Players remain on field attended by trainers. No coaching staff are permitted on the field.
- The half time interval may be extended and shall be subject to agreement between match and team officials.

15.8. Time Off

At all times officials are to use the correct signals for Time-Off irrespective of the fact that time-off may not apply to the match they are officiating.

It is the responsibility of the time-keeper to administer the stopping and starting of the clock in such circumstances where time-off does apply.

- There is no "time-off" in season competition matches for junior fixtures or DMC
- There is "time-off" during junior finals matches.
- There is "time-off" in senior matches as follows
 - A Grade – Both Halves
 - DLC and U20 – 2nd half only
 - DMC – No time off

15.9. Postponing or cancelling any scheduled match for emergency circumstances.

Local rules applying to junior and senior games as per RLGC Operations Policy Manual

The RLGC Manager (or nominee), in conjunction with the referee and team's management will make any decision on postponing or cancelling any scheduled match for emergency circumstances.

Emergency circumstances include:

- A natural disaster;
- A situation where the safety of players, match officials or others is at risk;
- Where scheduled transport for a team playing a match is delayed or cancelled;
- Any other circumstance deemed to be an emergency by the RLGC Manager.

After the commencement of a match, a referee may suspend play if in his/her view continuation of play would place the safety of players or others at risk.

If a match is delayed due to severe weather, a decision will be made by match officials in consultation with team management on the length of delay.

Where a match is in progress and is stopped due to an emergency, the following action is applicable:

- An emergency is considered a "time out" and as such a direction will be given by the referee as to the field position, possession and the number of tackles at the time of cessation of play
- Should the match recommence in a reasonable time, play will continue in terms of the "time out" call from the referee
- If the match cannot recommence, the circumstances shall be reported to the RLGC Manager
- Competition matches may only be deemed cancelled, delayed, postponed or abandoned by approval of the RLGC Manager

If the referee suspends play and the match is subsequently cancelled or abandoned there shall be no replay.

If half, or more than half the match has been completed, the score at the time of suspension of play will be the final result for the purpose of determining the competition points allocated.

If less than half of the match has been completed, the match shall be declared a draw and two (2) points awarded to each of the teams. For competition standing purposes, the score for the match will be recorded as 0-0.

If any team is unable to play a scheduled match due to extenuating prior circumstances and it cannot be replayed, and with the prior approval of the RLGC Manager, the match will be declared a draw and two (2) points awarded to each of the teams. For competition standing purposes, the score for the match will be recorded as 0-0.

Any fixture cancelled prior to kick-off due to circumstances beyond the control of the clubs involved; arrangements can be made by mutual agreement of both clubs and the consent of the RLGC Manager to play the game within a two (2) week period of the cancellation.

Matches that are suspended due to serious injury or other circumstance that encroach onto subsequent scheduled matches and are abandoned by the RLGC Manger, the result of the match shall be determined by applying the procedures outlined above.

16. DOCUMENT CONTROL SHEET

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document, contact:

Name: GCRLRA Secretary
 Phone: As advertised on the GCRLRA website
 Email: secretary@gcrlra.com.au
 Web: www.gcrlra.com.au

Record of Changes

Issue No	Issue Date	Nature of Amendment
Draft	27/10/2016	Initial draft
Draft	01/12/2016	Open for Comment
V1.3	30/10/2017	Updates for 2018 season
V1.4	25/11/2017	Update Bullying, Harassment and Member Protection Policy section
V1.5	3/12/2017	Add new section RLGC Local Rules
V1.6	12/12/2017	Add new section Communications Gear Co-ordinator
V1.7	21/01/2018	Add new sections for training and finals appointments
V1.8	24/09/2018	Updates for 2019 Season and add Zero Tolerance Policy
V1.9	01/02/2020	Game Day Attire sect added and general updates for 2020 season
V1.10	01/02/2021	New section COVID19 and Progression, updates for 2021 season
V1.11	01/02/2022	Update terminology, 6.2.3,
V1.12	01/01/2023	Updates for the 2023 season, game rates and PEP added
V1.13	18/04/2023	Updated Game Rates for 2023 Season
V1.14	01/01/2024	Updated for Refbook, changes to RLGC Bylaws, 2024 Updates

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