

# **SYDNEY WOMEN'S RUGBY UNION INC**



## **OPERATIONS MANUAL**

**2008**

## **Contents**

Section 1:	Introduction	p. 3
Section 2:	Structure of the Union	p. 4
Section 3:	2008 Draw	p. 5
Section 4:	Calendar of Events	p. 8
Section 5:	Coach, Referee and SmartRugby Courses	p. 10
Section 6:	Match Day Instructions	p. 10
Section 7:	Merchandise	p. 14
Section 8:	Judiciary	p. 15
Section 9:	Club Administration Requirements	p. 17
Section 10:	Competition Rules	p. 19
Section 11:	Constitution	p. 35

## **SECTION 1: INTRODUCTION**

### **(a) The purpose of this manual**

This manual has been produced to aid women's rugby clubs in their organization and administration. The manual incorporates the Union's competition playing rules, Constitution, regulations, recommendations, procedures, code of conduct and other valuable information necessary for the efficient running of a women's rugby club.

This manual should be your first point of reference when you have questions or require information on most matters involved with the day to day running of your club.

If you have any questions about the information contained within this manual, please contact the union office at your convenience.

### **(b) Sydney Women's Rugby Union administrations staff & contact details**

The Sydney Women's Rugby Union Inc. (SWRU) has appointed the NSW Suburban Rugby Union to administer its competition and assist in the day to day running operations. As an independent Union the SWRU is responsible for setting policy, implementing an appropriate competition structure and its associated rules and the governance of all matters that may arise during the course of the season.

#### **SWRU administration**

Mark Green  
Executive Director – NSWSRU  
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Rugby Administrator  
lisa@rugby.net.au

Phone (02) 9323 3400      Fax (02) 9368 7326

#### **Website**

[www.sydneywomensrugby.rugby.net.au](http://www.sydneywomensrugby.rugby.net.au)

#### **Union office**

NSW Rugby, Gold Members Car Park  
Aussie Stadium  
Driver Avenue, Moore Park

#### **Postal address**

Locked Bag 1222  
Paddington NSW 2021

## **SECTION 2:           STRUCTURE OF THE UNION**

### **(a) The SWRU Management Committee**

The SWRU Management Committee consists of a nominated delegate from each affiliated club and a chairperson elected by the delegates.

The Chairperson is elected by the management committee at the annual general meeting. The chairperson shall preside at each meeting.

### **(b) Members of the management committee**

The management committee is the governing body of the union and it is responsible for policy setting and decision making within the union.

The current committee is:

<b>Club</b>	<b>Delegate</b>	<b>Contact</b>	<b>Mobile</b>
Chairperson	Tony Beger	0414 640 059	tony@beger.name
Canterbury	Luce Vula	0405 905133	Tauwa2000@yahoo.com.au
Engadine	David Purden	0412 237316	dpurden@ozemail.com.au
Parramatta	Dave Ford	0408 648 389	twobluesgirls@hotmail.com
Penrith	Kelly Rees-Zarb	0400 927271	zarby25@bigpond.net.au
Sydney Uni	Amy Kermode	0402 713 818	amykermode@gmail.com
UWSB	John Scott	0411 184 064	Scottyjw50@hotmail.com
Warringah	Luisa Foliaki	0414 691349	luisa.foliaki@anz.ccamatil.com
Waverley	Kevin Frost	0425 333760	cvplumbing@optusnet.com.au
Wollondilly	Paul Spencer	0414 451 117	spercercpm@bigpond.com.au

The union office carries out all the necessary administration for the competition and carries out directives from the management committee. The administrative tasks include organizing competition draws, collecting affiliation fees, data management of player registration and weekly match results, sending out union correspondence, assisting with the organisation of the finals series and the annual general meeting.

All queries should be directed to the administrators or the chairperson.

## SYDNEY WOMEN'S DRAW 2008

<b>Round 1</b>					<b>TIME</b>
<b>Sat 5 April</b>	Canterbury	V	Sydney University	Skilled (formerly Wills) Ground	11:20am
	Bye	V	Parramatta		
	Bankstown	V	Warringah	Hartley Oval	12:30pm
	Wollondilly	V	Penrith	Hannaford Oval	12:30pm
	Engadine	V	Waverley	Old Bush Rd	12:15pm
<b>Round 2</b>					
<b>Sat 12 April</b>	Parramatta	V	Sydney University	Granville Park #2	12pm
	Canterbury	V	Bankstown	Skilled (formerly Wills) Ground	11:20am
	Warringah	V	Bye		
	Penrith	V	Engadine	Nepean Rugby Park #2	1:30pm
	Waverley	V	Wollondilly	Waverley Oval	10:30am
<b>Round 3</b>					
<b>Sat 19 April</b>	Engadine	V	Canterbury	Old Bush Rd	2:25pm
	Bye	V	Wollondilly		
	Parramatta	V	Warringah	Granville Park #2	12pm
	Bankstown	V	Penrith	Hartley Oval	1:30pm
	Sydney University	V	Waverley	St Johns	1:30pm
<b>Round 4</b>					
<b>Sat 26 April</b>	Wollondilly	V	Sydney University	Hannaford Oval	12:30pm
	Canterbury	V	Bye		
	Engadine	V	Bankstown	Old Bush Rd	12:15pm
	Warringah	V	Penrith	Pittwater Rugby Park	4:45pm
	Waverley	V	Parramatta	Waverley Oval	10:30am
<b>Round 5</b>					
<b>Sat 3 May</b>	Sydney University	V	Engadine	St Johns	1:30pm
	Bye	V	Bankstown		
	Penrith	V	Parramatta	Nepean Rugby Park #2	1:30pm
	Wollondilly	V	Warringah	Hannaford Oval	12:30pm
	Waverley	V	Canterbury	Waverley Oval	10:30am
<b>Round 6</b>					
<b>Sat 10 May</b>	Bankstown	V	Sydney University	Hartley Oval	1:30pm
	Canterbury	V	Wollondilly	Skilled (formerly Wills)	11:20am

				Ground	
	Penrith	V	Bye		
	Parramatta	V	Engadine	Granville Park #2	12pm
	Warringah	V	Waverley	Pittwater Rugby Park	4:45pm
<b>Round 7</b>					
<b>Sat 17 May</b>	Sydney University	V	Bye		
	Canterbury	V	Parramatta	Skilled (formerly Wills) Ground	11:20am
	Wollondilly	V	Bankstown	Hannaford Oval	12:30pm
	Engadine	V	Warringah	Old Bush Rd	12:30pm
	Waverley	V	Penrith	Waverley Oval	10:30am
<b>Round 8</b>					
<b>Sat 24 May</b>	Warringah	V	Sydney University	Pittwater Rugby Park - front field	12noon
	Penrith	V	Canterbury	Nepean Rugby Park #2	1:30pm
	Bye	V	Engadine		
	Wollondilly	V	Parramatta	Hannaford Oval	12:30pm
	Bankstown	V	Waverley	Hartley Oval	1:30pm
<b>Sun 25 May</b>	SYDNEY	v	NSWCRU	Boronia Park	
<b>Round 9</b>					
<b>Sat 31 May</b>	Sydney University	V	Penrith	St Johns	1:30pm
	Canterbury	V	Warringah	Skilled (formerly Wills) Ground	11:20am
	Parramatta	V	Bankstown	Granville Park #2	12pm
	Engadine	V	Wollondilly	Old Bush Rd	12:30pm
	Waverley	V	Bye		
<b>Wet Weather Week</b>					
<b>Sat 7 June</b>					
<b>Round 10</b>					
<b>Sat 14 June</b>	Sydney University	V	Canterbury	St Johns	1:30pm
	Parramatta	V	Bye		
	Warringah	V	Bankstown	Pittwater Rugby Park	4:45pm
	Penrith	V	Wollondilly	Nepean Rugby Park #2	1:30pm
	Waverley	V	Engadine	Waverley Oval	10:30am
<b>Sunday 15 June</b>	SYDNEY	V	HUNTER	Newcastle	

<b>Round 11</b>					
<b>Sat 21 June</b>	Sydney University	V	Parramatta	St Johns	1:30pm
	Bankstown	V	Canterbury	Hartley Oval	1:30pm
	Bye	V	Warringah		
	Engadine	V	Penrith	Old Bush Rd	12noon
	Wollondilly	V	Waverley	Hannaford Oval	12:30pm
<b>Round 12</b>					
<b>Sat 28 June</b>	Canterbury	V	Engadine	Skilled (formerly Wills) Ground	11:20am
	Wollondilly	V	Bye		
	Warringah	V	Parramatta	Pittwater Rugby Park	4:45pm
	Penrith	V	Bankstown	Nepean Rugby Park #2	1:30pm
	Waverley	V	Sydney University	Waverley Oval	10:30am
<b>Round 13</b>					
<b>Tue 1- Fri 4 July</b>	ARU Nationals			QLD	
<b>Sat 5 July</b>	Sydney University	V	Wollondilly	St Johns	1:30pm
	Bye	V	Canterbury		
	Bankstown	V	Engadine	Hartley Oval	1:30pm
	Penrith	V	Warringah	Nepean Rugby Park #2	1:30pm
	Parramatta	V	Waverley	Granville Park #2	12pm
<b>Round 14</b>					
<b>Sat 12 July</b>	Engadine	V	Sydney University	Old Bush Rd	3:10pm
	Bankstown	V	Bye		
	Parramatta	V	Penrith	Granville Park #2	12pm
	Warringah	V	Wollondilly	Pittwater Rugby Park	4:45pm
	Canterbury	V	Waverley	Skilled (formerly Wills) Ground	11:20am
<b>Round 15</b>					
<b>Sat 19 July</b>	Sydney University	V	Bankstown	St Johns	1:30pm
	Wollondilly	V	Canterbury	Hannaford Oval	12:30pm
	Bye	V	Penrith		
	Engadine	V	Parramatta	Old Bush Rd	1:40pm
	Waverley	V	Warringah	Waverley Oval	10:30am
<b>Wet Weather Week</b>					
<b>Sat 26 July</b>					
<b>Round 16</b>					
<b>Sat 2 August</b>	Bye	V	Sydney University		

	Parramatta	V	Canterbury	Granville Park #2	12pm
	Bankstown	V	Wollondilly	Hartley Oval	1:30pm
	Warringah	V	Engadine	Pittwater Rugby Park	4:45pm
	Penrith	V	Waverley	Nepean Rugby Park #2	1:30pm
<b>Round 17</b>					
<b>Sat 9 August</b>	Sydney University	V	Warringah	St Johns	1:30pm
	Canterbury	V	Penrith	Skilled (formerly Wills) Ground	11:20am
	Engadine	V	Bye		
	Parramatta	V	Wollondilly	Granville Park #2	12pm
	Waverley	V	Bankstown	Waverley Oval	10:30am
<b>Round 18</b>					
<b>Sat 16 August</b>	Penrith	V	Sydney University	Nepean Rugby Park #2	1:30pm
	Warringah	V	Canterbury	Pittwater Rugby Park	4:45pm
	Bankstown	V	Parramatta	Hartley Oval	1:30pm
	Wollondilly	V	Engadine	Hannafor Oval	12:30pm
	Bye	V	Waverley		
<b>Semi Finals</b>					
<b>Sat 23 August</b>					
<b>Finals</b>					
<b>Sat 30 August</b>					
<b>Grand Finals</b>					
<b>Sat 6 September</b>					
<b>Possible deferred Grand Final - for wet weather</b>					
<b>Sat 13 September</b>					

**SECTION 4: SWRU CALENDAR OF EVENTS 2008**

**1.6 2008 Course Calendar**

DATE	DAY	EVENT	VENUE	TIME
		<b>FOUNDATION COURSES \$60</b>		
22 Feb	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
2 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Blacktown	8.45am
7 Mar	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Macquarie Uni	8.45am
9 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Southern Districts	8.45am
10/17 Mar	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Mosman	6.00pm
16 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Riverview	8.45am
11 Apr	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Forestville	8.45am
13 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Barker College	8.45am
20 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
28 Apr & 5 May	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	St Ives	6.00pm
4 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Kings School	8.45am
4 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Campbelltown, St Gregorys	8.45am
11 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
		<b>TOUCH JUDGE COURSES \$27.50</b>		
25 Feb	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	6.00pm
19 Mar	Wed	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Chatswood	6.00pm
31 Mar	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Eastwood	6.00pm
7 Apr	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Hunters Hill (Henley)	6.00pm
16 Apr	Wed	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Collaroy	6.00pm
20 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am
21 Apr	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Hills District	6.00pm
12 May	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Merrylands	6.00pm
19 May	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Southern Zone	6.00pm

## 1.6 2008 Course Calendar (contd.)

DATE	DAY	EVENT	VENUE	TIME
<b>SMARTRUGBY COURSES FREE</b>				
<b>North</b>				
20 Feb	Wed	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Chatswood High	6.30pm
10 Mar	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Mosman	6.00pm
16 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Riverview	8.45am
11 Apr	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Forestville	8.45am
13 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Barker College	8.45am
28 Apr	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	St Ives	6.00pm
12 May	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Narrabeen	6.30pm
<b>Sth/East</b>				
22 Feb	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
25 Feb	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Randwick	6.30pm
9 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Southern Districts	8.45am
20 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
11 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	8.45am
14 May	Wed	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Engadine/Oatley	6.30pm
<b>West</b>				
27 Feb	Wed	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Trinity Grammar	6.30pm
2 Mar	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Blacktown	8.45am
7 Mar	Fri	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Macquarie Uni	8.45am
4 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Kings School	8.45am
4 May	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Campbelltown	8.45am
19 May	Mon	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	UWS Hawkesbury	6.30pm
<b>ADVANCED COURSES</b>				
<b>COACH LEVEL II \$330</b>				
15,16,17 Feb	Fri-Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	Forestville	9.00am
4, 5, 6 Jul	Fri-Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am
<b>REFEREE LEVEL II \$66</b>				
8, 9 Mar	Sat-Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am
18, 25 May	Sat-Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am
<b>TOUCH JUDGE LEVEL II \$44</b>				
20 Apr	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am
15 Jun	Sun	Register at: <a href="http://www.coursepay.com.au/nswrugby">www.coursepay.com.au/nswrugby</a>	SFS	9.00am

## 1.7 2008 Representative Rugby Calendar

DATE	DAY	EVENT	VENUE	TIME
		<b>SUPER 14</b>		
16 Feb	Sat	Waratahs vs Hurricanes	SFS	7.40pm
7 Mar	Fri	Waratahs vs Brumbies	SFS	7.40pm
28 Mar	Fri	Waratahs vs Cheetahs	SFS	7.40pm
5 Apr	Sat	Waratahs vs Blues	SFS	7.40pm
19 Apr	Sat	Waratahs vs Lions	SFS	7.30pm
26 Apr	Sat	Waratahs vs Sharks	SFS	7.40pm
24 May	Sat	Super 14 Semi Finals	TBC	TBC
31 May	Sat	Super 14 Final	TBC	TBC
		<b>BUNDABERG RUM RUGBY SERIES</b>		
14 Jun	Sat	Wallabies vs Ireland	Melbourne	
28 Jun	Sat	Wallabies vs France	Sydney	
5 Jul	Sat	Wallabies vs France	Brisbane	
19 Jul	Sat	Wallabies vs Sth Africa	Perth	
26 Jul	Sat	Wallabies vs All Blacks	Sydney	
2 Aug	Sat	Wallabies vs All Blacks	NZ	
23 Aug	Sat	Wallabies vs Sth Africa	Sth Africa	
30 Aug	Sat	Wallabies vs Sth Africa	Sth Africa	
13 Sep	Sat	Wallabies vs All Blacks	Brisbane	

## **SECTION 5: COACHING, REFEREE & SMARTRUGBY COURSES**

The traditional Level I referee and coach accreditation courses have been combined into the Foundation Course which will give participants both coaching and refereeing backgrounds. Participants will be eligible for the Foundation Course certificate. Those that want Level I accreditation in either coaching or refereeing would complete separate requirements; take home exams and a coach's log (coaching course) and field test (referees).

In accordance with the SWRU competition playing rules all team coaches should have a minimum of level 1 accreditation and it is desirable that all clubs have at least one qualified touch judge during every competition game.

All Clubs nationally must now have a SmartRugby accredited coach. Accreditation lasts two years.

For further information and bookings please contact NSW Rugby - (02) 9323 3430

Or via the website [www.nswrugby.com.au](http://www.nswrugby.com.au)

## **SECTION 6: MATCH DAY INSTRUCTIONS**

It is imperative that contact with the opposition club is made in the week prior to your match. This not only builds stronger ties between clubs but will also help alleviate and problems or difficulties that may arise in relation to the match.

### **(a) Sin Bin**

In the event of a sin bin the following steps must be adhered to:

- (i) The player sent to the sin must leave the playing enclosure immediately.
- (ii) The player must report to the ground marshal who will take note of the time elapsed.
- (iii) The ground marshal will notify the referee when ten (10) minutes has passed (Excluding half time and/or injury time)
- (iv) The player may re-enter the playing area only when permitted to do so by the referee.
- (v) The name of the player must be recorded on the match result sheet and transposed online at the time

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

**(b) Blood Bin**

In the event of a blood bin, a player may be temporarily replaced when she is receiving treatment off the field. There is a 15 minute limit to the time she spends off the field having treatment, however, there is no limit on the frequency with which she can leave the field for treatment provided when the player re-enters the playing area she does so through the referee and touch judge and there is no bleeding or open wound.

**(c) Head Bin**

There is NO PROVISION within the laws that allows any player to be temporarily replaced due to a head injury – this includes suspected concussion, if a player loses any consciousness, if a player is disorientated as a result of impact to or around the head. Once a player has been replaced she will not be allowed to return to the field.

In the event a player suffers a concussion, she shall not participate in any match or training session for a minimum period of three (3) weeks from the day of the injury, and may then only do so when symptom free and declared fit after a proper medical examination by a qualified practitioner. Such declarations must be recorded in a written report prepared by the person who carried out the medical examination of the player.

Subject to the above, the three (3) week period may be reduced only if the player is symptom free and declared fit to play after appropriate assessment by a properly qualified and recognised neurological specialist. Such declarations must be recorded in a written report prepared by the neurological specialist who carried out the medical examination of the player.

Where there are age determinants in the applicable competition, the three week minimum period shall be mandatory.

**(d) The venue**

It is the responsibility of the home club to ensure that the ground is set up in accordance with the laws of rugby and the Union's Competition playing rules.

- If the ground has no boundary fence, the 'home' club will arrange to have the playing area roped or barricaded off. The rope must be erected a minimum of 5 metres from the touch line. To ensure the effectiveness of the ropes, support stakes should be set up around the field to avoid spectators encroaching onto the playing area. Clubs must ensure no unauthorised persons are on the inside of the roped area.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- The field is properly marked with appropriate lineage and marker cones on the try line, 22m line and half way line. Goal post pads must be attached to the goal posts.
- It is the responsibility of the home team to provide three match quality senior size footballs for every match in progress. (match quality means adequately inflated and with adequate grip)

**(e) Attendants/Runners/Water persons**

The only team personnel permitted inside the playing enclosure.

- Runners
- Team doctor/Physiotherapist/Sports trainer
- Only two persons from each club are permitted on the playing field while a match is in progress.
- The above persons must retire to their sets or be off the field in an allocated position after assisting the player(s).
- Attendants should not stand on the sideline, in-goal area nor follow the play.

**(f) Touch judge**

As per the competition rules each club should have as a minimum one qualified touch judge available to run the line for every game each week.

**(g) Result sheets**

It is important that the official match result sheet is correctly completed prior to the commencement of the match and updated progressively throughout the match. At the conclusion of the match it is necessary to obtain the signature of the referee and the opposing club official. At the completion of the match it is also necessary to request the referee to award his or her choice for 3-2-1 points and these choices are to be noted on the result sheet. These points are then tallied at the end of the season to determine the referee's best and fairest player.

All result sheets must be entered on line within four days of the match being played, that is, by no later than 5.00pm Wednesday preceding the day the match was played.

Failure to comply will result in an automatic \$50 fine.

**(h) Referee Assessment**

Each club has the opportunity to complete a referee assessment sheet of the appointed referee's performance each weekend. A copy of the assessment sheet should be forwarded to the union office who in turn will forward them to the Referee appointment

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

board. This will assist in providing the referee's Union with continual appraisal of their members.

**(i) Phoning in results**

It is the responsibility of the HOME CLUB to phone through the match results of all matches by 6.00pm on the game day. The results hotline is 8354 3350.

This is to ensure the match results are posted online and in the Sunday Newspapers to satisfy our obligations to sponsors. Furthermore, some individuals pay a fee to have results sent directly to their mobile phone via SMS.

The only exception are those clubs playing after 4.45pm however, the results should be called in immediately after the conclusion of their match.

**(j) Wet weather operations**

If the scheduled venue for a match is likely to be or found to be unfit for play in the week leading up to the match, the home team shall notify the SWRU and the visiting club no later than 4.30pm on the Friday preceding the match and;

- (i) Arrange a suitable alternative for the match or;
- (ii) If a ground cannot be found, play the match at the home ground of the opposition club or;
- (iii) If that ground is unfit for play, the match shall be played within three weeks of the date the game was originally schedule. The match can be played on any agreeable day or night. If the clubs cannot come to an amicable arrangement a decision will be made by the Chairperson/Administrator in accordance with rule 9.4

The SWRU Info line forms part of the NSWSRU Info line and will be updated every Friday evening with changes to the scheduled program. It shall be the responsibility of clubs and players to familiarize themselves with the information on this service, especially with respect to changes to fixtures and venues.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**SECTION 7:           MERCHANDISE AND EQUIPMENT SUPPLIERS**

Our association with the NSWSRU allows us to benefit from their bulk buying capacity and associated discounts. If your club is in need of footballs (be reminded of rule 29), field dressings, protective wear, playing uniforms, strapping tape etc. The NSWSRU is an excellent starting point.

NSWSRU stocks a number of items are very low prices

Gilbert XT400s	\$24.00
Gilbert Dimensions	\$35.00
Gilbert Barbarians	\$63.00
Morgan pass developers	\$80.00
Kicking tees	\$10.00
Water bottles	\$ 2.50
Double action pump	\$10.00
Ball nets	\$12.00
IRB approved shoulder pads & headgear	\$50.00-\$70.00

**Jerseys, shorts, socks, tracksuits**

Play More Sportswear. For all your clubs on and off-field apparel requirements call Kelly Rees-Zarb on 0400 927 271

**Strapping tape**

A wide variety of Leuko strapping tape, sports trainers kits and other medical supplies are available from the Union office.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

**SECTION 8: JUDICIARY**

**8.1 Judiciary Procedures**

Once a player is sent off:

The club will receive a copy of the send off report ASAP.

1) Players eligible for an early plea:

If sent off for a minor offence listed below (as indicated by the referee on the report), and if agreed to by the Executive Director, a player may take an early plea of guilty and therefore not attend the Judiciary. The following penalties will automatically apply:

Verbal abuse of an opponent	4 matches
Kneeing an opponent	3 matches
Striking an opponent with hand, fist, elbow or arm	2 matches
Stamping on or trampling an opponent (incl. illegal rucking)	2 matches
Dangerous tackling, charging or obstructing	2 matches
Tripping an opponent	2 matches
Collapsing a scrum, ruck or maul	2 matches
Repeated infringements	caution
Double yellow card:	
involving dangerous play	1 match
not involving dangerous play	caution

A player eligible for an early plea still has the choice of appearing before the Judiciary. Should the player elect to appear before the Judiciary he will be subject to whatever verdict and penalty the Judiciary renders.

The Executive Director will not allow an early plea for anyone previously sent off.

2) Players ineligible for an early plea:

If sent off for a dangerous offence (as indicated by the referee on the report), or for an offence not listed above, a player will not be eligible for an early plea.

The player will appear before the Judiciary at the Rugby Club at 6pm on the Wednesday after the match. He may be accompanied by a club official.

The player will be required to show photo ID and proof of registration.

The Judiciary will:

- State the offence for which the player was sent off.
- Read the referee's send-off report.
- Enter the player's plea.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

NB: A plea of not guilty requires a written statutory declaration.

- Consider any verbal evidence by those present.
- Consider any written or video evidence submitted.
- Render a verdict and penalty; or reconvene to a later date.

The player may:

- Plead guilty.
- Plead not guilty, and provide a written statutory declaration outlining his case.
- Appeal any decision of the Judiciary.

**8.2 Judiciary 2008 Recommended Penalties**

Description	Entry Point Based on Scale of Seriousness of the Player's conduct, which constitutes the offending. Lower End (LE), Mid Range (MR), Top End (TE).	Maximum Sanction
Physical Abuse of Match Officials	LE – 6 months; MR – 1 year; TE – 2 years.	Life
Threatening Actions or Words at Match Officials	LE – 3 months; MR – 6 months; TE – 1 year.	5 Years
Verbal Abuse of Match Officials	LE – 6 weeks; MR – 3 months; TE – 5 months.	1 Year
Contact with Eyes or the Eye Area	LE – 3 months; MR – 5 months; TE – 6 months.	3 Years
Biting	LE – 3 months; MR – 5 months; TE – 6 months.	4 Years
Testicle Grabbing or Twisting or Squeezing	LE – 3 months; MR – 5 months; TE – 6 months.	4 Years
Kicking an Opponent	LE – 1 month; MR – 2 months; TE – 3 months.	1 Year
Stamping on or Trampling an Opponent (including illegal rucking)	LE – 2 weeks; MR – 5 weeks; TE – 2 months.	1 Year
Dangerous charging or obstructing or grabbing of opponent with or without the ball, including shouldering	LE – 2 weeks; MR – 5 weeks; TE – 2 months.	1 Year
Dangerous tackling of an opponent including early or late and including the action known as the “stiff arm tackle”	LE – 2 weeks; MR – 6 weeks; TE – 3 months.	1 Year
Striking with Head	LE – 1 month; MR – 2 months TE – 12 months	2 Years
Striking with Knee	LE – 3 weeks; MR – 2 months; TE – 3 months.	1 Year
Striking another Player with hand, fist or arm, including the elbow	LE – 2 weeks; MR – 5 weeks; TE – 2 months.	1 Year
To trip an opponent with the foot/leg	LE – 2 weeks; MR – 1 month; TE – 2 months.	1 Year
To hold, push, charge, obstruct an opponent not holding the ball except in a scrum, ruck or maul	LE – 2 weeks; MR – 1 month; TE – 6 weeks.	1 Year
To cause a scrum, ruck or maul to collapse	LE – 2 weeks; MR – 1 month; TE – 2 months.	1 Year
Verbal abuse of opponents whether based on race, creed, colour or otherwise	LE – 1 month; MR – 2 months; TE – 4 months.	1 Year
Spitting at Players	LE – 1 month; MR – 2 months; TE – 3 months.	1 Year

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**SECTION 9: CLUB ADMINISTRATION REQUIREMENTS**

There are a number of administrative procedures that need to be completed by each club throughout the year. The main procedures are briefly outlined below. Throughout the year, clubs will be notified as to the time and date each procedure needs to be completed.

**(a) Payment of affiliation and registration fee**

Each team entered in the SWRU competition must pay an affiliation and registration fee. The fee per club for 2008 shall be \$600.

**(b) Payment of insurance premiums**

The compulsory insurance premium is \$1960 per team. The payment of this premium will be administered directly through Gow-Gates Insurance. Please ensure your women's team(s) are included on your club's schedule. Uninsured teams will be suspended from competing until such time they have complied with the ARU insurance requirements.

**(c) Code of conduct**

All affiliated clubs are bound by the SWRU code of conduct and must adhere to parts.

**(d) Registering players**

See competition playing rule 4

**(e) General meetings**

For the smooth running of the competition, general meetings will be held on the first Wednesday of each calendar month unless otherwise advised. General meetings are used to discuss the ongoing operations of the competition, future developments of the union, clubs and women's rugby in general and other legitimate business affecting the union.

It is important to remember that although the delegate is a representative of their affiliated club, their major responsibility as part of the SWRU management committee is to make decisions that in the best interest of the Union and women's rugby in general and not what is in the best interest of their own club. The importance of objectivity is paramount if the union is to achieve its collective goals and objectives.

It is the responsibility of each affiliated club to nominate and send their own delegate to each meeting. Failure to attend may result in loss of voting rights (see rule 9.2 (a) SWRU Constitution).

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**(f) Annual general meeting**

The AGM is held in February each year. At the AGM the financial report for the previous year along with the annual report is presented and elections for the position of Chairperson are held.

**(g) Financial payments**

All debts owed to the Union shall be paid within 30 days of receipt of the invoice. Failure to do so means the club is unfinancial and will automatically be subject to loss of competition points. Delegates of an unfinancial clubs are not eligible to vote and any general meeting or annual general meeting until such time the club becomes financial

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**SYDNEY WOMEN'S RUGBY UNION INC  
2008 COMPETITION PLAYING RULES**

**STATEMENT OF INTENT**

These rules shall apply to all clubs participating in any competition organised under the auspices of the Sydney Women's Rugby Union Inc, and shall be read in conjunction with the Statement of Objects and Rules of the Sydney Women's Rugby Union Inc., and the Code of Conduct.

**INDEX TO RULES**

A.	Meaning of Terms	19.	Players Ordered off the Field
B.	Laws of Rugby	20.	Misconduct of Members, Players Officials and Supporters of Affiliated Clubs
B.2	Competition Structure	21.	Appeals Tribunal
C.	Code of Conduct	22.	Lodging of Protests or Appeals
D.	Venue Facilities	23.	Citing
E.	Insurance Cover	24.	Disqualified, Unqualified or Suspended Players
F.	Education	25.	Abandonment of match
1.	Club Affiliation	26.	Matches Results & Team Lists
2.	Team Registration	27.	Spectator and Ground Control
3.	Grading of Teams	28.	Playing Uniforms
4.	Player Registration	29.	Footballs
5.	Contact Between Clubs	30.	Representative Players
6.	The Competition	31.	Finals Series
7.	Prizes	32.	Alteration of Playing Rules
8.	Forfeits	33.	Fines
9.	Grounds Unfit for Play		
10.	Postponements and Re-plays		
11.	Match Timing		SWRU Code of Conduct
12.	Appointed Referees		
13.	Touch Judges		
14.	Ground marshals/Club Officials		
15.	Uncontested Scrums		
16.	Replacement of Players		
17.	Temporary Suspension (sin bins)		
18.	Judiciary		

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

**A. MEANING OF TERMS**

In these rules, except in so far as the context or subject matter otherwise indicates or requires -

A.1 SWRU means Sydney Women's Rugby Union Incorporated.

A.2 Management Committee means the Management Committee of the SWRU consisting of a nominated delegate from each affiliated club.

A.3 The Judiciary is the Judiciary Chairman appointed by the Management Committee.

A.4 Club means a club affiliated with the SWRU and participating in the competition.

A.5 NSWRU means New South Wales Rugby Union.

A.6 Financially indebted means any sum outstanding to SWRU, which has remained unpaid for thirty days after the date on which such payment was due.

A.7 Results Sheets, Affiliation and Registration Forms are those documents provided by the SWRU for recording results of matches, affiliation of Clubs, and registration of players.

A.8 Misconduct means conduct, action or behaviour that is detrimental to the image of the game of Rugby Union.

**B. LAWS OF RUGBY**

B.1 Matches in the SWRU annual competitions shall be played in accordance with the Laws of Rugby and rulings thereon of the SWRU and Australian Rugby Football Union.

**B.2 COMPETITION STRUCTURE**

B.2.1 All matches in of the SWRU annual competition shall play 15 a-side senior rugby laws.

**C. CODE OF CONDUCT**

C.1 A member, player, coach or official shall not at any time act in a manner detrimental towards the game or spirit of Rugby Union.

C.2 All clubs shall take all reasonable steps to ensure that club affiliates do not act in a manner detrimental towards the game or spirit of Rugby Union.

C.3 During the course of or after a match under the jurisdiction of the SWRU, a member, player, coach, official, supporter and any other person associated with a SWRU Club shall not abuse or address a referee or touch judge in insulting terms or act in a provocative manner towards a referee or touch judge.

C.4 All clubs will sign and return the Code of Conduct and Competition Participation Agreement prior to round one.

**D. VENUE FACILITIES**

**D.1 Ground Conditions**

D.1.1 The ground shall be dressed in accordance with the Laws of Rugby and all four goal post uprights shall be fitted with protective pads.

D.1.2 Any objection by either team about the ground or the way in which it is marked out must be made to the referee before the kick off. If teams cannot agree as to the safety of the ground the referee will decide whether the game may begin. If there is any doubt as to the safety of the ground the referee will not allow the game to begin until the ground has been made safe.

D.1.3 22 metre and halfway lines shall be identified with flags or markers on both sides of the field.

D.1.4 Home clubs shall ensure that objects such as cricket pitches or in-ground watering systems, are properly covered for the safety of players.

D.1.5 Grounds should have adequate toilet, change room and shower facilities in close proximity to the playing field.

D.2 First Aid

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

D.2.1 It is recommended that the home club supply the following:

- (a) a stretcher;
- (b) a fully equipped first aid kit;
- (c) ice;
- (d) a person qualified to a minimum level of a St Johns, Red Cross certificate or Sports Trainer.

D.2.2 For the purposes of player safety all sideline equipment such as buckets or first aid equipment shall be placed no closer to the sideline than adjacent to the ropes.

### **E. INSURANCE COVER**

E.1 Clubs should be fully conversant with the cover afforded by the ARFU insurance scheme.

### **F. EDUCATION**

F.1 All coaches of teams in the SWRU annual competition must have a minimum of level 1 ARU/NSWRU accreditation including Smart Rugby.

F.2 All coaches directing the SWRU representative program must have a minimum of level 2 ARU/NSWRU accreditation. Other coaching staff called upon to assist must have a minimum of level 1 ARU/NSWRU accreditation.

F.3 All clubs must have at least one accredited touch judge who should be present at each match.

F.4 All clubs must have at least one accredited referee.

## **1. CLUB AFFILIATION**

1.1 Clubs shall apply for affiliation with SWRU for the following season, on the prescribed form and shall be forwarded to the Chairperson/Administrator by a date determined by the Management Committee.

## **2. TEAM REGISTRATION**

2.1 Registration of teams for competitions shall be made on the

Application for Affiliation Form and will be accompanied by the relevant registration fees and insurance premiums by the closing date determined by the SWRU.

2.2 Clubs with two teams must declare to the Union prior to Round One, ten non-transferable players in one team that cannot under any circumstances play for the clubs other team.

## **3. GRADING OF TEAMS**

3.1 If appropriate a Grading's meeting shall take place during a general committee meeting to determine the clubs to compete in the competitions from nominations received from the clubs, after the closing date for entries and prior to the commencement of the season at a time determined by the Management Committee.

## **4. PLAYER REGISTRATION**

4.1 Each player participating in the SWRU competitions shall, prior to the commencement of her first competition match (or official trial), be registered with her Club.

4.2 For all players in SWRU Competitions the registration process shall be as follows:

4.2.1 Each player shall complete an ARU registration form or if her details have remained unchanged from the previous year sign the ARU spreadsheet.

4.2.2 The ARU form shall be inputted online within 28 days of the players first competition match.

4.2.3 The Union office will supply each club with a summary of all players registered throughout the season.

4.2.4 For all player registrations a recognised official of the player's club shall witness proof of identity in the form of a passport, drivers license or other approved form of photo identification. The players name and date of birth shall match those that appear on the official ARU Registration form and subsequent SWRU registration list

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

as supplied by the Union office. All player identification throughout the season, including final's series, will be made with the abovementioned forms of photo identification.

4.2.5 Players that do not have a passport, drivers license or approved form of photo identification may apply for a SWRU Identification card. In this instance the club shall forward the SWRU Identification Card with two passport sized photographs of the player to the Union office within 28 days of the players first competition or trial match.

4.3 Players shall not be registered with more than one club at a time in any competition season. A club found guilty of playing a player who is currently registered with another club will be liable for loss of competition points, and/or suspension from the competition, and/or a fine.

4.4 A player found to be in breach of rule 4.4 will be liable for suspension or expulsion from the competition.

4.5 Applications for transfer from one SWRU member club to another club or from another Union shall be forwarded to the Chairperson/Administrator, together with a written release from the club and/or Union from which the player wishes to transfer.

4.6 Players shall not be eligible for transfer if financially indebted to any club, the SWRU or any other Union.

4.7 The responsibility remains with the affiliated club to ensure that all players are properly registered and not in contravention of these rules.

4.8 Contravention of any of the player registration rules will bring a fine of \$50, without right of appeal and possible loss of competition points.

## **5. CONTACT BETWEEN CLUBS**

5.1 Secretaries or delegates of affiliated clubs should make contact with the secretary or delegate of the club who will be the next opponents during the week preceding the fixture. This will ensure that items such as venues, kick off times, changing facilities, post-match functions, clashes of colours,

actions to be taken in the case of inclement weather, and the like can be clearly understood.

5.2 Failure to make such contact may have a direct bearing on decisions made regarding rescheduling of washed-out matches or consideration being given to treating the fixture as a bye.

## **6. THE COMPETITION**

6.1 A draw will be made setting out the matches, venues and dates of each of the respective competitions and copies will be forwarded to competing clubs by the SWRU. Any variation must be referred to the Chairman and Administrator.

6.2 Each division will be so arranged to include such number of teams in each grade as deemed appropriate by the Management Committee for that division, including byes where necessary.

6.3 Competition points will be awarded for each competition on the basis of:

- i) four points for a win;
- ii) two points for a draw;
- iii) one point for a loss if the losing team is within 7 points or less of the opposition at the end of the match;
- iv) no points for a loss or bye.
- v) one point for scoring 4 tries or more (please note that a bonus point will be awarded in the event of a forfeit).

6.3.1 In divisions that consist of more than one official grade, a championship will be conducted to determine the champion club for that division.

6.3.2 Points will be allocated on the basis of:

	WIN	DRAW
Division 1		
1 <sup>st</sup> grade	10 points	5 points
2 <sup>nd</sup> grade	7 points	4 points

6.3.3 Club championship points will only be awarded based on the number of wins or

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

draws experienced by each team. There will be no club championship points awarded to teams which finish within seven points or less of the opposition at the end of each match or teams that score four tries or more.

6.3.4 In the event of a tie for a Club Championship between two or more clubs, the following provisions will apply:

6.3.4.1 Firstly, the club with the greater number of points in First Grade will be awarded the Club Championship.

6.3.4.2 Secondly, the club with the greater number of points in Second Grade will be awarded the Club Championship.

6.3.4.3 If there is still a tie between clubs, then the club who has the most number of 1<sup>st</sup> grade wins shall be awarded the club championship.

6.3.4.4 If there is still a tie between clubs, then the club who has the most number of 2<sup>nd</sup> grade wins shall be awarded the club championship.

6.3.4.5 If there is still a tie between clubs, then the club who has the least number of 1<sup>st</sup> grade losses shall be awarded the club championship.

6.3.4.6 If there is still a tie between clubs, then the club who has the least number of 2<sup>nd</sup> grade losses shall be awarded the club championship.

6.3.4.7 If there is still a tie between clubs, then both clubs will be declared as Club Champions.

6.3.4.8 In the Premier Division Club Championship competition, the Jack Scott Memorial Trophy shall be awarded to the club scoring the most club championship points in Premier Division.

6.4 A forfeit is regarded as a win to the opposing team by the score of twenty-eight points to nil. The non-offending team shall be awarded five (5) competition points

6.5 In the event that rule 6.3.1 is not applicable, then refer to rule 7.

## **7. PRIZES**

7.1 The SWRU will recognise the winners of the minor premierships and major premierships in each division with an appropriate award.

## **8. FORFEITS**

8.1 Clubs that advise that they are forfeiting a match by 10.00am on the Friday preceding the match will lose two (2) competition points. Clubs that advise the union after 10.00am will lose four (4) competition points. The opposition club will still receive a full forfeit result as per rule 6.4

8.2 Any club, which forfeits two competition matches shall be called to appear before the Management Committee as a matter of urgency at a time notified by the SWRU. The Management Committee may recommend some appropriate action be taken against the club in the form of a fine, suspension, or withdrawal from the competition.

8.3 A minimum of 11 players is needed to constitute a team for NSWSRU competition matches. Any team unable to field 11 players within ten minutes of the official kick-off time, or at any stage during the match, for whatever reason, including temporary suspensions or send-offs, shall forfeit the match without right of appeal. Teams playing against an opposition with less than 15 players are not required to match opposition team numbers.

## **9. GROUNDS UNFIT FOR PLAY**

9.1 If the scheduled venue for a match is likely to be or found to be unfit for play in the week leading up to the match, the home team shall notify the SWRU and the visiting club not later than 4:30 pm on the Friday preceding the match and;

9.1.1 Arrange a suitable alternative venue for the match; or

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

9.1.2 If one cannot be found, play the match at the home ground of the opposing club; or

9.1.3 If that ground is unfit for play, make arrangements with the opposing club to play the match at the earliest convenient time after the deferment and advise the SWRU of the venue and date so arranged for the match not later than 3:00 PM on the Monday following.

9.2 Should a dispute arise between the two clubs in relation to these arrangements, the matter shall be referred immediately to the Chairperson/Administrator who shall decide upon the most appropriate action to be taken in the matter.

9.3 In the event of wet weather or for any reason, a match venue may be changed by agreement of the two clubs from the home club's venue to the opposition venue. If, in the remaining competition rounds the two clubs are scheduled to play each other again, then the two clubs shall play the return match at the venue set down in the first half of the competition draw, providing that venue is available.

9.4 Should a dispute arise in relation to this arrangement, the matter shall be referred to the Chairperson/Administrator who shall decide upon the most appropriate action to be taken and their decision shall be final without right of appeal.

## **10. POSTPONEMENTS AND RE-PLAYS**

10.1 If weather or conditions not covered by forfeit provisions require a scheduled match or matches to be postponed, every effort shall be made by the clubs involved to reschedule the match or matches within a period of three weeks from the date originally scheduled.

10.2 Should a dispute arise in relation to this arrangement, the matter shall be referred to the Chairperson and Administrator who shall decide upon the most appropriate action to be taken.

10.3 In the event that the rescheduled game is proposed to be played outside the

three week period it shall be referred to the Chairperson and Administrator for approval.

## **11. MATCH TIMING**

11.1 The duration of matches and kick-off times shall be:

Grade	Each Half
1 <sup>st</sup> grade (premier)	40 minutes
2 <sup>nd</sup> grade	35 minutes

11.1.1 Any Premier Division club that also fields a Division Two team shall have the right to play the Division Two team prior to the Premier Division match. This rule should be read in conjunction with rule 5, contact between clubs; and rule 6.1, the competition.

11.2 Any club that is not prepared to commence a match within ten minutes of the official kick-off time shall forfeit the match without right of appeal. The referee shall note such occurrence on the result sheet.

11.3 Any time lost in commencing a match for whatever reason shall be deducted from the allocated time for that match.

11.4 Injury time will be added to the playing time in 1<sup>st</sup> grade in Premier Division and Division Two.

11.5 Match times, except in the event of wet weather, will not be altered less than 22 days prior to the match unless under exceptional circumstances. Any decision to alter these times shall be made by the Chairperson/Administrator.

## **12. APPOINTED REFEREES**

12.1 It is a requirement that each club have one nominated referee.

12.2 In the event of the appointed referee not attending the venue for a match within ten minutes of the scheduled kick-off time, a referee may be appointed by mutual agreement between the captains or delegates of the opposing teams.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

12.3 The appointed referee may be substituted at the first available opportunity after the match has commenced.

12.4 If no agreement can be reached by the two captains or delegates, the home club shall appoint a referee and the game shall be played.

12.5 Should, for any reason, a game not proceed under this rule, the match fixture shall be declared a bye and no competition points will be awarded to either club.

### **13. TOUCH JUDGES**

13.1 It is a requirement that every club has one qualified touch judge available to touch judge for every grade played each day.

13.2 In the event of there being no touch judge appointed by the NSW Rugby Union at the time allocated for a match to start, each club shall provide a touch judge, preferably qualified for the match.

13.3 Should there only be one touch judge appointed by the NSWRU it shall be the responsibility of the home club to supply one other qualified touch judge.

13.4 A qualified touch judges appointed by a club shall report to the referee prior to the start of the match and shall be entitled to report on all aspects of foul play. Any qualified touch judge supplied by a SWRU club must be distinguishable as a touch judge (not in club colours), must display a referee or touch judge badge, and shall be equipped with a flag.

### **14. GROUND MARSHALS / CLUB OFFICIALS**

14.1 Each club shall provide a Ground Marshal for each fixture.

14.2 The Ground Marshal from each club shall introduce himself/herself to the other Ground Marshal prior to the start of play of the first match of the day.

14.3 Each Ground Marshal shall be responsible for spectator and crowd control and their instructions and/or directions shall be obeyed at all times. Each Ground

Marshal shall also be responsible for keeping the sin bin times for the players of her/her club.

14.4 The Ground Marshals shall introduce themselves to the referee prior to the commencement of each match and be responsible for rectifying any problems which are brought to their attention by the referee throughout the course of a day.

14.5 The Ground Marshal provided by the home club shall ensure that the visiting club is made aware of the home ground changing, playing, medical, food and drink facilities available, as well as procedures for the post match function.

14.6 One official from each club will be responsible for completing a referee assessment sheet at the conclusion of each match. Each assessment sheet must be forwarded to SWRU with the match result sheets each week. These assessment sheets shall be forwarded to the NSW Referee's Committee and shall be used in providing referees with constructive feedback on their performance.

### **15. UNCONTESTED SCRUMS**

15.1 If at the commencement of a match or during the course of a match a team is unable to field a suitably trained front row then should this team commit an error which results in a scrum, the opposing team will have the choice of either a free kick, or an uncontested scrum. Uncontested scrums will be played when the team unable to field a suitably trained front row is awarded a scrum as per the laws of the game.

15.2 Any 1<sup>st</sup> grade Premier Division club that plays two uncontested scrums in any competition match during a season, shall be called to appear before an independent committee (Chairperson/Administrator) as a matter of urgency at a time notified by the SWRU. The Committee has the powers to take appropriate action against the club, which may include a fine, loss of competition and/or club championship points, ineligibility for final series,

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

suspension, or withdrawal of that team from the competition.

15.2.1 Any 1<sup>st</sup> grade Division Two club that plays uncontested scrums in two or more competition matches during a season shall be called to appear before an independent committee (Chairperson/Administrator) as a matter of urgency at a time notified by the SWRU. The Committee has the powers to take appropriate action against the club, which may include a fine, loss of competition and/or club championship points, ineligibility for final series, suspension, or withdrawal of that team from the competition.

15.3 If both clubs do not have suitably trained front row players to start a match, the match will still be played and uncontested scrums will be played for both teams.

## **16. REPLACEMENT/ SUBSTITUTION OF PLAYERS**

16.1 A replacement/substitute player or a player returning from the blood bin may not take the field until the ball is dead and the referee signals her permission. Such a player must report to the touch judge before taking the field.

16.2 A team is permitted unlimited interchange during any competition round, three of whom should be capable of playing in the front row.

16.3 Once an injured player has left the field (permanently replaced), she may not for any reason return to that match or any subsequent matches played on that day.

16.4 Subject to rule 19.1 any player ordered off the field must not be replaced. Should such player refuse to comply with the order of the Referee forthwith, the match shall be awarded to the opposing team.

16.5 Should a player ordered off the field be a front row forward, the referee, in the interests of safety, will confer with the captain of the team to determine whether there is a suitably trained / experienced replacement player to take her position; if

this is the case the captain shall nominate one other player to leave the playing area and the referee will permit a substitute front row forward to replace her.

## **17. TEMPORARY SUSPENSION (SIN BIN)**

17.1 If a player is sent from the field as a temporary suspension she shall remain with her club's ground marshal for a period of ten minutes and shall not enter the playing area until permitted to do so by the referee.

17.2 The ten minutes suspension period will not include half time or any injury time for the purpose of calculating the ten minutes.

17.3 The time period shall be kept by the ground marshal and the referee. The referee's opinion shall prevail.

17.4 The temporarily suspended player may not be replaced by another player except should the player be a front row forward. In this case the suspended player is to be replaced by a suitably trained replacement. The captain of the team will direct another of her players to leave the field for the duration of the suspension.

17.5 If such a replacement is not available and this team commits an error which leads to a scrum which it is consequently unable to contest, the opposing team will have the choice of either a free kick or an uncontested scrum. Uncontested scrums will be played when the team not capable of fielding a front row is awarded a scrum as per the laws of the game.

17.6 Under no circumstances shall the temporarily suspended player take the field until given permission by the referee to do so.

17.7 The temporary suspension of a player shall be reported on the SWRU result sheet. Failure to do so will leave the player and the club liable to suspension and/or a penalty at the discretion of the Judiciary.

17.8 Should a player incur three temporary suspensions (yellow cards) during a season she will be suspended, without

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

right of appeal for the next competition or final series match.

## **18. JUDICIARY**

18.1 The Judiciary shall deal with all protests, appeals, disputes, misconduct or other matters stipulated in the Union's Objects and Rules, these Competition Rules, the Code of Conduct or such items referred to it by the Management Committee or the Chairperson and Administrator.

18.2 The Judiciary shall meet each Wednesday at 6:00 PM, at the Rugby Club, Rugby Place, Sydney, unless otherwise notified, or as directed by the chairperson and administrator.

18.3 No proceedings of the judiciary shall be quashed or held invalid by reason only of a defect, irregularity, omission or other technicality provided there has been no miscarriage of justice.

## **19. PLAYERS ORDERED OFF THE FIELD**

19.1 Players ordered off the field by the referee shall, without further notice, present themselves to the Judiciary not later than 6:00 PM on the Wednesday following the match in which the player was ordered off the field.

19.2 In the event that a player is unable to appear, an official of the player's club shall notify the Union prior to 4:00 PM on the Wednesday or appear and furnish an explanation for the player not appearing.

19.3 Any player ordered from the field or directed to appear before the Judiciary shall be suspended until such time as her case has been considered by the Judiciary.

19.4 Should a player or an official of the player's club fail to appear or provide an explanation on or before the said Wednesday, the club shall be liable to a fine of \$50 without right of appeal, plus any other fines or penalties as the Judiciary may see fit to impose.

19.5 Following a number of established offences as determined by the Judiciary, a

club will reach its tolerable level of established offences as determined. These levels shall be one established offence per team.

### **Premier Division**

1<sup>st</sup> grade 1

### **Division Two**

1<sup>st</sup> grade 1

19.6 Once a club reaches its tolerable level of established offences a written warning will be sent to the club.

19.7 For each established offence above the tolerable level a club will receive an incremented fine, starting at \$50 and increasing by \$50 for each further established offence.

19.8 Should a club exceed the number of established offences above the tolerable level, the club will automatically lose one full round of competition points which includes club championship points and minor championship points from all grades and will be asked to front the Management Committee and show sufficient cause why it should remain in the competition.

## **20. MISCONDUCT OF MEMBERS, PLAYERS, OFFICIALS AND SUPPORTERS OF AFFILIATED CLUBS**

20.1 Any member, player coach, official or club affiliate of a SWRU club deemed to have committed an act of misconduct or behaviour unacceptable to the SWRU shall be liable to be dealt with by the Judiciary or the Management Committee.

## **21. APPEALS TRIBUNAL**

21.1 The Appeals Tribunal shall deal with all Club appeals arising from Judiciary decisions.

21.2 Any appeals must be made in writing and lodged with the appropriate appeal fee as determined by the Management Committee with the

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

Chairperson or Administrator within seven days of the original decision.

21.3 The Appeals Tribunal shall meet within 14 days of receipt of the notice of appeal at a time and place as directed by the Chairperson or Administrator. At this time a complete rehearing of the case shall take place.

21.4 Pending the rehearing of the case all decisions appealed against shall remain operative.

21.5 No proceedings of the Appeals Tribunal shall be quashed or held invalid by reason only of a defect, irregularity, omission or other technicality provided there has been no miscarriage of justice

## **22. LODGING OF PROTESTS OR APPEALS**

22.1 All protests and appeals arising from competition matches shall be lodged in writing with the Chairperson and Administrator by the club wishing to protest or appeal, and signed by the honorary Secretary or President of the protesting club no later than 5:00 PM on the third business day following the date of the match from which the protest or appeal arises.

22.2 A copy of the appeal or protest shall be supplied by the protesting or appealing club to the club being appealed or protested against no later than 5:00 PM on the third business day following the date of the match from which the protest or appeal arises.

22.3 Where the above requirements are not fulfilled by the club protesting or appealing, then that club shall have no further right of protest or appeal.

22.4 If the requirements of 23.1 and 23.2 are met, the protest or appeal will be forwarded to the Judiciary at its earliest convened meeting.

## **23. CITING**

23.1 When the conduct of a player(s), and/or member(s), and/or officials(s) of an affiliated club has not been the subject of a report to the Union by the referee of the

match or has not been detected during the match by the referee, a Club may cite the person(s) to appear before the Union's Judiciary to answer the charge.

23.2 A citing must be based on objective evidence. Where evidence relies upon sworn statements these must be in the form of statutory declarations. A maximum of four statutory declarations may be presented as evidence from a club. These declarations must be made on an official statutory declaration form and signed by a Justice of the Peace.

23.3 The Club carrying out the citing must complete the Union's citing form. This form must be signed by the honorary president or secretary of the citing club. In signing the citing form the honorary president or secretary of the club indicates that the citing has the full backing of the club.

23.4 The club must clearly outline on the citing form the reasons for the citing, who or whom is being cited, and detail why the conduct specified breaches the Laws of the Game, and/or Code of Conduct and/or the SWRU Competition Playing rules.

23.5 The completed SWRU citing form and all objective evidence to be used by the citing club must be received by the Union office not later than 5:00pm on the third business day following the match from which the citing arises. The Union citing form and the evidence may be delivered by hand, fax or post.

23.6 Upon receiving the Union citing form and the evidence from the club submitting the citing, the Chairperson and Administrator will decide whether or not the citing will proceed based on the content of the information and the evidence presented.

23.7 If the Chairperson and Administrator decides that the citing will proceed, they will forward a copy of the Union's citing form as completed by the citing club to the club of the cited player(s), and/or official(s), and/or member(s) as soon as is possible. Accompanying the citing form will be a letter from the Union detailing when the cited person(s) is to

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

appear before the Judiciary and any other pertinent details or requirements.

23.8 The club making the citing will be required to present the citing to the Judiciary. The citing club can only be represented before the Judiciary by one club delegate (the delegate being either the club secretary, president, a committee member or a nominated club member) and the affected person(s).

23.9 The cited player(s), and/or official(s), and/or member(s) must appear to answer the citing at the time notified by the Chairperson/Administrator. Only one club delegate (the delegate being the club secretary, president, committee member or nominated club member) and the cited person(s) will be able to attend the hearing.

23.10 At the Judiciary hearing the cited person(s) will be required to respond to the citing charge. One club delegate may also respond to the citing charge on the cited person(s) behalf. The cited person may also respond through the presentation of objective evidence which must be in the form of statutory declarations or video evidence. A maximum of four statutory declarations may be presented as evidence from a club.

23.11 Until a finding is determined by the Judiciary a cited player(s) is permitted to remain playing.

23.12 If following the decision of the Judiciary either club involved in the citing wishes to appeal the decision, the appeal will be heard by the Appeals Tribunal of the Union. All parties involved in the citing would be required to appear before the Appeals Tribunal for such an appeal. The appeal process is defined in the Union's Statement of Objects and Rules under section 12.

23.13 Members of the Judiciary, members of the Union's Management Committee, the Chairperson or Administrator, or match officials who are members of the SWRU may, at their discretion cite a registered player(s) and/or club official(s) and/or club member(s) or club spectator(s) on an alleged breach of the Laws of the Game, and/or

Code of Conduct, and/or Competition Playing Rules.

23.14 A citing by any of the persons noted in 23.13 must be carried out within 14 days of the match from which the citing may arise.

23.15 The cited person(s) would be required to appear before the Judiciary, or if deemed necessary, before the Union's Management Committee as directed by the Chairperson and Administrator.

23.16 The cited person will be notified by the Chairperson or Administrator of the charge as well as the time and place that they are to appear to answer the citing.

23.17 Only the cited person(s) and one club delegate (the delegate being either the club secretary, president, committee member or nominated club member) will be allowed to appear before the Judiciary or Management Committee when the citing is being heard.

23.18 Rules 23.9 to 22.12 inclusive of this section will apply for a citing by Union officials.

## **24. DISQUALIFIED, UNQUALIFIED OR SUSPENDED PLAYERS**

24.1 It shall be the responsibility of each club to ensure that no disqualified, unqualified or suspended player or team takes part in any match for it.

24.2 Where an opposing team or club believes that prior to the commencement of a match a team is in breach of rule 24.1, it shall be their responsibility to bring the matter to the attention of the opposing captain or delegate.

24.3 Where an opposing team or club believes there has been a breach of rule 24.1, it shall take appropriate action available in regard to protests after the match as detailed in rule 22.

## **25. ABANDONMENT OF MATCH**

25.1 A match shall be abandoned if, in the opinion of the referee, it should not

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

continue, at any time before it's designated playing time (no side) has expired due to –

(a) The treatment of or attention to an injured player will not allow the match to proceed, if such delay may make it impossible for the match to continue to it's allocated time because of subsequent safety reasons; lack of light; prevention of any subsequent matches being played for their allocated time.

(b) The ground becoming unplayable as determined by any authority, such as council, or due to it's condition being considered dangerous in the interests of player safety.

(c) Any disruption which may jeopardize the continuing safe conduct of a match.

25.2 An abandoned match shall be replayed at a future time and place as agreed by both teams, or if no agreement is reached at a time and place designated by the Union (see rule 11.2). Should either team not elect to replay the match, then the other team shall be deemed to have won on forfeit.

25.3 The only exception to this playing rule shall be in the case of 26.1(c) above, when disruption to a match has been deemed to have been caused by actions contrary to the Union's Competition and Playing Rules by one team or the other, or both, or by their officials and supporters, in which case the Union shall refer the matter to it's Judiciary Committee for the consideration and any necessary action.

25.4 Notwithstanding the above it is within the referee's authority to call no-side (full-time) prior to the expiry of the allocated playing time for any of the above reasons including those covered by the laws of the game and the Union's Competition Playing Rules. In this instance the result of the match stands.

25.5 In the event that the referee shall determine the match is abandoned due to any of the above reasons after the commencement of the second half the current score shall stand and the winning side shall be awarded the appropriate competition and club championship points. Should the abandonment be called prior to

the recommencement of the second half rule 25.2 shall apply.

## **26. MATCH RESULTS AND TEAM LISTS**

26.1 Official result sheets will be provided to each club for its teams prior to the commencement of the season.

26.2 Team lists shall be printed on the result sheet.

26.3 Match scores shall be recorded on the result sheet, signed by both team captains and the score verified and signed by the referee at the end of the game.

26.4 Each Club shall input their completed result sheet online by 5pm the following Wednesday after the match.

26.5 The host Club shall advise the results of all matches to the answering service as soon as practicable after the finish of each round, but no later than 6:00 PM on the day on which the round is played.

26.6 Failure to comply with 26.3 and 26.4 of the match result rules shall result in all participating players during that match not being entitled to be counted towards finals eligibility, without the right of appeal.

26.7 Should a club be found guilty of more than two breaches of the match result and team list rules, it shall become liable for a loss of competition points for the third and subsequent offences.

## **27. SPECTATOR AND GROUND CONTROL**

27.1 This section should be read in conjunction with section 14.

27.2 Where a fully enclosed playing arena is being used for a match, the host club shall ensure that the spectators remain outside the playing arena.

27.3 Where the playing arena is not fully enclosed, the host club shall provide ropes or barriers for the control of spectators, erected a minimum distance of five metres from each touch line, or where not possible, as far from the touch line as practicable.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

27.4 To further ensure the effectiveness of ropes, clubs shall set supporting stakes on both sides of the playing fields to avoid spectators encroaching onto the field of play.

27.5 Notwithstanding the requirements of the playing rules, home clubs shall ensure that, with the exception of approved club officials and trainers attending to injuries or re-hydration, all other persons including coaches, shall remain outside the playing area bounded by the ropes or enclosure. Such approved persons shall remain seated not closer to the touchline or dead ball line than adjacent to the enclosure ropes or boundary, except when tending players.

27.6 The referee may elect to abandon or not start a match(s) where the above criteria have not been met. In the event of such action being taken by the referee, the host club shall be deemed to have forfeited the match(s).

27.7 Failure to comply with this rule will result in a fine of \$50 for each offence, without right of appeal.

27.8 Each club shall be responsible for the control and behaviour of its players, members and club affiliates, and ensure they comply with the Union's Code of Conduct.

## **28. PLAYING UNIFORMS**

28.1 It shall be the responsibility of each club to ensure that its players appear in its club's uniform, that is, jersey, shorts, long socks of the club colours, and boots or shoes.

28.2 Jerseys shall be numbered with no duplication of numbers on the playing field at any time.

28.3 Whenever a clash of colours occurs in any match the home club shall adopt suitable alternative jerseys.

28.4 It shall be the duty of the opposing clubs and/or referees to report any infringement of these rules which will carry a fine of \$50 for each occasion, without the right of appeal.

## **29. FOOTBALLS**

29.1 It shall be the responsibility of the home Club to provide three serviceable match quality footballs for every match in progress.

29.2 The extra footballs shall be on each touch line for the duration of the match to avoid time loss when the match ball goes out of play.

29.3 It shall be the duty of opposing clubs and/or referees to report any infringement of rule 29.2, which will carry a fine of \$50, without right of appeal for each infringement.

## **30. REPRESENTATIVE PLAYERS**

30.1 If two opposing teams have a difference of five or more players involved in the senior representative team, either as a player or reserve for a weekend fixture, (that prohibits the player from playing in a regular club round) then the clubs involved must arrange a mutually agreeable time to replay the match with two weeks of the original scheduled match. Should a dispute arise the Chairperson and Administrator shall make a decision.

30.2 When a club round is scheduled to be played on a Saturday and the representative fixture is scheduled for the following day, it shall be the right of any such club to decide if a representative player or reserves shall play for the club on the Saturday.

## **31. FINALS SERIES**

31.1 After the completion of the minor premiership the top four teams shall go through to the finals series.

31.2 A player registered with the SWRU after round 12 shall not be eligible to play in any final series match.

31.3 To be eligible for the finals series, players must play a minimum of 9 out of the 18 minor premiership matches.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

31.4 Requests for dispensation regarding eligibility for the final series shall be in writing and be received by the Union office by 5:00 PM on the Monday prior to each match for which dispensation is sought.

31.5 Clubs shall have the right to appeal to the management committee in regards to any decision made by the chairperson and Administrator with respect of player dispensation. The appeal shall be lodged within 24 hours of the decision being made.

31.5.1 The appeal shall be forwarded to all club delegates with eligible voting rights within 24 hours of receiving any such appeal. The final determination shall be made by a majority vote. Clubs failing to vote or abstain from voting shall be deemed to be in agreement with the original Chairperson and Administrators decision. In the event of a tie the Chairperson may exercise his or her casting vote.

31.6 Contravention of rules 32.2 to 32.3 will bring a forfeit of the semi-final, final or grand final by the infringing player's team.

31.7 All clubs in the finals series shall complete a separate player eligibility list for each grade. All eligibility lists shall be submitted to reach the Chairperson/Administrator by 5:00 PM on the Tuesday prior to a semi-final, final or grand final match.

31.8 In the event of a draw at the conclusion of allotted time:

31.8.1 In semi-finals the team which finished highest on the competition ladder of the minor premierships shall be declared the winner.

31.8.2 In finals the team which finished highest on the competition ladder of the minor premierships shall be declared the winner.

31.8.3 In a grand final extra time shall be played consisting of two extra periods of ten minutes each. There shall be no interval between each ten minute period. The teams shall play the first period of extra time in the opposite direction to that which they were playing at the end of the scheduled time. At the end of the first period of extra time the teams will again change playing ends. If the

tie still remains then the teams shall be declared joint premiers.

31.9 Teams qualifying for the finals series shall provide for each match:

31.9.1 One official to act as scrutineer for signing-on players for the match.

31.9.2 Two match quality footballs at the time of registration, which shall be twenty minutes before the advertised kick-off time.

31.10 For each Finals series match the SWRU shall appoint a ground marshal.

31.11 Only registered SWRU players shall be eligible to play in the finals series.

31.12 All players participating in final series matches shall produce as proof of identity a passport, drivers license or approved form of identification. The players name and date of birth shall match those that appear on the official SWRU registration list as supplied by the Union office. Players that do not provide photo identification prior to a final series match must attend the Union Office no later than 5pm on the next business day with proof of identification. Failure to do so will result in the previous match being forfeited.

31.13 All clubs should check that all their registered players appear on the registered players list supplied by the Union three times throughout the year. This is the one responsibility of each club.

31.14 Injury time shall be played in all finals series matches.

31.15 Any player temporarily suspended will remain with the ground marshal who will keep the time. No player is permitted to return to the field until the referee has given the player permission to do so.

31.15 Fresh replacements may be used in all finals series matches subject to satisfying all the necessary eligibility criteria. A maximum of seven permanent replacements or substitutions, three of whom should be capable of playing in the front row

31.15.1 A player shall not be eligible to play in a semi-final, final or grand final in any grade lower than the grade in which she has played the majority of her last seven matches in the minor premierships

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

31.15.2 If a player has played two matches on the same day, the highest grade shall be considered her playing grade for that day, except when a player takes the field in a higher grade as replacement or substitution.

31.16. The replacement player shall report to the ground marshal.

31.17 Each club shall have two people responsible for running water and attending to injuries. These people shall be allowed inside the roped enclosure but shall remain five metres back from the touchline, or where this is not possible, as far from the touchline as practicable, when not attending to players on the field. All other persons shall remain outside the playing arena.

31.18 The Management Committee shall determine the finals structure prior to the commencement of the season.

## **32. ALTERATION OF PLAYING RULES**

32.1 The Management Committee shall have the power to amend, alter or interpret these competition rules from time to time as necessary.

32.2 Changes or interpretations to the Competition Playing Rules shall be advised to all clubs in writing by the Union.

## **33. FINES**

Should any club accrue unpaid fines totalling an amount of \$150 they will automatically have one full round of competition points and club championship points (if applicable) deducted from every applicable grade. Should the club exceed this amount they will be called in to front the Management Committee as a matter of urgency, to show cause why they should not be withdrawn from the competition.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

## **Sydney Women's Rugby Union Inc**

### **CODE OF CONDUCT**

This Code of Conduct is for players, coaches, club officials and supporters of the Sydney Women's Rugby Union Inc. (SWRU) including any representative program.

#### **GENERAL CONDUCT**

Any player, coach, club official or supporter of the SWRU or its affiliates must not at any time act in a manner which is detrimental to the image, welfare or best interest of the SWRU, or the game of Rugby Union.

Any player, coach, club official or supporter of the SWRU or its affiliates must not at any time make any statement or comment, or cause to have published any statement or comment which is detrimental to the image, welfare or best interest of the SWRU or the game of Rugby Union.

The SWRU will not condone violence in any shape or form.

All players, coaches, club officials, or supporters of the SWRU and its affiliates should exhibit good sportsmanship on and off the field.

All players, coaches, club officials or supporters of the SWRU should respect all club facilities at all times. Damage or theft of any SWRU property or property under the exclusive license of the SWRU or its affiliates will not be tolerated.

#### **CONDUCT TOWARDS REFEREES, TOUCH JUDGES & OPPOSING TEAMS**

Any player, coach, club official, social member or supporter associated with SWRU must not during the course of, or after a match abuse or address a referee, touch judge, opposing player, official or supporter in insulting terms or act in a provocative, aggressive or violent manner towards any of the same.

The appointed team captain or coach are the only representatives that may query decisions made by referees and touch judges during the course of, or immediately after a match. All queries should be made at an appropriate time and in an appropriate manner.

#### **SWRU MANAGEMENT COMMITTEE STATEMENT**

The SWRU Management Committee reserves the exclusive right to expel or suspend any player, coach, club official or supporter found to be in breach of the Code of Conduct. And if necessary, report the offending person(s) to the appropriate authorities.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**SWRU CONSTITUTION**

**CONTENTS**

1.0	Definitions
2.0	Objects
3.0	Membership Qualifications
4.0	Cessation of Membership
5.0	Register of Members
6.0	Life Membership
7.0	Fees and Subscriptions
8.0	Member Liabilities
9.0	Committee
10.0	Judiciary
11.0	Appeals Tribunal
12.0	Registration of Players
13.0	Conduct of Competitions
14.0	Financial Year
15.0	General Meetings
16.0	Special Resolution
17.0	Insurance
18.0	Competition Administrator & custody of books
19.0	Funds Management
20.0	Inspection of the Books
21.0	Funds - Source
22.0	Common Seal
23.0	Service of Notice
24.0	Winding Up
25.0	Alteration of Objects and Rules

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**1.0 DEFINITIONS**

- (a) In these rules:
- (i) "Union" means the Sydney Women's Rugby Union Incorporated;
  - (ii) "Financially indebted" means any sum outstanding to the Union which has remained unpaid for thirty days after the date on which such payment was due;
  - (iii) "The Act" means the Associations Incorporations Act, 1984;
  - (iv) "The Regulation" means the Associations Incorporation Regulation, 1994;
  - (v) "Council" means those persons entitled to vote at any general meeting of the Union;
  - (vi) "General Meeting" means a general meeting of all union delegates for the purpose of competition administration other than the annual general meeting, gradings meeting or special general meeting.
  - (vii) 'Special General Meeting' means a general meeting of the union other than the annual general meeting, grading meeting or normal general meeting.
  - (viii) "Committee" means the Management Committee of the Sydney Women's Rugby Union.
  - (ix) "NSWSRU" means the NSW Suburban Rugby Union Incorporated.
  - (x) "NSWRU" means the NSW Rugby Union Inc.
  - (xi) "ARU" means the Australian Rugby Union Ltd.
  - (xii) "Management year" means the year from annual general meeting to annual general meeting.
- (b) The provisions of the Interpretation Act, 1987 as amended apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

**2.0 OBJECTS**

The objects of the Union are:

- (a) To foster, control, manage, advance and promote the game of Rugby Football.
- (b) To provide administered and structured rugby competitions for women rugby players.
- (c) To establish rules, regulations and directions to govern the Union's rugby competitions, and the conduct of players, officials, and members of affiliated clubs.
- (d) To subscribe to, become a member of, or affiliate with any other union, association or body whose objects are similar to this Union.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

### **3.0 MEMBERSHIP QUALIFICATIONS**

The members of the Union are:

- (a) Those clubs which:
  - (i) Complete the Union's Affiliation Form; and
  - (ii) Lodge it with the Management Committee accompanied by the registration fee by the date determined by the Committee; and
  - (iii) Whose affiliation is subsequently approved by the Union's Committee.
- (b) The following persons:
  - (i) Life members.
- (c) The following person as elected by the Council at the annual general meeting:
  - (i) Chairperson (it is highly recommended but not essential that the person be independent of any club affiliation);
  - (ii) Patron (a patron may or may not be elected from year to year and will be at the discretion of the committee)
- (d) The following persons:
  - (i) The Judiciary; and
  - (ii) The Appeals Tribunal.

### **4.0 CESSATION OF MEMBERSHIP**

A member ceases to be a member of the Union if:

- (a) Being a natural person, he/she dies; or resigns membership; or becomes financially indebted; or is suspended but only for the period of suspension; or is expelled.
- (b) Being a club, the club resigns membership; or becomes financially indebted; or is suspended, but only for the period of suspension; or is expelled.

### **5.0 REGISTER OF MEMBERS**

- (a) The Public Officer of the association must establish and maintain a register of members of the Union specifying the name and address of each person and club which is a member of the Union together with the date on which the person or club became a member and the date on which they cease to be a member in accordance with rule 4.
- (b) The register of members shall be kept at the principle place of administration and shall be open for inspection, free of charge, by any member of the Union at any reasonable hour.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**6.0 LIFE MEMBERSHIP**

- (a) Life members of the union may be elected by the committee from time to time.
- (b) Life members may only be nominated, seconded and voted for by members of the committee who hold voting rights at that time.
- (c) The proposal for life membership shall be in the hands of the Chairperson/Administrator of the Union not less than 21 days prior to the next meeting where voting will take place. On receipt of nominations the Chairperson/Administrator shall notify all delegates forthwith excluding the nominee if currently a delegate. Each nomination shall be accompanied by a written proposal from the nominating and seconding committee members. The motion shall be placed on the agenda of the next meeting.
- (d) To qualify for life membership the candidate must have been associated with women's rugby for at least six years and have made a major contribution to the development of rugby at a Sydney level.

**7.0 FEES AND SUBSCRIPTIONS**

Registration fees, and any other fees or charges payable by members to the Union, including the time and manner of payment thereof, shall be as determined by the Committee.

**8.0 MEMBER LIABILITIES**

The liability of a member of the Union to contribute towards the payment of debts and liabilities of the Union or the costs, charges and expenses of the winding up of the Union is limited to the amount, if any, unpaid by the member in respect of membership of the Union as required by rule 7.

**9.0 COMMITTEE**

**9.1 Powers of the Committee**

The Committee subject to the Act, the Regulation and these rules and to any resolution passed by the Union in general meeting:

- (a) Shall determine, control and manage the affairs of the Union; and
- (b) May exercise all such functions as may be exercised by the Union, other than those functions that are required by these rules to be exercised by a general meeting of members of the Union; and
- (c) Has power to perform all such acts, deeds and duties which are necessary or desirable for the proper management of the affairs of the Union; and

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (d) Has the power to review any decisions of the Union's Judiciary. The Committee may refer any matter adjudicated upon by the Union's Judiciary to the Union's Appeals Tribunal within 14 days of the Judiciary's decision. The Appeals Tribunal will be required to re-hear such a matter within a further 14 days and may alter, uphold, vary, amend or reverse any decisions and/or penalties imposed by the Judiciary.

**9.2 Constitution and Membership**

- (a) The Committee shall consist of a Chairperson and a delegate from each affiliated club.
- (b) With the exception of the Chairperson a member of the Committee shall at all times be a financial member of a club affiliated with the Union and must have no monies by way of loan, credit or otherwise which have been called in by the Union, outstanding. Should the club of which a member of the Committee is a financial member cease to be a member of the Union pursuant to rule 4 or the member of the Committee is not a financial member of that club or is indebted to the Union then that member of the Committee shall forthwith vacate their position and shall not be entitled to vote or be present at any deliberations of the Committee.
- (c) Each member of the Committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

**9.3 Election of Members**

- (a) Nominations for Chairperson of the Committee:
  - (i) Must be stated in writing, signed by a member of a club and endorsed on the form by the candidate; and
  - (ii) Must be delivered to the Union at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (b) The position of Chairperson will be elected at the annual general meeting by the Council as per rule 15.1.
- (c) The Club delegates shall be elected by their own club. The delegates name should be forwarded to the Union prior to the first Committee meeting following the annual general meeting.
- (d) If there is no delegate from a particular club then this position will remain vacant until the club appoints a delegate.
- (e) If no nominations are received to fill the position of Chairperson, then this position is declared vacant.
- (f) If only one nomination is received the person so nominated is to be elected Chairperson.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (g) If more than one nomination is received for the position of Chairperson then a ballot will be held.
- (h) The ballot for the election of chairperson of the Committee is to be conducted at the annual general meeting by secret ballot.

**9.4 Casual Vacancies**

- (a) For the purpose of these rules, a casual vacancy in the office of a member of the Committee occurs if;
  - (i) The member dies, ceases to be a member of the Union, or becomes financially indebted, or resigns office by notice in writing given to the competition administrator, or becomes a mentally incapacitated person
  - (ii) Is absent without the consent of the committee from two meetings (during a management year) or is absent with the consent of the committee on three occasions (during a management year).
- (b) In the event of a member's position being deemed vacant in accordance with rule 9.4 (ii) shall lose their voting rights for all subsequent meetings during the remaining management year without right of appeal. The annual general meeting is to be considered the final meeting of the management year.
- (c) Voting rights shall be reinstated at the first general meeting of the following management year provided the member qualifies under rule 3.0.

**9.5 Meetings and Quorum**

- (a) The Committee shall meet at such time and place as directed by the Chairperson provided that the Committee shall meet at least once each calendar month unless the majority of the Committee decide otherwise.
- (b) There shall be at least 24 hrs notice of any meeting given to each member of that committee and a quorum shall be at least 50% of the eligible votes.
  - (i) Any quorum number that is a fraction shall be rounded down, eg The quorum of 15 would be rounded down to 7.
  - (ii) For determining the quorum only, life members will not be taken into consideration. However, for providing the numbers of the quorum their attendance shall be counted. Once the quorum has been met any life member in attendance will be eligible to vote as per 9.7 (b) (i).
- (c) The Committee shall by a majority then present determine all business before it necessary for the proper management of the affairs of the Union.
- (d) At a meeting of the Committee:
  - (i) The Chairperson is to preside; or

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (ii) If the chairperson is absent or unwilling to act, the committee may elect a delegate to preside, if no delegate is willing to act the competition administrator is to preside.
- (iii) Should a delegate be elected pro tem, he/she will retain his/her deliberate vote and may only exercise a casting vote in the event of deadlock.

**9.6 Delegation by Management Committee to Sub-committees.**

- (a) The Committee shall have the right to appoint such number of sub-committees as it may determine necessary.
- (b) The Committee may appoint any person deemed suitable onto a sub-committee.
- (c) The Committee shall determine the function and powers of the sub-committees so appointed.

**9.6.1 Delegation by management committee for other council meetings**

- (a) From time to time the SWRU may be permitted delegates to vote on other Union councils (eg NSW Rugby Union, NSW Women's Rugby Union). The delegate(s) to attend shall be the presiding chairperson in the first instance, if more delegates are eligible to vote the committee may nominate those delegates from the committee. If any delegate is unable to attend, the committee may nominate another delegate to attend.

**9.7 Voting and Decisions**

- (a) Questions and motions arising at a meeting of the Committee, the Judiciary, the Appeals Tribunal or any sub-committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (b) Each member present at a meeting of the Committee is entitled to one vote. However the Chairperson is only entitled to a casting vote and not a deliberative vote.
- (c) Each member present at a meeting of the Judiciary, the Appeals Tribunal or of any sub-committee, is entitled to one vote but, in the case of an equality of votes on any question, the person chairing the meeting may exercise a casting vote.
- (d) Subject to rule 9.5 (b), the Committee may act despite any vacancy on the Committee.
- (e) Any act or thing done or suffered, or purporting to have been done or suffered by the Committee or by a sub-committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**9.8 Suspension and Expulsion of Members**

- (a) The Committee may, by resolution, expel or suspend a member from the Union.
- (b) If the Committee expels or suspends a member, it shall within seven days after such action is taken, provide written notice of the action taken, the reasons of the Committee for taking such action, and of the member's right of appeal to a joint ARU/NSWRU Committee under rule 9.8(c).
- (c) A member may appeal to the ARU/NSWRU Committee against a resolution of the Committee to suspend or expel it. The ARU/NSWRU Committee shall consist of one delegate appointed by the ARU (who shall be the chairperson) and one delegate appointed by the NSWRU. The Committee may elect one of their numbers to be an observer of the ARU/NSWRU Committee but shall not be entitled to vote. Notice of appeal shall be lodged in writing with the Union within seven days of the giving of the resolution appealed against, clearly stating the grounds thereof and shall be accompanied by a fee to be determined by the Committee. Upon receipt of the notice of appeal lodged in accordance with this rule, the Competition Administrator shall convene a hearing of the ARU/NSWRU Committee within 14 days of receipt of the notice of appeal. A copy of the notice of appeal including the grounds thereof shall be forwarded by the Competition Administrator to members of the ARU/NSWRU Committee.
- (d) Upon the hearing of the appeal the ARU/NSWRU Committee may uphold, reverse, vary or amend the resolution appealed against. The ARU/NSWRU Committee shall also determine whether the fee accompanying the notice of appeal shall be forfeited or refunded. Pending the hearing of the appeal, all decisions appealed against shall be final and resolute.
- (e) Pending the hearing of the appeal all decisions appealed against shall remain operative.

**10.0 JUDICIARY**

**10.1 Powers of the Judiciary**

- (a) The Judiciary shall investigate and adjudicate upon all Union matters relating to:
  - (i) Player send offs and citings, and any protests, proceedings or disputes in connection with competitions, the code of conduct, competition rules or any such item referred to it by the Committee or chairperson; and
  - (ii) The reinstatement of players, members or officials of affiliated clubs to participate in the Union; and
  - (iii) The breach by affiliated clubs, or members thereof, of the laws of the game, any breach of these objects and rules, or any breach of the competition playing rules; and
  - (iv) The misconduct of any member, player, coach or official of any affiliated club.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (b) The Judiciary may impose such penalty, disqualification, suspension or expulsion on individuals of affiliated clubs as it by majority may decide.

### **10.2 Membership of Judiciary**

The Judiciary shall consist of not less than three and no more than five persons including:

- (i) A Chairperson (who desirably shall have legal qualifications); and
- (ii) A Deputy Chairperson; and
- (iii) Not less than one, but no more than three ordinary members.

### **10.3 Election and Meeting of the Judiciary**

The Committee shall approve or otherwise the NSW Suburban Rugby Union (NSWSRU) Judiciary to handle all Union matters. If the Committee does not approve the NSWSRU Judiciary then the following will occur;

- (a) Subsequent to the annual general meeting, the Committee shall forward to all member clubs, and any other interested persons, nomination forms for the positions on the Judiciary which must be lodged with the Union by the date determined by the Committee.
- (b) A person nominating for a position on the Judiciary does not need to be a member of a Union club.
- (c) The Management Committee shall select and endorse all Judiciary members and notify all affiliated clubs of the candidates appointed.
- (d) The Management Committee will nominate from amongst itself one person who will attend Judiciary hearings in the instance that one of the appointed members is unavailable. This person shall continue to attend hearings until such time as the appointed member is able to resume their position.
- (e) If for any reason a member of the Judiciary becomes unavailable, and the person nominated by the Committee is unavailable to attend a Judiciary hearing the Management Committee may appoint a person to fill the vacancy. Any person so appointed by the Management Committee shall continue in office until the appointed member resumes their position.
- (f) In the event that the original appointed member resigns or dies, or is unable to resume, the person so appointed by the Committee shall continue in office until the appointment of the next Judiciary.
- (g) Any decision of the Judiciary which is constituted in part by a person appointed by the Committee, shall be of equal force and effect as if such a person was an original, appointed member of the Judiciary.
- (h) No meeting of the Judiciary shall be valid unless there is a quorum of at least two members.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (i) At a meeting of the Judiciary the Chairperson or in the Chairperson's absence, the Deputy Chairperson is to preside. If the Chairperson and Deputy Chairperson are absent or unwilling to act, one of the remaining members of the Judiciary as may be chosen by the members present at the Judiciary is to preside.
- (j) The Judiciary shall meet at such time and place as it may determine or as may be required by the Committee upon 24 hours notice.

**10.4 Decisions of the Judiciary**

- (a) All decisions of the Judiciary shall without delay be reported to the Management Committee in writing.
- (b) The Management Committee shall without delay notify in writing the secretary of any club whose members or officials are affected by any decision of the Judiciary.
- (c) Any member penalised, or adversely affected by any decision of the Judiciary shall be entitled to appeal to the Appeals Tribunal against such a decision. Notice of appeal shall be lodged in writing with the Management Committee within 7 days of the giving of the decision appealed against, clearly stating the grounds thereof and shall be accompanied by a fee to be determined by the Committee. Upon receipt of an appeal lodged in accordance with this rule, the Management Committee shall immediately convene a meeting of the Appeals Tribunal to consider the appeal, which shall be held within 14 days of the receipt of the notice of appeal.
- (d) Pending the hearing of the appeal all decisions appealed against shall remain operative.

**11.0 APPEALS TRIBUNAL**

**11.1 Powers of Appeals Tribunal**

Should a club appeal a Judiciary decision to the Appeals Tribunal such an appeal shall be a rehearing and additional evidence may be presented or called upon at the appeal. Upon the hearing of such an appeal, the Appeals Tribunal may uphold, reverse, vary, or amend the decision appealed against and shall determine whether the fee accompanying the notice of appeal shall be refunded or forfeited.

**11.2 Membership of Appeals Tribunal**

The Appeals Tribunal shall consist of:

- (i) A Chairperson;
- (ii) A Deputy Chairperson; and
- (iii) One other member.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

**11.3 Election and Meeting of the Appeals Tribunal**

The Committee shall approve or otherwise the NSWSRU Appeals Tribunal to handle all Union matters. If the Committee does not approve the NSWSRU Appeals Tribunal then the following will occur;

- (a) The Committee shall forward nomination forms to all member clubs, and any other interested person for the three positions on the Appeals Tribunal which must be lodged with the Union by the date determined by the Committee.
- (b) A person nominating for a position on the Appeals Tribunal does not have to be a member of a Union club.
- (c) Upon receipt of the nomination forms the Committee shall appoint three persons to the Appeals Tribunal and notify all affiliated clubs of the candidates appointed.
- (d) If for any reason a member of the Appeals Tribunal becomes unavailable, the Committee may appoint a person to fill this vacancy. Any person so appointed by the Committee shall continue in office until the original appointed member resumes their position.
- (e) In the event that the original appointed member resigns or dies, or is unable to resume, the person so appointed by the Committee shall continue in office until the appointment of the next Appeals Tribunal. Any decision of the Appeals Tribunal which is constituted in part by a person appointed by the Committee, shall be of equal force and effect as if such a person was an original, appointed member of the Appeals Tribunal.
- (f) At a meeting of the Appeals Tribunal the Chairperson or in the Chairperson's absence, the Deputy Chairperson is to preside or if the Chairperson and the Deputy Chairperson are absent or unwilling to act, one of the remaining members of the Appeals Tribunal as may be chosen by the members present at the Appeals Tribunal is to preside.
- (g) No meeting of the Appeals Tribunal shall be valid unless there is a quorum of two members.

**11.4 Decisions of the Appeals Tribunal**

- (a) The Union shall within 7 days of such a decision being made notify in writing the Women's delegate of any club whose members or officials are affected by any decision of the Appeals Tribunal.
- (b) Any member who considers that the decision of the Appeals Tribunal is unjust, shall be entitled to appeal to a special general meeting against any such decision. A notice of appeal and the grounds thereof shall be lodged in writing with the Union within 7 days of the giving of such a decision appealed against and shall be accompanied by a fee to be determined by the Committee.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

- (c) Upon receipt of the notice of appeal lodged in accordance with this rule, the Committee shall convene a special general meeting of the Union within 14 days of receipt of the notice of appeal and give 7 days notice of the meeting to all members of the Union. A copy of the notice of appeal including the grounds thereof shall be forwarded by the Committee to all members with the notice of the meeting. Such an appeal shall be a rehearing and additional evidence may be presented or called on at the appeal.
- (d) Upon the hearing of the appeal the special general meeting may uphold, reverse, vary or amend the decision and or penalty appealed against, provided that no such decision and or penalty shall be altered except by a special resolution. The special general meeting of the Union shall also determine whether the fee accompanying the notice of appeal shall be forfeited or refunded. Pending the hearing of the appeal at a special general meeting, all decisions appealed against shall be final and absolute.
- (e) The right of appeal to a special general meeting shall not be available in any case arising from a player being sent off by an appointed referee.

## **12.0 REGISTRATION OF PLAYERS**

In accordance with the competition playing rules it shall be the responsibility of each club to register its players and only those players so registered shall be eligible to take part in matches conducted under the auspices of the Union.

## **13.0 CONDUCT OF COMPETITIONS**

All competitions conducted by the Union shall be governed by the competition playing rules as determined by the Committee.

## **14.0 FINANCIAL YEAR**

The financial year of the Union shall commence on 1 October and end on 30 September the following year.

## **15.0 GENERAL MEETINGS**

### **15.1 Annual General Meeting**

- (a) The annual general meeting of the Union's members shall be held at least once in each calendar year and within the period of six months after the expiration of each financial year of the Union.
- (b) The annual general meeting shall be convened on a date appointed by the Committee and all members of the Union shall be notified at least 28 days beforehand in writing by the Union.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (c) In addition to any other business which may be transacted at an annual general meeting, the business will include the following:
  - (i) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting; and
  - (ii) To receive from the Committee reports on the activities of the association during the last preceding financial year; and
  - (iii) To receive and consider the audited financial statements which are required to be submitted to members under section 26 (6) of the Act; and
  - (iii) To elect the Chairperson
- (d) The annual general meeting must be specified as such in the notice convening it.

**15.2 Special General Meetings**

- (a) A special general meeting of the Union may be called at any time:
  - (i) By resolution of the majority of the Committee; or
  - (ii) On the request of the Chairperson in writing delivered to the Union specifying the business to be raised at the special general meeting; or
  - (iii) On the request in writing delivered to the Union signed by the secretaries of not less than one quarter of the affiliated clubs specifying the business to be raised at the special general meeting; or
  - (iv) As a result of an appeal of a decision of the Appeals Tribunal as per rule 11.4(b).
- (b)
  - (i) A special general meeting called in accordance with rule 15.2(a)(i) shall be held on the date specified in the resolution.
  - (ii) In the case of the written requests referred to in rules 15.2(a)(ii) and (iii), a special general meeting shall be held within 21 days of the receipt by the Union of such requests, unless there is another general meeting already taking place within 14 to 35 days. If a special general meeting has been called within this time frame already, the Union shall give notice of the additional business to be transacted to all members of the Union.
  - (iii) In the case of a special general meeting held in accordance with rule 15.2(a)(iv), a special general meeting shall be held within 14 days of receipt of the notice of appeal.

**SYDNEY WOMEN'S RUGBY UNION INC.**  
**OPERATIONS MANUAL**  
**2008 SEASON**

- (c) (i) In accordance with rules 15.2(a)(i), (ii) and (iii), a notice specifying the place, date and time of such a special general meeting and the nature of the business proposed to be conducted at the meeting will be forwarded in writing to all members of the Union with at least 14 days notice.
- (ii) In accordance with rule 15.2(a)(iv), a notice specifying the place, date and item of such a special general meeting and the nature of the business proposed to be conducted at the meeting will be forwarded in writing to all members of the Union with at least 7 days notice.

**15.3 General Business**

- (a) At the annual general meeting general business will be received and considered provided that notice thereof must be given to the Union at least 21 days prior to such a meeting. Such notice shall state the business to be released together with the names of the proposer and seconder. Should this business not already be included on the notice of meeting which the Union has sent to the clubs, the Union shall notify members of the additional business to be raised at least 14 days prior to the meeting.
- (b) A member desiring to bring any business before a general meeting must give notice in writing of that business to the Union. Such notice shall state the business to be raised together with the names of the proposer and seconder. The Union must include that business in the next notice calling a general meeting after receipt of the notice of the member.

**15.4 Procedure at General Meetings**

- (a) The only persons entitled to vote at any general meeting of the Union are the delegates of those clubs affiliated with the Union which at the time of the general meeting are not in arrears of any fees or charges levied by the Union pursuant to rule 7.
- (b) Each club will be awarded votes at the annual general meeting and each subsequent general meeting throughout the year based on the number of teams entered into a legitimate and recognised competition. Votes will then be awarded to each club on the following basis:
  - (i) If the club fields three or more teams then three delegates from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting; or
  - (ii) If the club fields two teams then two delegates from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting; or
  - (iii) If the club fields one team then one delegate from that club will be entitled to vote at the annual general meeting and any subsequent general meeting prior to the next annual general meeting.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

- (iv) Any new club whose affiliation has been approved and subsequently did not participate in the preceding season will assume the voting rights of 15.4 (b)(iii).
- (v) Clubs will assume the voting rights of the preceding years competition. Unless a general meeting is called during the season in which case the club will assume the voting rights consistent with their status at that time.
- (c) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (d) 50% of eligible delegates shall be considered the number of delegates present and entitled to vote necessary to constitute a quorum.
- (e) If within half an hour a quorum is not present at a general meeting, then:
  - (i) If the meeting was convened on the requisition of affiliated clubs as per 15.2(a)(iii) or (iv) the meeting is to be dissolved; or
  - (ii) If the meeting was convened as per 15.2(a)(i) or (ii) by the Committee, a motion may be put that those delegates present and entitled to vote shall form a quorum and shall deal with the business before the meeting. If such a motion is not passed then the meeting shall be adjourned for 14 days and the Union shall give all members at least 7 days notice of the date for the adjourned meeting. If at the adjourned meeting a quorum is not present, those voting delegates who are present shall be a quorum and entitled to transact the business for which the meeting was called.
- (f) There shall be no right of vote by proxy at any general meeting (or Committee meeting).

**15.5 Presiding Member**

- (a) The Chairperson is to preside at each general meeting of the Union.
- (b) If the Chairperson is absent or unwilling to act, the voting delegates present must elect one of their number to preside as Chairperson at the meeting.

**15.6 Adjournment**

The Chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**15.7 Making of Decisions**

- (a) Every question submitted to the delegates for decision shall be decided in the first instance by a show of hands or by way of ballot if demanded by the Chairperson or by one fifth of the delegates present in such manner as the Chairperson directs. In the case of an equality of votes under either method the Chairperson shall have a casting vote in addition to the vote they may otherwise be entitled to as a delegate.
- (b) The Chairperson may declare that a resolution has been carried or carried unanimously or carried by a particular majority or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the votes for or against the resolution.

**16.0 SPECIAL RESOLUTION**

A resolution of the Union is a special resolution if it is passed by a majority which comprises at least three quarters of such members of the Union as, being entitled under these rules so to do, vote in person at a general meeting where written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

**17.0 INSURANCE**

- (a) The Union must effect and maintain insurance under section 44 of the Act.
- (b) In addition to the insurance required under (a), the Union may effect and maintain other insurance.

**18.0 COMPETITION ADMINISTRATOR**

- (a) The Committee may appoint a Competition Administrator from time to time to assist in the proper and efficient running of the administration of the Union. The Competition Administrator shall comply with all directives and decisions of the Committee and of the Union in general meeting and will at all times comply with the obligations under these objects and rules.
- (b) The Competition Administrator must keep in their custody or under their control all records, books and other documents relating to the Union.

**19.0 FUNDS MANAGEMENT**

- (a) Subject to any resolution passed by the Union in general meeting, the funds of the Union are to be used in pursuance of the objects of the Union in such manner as the Committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 authorised members of the Committee, or an authorised member of the Committee, and one employee authorised to do so.

**SYDNEY WOMEN'S RUGBY UNION INC.  
OPERATIONS MANUAL  
2008 SEASON**

**20.0 INSPECTION OF THE BOOKS**

The records, books and other documents of the Union shall be open to inspection, free of charge, by a member of the Union at any reasonable hour.

**21.0 FUNDS - SOURCE**

- (a) The funds of the Union shall be derived from such fees, charges, sponsorships, donations or payments as the Committee determines;
- (b) All monies received by the association must be deposited as soon as practicable and without deduction to the credit of the associations bank account.
- (c) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

**22.0 COMMON SEAL**

- (a) The common seal of the Union shall be kept in the custody of the Public Officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the Committee. The affixing of the common seal shall be attested by the signatures either of 2 members of the Committee or of 1 member of the Committee and the Public Officer or an approved staff member.

**23.0 SERVICE OF NOTICE**

- (a) For the purposes of these rules, a notice may be served by or on behalf of the Union on any member either personally or by sending it by post, electronic transmission, facsimile or courier to the member at the member's address shown in the register of members.
- (b) Where a document is sent to a member by courier, or facsimile, or by properly addressing, prepaying and posting a letter to a member containing the document, the document shall, unless the contrary be proved, be deemed for the purposes of these rules to have been served on the member on the second working day next following.

**24.0 WINDING UP**

In the event of the Union being wound up, the surplus property of the Union is to be distributed in accordance with a special resolution of the Union to a body with similar objects to that of the Union.

**25.0 ALTERATION OF OBJECTS AND RULES**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Union.