

CIRCULAR 308

TO: QRL Division Managers
Manager, Game Development
Manager, Referees' Academy
QRL Referees' Operations Officer
QRL Juniors' Operations Officer
General Manager ISC Clubs

DATE: 22 February 2012

RE: **Sanctioning of Events – Non Affiliated Bodies Policy**

The League's Board of Directors approved at its meeting on 9 February, the following Policy regarding Sanctioning of Events – Non Affiliated Bodies.

Please circulate this advice to all Rugby League bodies within the Division and ensure that they are fully aware of their requirements under this Policy.

Yours sincerely



Robert Moore
CHIEF EXECUTIVE OFFICER

SANCTIONING OF EVENTS **NON AFFILIATED BODIES POLICY**

The Queensland Rugby League Board of Directors at its meeting held 9 February 2012, has approved the following Policy regarding the Sanctioning of Carnivals and/or matches that are organised by a Non-Affiliated QRL body:

To be sanctioned by the QRL there are three key areas that must be addressed:

1. Completion of the 'Application by a Non-Affiliated QRL Body form (attached and can be downloaded from QRL Website). Please take note of the below key criteria that must be fulfilled (contained in the application form):
 - (i) All carnivals must be conducted outside the QRL Abeyance Period (3rd Weekend October – 2nd weekend January) or unless permitted under 'Special Circumstances'
 - (ii) All QRL Rules must be adhered to
 - (iii) The ARLC On-Field Policy must be adhered to at all times
 - (iv) All coaches, Sports Trainers and Leaguesafe Officers must be accredited.
 - (v) Separate insurance must be arranged for all players not registered with the QRL and the Division Manager/QRL Representative must sight this documentation by close of business on the day prior to the carnival commencing
 - (vi) Carnivals will only be sanctioned if the QRL can see that the profits, if any, are filtering back into the game of Rugby League. This will need to be detailed before the commencement of the event.
 - (vii) A fee may be payable to the Indigenous Development area of the QRL and/or Division – this money would again be filtered back into the development of Rugby League
 - (viii) No 'over age' player will participate without prior consent
 - (ix) No touring/hosting players are suspended or subject to judiciary action.
2. A detailed Carnival and/or match Business Plan (Proposal)
3. A detailed budget that must clearly outline, but not limited to:
 - (i) Contractor Fees
 - (ii) Profits
 - (iii) Prizemoney

Applications must be submitted to the relevant Division Manager three months prior to a carnival and two months prior to any single match being sanctioned. The Division Managers will then consult with key QRL personnel when making a decision.

Please note prizes and/or prizemoney can be provided to the carnival/match winners but it must remain relative to the budget.

APPLICATION BY A NON-AFFILIATED QRL BODY TO HOST CARNIVAL/MATCH

Please complete the following details and forward this form and all other relevant information to the CEO

Applications must be submitted

Single Match - 8 weeks prior notice
Carnival - 3 months prior notice.

To: CEO- Queensland Rugby League Date: ____/____/____

1. Applicant Details

_____ Full name of Organisation/Team (or Group) _____ Age Group

2. This application covers (tick one)

- Host – Single Game
- Host – Carnival

3. Details of Organisation/Team (or Group) to Host:

Full Name _____

_____ Age Group _____ State (If not QLD) _____ Country (if not Australia)

4. Match/Carnival Details:

Date/s: _____

Carnival Name (If applicable) _____

Venue/s: _____

5. Complete Number of teams participating in Carnival

- _____ a) Teams _____ b) Others (attach sheet detailing position with group eg Coach, Manager, Doctor and Qualifications)

6. The Division Manager must be satisfied that the below criteria has been or will be met and that the below steps have been taken to ensure the proper conduct of the match/es/carnival. Please attach any additional information to this application.

- i All Carnivals must be conducted outside the QRL Abeyance Period (3rd weekend October – 2nd weekend January) or unless permitted under ‘Special Circumstances’)

- ii All QRL rules and policies must be adhered to including the Code of Conduct
 - iii All touring/hosting players are registered for insurance purposes, otherwise it must be demonstrated that additional insurance has been taken out for non QRL registered players. A Division Manager/QRL Representative must sight this document by close of business on the day prior to the match/carnival commencing
 - iv The ARLC On-Field Policy must be adhered to at all times

 - v No touring/hosting players are suspended or subject to judiciary action
 - vi There is no conflict with any Official QRL event/s
 - vii The touring/hosting team/s coaches, sports trainers and Leaguesafe Officers must be accredited
 - viii No “over-age” player will participate without prior consent of both parties and a QRL representative
 - ix All Touring/Hosting Players will strictly observe the QRL Codes of Conduct and Behaviour
 - x Carnivals will only be sanctioned if the QRL can see that the Profits, if any, are filtering back into the game of Rugby League. This will need to be detailed to the QRL before the commencement of the event
 - xi A fee may be applicable to the Indigenous Development area of the QRL and/or Division
- This money would again be filtered back into the development of Rugby League

The Hosting Organisation accepts full responsibility for the conduct of match/es and for all touring party members and acknowledges that proper approval has been granted by all relevant authorities.

7. The Hosting Club nominates:

Name _____

Designation _____

Contact
Details

8. A “Hosting Organisation” must also advise their Division that player and spectator safety requirements will be met and the following minimum acceptable standards for staging the match will be provided:

- a) ground preparation ie touch lines, padded posts, ground free of foreign and dangerous objects, clean dressing quarters and amenities, lighting meets the recommend Australian standards for play during floodlight matches
- b) qualified first aid officer in attendance
- c) qualified and registered referee in charge of game

H)

W)

M)

Email

9. As the official responsible for the match or carnival this application is submitted on behalf of the Hosting Organisation by:

Name

Signature

Designation

Date

On behalf of
Touring/Hosting
Body

Approval Signatures

Approved ★
QRL CEO

Approved ★
QRL Representative

Approved ★
Division Manager

(★ delete if application does not require approval from the designated Officer)

Office Use Only

a) *Approval / Rejection Letter Sent*

Date

____/____/____

b) *Copy of Application forwarded to any other Body involved in tour.*

Date

____/____/____

CEO Signature: _____

