

# GROUND MANAGER CHECKLIST

## GAME DAY OPERATIONS

<h3>AT THE BEGINNING OF THE DAY</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check that your ground is in suitable condition</li> <li><input type="checkbox"/> Ensure the playing area is roped off / fenced off</li> <li><input type="checkbox"/> All field equipment is in place (post pads, corner posts etc)</li> <li><input type="checkbox"/> You can ensure access to the field through appropriate emergency access points</li> <li><input type="checkbox"/> You are wearing your <b>PURPLE</b> NSWRL GROUND MANAGERS VEST and are visible to all at your ground</li> <li><input type="checkbox"/> Have everything you need at the scorer's table:             <ul style="list-style-type: none"> <li>» Three working clocks (game clock, sin bin clock, time off / injury clock)</li> <li>» Appropriate siren or bell</li> <li>» NSWRL ONE PAGE RULES DOCUMENT / NSWRL GROUND MANAGER CHECKLIST / NSWRL PRE-GAME GROUND MANAGER MEETING SCRIPT</li> <li>» Access to League By-Laws, NSWRL Policies, NRL Laws (QR codes and phone to open and read)</li> <li>» Sign on sheets for all games scheduled</li> </ul> </li> </ul>
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<h3>BEFORE EACH GAME</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Introduce yourself to visiting teams, Referees and Touch Judges</li> <li><input type="checkbox"/> Check each teams MySideline cards (players and Team Staff)</li> <li><input type="checkbox"/> Ensure that all players and team staff have signed the sign on sheet (where required)</li> <li><input type="checkbox"/> Undertake Ground Manager Pre-Game Meeting – Coaches / Managers / Team Captains / Referee/s (see NSWRL PRE-GAME GROUND MANAGER MEETING SCRIPT)</li> <li><input type="checkbox"/> Ensure that the minimum requirements of the NRL On-Field Policy are met with regards to Sports Trainers (please see NSWRL ONE PAGE RULES DOCUMENT for more information)</li> <li><input type="checkbox"/> Ensure that Referees and Touch Judges are ready</li> <li><input type="checkbox"/> Ensure the game starts on time</li> </ul>
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<h3>DURING EACH GAME</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Observe behaviour of players and Team Staff on benches – make sure that they are complying with NSWRL GAME DAY EXPECTATIONS guidelines</li> <li><input type="checkbox"/> Monitor interchanges and ensure that they are being both undertaken and recorded correctly</li> <li><input type="checkbox"/> Ensure that any player removed from the field with a suspected head injury is marked as <b>HIA</b> on the sign on sheet and <b>DOES NOT</b> return to the field</li> <li><input type="checkbox"/> Manage Sin Bins and Send Off's (see below)</li> <li><input type="checkbox"/> Implement Mercy Rule (if necessary)</li> <li><input type="checkbox"/> Identify and diffuse any negative behaviour on sidelines or on benches</li> </ul>
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<h3>AFTER EACH GAME</h3>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the Referee signs the sign on sheet and completes any related dismissal paperwork</li> <li><input type="checkbox"/> Ensure that both Team Managers have signed the sign on sheets</li> <li><input type="checkbox"/> Ensure that scores are correct on both sign on sheets</li> <li><input type="checkbox"/> Ask each Team Manager to take a photo of their sign on sheet</li> <li><input type="checkbox"/> Ensure that players that have been removed from the field with a suspected head injury are provided with the appropriate Head Injury Recognition and Referral Form by the games Sports Trainer</li> <li><input type="checkbox"/> Reset clocks for the following game</li> <li><input type="checkbox"/> Clean all benches and tables for the following game</li> <li><input type="checkbox"/> Immediately complete any Code of Conduct reporting as required</li> </ul>
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<h3>SIN BIN</h3>	<ul style="list-style-type: none"> <li>» When a player is SIN BINNED, they must sit out of the game for 10 MINUTES</li> <li>» The player should sit in a designated place that is not on their teams bench but in the vicinity of the scorers table</li> <li>» The SIN BIN CLOCK should not be started until the Referee calls time back on</li> <li>» If the sin bin period extends over half time the SIN BIN CLOCK should be stopped at half time and stated again when play recommences</li> <li>» The player should be notified when there is one (1) minute remaining on their SIN BIN CLOCK</li> <li>» The sin bin should be marked correctly on the sign on sheet</li> </ul>	<h3>SEND OFF</h3>	<ul style="list-style-type: none"> <li>» When a player is sent off, they can take no further part in the game</li> <li>» The player should be directed to LEAVE THE ENCLOSED PLAYING AREA immediately and REMOVE THEIR PLAYING JERSEY</li> <li>» The send off should be marked correctly on the sign on sheet</li> <li>» You should ensure that the player does not re-enter the enclosed playing area</li> <li>» You should ensure that the Referee completes the appropriate MATCH OFFICIAL DISMISSAL FORM</li> <li>» You should maintain harmony between any sent off players and their opposition when the game is finalised and players leave the area</li> </ul>
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**NSWRL 'CLUB HUB' RESOURCE CENTRE**



**NSWRL POLICIES & PROCEDURES MANUAL**



**NSWRL ONLINE CODE OF CONDUCT REPORT**



**NRL POLICIES**



**NRL LAWS OF THE GAME**

