



QRL
SOUTH EAST



QRL SOUTHEAST
OPERATIONS MANUAL
2024

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PART 1 | GOVERNANCE & ADMINISTRATION

This **2024** Operations Manual supersedes all previous versions and is a reference for all persons involved in the day-to-day management, administration, coaching, participating, officiating, and spectating of all Rugby League Clubs affiliated with the Queensland Rugby League (**QRL**), South-East Queensland (**SEQ**) Region and each respective league; Rugby League Brisbane (**RLB**), Rugby League Gold Coast (**RLGC**) and Rugby League Ipswich (**RLI**). This includes.

Only the Board of Directors of their respective league can amend this document. The rules detailed in this document will be operative and enforced for all rulings and proceedings from the date of issue.

Reference Documents

The Rules of the Queensland Rugby Football League Limited (**QRL Rules**), as amended from time to time, provide the framework under which all Rugby League is administered within the State of Queensland.

The rules detailed within this operation manual are to supplement the QRL Rules and to ensure the common interpretation and consistent application across all Rugby League Clubs affiliated within the South-East Queensland Region. All QRLSE Local Leagues follow and support QRL Rules:

- ✧ [QRL Rule Part 1 – Introduction, Definitions, and Interpretations.](#)
- ✧ [QRL Rule Part 2 – Divisions](#)
- ✧ [QRL Rule Part 3 – Local Leagues](#)
- ✧ [QRL Rule Part 4 – Player and Coaches](#)
- ✧ [QRL Rule Part 5 – Tribunal Guidelines](#)
- ✧ [QRL Rule Part 6 – Advisory Committees](#)
- ✧ [QRL Rule Part 7 – Miscellaneous Rugby League Football Matters](#)

Should any information within this document conflict or contradict any of the QRL Rules, then the QRL rule as documented within the Rules of the Queensland Rugby Football League Limited (as amended from time to time) will have precedence. Please notify in writing the RLB Area Manager (or nominee) of any such issues.

[Rules of the Queensland Rugby Football League Limited](#)
[Constitution of Rugby League Brisbane Limited](#)
[Corporate Governance - Rugby League Brisbane Limited](#)
[Constitution of Rugby League Gold Coast Limited](#)
[Corporate Governance - Rugby League Gold Coast Limited](#)
[Constitution of Rugby League Ipswich Limited](#)
[Corporate Governance - Rugby League Ipswich Limited](#)
[Working with Children \(Risk Management and Screening\) Act 2000](#)
[Blue Card Services](#)
[NRL Policies and Guidelines](#)
[NRL Laws of the Game](#)
NRL Code of Conduct (coming soon)
[NRL On Field Policy](#)
[NRL Mixed Gender Policy](#)
[NRL Player Development Framework](#)
[Associations Incorporations Act 1981 \(Qld\)](#)
[NRL Facilities Guidelines \(May 2021\)](#)
[Community Rugby League Policy and Guidelines for the Management of Concussion \(Nov 23\).](#)

Local League Affiliation

Each club which desires to participate in the Game in any given Football Year must complete the QRL affiliation application by the dates specified and prior to fielding any team in a match during that Football Year.

Local Leagues have the right to refuse an affiliation application if the club has failed to meet its

financial commitments, and/or the club is in breach of any QRL or sub-ordinate rule and has failed to remedy that breach within a reasonable time following receipt of written notice of that breach from the Area Manager.

Female Nomination Criteria

All endorsed Female Clubs are the responsibility of each local league. Senior Women's do not need to be approved; however, any junior female teams/clubs must be endorsed by the local league.

To view the Female Club Approved Checklist. Criteria, [click here](#). Please note, each league may have different endorsement criteria.

Financial Reporting

All Clubs will submit quarterly financial reports to local league administration within 14 days of the end date of the quarter. These reports shall include **a profit and loss statement and a balance sheet** (noting all cash in bank accounts, accounts payable and accounts receivable balances are recorded).

The quarter financial dates are as follows:

- October 1st - December 31st
- January 1st - March 31st
- April 1st - June 30th
- July 1st - September 30th (end of year audited report)

Sale & Consumption of Liquor

The sale of alcohol shall comply with the Liquor Act 1992 (Qld) and Guidelines for Liquor Licensees as administered by the Office of Liquor and Gaming Regulation. Designated licensed areas shall be marked.

All Clubs must comply with the QRL and Lion (XXXX) partnership requirements as set out in the [XXXX/Lions MEMO \(2023\)](#). If clubs are found to breach the requirements, the following penalties/fines will occur:

- ⊘ **1st offence** – Warning letter
- ⊘ **2nd offence** - \$500 fine
- ⊘ **3rd offence** - \$1000 fine and loss of competition points that constitute a win to all club teams.
- ⊘ *Continual breaches **COULD** result in loss of hosting rights for the club and/or withdrawal of teams from all competitions.

Heat Policy

For any match during any of the Competitions, if the prevailing weather conditions necessitate some relief from the normal playing conditions, the following concessions may apply for that particular match;

All matches shall have compulsory drinks break as described below;

- Match Officials will call 1-minute "time-out" approximately halfway into each half to allow players to take a fluid break. Players will remain on the field and may only be tended to by the three (3) trainers listed. No coaching staff shall be permitted on the field;
- The NRL Sports Trainers' National Accreditation Scheme On-Field Policy will be relaxed so that all three (3) trainers may carry water;
- The half-time interval may be extended and shall be done so after consultation of both the match and team officials.

The implementation of the Heat Policy shall be at the sole discretion of the Ground Manager (or their nominee).

If in the event of severe heat conditions, and with the approval of the Area Manager (or nominee), the commencement of a match may be delayed.

QRL Abeyance Period

It is important to note that the QRL has an Abeyance Period for rugby league matches, trials and carnivals involving any Body which is affiliated with the QRL. **The Period will commence on the third weekend of October and finish after the second weekend of January inclusive.** It is stressed that if a QRL Affiliated Body or its players participate in a Rugby League event as outlined during the Abeyance Period it not only breaches QRL Policy but will also NOT be covered under the QRL Insurance Policy.

Trial Period

- Under 6 to Under 12's
 - No trials for Under 6 to Under 12 will be approved for sanctioning (including any historical events).
- Under 13's and above
 - Only two (2) trials will be approved per team within a four-week period.

PART 2 | OPERATIONS MANUAL

Venue Management

Field Equipment and Configuration

The playing field/s shall be marked and managed in accordance with the approved Rugby League Laws of the Game, International, Junior Rugby League Laws 6 -12 Years.

- ≡ [RUGBY LEAGUE LAWS OF THE GAME INTERNATIONAL LEVEL](#)
- ≡ [NRL JUNIOR RUGBY LEAGUE LAWS 6 -12 YEARS](#)

Corner posts, of a non-rigid material and not less than 1.25m high, shall be placed at the intersection of each touchline and goal line.

Goal posts pads shall be a maximum width and depth of 50cm.

All clubs are to use only QRL licensed footballs that display the current QRL logo for sanctioned matches.

Lighting Standards

- ≡ The following lighting standards are required for training and competition matches:
 - **Training:** 50 lux
 - **Competition:** 100 lux

Player Management

Participant Registration

- ≡ All players are required to be fully registered annually via MySideline.
- ≡ All On-Field Personal (Trainers) are required to be fully registered annually as a 'Trainer' via MySideline.
- ≡ All Managers and club volunteers are required to be fully registered annually as a 'Volunteer' via MySideline.

All registrations must be fully completed prior to any participation (training or matches). **Any club playing an unregistered participant (player, coach, trainer, manager, etc) will attract a fine as per the local league's schedule of fees and charges with the possibility of loss of competition points.**

Any club wishing to dual register players must, prior to playing any such player, submit a Portability Transfer Request through MySideline. This transfer must be fully completed before the player can play for the dual registering club.

In accordance with QRL Rule Part 4 - a person who has reached the age of forty (40) years or is reaching that age during a Football Year and desires to participate in a Game under these Rules must provide a medical certificate or report prior to participating in any Game, training session or carnival.

Player Eligibility

A player cannot play in a lower-level game if he/she has already played a game that is of a higher level in the same competition round or final round.

Defaulters

Clubs are responsible for collecting registration fees from players by 30 June of the Football Season and paying the required contribution to the League. Clubs shall not play any player who has not paid their registration fee for the Football Season. Any club who permits a player to play in matches when that player has not paid their registration fees will be deemed to have paid those fees on the player's behalf and shall carry the financial burden of the unpaid fees.

Competition Management

Junior & Senior Competition

Competitions will be classified as Junior (under 6 to under 18 years) and Senior (Under 19 and above) grade.

Guidelines for players in Under 6 to Under 12 Competitions inclusive are as follows:

- ⊘ Competition ladders and scores are not published.
- ⊘ No finals series.
- ⊘ No premiership trophies.
- ⊘ All teams play an equal number of games across the competition where possible.
- ⊘ Teams are structured in a fair and honest manner so that teams/players of similar ability play against each other as often as possible where clubs have more than one (1) team in the competition.
- ⊘ Teams are divided into "pools" rather than "Divisions" if applicable.

Nomination of Teams

- All team nominations are to be forwarded to the local league Administration a minimum of three (3) weeks prior to the scheduled commencement of competition rounds.

Recommended Minimum Players to Nominate a Team/s

For a club to nominate 1 team it should attain a minimum number of registered players:

- ⊘ Under 6 and Under 7 = 10 registered players
- ⊘ Under 8 and Under 9 = 12 registered players
- ⊘ Under 10 and Under 11 = 15 registered players
- ⊘ Under 12 to Under 18 = 17 registered players
- ⊘ Open's (Men's and Women's) = 19 registered players

Regrading / Withdrawal of Teams

Any regrading that may be required will only be undertaken with the express approval of the Area Manager (or Nominee).

Teams requesting to be **dropped down** a Division after **Round 4** will be ineligible to play finals in that lower Division should that request be approved. If the regrading is approved, all opposing teams in that Division will automatically receive competition points that constitute a win. A team **promoted** to a higher graded competition will take their premiership points only and not 'For' and 'Against' points. Team being promoted to a higher graded competition will be eligible to play finals.

In those instances, where a team is withdrawn from a competition before the end of a complete competition round, all premiership and 'For' and 'Against' points associated with the matches played by the team withdrawn will be nullified.

For teams being added to the competition a 'bye' must exist in the relevant competition.

- The team nomination fee must be paid before the team will be added to the competition.
- Team insurance must be paid before the team is added to the competition (Senior teams only).
- New teams added to the U13 – U18 age group competitions will start with zero points.
- Existing teams will be awarded competition points that constitute a win for each bye they had prior to the addition of the new team.

For teams (juniors only) being withdrawn from the competition:

- A team withdrawal fee will be payable for each team withdrawn.
- Those clubs with multiple teams in a division seeking to withdraw a team will be required to withdraw the lowest graded team.
- Requests for regrading will be subject to the approval of the Area Manager (or Nominee)

Ground Managers

Ground Managers are responsible for the off-field environment of matches, and the enforcement of the NRL National Code of Conduct including managing spectator behaviour (both home and visiting) at games and always ensuring the safety and wellbeing of everyone.

Must be accredited and have a minimum of 1x per international field. **Games will not commence without a Ground Manager present and visible (wearing red vest).**

Game Day Management

To view the SEQ Game Day Process, click here: [SEQ Game Day Process.](#)

Game Times and Interchanges

Age Group	Game Duration	Interchanges
Mini League (Under 6 -9)	4 x 8-minute quarters, 1-minute break between quarters.	Unlimited
Mod League (Under 10-12)	2 x 20-minute halves, 5-minute half time break.	Unlimited
Junior International (U13-15)	2 x 30-minute halves, 10-minute half time break.	Div. 1 – 10 Interchanges Div. 2,3,4 - Unlimited
Junior International (U16-18)	2 x 30-minute halves, 10-minute half time break.	Div 1 - 8 interchanges Div 2+ - Unlimited
Junior Females (U13-17)	2 x 30-minute halves, 10-minute half time break.	Unlimited
Community Grade (U19+)	2 x 35-minute halves, 10-minute half time break.	Unlimited
Premier Colts (U19+)	2 x 35-minute halves, 10-minute half time break.	8 Interchanges
Premier Reserve Grade (U19+)	2 x 35-minute halves, 10-minute half time break.	8 Interchanges
Premier A-Grade (U19+)	2 x 40-minute halves, 10-minute half time break.	8 Interchanges
Masters (Over 35's)	2 x 25-minute halves, 10-minute half time break.	Unlimited
Community Women's Reserve Grade Women's	2 x 30-minute halves, 10-minute half time break.	Unlimited
Premier Women's	2 x 35-minute halves, 10-minute half time break.	Unlimited

* Time off during junior and community senior competition finals will be applied for injuries only, irrespective of the fact that the referee may indicate time off for player misconduct or any other reason.

** Time off will apply for all Premier Grade competitions as per signal by the referee.

Competition Points

Competition points shall be allocated during the competition season in the following manner:

- ⊘ A win shall be allocated two (2) competition points.
- ⊘ A draw shall be allocated one (1) competition points.
- ⊘ A loss shall be allocated zero (0) competition point.
- ⊘ A bye shall be allocated two (2) competition points.
- ⊘ A forfeit received will be classified as a 'win'.
- ⊘ A forfeit declared will be penalised 1 (-1) competition points.

Forfeits

Team Receiving Forfeit – A forfeit received will be classified as a 'win' and shall be allocated competition points that constitute a win, in addition to a 50-0 score (for/against) result.

Teams Declaring a Forfeit – A forfeit declared will be classified as a 'loss' and will be penalised one (-1) competition points, in addition to a 0-50 score (for/against) result.

Teams who forfeit for three (3) consecutive weeks or who reach a total of five (5) forfeits may receive additional fines from the local league. A letter will be issued to the club asking why the team should not be excluded from the remainder of the season.

Cancellation, Suspension, Postponement

Area Manager must be notified of all matches delayed, cancelled, or postponed. Clubs must agree on replaying the game within 2 weeks of postponement/delay/ cancellation **to the discretion of the Area Manager**.

If an arrangement in consultation with Area Manager cannot be decided between both clubs, the game will be declared a draw and 2 points awarded to both teams and 50 points for awarded to both teams.

Mercy Rule

All matches in the Under 13 to Under 18 competitions will have the option for the game to cease at the discretion of the coach of the losing team when there is a gap of fifty (50) points or more.

Whenever the 'Mercy Rule' results in a game finishing before the designated time this must be recorded on the match report. Enter as Disputed and add note "Mercy rule applied".

No other changes to the International Laws of the game should be made.

Scores entered in to MySideline should reflect a fifty (50) point margin and be adjusted as necessary. Recommended suggestions for the coach of the dominant team to employ to avoid an early end to the match:

- ⊘ Reduce the number of the dominant team's players on the field.
- ⊘ Return possession of the football to the opposition.
- ⊘ Try players in different playing positions.

Finals Eligibility

- ⊘ To be eligible for any Finals Series match, a player must have **played three (3) or more Premiership fixture matches** in the current season for their club prior to the completion of the final round of fixtures as well as satisfying other applicable qualification rules. For the purposes of determining the number of games played during the season, only one (1) match in any fixture weekend will count; multiple matches in different grades on the same weekend will only count as one match. In this case the lower grade match shall count in determining qualification.
- i. All players who have met the minimum match requirement will qualify to play in the Finals Series in the division and/or graded competition where they have played most of their matches.

- ii. If a player has participated in an equal amount of premiership competition matches in multiple levels of competitions, the player shall be deemed eligible for the lower level.

Injury Dispensation for Finals

Any player who sustains an injury during a competition game, must provide a medical certificate and/or upload injury via MySideline within 14 days of the injury and a medical clearance to obtain eligibility for any missed fixtures. This must be provided to the local Area Manager (or Nominee).

Golden Point (Finals Only)

1. If scores are equal at the conclusion of normal time, a 2-minute break will occur (and coin toss) prior to Golden Point / Extra Time is played.
2. Remaining Interchange Cards to be handed to official and have 2x interchange cards returned for Golden Point / Extra Time if applicable.
3. A period of Golden Point / Extra Time of 5 minutes is to be played. If a point is scored, the game is to conclude.
4. If the score remains equal after the 5-minute extra time period, teams shall immediately change ends for kick-off. Play shall continue for an unlimited time basis until the first point/s have been scored to determine the winner of the match.
5. In such Golden Point / Extra Time, the first scorer of any point or points (e.g., field goal, penalty goal or try) will immediately be declared the winner.

NRL On-Field Policy

All leagues within the SEQ Region adhere to the [NRL On-Field Policy](#). Local A-Grade competitions will strengthen the rules by implementing the below for LeagueSafe trainers:

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

Junior Coach Positioning – Game Day

At all times, the coach must remain at the team bench. There are exemptions for Under 6 coaches and Under 7 coaches (up till Round 4). Coaches must remain at the team bench from Round 4 in Under 7 competition and above.

Senior Coach Positioning – Game Day

Coaches are permitted to view the match from the team's bench, or behind the goal posts. However, coaches are only allowed to coach only from the team bench (and not behind the goal posts). E.g., Messages must be provided from the team bench and not from behind the field. There must be always an accredited coach within the team bench.

Clearance Special Considerations

- Junior appeal for special circumstances fee is \$200.00 and must be paid prior to online application. If appeal is successful or participant takes up the option provided, \$100 will be refunded.
- Online application and any supporting documentation must be submitted via [Special Considerations form](#).

Tribunal

All QRL Affiliated competitions align with QRL Rules Part 5.

PART 3 | LOCAL BY-LAWS - SEQ FEMALE COMPETITIONS

Team nominations process – updated quick reference guide included in folder

Pregnancy Policy (as per national policy) [link](#)

Dual Registration/ Representative Players

Dual Registration of players will be allowable between clubs/teams that have an affiliation agreement.

Dual registration is not allowable between clubs / teams playing in the same division / grade.

Dual registered players playing down may only play one (1) division down

A provision will be in place for individual consideration by the League Management for dual registration of any player, such consideration is to be made in writing and be lodged with the SE Region Manager.

Normal player eligibility will apply for Finals Series matches.

Players allocated to a NRLW or QRLW top thirty (30) will only be eligible to play in the SE Female Competitions Highest Grade (Premier Grade Womens)

Premier Grade clubs will only be allowed to register/permit a maximum of three (3) players in a NRLW or QRLW top thirty (30) contract.

Harvey Norman U19s player can play in Women's Community North & South, Reserve Grade or Premier Grade.

Competition formats

The SE Female Competitions will consist of; - all leagues to include

Girls – U12, U13 Premiership & Community, U15 Premiership & Community, U17 Premiership & Community

Women's – Community North & South, Reserve Grade & Premier Grade

- Finals Series – finals format, team lists, admission prices (could change to region wide pricing for finals?)

After the completion of competition fixtures the team leading on the points table shall be number one (1) and the next team number two (2) and so on.

The team at the top of the premiership table will be declared minor premiers.

The following format for a Top Four (4) Finals Series will apply:

Seniors

Week	Game	Match Name	Team	Team
1	1	Elimination Semi Final	Team 3	Team 4

1	2	Qualifying Semi Final	Team 1	Team 2
2	3	Preliminary Final	Loser Game 2	Winner Game 1
3	4	Grand Final	Winner Game 2	Winner Game 3

Juniors (excluding U13 Community)

Week	Game	Match Name	Team	Team
1	1	Elimination Semi Final	Team 3	Team 4
1	2	Qualifying Semi Final	Team 1	Team 2
2	3	Preliminary Final	Loser Game 2	Winner Game 1
3	4	Grand Final	Winner Game 2	Winner Game 3

SE Region retains the option to alter the format of Semi Finals and of increasing or reducing the numbers of teams eligible to contest Semi Finals.

All dates, times and venues for all Finals Series Matches will be determined prior and adequate notification provided.

After the premiership rounds if two (2) or more teams are equal in competition points, the final series rankings will be determined according to the following criteria:

- *The greater positive difference between points scored for and against, then if equal,*
- *The greater percentage of points scored for and against, being determined by:*

Points scored for x 100

Points scored against x 1

- *then if equal,*

The most tries scored, then if equal, The most goals kicked, then if equal, The most drop goals kicked, then if equal, By the toss of a coin.

- *There will be no play off matches to determine positions in the semi-final's series.*

Schedule of fines

Failure to advise the Competitions Manager of a forfeit by the cut-off time will attract a \$200 fine.

If a match is forfeited on game day, the forfeiting club shall pay a fine up to a maximum of \$700 to the SE Region. Half of the fine (\$350) will be retained by the SE Region and the remaining half (\$350) will be available to be paid to the host club by the SE Region to cover all unavoidable costs incurred for the forfeited game on the day (e.g. food and drink purchased).

OFFENCE	PENALTY
Playing an unregistered player or using an unregistered mini-mod referee	\$500 fine and \$500 bond and automatic forfeit for the game

Playing an ineligible player	\$300 fine and \$500 bond and automatic forfeit of the game
Failure to list player's original grade on match report when playing in a higher grade	\$50 fine and \$100 bond
Failure to notify of a forfeit (Competitions Manager)	\$200 fine and \$400 bond
Failure to notify the opposition club of the forfeit.	\$500 fine
Forfeited on game day	Maximum \$700
Withdrawal of player or teams from the field of play	\$250 fine and \$500 bond and loss of premiership points
Poaching players	\$500 fine and \$1000 bond and/or suspension from the game of rugby league
Noncompliance of field standards	\$100 fine for each offence and /or loss of home games
Clubs with teams failing to have all players in the registered Club uniform	\$100 fine for each breach

Quick Reference Guide

See Appendix