



GROUND MANAGERS HANDBOOK



PARRA
LEAGUES



OFFICIAL SPONSOR OF THE
PARRAMATTA JUNIOR RUGBY LEAGUE

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WELCOME!

The most essential role in contemporary sport is the position of the Ground Manager. This vital duty, correctly administered, is crucial to ensure the proper management and control of game day matches and the provision of a safe haven to all Players, Officials, and Spectators.

A minimum of one (1) Ground Manager must be appointed by the host Club to each and every game, while the NRL Guidelines require three (3) Ground Managers per game.



If at anytime you need clarity or reassurance on a ruling, matter or incident, you should contact the PJRL Administrator via your Club Secretary

DUTIES OF A GROUND MANAGER

- As a Ground Manager, you will be responsible for the off-field environment at your venue, with compliance of the NRL National Code of Conduct being at the forefront of your duties – including Spectator behaviour (all Spectators – home & away), and always ensuring the safety & wellbeing of all attendees.
- Ground Managers are requested to complete the NRL Ground Manager Course (NSWRL Community Club Ground Manager Induction)
- Ground Managers should always be identifiable by wearing the PURPLE Ground Manager Vest.
- Ground Managers should set a reasonable standard of dress code, which MUST include enclosed footwear.
- Ground Managers MUST NOT consume or be under the influence of Alcohol or prohibited substances whilst on duty and should decline the role if they are.
- Ground Managers MUST NOT smoke or vape whilst on duty.

ATTRIBUTES OF A GROUND MANAGER

- Knowledge & Understanding – Competition Rules, Policies & Procedures as outlined in the NSWRL Community Rugby League Handbook, facility layout & emergency contacts.
- Organisational Skills & Time Management – Ability to manage the day to ensure a positive, safe & family friendly environment that runs smoothly & efficiently.
- Conflict Resolution – The ability to deal with difficult people & personalities and possible management of unwanted situations with either your Club, the visiting Club or both.
- Observation & Perception – Ability to detect situations that may lead to risk of injury.

CLUB OFFICIALS STANDARDS

As a Ground Manager, you are bound by Club Officials standards outlined below:

- Uphold the integrity of the game of Rugby League at all times.
- Make decisions in the best interests of Rugby League.
- Place the safety & welfare of Players & Officials as the top priority.
- Accept responsibility of decisions made.
- Always act in a sportsmanlike manner, respecting opposition members (Players, Team, Club Officials & Spectators).

PARRAMATTA JUNIOR RUGBY LEAGUE & NSWRL CONFERENCE COMPETITION RULES

It is the responsibility of the Ground Manager to make sure they have a good working knowledge of Parramatta & NSWRL Conference competition rules & procedures, including, but not limited to, sign on procedures, Player identification & game protocols.

SUPPORTING MATCH OFFICIALS

As a Ground Manager, you should do the following;

- Ensure the safety & welfare of Match Officials.
- Introduce yourself to all individuals officiating.
- Supervise (accompany if necessary) Match Officials to & from the Field of Play at all breaks.
- Monitor the environment to identify any potential risks to Match Officials.
- Liaise with Club Officials to identify & diffuse negative Spectator behaviour
- Liaise with Referees regarding game status (continue/terminate).
- Ground Manager should address any individuals who are directing comments at Match Officials & communicate the consequences of such behaviours.

Do everything possible to ensure the safety and wellbeing of Players, Officials and Spectators while they are at the venue.

KEY ROLES

- Wear the PURPLE Vest at all times whilst inside the fence in order to be identifiable to Players, Officials & Spectators.
- Monitor Coaching, Staff & Bench/Player behaviour.
- Observe all interchanges.
- Manage & report Sin Bins & Send Offs.
- Implement the Mercy Rule (60 points differential).
- Undertake crowd control.
- Identify & de-escalate negative crowd behaviour.
- Liaise with Police if Spectator behaviour escalates.
- Liaise with Club Officials, PJRL Officials and report any incidents immediately.

In the case of serious incidents and emergencies, is it better to be over cautious, than have people in an unsafe environment

MANAGING GAME DAY

- Ensure all required equipment is present (refer to Game Day Equipment on page 7).
- Ensure Teams are on the field on time.
- Ensure scheduling is adhered to – games MUST kick off on time (unless an Ambulance has been called and created a delay). Please notify the Club Secretary to advise the PJRL immediately.
- Ensure all rules & policies are adhered to.
- ENSURE EVERYONE IS HAVING A POSITIVE EXPERIENCE.



If there is a hazard on the field that cannot be rectified, contact your Club President or Secretary first, then together, contact the PJRL League Administrator as soon as practical for further instruction

CHECK PLAYING SURFACES

The Ground Manager should undertake an inspection of the venue & playing surface upon arrival, and intermittently throughout the course of the day. A simple walk over the playing surface will allow you to identify:

- Trip Hazards – large holes, divots, sprinkler heads on the field.
- Overly wet or dry surfaces.
- Materials & debris on the field that may cause injury – glass, plastic, rocks, sticks.
- You should ensure the field is marked appropriately & post pads, markers & ropes are in place.

FENCING

- Does the field have permanent fencing – if so, are the gates closed?
- Fields with temporary fencing / ropes – the area of play is required to a minimum of Three (3) Metres from the external perimeters of the field of play.

ON FIELD SAFETY PERSONNEL

SPORTS TRAINERS – NRL ON-FIELD POLICY

GROUND MANAGER MUST

- Check minimum requirement for game (as per table below)
- Check Sports Trainers accreditation using MySideline
- Ensure Sports Trainer has signed the Sign on Sheet

IF THE MINIMUM REQUIREMENTS CANNOT BE MET THEN THE GAME CANNOT START

AGE	MINIMUM PERSONNEL FOR CONTACT RUGBY LEAGUE	MINIMUM PERSONNEL REQUIRED FOR LEAGUE TAG	MINIMUM ACCREDITATION REQUIRED
U6-U7	1 First Responder for up to 4 matches being played on an International Field	1 First Responder for up to 4 matches being played on an International Field	League First Aid, or NRL Level 1 Sports Trainer, or NRL Level 2 Sports Trainer
U8-U9	1 First Responder for up to 3 matches being played on an International Field	1 First Responder for up to 3 matches being played on an International Field	
U10-U12	1 First Responder for each MATCH	1 First Responder for each MATCH	
U13-U15	1 First Responder for each TEAM		
U16+	1 First Responder for each TEAM	1 First Responder for each TEAM	NRL Level 1 Sports Trainer, or NRL Level 2 Sports Trainer

Max. 3 Sports Trainers per INTERNATIONAL team

Max. 2 Sports Trainers per MINI/MOD team

GAME DAY EQUIPMENT

Ground Managers are to ensure the following is on hand to undertake the days games;

- Goal Post Pads.
- Corner Posts – NSWRL Policy does not allow Agility Poles to be used as Corner Posts.
- Officials Table/s.
- Clocks – It is recommended 4 x clocks – Game Clock, 2 x Sin Bin Clocks & Injury Time clock.
- Officials Vests (Ground Manager, Coaches, League Safe & Level 1 Trainers Vests)
- Sirens.
- Benches.
- First Aid Kits.
- Ice.
- Footballs – minimum 2 per game need to be available – appropriate size for the games you are hosting.
- Stretcher.

CHECKING PLAYERS / OFFICIALS IDENTITY

- Sign on Sheets are provided by PJRL office to the hosting Club for both the home & away Teams.
- Check appropriate accreditations for Coaching staff, and assist both Managers in checking Player ID cards Thirty (30) minutes before the scheduled kick off.
- Do not allow games to commence without the necessary, suitably qualified Sports Trainer/s & Coaches as per the [NRL On Field Policy](#).

MANAGING THE SIDELINE

- Reserve Players should be seated on their respective sides of the Official Table. They should be seated, not standing, and should not impede the view of the table Officials.
- Coaches should remain at the bench at all times & should not comment to any match Official or opposition during games.
- First Responders & League Safe's are to be seated at the Reserves Bench, unless they are performing their duties in accordance with the rules & the [NRL On Field Policy](#).
- No one is to pace up and down the sideline, Trainers are permitted to walk Interchange Players down the sideline in order to effect an immediate change
- All benches are to refrain from calling out/coaching from the Bench.

PLAYER INTERCHANGE

The Ground Manager should ensure the Interchange procedures are followed as per [NRL On Field Policy](#).

- Interchanges only occur in general play, after any scoring has been completed, or if play has been stopped by the Referee (i.e. injury or caution).
- Maximum of TWO (2) Interchanges may take place at any one time.
- A replacement Player MUST CROSS THE TOUCHLINE or DEAD BALL LINE prior to their replacement taking the field.
- Interchanges must not be affected after a Referee has ordered a scrum, until the scrum has been completed – Exception: unless it is a bleeding Player & the Referee has;
 - Signalled a stoppage in play.
 - Trainers have advised the Referee that an interchange is to take place.
 - The scrum is a result of a touchline stoppage.

SIN BIN

- A sin binning of a Player requires the Player to sit out of the game for 10 minutes of the match.
- The sin bin clock does NOT start until such time as the offending Player has crossed the sideline AND the Referee has signalled time back on.
- The Ground Manager should have a designated place for sin binned Players to sit during time off the Field – generally chairs are placed beside the Officials Table, away from the playing Bench, and away from opposition Players
- The Ground Manager should ensure the sin binned Player is in the designated position at all times (unless requiring medical attention).
- Players in the sin bin are required to remain quiet for the duration of their sin bin.
- The Player shall be notified of One (1) Minute remaining, and allowed the opportunity to warm up on the sideline.
- Players returning to the field shall be escorted by the Ground Manager, and MUST return in an onside position.

SEND OFF

- When a Player is sent off by a Referee, they MUST not take any further part in the game.
- The Player should be directed to leave the enclosed playing area and remove their playing jersey immediately.
- The send off should be recorded against the Player on the Score Sheet.
- The Ground Manager should ensure the Player does not re-enter the enclosed playing field.
- The Ground Manager should also maintain harmony between any sent off Players and the opposition, when the game is finalised and all Players leave the enclosed playing area.
- The Ground Manager should engage with a representative of the Players Team Staff (i.e. Trainer) to ensure they are escorted to the Dressing Sheds.

CONCUSSION

- If a suspected Head Injury is identified, then the player should be removed from the field and they are not to return to play.

Recognising the injury – (suspecting concussion)

- i. Visible clues - when to suspect concussion: - Loss of consciousness or non-responsive - Lying on the ground - not moving, or slow to stand - Unsteady on feet / balance problems / poor coordination - Grabbing / clutching at head - Dazed, blank or vacant look - Confused / not aware of plays or events
 - ii. Loss of consciousness, confusion and disturbance of memory are classical features of concussion, but it is important to remember that they are not present in every case.
 - iii. There are several non-specific symptoms that may be present, and which should raise the suspicion of concussion: headache, blurred vision, balance problems, nausea, dizziness, feeling “dazed” or “lightheaded”, “don’t feel right”, drowsiness, fatigue and difficulty concentrating.
- Patient care is to be provided by the Head Trainer in attendance.
 - Forms are to be completed and given to the players parent or carer (refer page 13).
 - A free interchange (where applicable) is provided to the team of the concussed player.
 - The Ground Manager/Team Manager is to record HIA on the sign on sheet next to the concussed players name.

MERCY RULE

- A match shall be declared over IMMEDIATELY when the points differential reaches 60 points (i.e. 62 – 2).
- As soon as the 60 points is achieved, the siren is to be sounded to signify the end of the match.
- The maximum score differential that will be recorded for a match is 60 points for all competitions.
- Upon agreement from both Coaches & the Referee – play may continue if it is deemed safe to do so. All MUST agree for the game to proceed.
- If the game does continue – no further scores will be recorded.

INCIDENTS

- Incidents (Breaches of NRL National Code of Conduct) need to be reported as soon as practical to your Club Secretary, the Junior League, and NSWRL.
- A detailed report is to be completed via the NSWRL Code of Conduct Incident Report Form by 4:00pm the Tuesday following the incident.
- Encourage witnesses to complete the Code of Conduct Incident Report Form if possible.

CROWD CONTROL

- Spectators are to remain outside of the playing enclosure at all times.
- Only authorised personnel – Players, Match Officials, Accredited Coaches, Sports Trainers, Team Managers that are participating in the current match should be within the playing area.
- Should any unauthorised entry onto the field occur – the Referee should be alerted immediately to stop the game until the offender has been removed.
- In the event of an injury, particularly to a Junior Player, the Ground Manager is to remind parents they are to stay outside the playing area while the Player is assessed by a First Responder.

INCLEMENT WEATHER

- The Ground Manager shall consult with the Referee with regards to continuation of play.
- The Ground Manager should uphold heat guidelines in accordance with NRL policy – consulting with Sports Trainers & Referee. They may negotiate extra drinks breaks.
- In the event of local electrical storms, games can be terminated or suspended for a period of time, if the Referee and/or Ground Manager are concerned with lightning – Refer to [NRL Electrical Storm Safety Guidelines](#).
- Regular Competition matches abandoned with less than one full half of a game being completed will need to be replayed at a later date.
- The result of matches abandoned after half time shall be recorded as the final score at the point of abandonment.

ABANDONING A GAME

- The Ground Manager has the authority to request the termination of a game by the Referee, due to safety or security issues.
- If there is a breach of the [NRL Code of Conduct](#) that cannot be rectified, or that is repeated after notification by the Ground Manager, the nearest touch judge should be approached & asked to alert the central Referee to the situation. If no touch judges are available, then approach the centre Referee when safe to do so.
- If a match is terminated, an incident report MUST be completed for PJRL & NSWRL.

IDENTIFICATION OF TEAM STAFF OR SPECTATORS

- To identify a person that commits a breach of the rules, the Ground Manager is authorised to approach the Coach, Sports Trainers & Team Management of the Team that the offending person is supporting and request the offenders' name/details.
- If the Coach, Sports Trainer or Team Management refuses to identify the person concerned, or they hinder efforts to obtain the identity of the person they will be in breach of the [NRL National Code of Conduct](#).

SUSPENDED PERSON IN ATTENDANCE

If you become aware that a suspended person is in attendance, you should;

- Take a photo of the suspended person (if possible).
- Approach the suspended person, with another Club Official, and ask them to leave the venue.
- If they refuse to leave, through the nearest touch judge gain the attention of the Referee and ask them to stop the game.
- Again, approach the suspended person, and inform them that the game will not recommence until they leave the venue.
- If they still refuse, call the Police on their non-emergency number 131 444.
- In all circumstances, even if the suspended person leaves immediately upon request, the incident should be reported to PJRL / NSWRL.



SERIOUS INCIDENT REPORT


Although rare, as a Ground Manager, you may need to deal with a serious incident at your ground.

It is important to ensure;


- If a person needs medical attention, that the qualified people attending to the injured person are providing the relevant first aid. Ensure they are removed from any danger & stop the game if required.
- Move people away from the incident & return Teams to dressing sheds (if applicable) if required & safe to do so.
- As Ground Manager, if an ambulance is required, call 000. Ensure the venue is accessible and not obstructed by vehicles & crowd.
- As Ground Manager, oversee the incident, reassure people & parents, if Police are required, call 000 for emergencies or 131 444 for non-emergencies.
- Remember, the safety of all participants is paramount, so ensure Teams, match Officials & everyone is safe.
- If the incident is serious in nature, immediately inform the PJRL Administrator.
- Be vigilant in monitoring who has witnessed the event, as you may need reports from those who witnessed it.
- If there are offenders involved, the Ground Manager will need to try & identify these people, or speak to witnesses to ascertain their identity.
- Ensure everyone co-operates with emergency services Teams.
- If possible, obtain video / photo evidence, and complete all reports for PJRL & NSWRL as soon as possible.



PARRAMATTA JUNIOR LEAGUE - A SUMMARY OF MAJOR ASPECTS OF PLAY 2025												
AGE GROUP	6	7	8	9	10	11	12	12 Girls	10/12 Tag			
NUMBER OF PLAYERS ON FIELD	6	6	8	8	11	11	13	11	8			
MINIMUM NUMBER PLAYERS ON FIELD	4	4	6	6	8	8	11	9	6			
MAXIMUM NUMBER OF PLAYERS TEAM	10	10	15	15	18	18	22	20	15			
MAXIMUM TRAINERS PER TEAM	2	2	2	2	2	2	2	2	2			
MATCH DURATION	4 x 8 min	4 x 8 min	4 x 8 min	4 x 8 min	2 x 20 min	2 x 20 min	2 x 20 min	2 x 20 min	2 x 20 min			
MINIMUM PLAYING TIME (UNBROKEN)	2 quarters	2 quarters	2 quarters	2 quarters	1 half	1 half	1 half	1 half	1 half			
HALF TIME	3 min	3 min	3 min	3 min	4 min	4 min	4 min	10 min (whistle to whistle)	10 min (whistle to whistle)			
FIELD SIZE	40 x 20 m	40 x 20 m	68 x 30 m	68 x 30 m	80 x 48m	80 x 48m	100 x 68m	80 x 48m	80 x 48 m			
BALL SIZE	Mini Ball - Size 3				Mod Ball - Size 4							
MARKERS	No marker	No marker	No marker	1 marker	1 marker	1 marker	1 marker	1 marker	1 marker			
DEFENSIVE LINE	Defenders stand back 5m from the U6's to U14's at U15's they stand back 10m											
RESULT FROM A KNOCK ON OR FORWARD PASS	Chance rule		Handover (unless an advantage is gained) to the non offending team									
NUMBER OF TACKLES	Tag	6	6	6	6	6	6	6	6			
ZERO TACKLE	N/A	A zero tackle will be signalled when the non-offending team gains possession of the ball from a knock on, forward pass, or accidental offside. The initial tackle from a 20m restart will be a zero tackle.										
MINIMUM PASSES REQUIRED BEFORE PLAYER IS TACKLED OR SCORES, FOR TEAM TO AVOID TURNOVER OF POSSESSION	1 pass (minimum)	2 passes (minimum) - Except if the player wearing vest runs with the ball from their nominated position, and is tackled without passing.										
First Receiver & Dummy Half Vests	N/A	First Receiver (FR)		First Receiver (FR), Dummy Half (DH)								
ROTATION OF VEST(S)	N/A	Minimum at quarter time.		Minimum at half time.								
START OF PERIOD	Kick off from halfway											
DISTANCE BALL MUST TRAVEL AT START TO BEGIN PERIODS FROM ¼ WAY.	5 metres											
RESTART OF PLAY	Tap kick from 5m line to non-scoring team	Tap kick from halfway to non-scoring team										
KICKING	No kicking in general play	Kicking in general play (NO bomb kicks)										
Mercy Rule	Once a team reaches 60+ points above the oppositions score											
National Safepay Code 6-15 yrs												
A SUMMARY OF KEY ASPECTS OF THE CODE:		A PENALTY WILL BE AWARDED FOLLOWING A BREACH OF THIS CODE.										
X Tackles above the armpits are not permitted		X Dangerous flops are not permitted										
X Shoulder charges are not permitted		X Verbal abuse / foul language is not permitted										
X Aggressive palms are not permitted		X No pushing in scrums (13-15 years)										
X Slings / swinging is not permitted		X Dangerous tackles are not permitted (trips, lifting, pushing, ankle taps)										





JUNIOR LEAGUE SUMMARY OF MAJOR ASPECTS OF PLAY 2025													
AGE GROUP	13 & 14 Male	14 Female Gold	14 Female Silver	15 Male	16 Male	16 Female	17 Male	18 Female	19 & 21 Male	Open Womens	Open Men's Bronze	Open Men's Gold & Silver	14-35 Tag
NUMBER OF PLAYERS ON FIELD	13	13	11	13	13	13	13	13	13	13	13	13	11
MINIMUM NUMBER PLAYERS ON FIELD	9	9	9	9	9	9	9	9	9	9	9	9	8
MAX NUMBER OF PLAYERS TEAM GAME	20	20	20	20	20	20	20	20	20	20	20	20	20
TOTAL SQUAD NUMBERS	22	22	20	25	25	25	25	25	28	Unlimited	Unlimited	Unlimited	20
MAXIMUM TRAINERS PER TEAM	3	3	3	3	3	3	3	3	3	3	3	3	3
MATCH DURATION	2 x 25 min	2 x 25 min	2 x 25 min	2 x 25 min	2 x 30 min	2 x 25 min	2 x 30 min	2 x 30 min	2 x 30 min	2 x 30 min	2 x 30 min	2 x 35 min	2 x 25 min
INTERCHANGE Male	All Male Division 1/Gold Competitions are Limited to 10 Interchanges (Max 2 at once) U13/1, U14/1, U15/1, U16/1, U17/1, U19, U21, Open Mens												
INTERCHANGE Female	Unlimited Interchange for all Female Tackle Competitions												
	All other Male Competitions Unlimited Interchange (Max 2 at once) (Division 2/Division 3/Silver/Bronze)												
	All Tag competitions are unlimited interchanges per match												
HALF TIME Whistle to Whistle	10 min												
FIELD SIZE	100 x 68m												
BALL SIZE	International Ball - Size 5												
MARKERS	2 Markers												
DEFENSIVE LINE	Defenders stand back 5m for U13 & U14's	U15's to Open's stand back 10m											
RESULT FROM A KNOCK ON OR FORWARD PASS	Handover (unless an advantage is gained) to the non offending team												
NUMBER OF TACKLES	Six (6)												
ZERO TACKLE	A zero tackle will be signalled when the non-offending team gains possession of the ball from a knock on, forward pass, or accidental offside. The initial tackle from a 20m restart will be a zero tackle.												
SIX AGAIN RULE	Only applicable to 15 & 16 Male PJRL Competitions												
	Applicable to 15 & 16 Male Competitions. Six more tackles will be signalled for infringements beyond the 40-meter line, with penalties still given inside the 40-meter zone.												
START OF PERIOD	Kick off from halfway												
MERCY RULE	Once a team reaches 60+ points above the oppositions score												
National Safeplay Code 6-15 yrs													
A PENALTY WILL BE AWARDED FOLLOWING A BREACH OF THIS CODE.													
✗ Tackles above the armpits are not permitted													
✗ Shoulder charges are not permitted													
✗ Aggressive palms are not permitted													
✗ Slings / swinging is not permitted													
✗ Dangerous flops are not permitted													
✗ Verbal abuse / foul language is not permitted													
✗ No pushing in scrums (13-15 years)													
✗ Dangerous tackles are not permitted (trips, lifting, pushing, ankle taps)													
													



NEED FURTHER INFO?



NRL ON FIELD POLICY



NRL NATIONAL CODE OF CONDUCT



NSWRL COMMUNITY RUGBY LEAGUE POLICIES AND PROCEDURES MANUAL



NSWRL CODE OF CONDUCT INCIDENT REPORT FORM



NRL POLICIES AND GUIDELINES



NSWRL COMMUNITY POLICIES AND DOCUMENTS



PARRAMATTA JUNIOR RUGBY LEAGUE DOCUMENTS



NRL GUIDELINES FOR THE MANAGEMENT OF CONCUSSION



NSWRL COMMUNITY HEAD INJURY FLOWCHART



NSWRL COMMUNITY HEAD INJURY RECOGNITION AND REFERRAL FORM



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