

OPERATIONAL POLICY

GENERAL INFORMATION

Area:	2025 -26 Competition Rules
Procedure Title:	Match Day Procedure
Date Last Modified:	8 September 2025

SCOPE OF RESPONSIBILITY

NTRU have introduced this policy to standardise the Match Day experience for all participants involved. This procedure is to be implemented and followed by all Clubs and Teams for each Match to be played at their home ground.

PROCEDURE

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
1	Each Host Club is responsible for providing a Club Official for every match that is conducted at their venue excluding Skyring Rugby Park. - Each facility is responsible for providing an appointed Club Official for all matches played at the venue. - The Club Official is the point of contact for all Ground Marshalls, Match Officials and appointed staff. - The Club Official is responsible for all facility issues, safety of patrons, any escalated behaviour issues. - The Club Official should have keys with full access to the facility in particular but not limited to ambulance access. - NTRU shall ensure an appointed Club Official is present for all NTRU hosted fixtures. - The Club Official must be clearly identifiable and be known to key Club Delegates.	Club President NTRU
2	Each Club is responsible for providing at least one (1) Ground Marshall for every match day who has completed the mandatory training and is ready, willing and able to fulfill their role. On games scheduled at Skyring Rugby Park which are not considered a Club's 'home game'. The NTRU Match Day Manager will also ensure: - Each club supplies a Ground Marshall for their team playing at the venue on that day. - Each Ground Marshall is aware of their responsible for managing the off field environment of their members, supporters and guests. Visiting Clubs/Teams will also provide a Ground Marshall. In this case, the Ground Marshall's are required to work together in managing the off-field environment.	NTRU General Manager Match Day Manager Ground Marshall Clubs
3	Each Ground Marshall will be responsible for completing the Ground Marshall course BEFORE being appointed as a Ground Marshall. The Ground Marshall course is an online course via the Rugby Learning Centre (30 min). A referee will not commence a match until he has identified a Ground Marshall is appointed for the match they are officiating.	Match Day Manager Ground Marshall Referee
4	Set up the ground correctly in accordance World Rugby Laws of the Game including field markings, flags and corner posts (as documented on the Match Day Inspection report).	Match Day Manager Ground Marshall

5	In ground set-up, include a referee table/chairs set-up on half way line (between home/away team areas) and at least 5m back from the touch-line. Chairs are for yellow carded players, and 4th match official (if available).	Match Day Manager Ground Marshall
6	Wherever practical, provide facilities for the accurate and legible display of scores during each Match.	Match Day Manager Ground Marshall
7	Wherever practical, ensure that the scoreboard is constantly maintained to reflect the current score during each Match.	Match Day Manager Ground Marshall
8	Home team must provide three (3) match balls all of which must comply with the specifications and requirements set down in the World Rugby Laws of the Game. For all fixtures in the Darwin Senior Competitions, Gilbert branded balls must be used for the following matches: ▪ A Grade ▪ B Grade ▪ Women's	Match Day Manager Ground Marshall
9	Provide First Aid facilities and equipment to the extent required to comply with any Player safety directives issued from time to time by Rugby Australia and notified to the Club by the Union, and including those items listed in the Match Day Inspection report.	Match Day Manager Ground Marshall
10	Provide a clearly visible and safe barrier around the Playing Enclosure, at minimum 5 meters from the sideline (per the Match Day Inspection report).	Match Day Manager Ground Marshall
11	Mark an area 6 meters x 3 meters (Technical Zone) which may be utilized by Trainers and Water Runners only. Other match participants (including Coach, Manager and Reserve Players) should be in the designated "Team Bench" location at least 5 meters from the touch line. Refer to diagram below.	Match Day Manager Ground Marshall
12	Ensure at least one qualified first aid trainer is present at the commencement of the Match	Match Day Manager Ground Marshall
13	Liaise with the appointed referee to ensure matches commence as scheduled.	Match Day Manager Ground Marshall

OTHER INFORMATION

- This document supports the 2025-26 Darwin Club Competition Rules
- Where this document and the Competition Rules do not align, the Competition Rules document will take precedence.
- Team Sheet and scoring procedure: Team sheets are to be uploaded to Rugby Xplorer prior to kick off to ensure all players match records are submitted. This allows time for teams to ensure players have registered correctly. All scoring will be done in the Match Day Manager application / program.
 - Growing the game of rugby in the Northern Territory is a foundation requirement of the NTRU. One element used to achieve this foundation is through assisting media and livestreaming opportunities.
 - All A Grade 'starting 15' team sheets need to be submitted for media purposes no later Friday 9.00pm on the day prior to kick off. A Grade Reserves list may be added to the Team Sheet at any time.
- Scores are to be finalised within 15 minutes of game completion. Teams MUST consult with the referee who will confirm the correct score and details of any carded players are recorded. The referee will be responsible for finalizing the game in Rugby Xplorer.

- It is the responsible of each Club to ensure the data in the Rugby Match Day application / program is accurate and correct.
 - Where technical problems are experienced on game day with Rugby Xplorer, the referee will be responsible for ensuring both teams agree on the correct score. Teams have until 1200hrs, of the next working day to ensure Rugby Match Day program is updated and correct. This correct information includes a Team Sheet and match details (Yellow cards, Red cards, correct score including player numbers of who scores tries, conversions and penalties).
 - Teams who fail to meet this requirement within the designated timeframe will be allocated the score recorded in Rugby Xplorer. This may mean:
 - The points scored may be zero (0) affecting a teams for and against end of season total;
 - The Team Sheet from the game may not count for player eligibility purposes; and
 - Individual players may miss out accumulating points for tries scored, conversions and penalties kicked which count towards end of season awards.
- Rugby Australia Medical & First Aid Requirements are outlined in a document accessible here: <http://www.rugbyau.com/about/codes-and-policies/safety-and-welfare/first-aid-and-medical>

MEDICAL PROCEDURES

Concussion Management

There are separate “on day” and “post day” procedures that must be adhered to as part of the concussion management guidelines. All club coaches, trainers and committee members must annually revise the guidelines and procedures for Concussion Management. There are three separate checklists to be adhered to for different persons involved. The Concussion Management Checklist includes “players, club/team manager, and competition manager.” These lists are available through the link provided below.

<http://www.rugbyau.com/about/codes-and-policies/safety-and-welfare/concussion-management>

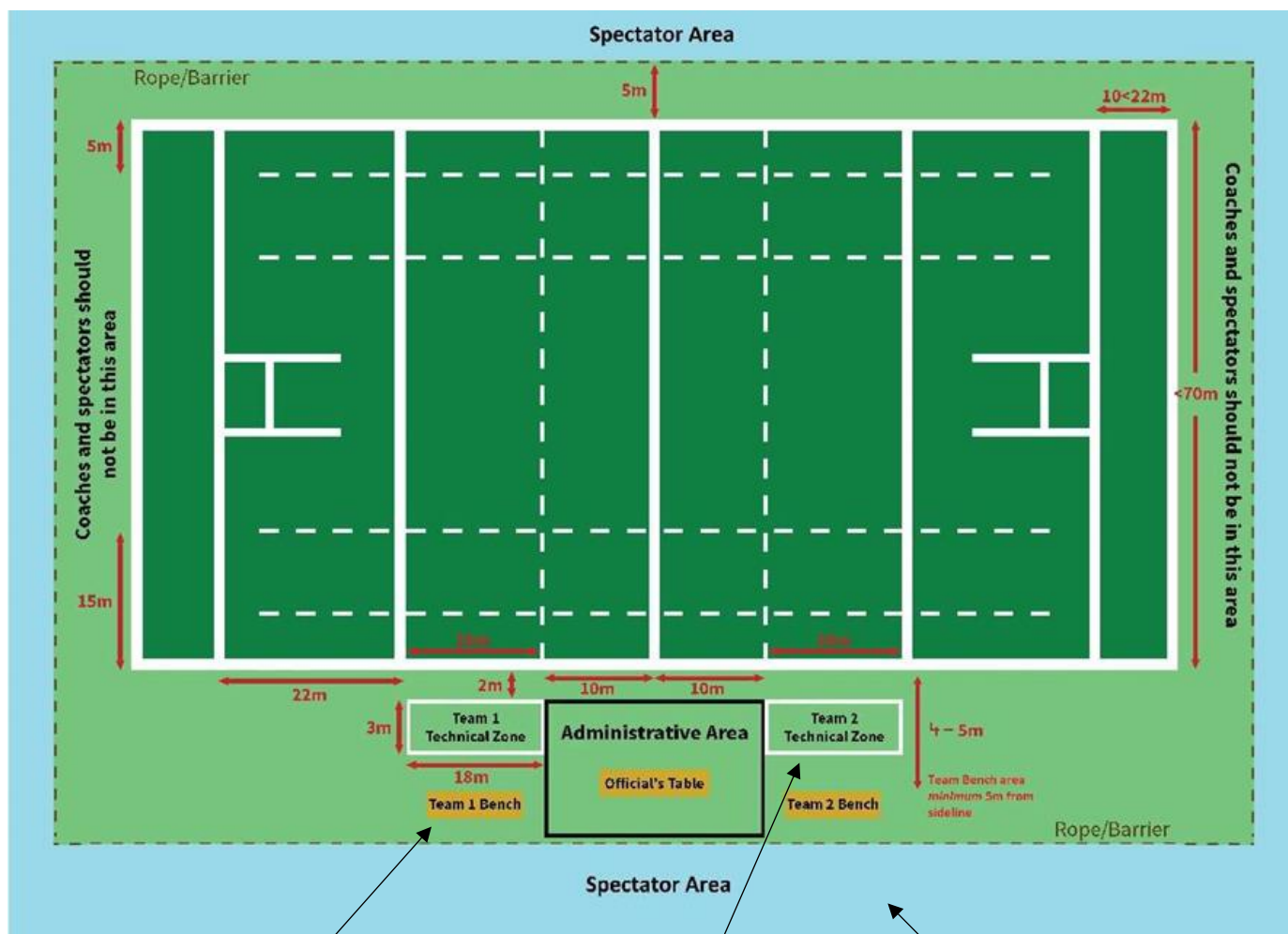
Players suspected of concussion must not drive until proven otherwise.

First Aid

The [Rugby Australia Medical and First Aid Requirements](#) outline the medical and safety guidelines for the management of injury and the first aid requirements for community Rugby matches including the below:

- Minimum accreditation requirements for first aid personnel
- Mayday call, procedure and flowchart
- Risk Management
- Smart Rugby

In the case of serious injury (ie suspected spinal injury or fatality), the Rugby Australia Serious Injury Protocol MUST be followed <https://www.rugbyau.com/about/codes-and-policies/safety-and-welfare/serious-injuries>. In the first instance, the Serious Injury Case Manager (SICM) must be notified on 1800 036 156.



TEAM BENCHES

- One area for each team
- Minimum 5m from touch line
- Located behind team "Technical Zone"
- The following should be in the team bench area:
 - Team Officials (Coaches/Manager)
 - Reserve Players

TECHNICAL ZONES

- A zone for each team
- Only the following are permitted in the Technical Area during a match:
 - Trainer / Physio
 - Water Runners

SPECTATOR AREA

- This area is for anyone not directly involved in the match.
- This area should be roped or barricaded at least 5m from the playing area.