

OPERATIONAL PROCEDURE

GENERAL INFORMATION

Lead Area:	Rugby Operations
Lead Procedure Title:	Official Match Report Procedure
Procedure Reference Number:	NT001
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Date last modified:	01 November 2013

SCOPE OF RESPONSIBILITY

- This procedure is to be followed by the Team Manager of each team
- The purpose of this procedure is to maintain accurate records of each match

STEP BY STEP PROCEDURES

- Procedure for completing and submitting a team sheet

STEP	DESCRIPTION OF ACTION	RESPONSIBLE
1.	Complete online team sheet via NT Rugby Union website	Club / Team Manager
2.	Print one copy of the team sheet (Two Copies for Finals Matches)	Club / Team Manager
3.	An accurate record of all points scored in the match must be recorded during the match on the team sheet	Club / Team Manager
4.	All send offs and sin bin offences must be recorded during the march on the team sheet	Club / Team Manager
5.	Post-match, the team sheet must be confirmed/amended and signed off by the referee	Club / Team Manager
6.	The team sheet must be submitted to the designated NT Rugby Union Match Official or a pre-designated place with 30 minutes of the conclusion of each match	Club / Team Manager
7.	A photo copy of the completed team sheet can be provided by NT Rugby Union at the conclusion of each match if required	NT Rugby Union Match Official
8.	For matches played at a venue other than at Rugby Park, or matches at Rugby Park that are designated as a Home Game for a Darwin Club; The team sheet for each team must be returned to the Union within 3 calendar days after the conclusion of the match to: PO Box 41937, Casuarina NT 0811 Or by scanning and emailing to info@ntrugby.com.au	Club / Team Manager
9.	Details from team sheet, including the name of each player who participated in the fixture, the amount and method of individuals scores accrued during the fixture and the total score of both teams to be entered into the My Rugby Admin Competition Management System by 9:00 pm the Monday following each match	Club / Team Manager

OTHER INFORMATION

- Failure to comply with the procedure may lead to penalties including monetary and competition point penalties being imposed at the discretion of the Union.

RELATED PRODEDURES

- Results for the NT News
- Results Procedure

DOCUMENTS REQUIRED TO IMPLEMENT PROCEDURE

- Online NT Official Match Report (via the NT Rugby Union website)