



2023 PCRL Rules and Regulations

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1. Definitions

1.1. Purpose of the Executive Committee

- 1.1.1. The purpose of the PCRL Executive Committee is to serve as the committee responsible for overseeing the overall management and administration of the League.
- 1.1.2. The primary functions of an Executive Committee may include setting league policies, developing and implementing strategic plans, managing financial resources, organizing competitions and events, establishing and enforcing rules and regulations, handling disciplinary matters, and representing the League to external stakeholders.
- 1.1.3. The Executive Committee plays a crucial role in maintaining the integrity and success of the rugby league by providing leadership, direction, and governance to ensure that the League operates in a fair, transparent, and efficient manner, while serving the best interests of its members and stakeholders.
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- 1.1.5. The officers of the Executive Committee shall have the power to form subcommittees to help in the execution of the duties of their office. The members and size of these committees shall be subject to Executive Committee and/or Board approval.

1.2. Appointments & Elections

- 1.2.1. Appointments to the Executive Committee are made by the board of directors, and individuals can submit nominations in writing with expressions of interest.
- 1.2.2. Appointments to the Executive Committee will last 2 years.



1.3. Positions and Responsibilities

1.3.1. Executive Director

- 1.3.1.1. Decision-making: Make operational and administrative decisions within the authority delegated by the board, and implement board-approved policies, plans, and programs.
- 1.3.1.2. Budget and Financial Management: Manage the budget and financial resources of the League in cooperation with the Board Treasurer, within the approved budget and financial policies, and report regularly to the board on the financial status of the League.
- 1.3.1.3. Strategic Planning: Provide input and recommendations to the board on strategic planning, policy development, and organizational priorities, and implement board-approved strategies and initiatives.
- 1.3.1.4. Staff Management: Hire, supervise, and manage league staff, and establish and enforce personnel policies and practices in compliance with applicable laws and regulations.
- 1.3.1.5. Stakeholder Relations: Represent the League in relationships with external stakeholders, negotiate contracts and agreements, and advocate for the League's interests with relevant parties.
- 1.3.1.6. Reporting: Provide regular reports to the board on the League's operations, finances, and performance against established goals and objectives.

1.3.2. League Secretary

- 1.3.2.1. Record Keeping: The League Secretary shall be responsible for maintaining accurate and up-to-date records of all league meetings, including minutes, agendas, and other relevant documentation, to ensure transparency and accountability in the League proceedings.
- 1.3.2.2. Communication: The League Secretary shall manage official correspondence on behalf of the League, including sending and receiving emails, letters, and other communications to league members, stakeholders, and external parties, to facilitate effective communication and information dissemination within the League.
- 1.3.2.3. Meetings and Logistics: The League Secretary shall coordinate and organize league meetings, including scheduling, venue arrangements, and logistical preparations, to ensure smooth and efficient conduct of league meetings in accordance with established procedures.



- 1.3.2.4. **Membership Management:** The League Secretary shall be responsible for managing league membership records, including maintaining an updated membership list, processing membership applications, and handling membership inquiries, to ensure accurate and up-to-date membership information for the League.
- 1.3.2.5. **Reporting:** The League Secretary shall prepare and present reports on league activities, membership status, and other relevant information to the League board, members, and other stakeholders, to provide comprehensive and timely updates on league affairs.
- 1.3.2.6. **Governance and Compliance:** The League Secretary shall ensure compliance with league bylaws, rules, and regulations, and provide guidance on matters related to league governance and procedural requirements, to uphold the integrity and adherence to established league policies.
- 1.3.2.7. **Powers of the League Secretary:** The League Secretary shall exercise powers and authority as defined in the League's constitution or bylaws, including the power to convene meetings, issue official communications, and perform administrative tasks necessary for the proper functioning of the League, as delegated or prescribed by the League's governing documents.
- 1.3.3. **Welfare Officer**
- 1.3.3.1. **Player Welfare:** The Welfare Officer shall be responsible for promoting and safeguarding the welfare and well-being of all players and members within the League, ensuring that their physical, emotional, and mental welfare needs are met, and taking appropriate measures to address any welfare concerns or issues that may arise.
- 1.3.3.2. **Safeguarding:** The Welfare Officer shall ensure compliance with all safeguarding policies, procedures, and regulations, and shall be the first point of contact for any safeguarding concerns or disclosures raised by players, parents, coaches, officials, or other stakeholders. The Welfare Officer shall take prompt and appropriate action to safeguard the welfare of players and follow established safeguarding protocols.
- 1.3.3.3. **Support and Guidance:** The Welfare Officer shall provide support and guidance to players, parents, coaches, officials, and other stakeholders on welfare-related matters, including but not limited to mental health, emotional well-being, bullying, discrimination, and other welfare concerns, and shall liaise with relevant authorities and agencies as necessary.
- 1.3.3.4. **Welfare Policies and Procedures:** The Welfare Officer shall review and update welfare policies and procedures in accordance with best practices and statutory



requirements, and shall ensure that all league members are aware of and adhere to the League's welfare policies and procedures.

- 1.3.3.5. **Confidentiality:** The Welfare Officer shall handle all welfare concerns and disclosures in a confidential and sensitive manner, maintaining the privacy and dignity of all parties involved, and shall adhere to relevant data protection laws and regulations.
- 1.3.3.6. **Reporting:** The Welfare Officer shall report any welfare concerns, incidents, or disclosures to the appropriate authorities or agencies in accordance with established procedures and legal requirements, and shall maintain accurate and up-to-date records of all welfare-related matters.
- 1.3.3.7. **Training and Development:** The Welfare Officer shall seek regular training and professional development opportunities to enhance their knowledge and skills in safeguarding and player welfare, and shall keep abreast of current best practices and statutory requirements in player welfare.
- 1.3.4. **Discipline Officer**
 - 1.3.4.1. **Discipline Management:** The Discipline Officer shall be responsible for managing and enforcing the League's discipline policies, procedures, and regulations, ensuring that all league members, including players, coaches, officials, and other stakeholders, adhere to the League's code of conduct and disciplinary standards.
 - 1.3.4.2. **Investigation and Resolution:** The Discipline Officer shall investigate disciplinary incidents, allegations, and complaints in a fair, impartial, and timely manner, gathering evidence, conducting interviews, and taking appropriate actions to resolve disciplinary matters in accordance with established procedures and due process.
 - 1.3.4.3. **Disciplinary Measures:** The Discipline Officer shall have the power to impose disciplinary measures, including but not limited to warnings, suspensions, fines, or other sanctions, as deemed necessary and in accordance with the League's disciplinary policies and regulations.
 - 1.3.4.4. **Records and Reporting:** The Discipline Officer shall maintain accurate and up-to-date records of all disciplinary matters, including incidents, investigations, and outcomes, and shall report disciplinary decisions and actions to the appropriate league officials, committees, or governing bodies as required.
 - 1.3.4.5. **Education and Awareness:** The Discipline Officer shall promote education and awareness on discipline-related matters, including the League's code of conduct, disciplinary policies, and consequences of disciplinary actions, to ensure that all



league members are informed and understand their responsibilities in maintaining a respectful and sportsmanlike environment.

- 1.3.4.6. Due Process: The Discipline Officer shall ensure that all disciplinary proceedings are conducted in accordance with principles of natural justice, including providing fair and timely notice, opportunity to be heard, and right to appeal, and shall uphold the principles of procedural fairness and due process in all disciplinary matters.
- 1.3.4.7. Collaboration and Coordination: The Discipline Officer shall collaborate and coordinate with other league officials, committees, and governing bodies, as necessary, to ensure consistency and fairness in disciplinary decisions and actions, and to promote the integrity and reputation of the League.
- 1.3.5. Creative Officer
 - 1.3.5.1. The Creative Officer for the League is responsible for shaping the public's perception of the brand. Duties include directing and overseeing all creative aspects of the organization, including but not limited to the development and maintenance of brand identity (including but not limited to logos, colors, fonts) marketing campaigns, advertisements and promotional materials (both online and offline), copywriting, designing a common narrative to be used for public relations, approval and or denial of proposed league and team assets, and any other elements that may affect the perceived image of the League and all affiliated teams in the League.
 - 1.3.5.2. To ensure that all creative work aligns with the organization's brand identity and creative standards, the Creative Officer can approve or deny all design-related decisions within the authority delegated by the board, including but not limited to the League and its affiliated team's assets, copyrighting, graphic design, web development, printed layout design, team and league uniforms, team and league merchandise, or any other visual elements.
 - 1.3.5.3. The Creative Officer shall wield decision-making authority under delegation from the board to approve or deny all PCRL branded items and assets (digital or otherwise), including but not limited to team uniforms, fan gear, accessories, collectibles, game-day essentials, and other miscellaneous items that has the potential to affect the brand image.
 - 1.3.5.4. The Creative Officer works directly with the Executive Director and collaborates with other executive committee leaders on projects as necessary to manage stakeholders, and external partners to ensure seamless coordination and timely delivery of creative projects, in alignment with organizational goals and objectives.



1.3.5.5. The Creative Officer has authority to hire employees to expand the creative department of the organization as necessary, subject to majority board approval.

1.3.6. Sponsorship Officer

1.3.6.1. The Sponsorship Officer for the League is responsible for overseeing all aspects of sponsorship, including contact management, collaboration, strategic planning, and communication. The Sponsorship Officer must be involved in all sponsorship matters and has the authority as delegated by the board to approve or deny all sponsorship deals for the League and all teams affiliated with the League.

1.3.6.2. All sponsorships must receive approval from the Sponsorship Director before they can be executed. While individual members may initiate sponsorship opportunities, it is the Sponsorship Director who must take the necessary steps to legally execute the sponsorship in the appropriate manner, ensuring compliance with the organization's policies and guidelines, as well as applicable laws and regulations.

1.3.6.3. The Sponsorship Officer plays a critical role in safeguarding the integrity of the organization's sponsorships and ensuring they align with the strategic objectives. Attention to detail, effective communication, and sound decision-making skills are essential for the Sponsorship Officer in managing the organization's sponsorship portfolio effectively.

1.3.7. Regional Officers

1.3.7.1. The Regional Officers shall be the first point of contact, representation, and responsibility for regions covered by PCRL - e.g. Utah, Northern California, etc.

1.3.7.2. There shall be a Regional Officer for each region of PCRL - as defined by the Executive Committee.

1.3.8. Coaching & Education Officer

1.3.8.1. The Coaching & Education Officer shall oversee the training and qualification of all new coaches and match officials in the League.

1.3.8.2. The Coaching & Education Officer shall liaise with the National Governing Body (NGB) and relevant Regional Officers to arrange and provide opportunities for individuals to gain coaching and match official training and qualifications.



1.3.9. Women's Development Officer

- 1.3.9.1. Pacific Coast Rugby League is committed to providing equal opportunities and access to both men's and women's rugby league. The Women's Development Officer shall oversee the progress of the women's game within PCRL.
- 1.3.9.2. The Women's Development Officer shall work alongside the National Governing Body to grow women's rugby league within PCRL, organizing events and working towards and maintaining a competitive league schedule.

1.3.10. Youth Development Officer

- 1.3.10.1. Pacific Coast Rugby League believes that youth rugby league is critical to the long-term success of the game in North America. The Youth Development Officer shall oversee the progress of the junior game within PCRL.
- 1.3.10.2. The Youth Development Officer shall work alongside the National Governing Body to grow junior rugby league within PCRL, organizing events and working towards and maintaining a competitive league schedule at different age group levels. They shall work with local and regional educational and other bodies to provide opportunities for junior rugby league

1.3.11. Additional Positions

- 1.3.11.1. The Board of Directors shall have the authority to create and nominate individuals to additional positions as necessary to meet the needs and requirements of the League. Such positions may be established by a majority vote of the Board of Directors and may include, but are not limited to, committee chairs, coordinators, or other roles deemed necessary for the proper functioning of the League. The qualifications, responsibilities, term of office, and powers of such positions shall be determined by the Board of Directors and documented in the League's bylaws or policies. Nominees for additional positions shall be appointed by the Board of Directors based on their qualifications, experience, and suitability for the role, and shall serve in the positions until their successors are appointed or as otherwise specified by the Board of Directors.

1.4. Executive Committee Voting Process

- 1.4.1. Voting Procedure: Decisions, except for changes to the constitution, shall be made by a simple majority of those attending the meeting and entitled to vote.
- 1.4.2. Attendance Required for Voting: Members must be physically or electronically present at the meeting in order to cast their vote. No proxy voting is allowed.



- 1.4.3. One Vote per Member: Each Executive Committee member is entitled to one vote only.
- 1.4.4. Tie Breaker: In the event of a tie, the Executive Director shall cast the tie-breaking vote.

1.5. Changes to the Constitution

Amendment Procedure:

- 1.5.1. The constitution of the League may be amended at the League Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM) of the League.
- 1.5.2. If a change is proposed, written notice must be given to the League Secretary at least 42 days before the AGM or 21 days before the EGM.
- 1.5.3. The proposed change must be supported in writing by at least 2 other Board Members.
- 1.5.4. The required majority for a new rule shall be a simple majority of those entitled to vote.
- 1.5.5. On a vote to change the constitution, the Chairperson of the meeting shall cast the vote of any Board Member who does not vote at their discretion, unless instructed in writing by the Board Member of their intention. In that case the Chairperson shall cast a proxy vote for that Board Member, following their instruction.
- 1.5.6. The Executive Committee has the authority to suggest changes to the constitution and submit an application for approval to the Board of Directors. The Board of Directors will vote on whether or not to approve the motion with a simple majority rule.
- 1.5.7. The above procedure outlines the process for amending the constitution of the League in a transparent and democratic manner, ensuring that proposed changes are properly submitted, supported, and voted upon by league members or board members. This process upholds the integrity and legitimacy of the League's constitution, while promoting good governance and accountability within the League's decision-making processes.

1.6. Communication Requirements

- 1.6.1. The communication protocol ensures that all communication between the League and its members is properly documented and effectively managed. It emphasizes the roles and responsibilities of the League Secretary and Club Secretary in



facilitating smooth communication channels and maintaining accurate records for efficient league operations.

- 1.6.2. Any notices or correspondence intended for the League should be sent by email to the League Secretary.
- 1.6.3. It is the responsibility of the Club Secretary or a nominated person to ensure that all communication with the League is properly conducted.
- 1.6.4. Discipline reports must also be sent to the League Secretary and Discipline Officer, providing comprehensive details of any disciplinary matters.
- 1.6.5. Any notices or correspondence from the League to players, clubs, or officials will be sent by email, or in writing as deemed appropriate.
- 1.6.6. Member Clubs are required to promptly inform the Club Accreditation Coordinator and League Secretary of any changes in their officers or contact details to ensure accurate and up-to-date records are maintained.

1.7. Meetings

- 1.7.1. Meetings of the League will be held as necessary, and a specific frequency is not required as determined by the League's operational needs.
- 1.7.2. All meetings, including regular and special meetings, must be announced at least 24 hours in advance to allow adequate time for attendance planning.
- 1.7.3. The League Secretary will be responsible for informing all Executive Committee members about upcoming meetings, ensuring timely communication and participation.
- 1.7.4. If a member of the Executive Committee fails to attend three successive meetings without prior notice, they will be deemed to have resigned, unless otherwise decided by the board in exceptional circumstances.
- 1.7.5. Special Meeting Request: Any member or group of members may request a special meeting by submitting a written request to the League Secretary or another designated officer of the organization. The request should clearly state the purpose of the meeting to facilitate efficient scheduling and agenda preparation.
- 1.7.6. These meeting procedures ensure that all league meetings are conducted in an organized and transparent manner, with proper notice and attendance requirements in place. The role of the League Secretary is highlighted as the key officer responsible for managing meeting logistics and communications. Additionally, the provision for special meeting requests allows members to



initiate meetings for specific purposes, ensuring inclusivity and participatory decision-making in the League's governance.

2. Club Membership

2.1. Club Registration

2.1.1. **Club Registration:** Only clubs that are registered with the League and have completed all required registration processes shall be eligible to participate in league activities.

2.1.2. **Application Submission:** Clubs seeking to join the PCRL must submit a complete application, which includes the following information:

Club Registration Form
Team Staff List
Players Roster
Graphics Standard

2.1.3. **Information Requirements:** The Club Registration Form, Team Staff List, and Players Roster must include the following details for each individual in a spreadsheet format:

- Legal name
- Email
- Phone number
- Address.

2.2. Club Compliance

2.2.1. **Compliance Obligations:** All clubs registered with the league are required to comply with the league's rules, regulations, policies, and procedures, as well as any applicable laws, codes, or standards.

2.2.2. **Code of Conduct:** Clubs, players, officials, and all other league participants must adhere to the league's code of conduct, which may include standards of behavior, sportsmanship, and fair play, both on and off the field.

2.2.3. **Safety and Equipment Regulations:** Clubs must comply with all safety and equipment regulations established by the league, including but not limited to player safety guidelines, equipment standards, and field conditions.

2.2.4. **Competition Rules:** Clubs must follow the league's competition rules, including but not limited to game format, match scheduling, and tiebreaker procedures.



2.3. Club Discipline

- 2.3.1. Club Discipline: Clubs must ensure that their players, officials, and supporters conduct themselves in a sportsmanlike manner and adhere to the League's code of conduct and disciplinary policies.
- 2.3.2. More detailed rules and regulations regarding disciplinary procedures, including investigation, hearings, appeals, and enforcement, are outlined in subsequent sections of the league's regulations.

2.4. Club Reporting

- 2.4.1. Club Reporting: Clubs must provide timely and accurate reports, including player registrations, match results, and other required information, to the League as requested or required.
- 2.4.2. Reporting of Current Players
 - 2.4.2.1. Player Record Keeping: Each team's secretary is responsible for maintaining an accurate and up-to-date record of all active players within their club.
 - 2.4.2.2. Roster Changes Reporting: Any changes to the players roster, including additions or deletions, must be promptly reported in writing by the club secretary to the League secretary.
 - 2.4.2.3. Seasonal Registration: Players registered from the previous season are not eligible to play after the second week of the current season unless they have been re-registered with the Member Club for the current season. Failure to re-register a player will result in the player being classified as unregistered, and the Member Club will be subject to fines as per league regulations.
 - 2.4.2.4. Compliance Enforcement: The league may impose fines or other disciplinary measures for non-compliance with player reporting requirements, as outlined in the league's regulations and policies.
- 2.4.3. Reporting of New Players
 - 2.4.3.1. Registration Form: All new player registrations must be submitted on an official registration form or via the PCRL web form.
 - 2.4.3.2. Completion and Verification: The Club Secretary or Nominated Club Person is responsible for ensuring that all sections of the registration form are fully completed and accurate, and then signing to verify the authenticity and accuracy of the provided details.



2.4.3.3. Required Documentation: To register a new player, the Member Club should submit the following documents to the League Secretary:

- Completed official registration form
- A new up to date photo of passport standard
- Proof of registration with the NGB.

2.5. Staff

2.5.1. Clubs seeking membership must have a committee consisting of at least three separate members:

2.5.1.1. President: The president is the highest-ranking officer of the organization and is responsible for providing overall leadership, direction, and vision. The president presides over meetings, represents the organization in external affairs, and ensures that the organization operates in accordance with its constitution, bylaws, and policies.

2.5.1.2. Secretary: The secretary is responsible for the administrative and record-keeping functions of the organization. This may include maintaining minutes of meetings, handling correspondence, managing membership records, and assisting with communication and coordination among members, officials, and other stakeholders.

2.5.1.3. Treasurer: The treasurer is responsible for managing the financial affairs of the organization. This may include budgeting, financial reporting, banking, payment processing, and record-keeping. The treasurer also ensures that the organization complies with applicable financial laws and regulations, and provides financial reports to the Executive Committee and general membership.

2.5.1.4. Additional Staff: Depending on the size and complexity of the organization, additional staff positions may be necessary, such as vice-president, director of competitions, director of marketing and promotions, director of player welfare, or other roles relevant to the organization's activities and objectives.

2.6. Players

2.6.1. Clubs must have a minimum of 20 players per team who are registered members of the International Rugby League (IRL)-recognised NGB - and available for competition.

2.6.2. The players must meet all eligibility requirements as set forth by the NGB and the League, including but not limited to age, skill level, and any other criteria as determined by the League.



- 2.6.3. Every team entered into the League must have an appropriately qualified coach or a person who is registered on a coaching course approved by the League.
- 2.6.4. The coach or registered person must meet all coaching qualifications and requirements as determined by the League, including but not limited to certifications, experience, and any other criteria as specified by the League.

2.7. Facilities

- 2.7.1. **Playing Field:** The club should have access to a safe and suitable playing field that meets the requirements of the League and relevant rugby league governing bodies. This may include appropriate field dimensions, markings, goalposts, and field condition maintenance.
- 2.7.2. **Changing Rooms:** The club should have separate changing rooms or designated areas for both home and visiting teams, equipped with basic amenities such as showers, toilets, and seating/benches.

2.8. Graphics Standard

- 2.8.1. **Graphics Standards:** All clubs seeking to join the League must adhere to the graphics standards as established by the Creative Officer. The graphics standards may include but are not limited to team logos, team names, team colors, and team uniform designs.
- 2.8.2. **Role of the Creative Officer:** The Creative Officer is responsible for creating (where required), amending, approving, and enforcing the graphics standards for clubs seeking to join the League. The Creative Officer has authority to determine the graphics standards under the authority delegated by the Board and all graphics must receive approval from the Creative Officer based on their compliance with these standards.
- 2.8.3. **Compliance with Graphics Standards:** clubs must adhere to the graphics standards set forth by the League in order to be eligible to join the League. Compliance with the graphics standards shall be reviewed annually, and teams must continue to meet these standards each year to remain eligible for participation in League activities.
- 2.8.4. **Amendments to Graphics Standards:** The Creative Officer has the authority, with Board approval, to create, modify, or amend the graphics standards as necessary to ensure consistency, professionalism, and adherence to the League's brand identity. Any changes to the graphics standards shall be communicated to all teams in a timely manner and must be followed by all teams seeking to join or already participating in the League.



2.8.5. Appeals: Clubs that have concerns or questions regarding the graphics standards may submit an appeal in writing to the Creative Officer, who shall review and respond to the appeal in a fair and timely manner.

2.8.6. Final Decision: The decision of the Creative Officer on matters related to graphics standards shall be final and binding, subject to review by the League's Board of Directors. Clubs may request review from the Board of Directors in the event of an Appeal not being upheld.

2.9. Membership and Club Accreditation

2.9.1. Membership Fees: Upon approval of their applications, teams are required to promptly pay the membership fees as specified by the League.

2.9.2. Club Accreditation: New clubs joining the League that have not yet achieved Club Accreditation must work towards obtaining this recognition. They will be granted a period of 12 months from their admission to the League to achieve Club Accreditation, which is awarded by the League to clubs that meet certain criteria, including coaching standards, player welfare, facilities, and governance. These criteria shall be detailed in the League's bylaws.

2.9.3. Approval and Admission: The League's Board of Directors shall review the applications and has the sole discretion to approve or deny any application. Upon approval, teams will be officially admitted to the League and granted the rights and privileges of membership.

2.10. Appeal and Amendment Process

2.10.1. Appeal Process: Clubs that have concerns or questions regarding the application process or any decisions made by the League's Board of Directors may submit a written appeal, which shall be reviewed and responded to in a fair and timely manner.

2.10.2. Amendment of Application Process: The League's Board of Directors reserves the right to modify or amend the application process as necessary to ensure fairness, integrity, and compliance with the League's policies and procedures.

2.11. Player Transfers & Restrictions

2.11.1. Transfer Eligibility: A player must settle any outstanding debts or obligations, such as unpaid fees or unreturned garments, with the club they are leaving before the transfer can be processed. Both parties must reach an agreement before the transfer can be approved.

2.11.2. Number of Transfers: A player can only transfer twice in a season.



- 2.11.3. Transfers between Team A and Team B, and then back to Team A, will be counted as two transfers for the purpose of this rule.
- 2.11.4. Transfer Process:
- 2.11.4.1. The club receiving the player is responsible for completing the necessary paperwork.
- 2.11.4.2. If any details for the player transferring have changed, a new registration form must be completed along with the transfer form when submitting it to the League.
- 2.11.4.3. The receiving club fills in the transfer form and then takes it to the club the player is leaving.
- 2.11.4.4. The transfer form must be signed off by both the Coach of the team leaving and the Secretary or Club Official, after verifying that the form is filled in correctly and all parties are satisfied.
- 2.11.4.5. Once the club the player is leaving signs the transfer form, they cannot contest the transfer for any reason.
- 2.11.4.6. The club official submitting the transfer documents must scan the required documents (mobile phone photos will not be accepted) and send them by email to the League Secretary, while also CC'ing the player's old team.
- 2.11.4.7. Upon receipt of the forms, the person submitting the transfer will receive acknowledgment of the email from the League Secretary.
- 2.11.4.8. The details on the transfer form will be checked by all parties to ensure correctness, and once satisfied, the transfer will be forwarded to the PCRL registration department and logged onto the PCRL Database.
- 2.11.5. Transfer Review: Should the transfer be unsuccessful, both clubs will be informed and will then have the right to ask for a review against the decision. This will be allowed when the League Secretary has been informed by the Club.
- 2.11.6. Review Meeting: Once the review application has been accepted by the League Secretary, the clubs will be informed of the venue, date, and time of the review meeting (within 14 days of the request). Only the following people will be allowed at the review meeting:
- The player involved
 - Registered Club officials



- 2.11.7. Final Decision: The decision of the review panel is final and binding on all parties.
- 2.11.8. Written Permission for Transfers: All players once registered with a team may only transfer to another team on obtaining written permission of the club and the League. No player may register for more than one team in a season unless agreed by the Board.
- 2.11.9. Day Loan of Players: Teams that don't have enough players for a fixture may engage in a day loan of players from other teams. Teams that use the day-loan player must pay \$50 per player to the opposing team.
- 2.11.10. Falsification of Transfer Document: Transferring players found guilty of falsifying the transfer document will have the transfer refused and could be expelled from the League.
- 2.11.11. Player Registration with NGB: Players will be registered with the NGB, and ID confirmation will be made with the NGB Secretary prior to the game to ensure players are registered. Team selections must be submitted by 24 hours prior to kick off or sooner.
- 2.11.12. Consequences of Playing Unregistered/Ineligible Player: If a team plays an unregistered/ineligible player, then it will forfeit that fixture to the opposing team with a score of 18 - 0 against, and the offending club shall be disciplined.

2.12. Disbandment

- 2.12.1. If a team or club is disbanded, the points that have been played for will be adjusted from the relevant teams.
- 2.12.2. Notice of the disbanded team or club must be submitted in writing to the League Secretary, signed by the Club Secretary or Nominated Club Person.
- 2.12.3. Players from a disbanded team or club who wish to move to another club shall become free agents and may use the transfer procedure to move to another club without counting towards the quota.

2.13. Provisions

- 2.13.1. The Executive Committee has the right to refuse membership to any club or player, at their discretion and in consultation with the current members.
- 2.13.2. Member Clubs that fail to achieve the Club Accreditation award within the required timeframe will be refused membership to the League in the following season.



- 2.13.3. Member Clubs must take reasonable steps to prevent discriminatory practices at their clubs and League activities they are associated with, as Rugby League is an inclusive sport.
- 2.13.4. Clubs and players registered with the League must accept the current rules of the League as set out in the League's constitution and shall accept the decisions of the Executive Committee.

3. Competition

3.1. Structure and Format

- 3.1.1. Fixtures will be arranged and published by the League, and the season will run alongside that of the NGB, unless otherwise decided by the Board.
- 3.1.2. In case of joint competition point winners at the end of the season, the winner will be decided based on points differential (scored minus conceded).
- 3.1.3. A win in a fixture will earn a team 2 competition points.
- 3.1.4. A draw in a fixture will earn a team 1 competition point.
- 3.1.5. A loss in a fixture will earn a team 0 competition points.
- 3.1.6. In case of disagreement between clubs regarding the fitness/state of the ground, the referee will make the decision, and both clubs must accept the decision. Teams in disagreement may formally play 'under protest', and a final decision shall be made by the Executive Committee.

3.2. Team Responsibilities

- 3.2.1. **Travel:** Teams are responsible for making all necessary travel arrangements, including transportation to and from the game venue, accommodation for players and staff, and any other logistical arrangements required for their travel.
- 3.2.2. **Uniforms:** Teams must ensure that all players are properly dressed in their team uniforms, including required equipment or gear as per the League's regulations. This includes verifying compliance with the League's rules and regulations.
- 3.2.3. **Player Eligibility:** Teams must ensure that all players participating in the game are eligible to play as per the League's rules. This includes verifying player registrations, age restrictions, and any other eligibility criteria set forth by the League.



- 3.2.4. **Game Preparation:** Teams must be prepared to play the game on time and in compliance with the League's rules. This includes arriving at the game venue in a timely manner, warming up, and being ready to start the game at the scheduled time.
- 3.2.5. **Compliance with League Regulations:** Teams must comply with all rules, regulations, and policies set forth by the League, including game format, substitution rules, player eligibility, and other league-specific requirements. Teams must also adhere to the League's code of conduct, respecting game officials, opponents, and spectators, and refraining from any behavior that may bring the League or the sport into disrepute.
- 3.2.6. **Cleanliness and Maintenance:** Teams must ensure that their designated areas, such as locker rooms and bench areas, are kept clean and well-maintained. This includes proper disposal of trash, avoiding damage to facilities, and leaving the premises in a tidy condition after the game.
- 3.2.7. **Match Result Reporting:** Both teams must notify the League Secretary of all match results, postponements, and abandoned games, including league or cup games, by email to info@pacificcoastrl.com no later than midnight on the day of the game. Failure to comply may result in fines or disciplinary action against the Member Club for repeated violations.

3.3. Home Team's Responsibilities

- 3.3.1. **Venue**
 - 3.3.1.1. The HOME club must confirm the fixture and kick off times for the coming week no later than 9pm PST on the day 4 days preceding the fixture (i.e. Tuesday for a Saturday fixture).
 - 3.3.1.2. If a team cancels a fixture after the 4 day deadline, the fixture will be rearranged. Failure to reschedule the fixture within 7 days of cancellation will result in a recorded score of 40-0 in favor of the opposition.
 - 3.3.1.3. The team that cancels the fixture will be responsible for any non-refundable match day fees.
- 3.3.2. **Team Sheet**
 - 3.3.2.1. The home team must ensure that the League Secretary receives the completed team sheet within 2 days of the match.



3.3.3. Referee Appointment

- 3.3.3.1. The league is responsible for appointing a referee for fixtures and communicating their contact information to the home team. The home team is responsible for providing venue and timing details to the referee. The home team is responsible for payment of referees' match fee. The league is responsible for payment of reasonable referees' expenses.

3.3.4. Matchday club officials

- 3.3.4.1. Up to 4 matchday club officials listed on the team sheet are permitted to patrol the touchline within 10 meters on either side of the half-way line (Technical Area) during the game.
- 3.3.4.2. If any of the 4 matchday officials are requested to run the touchline for a referee, they must not engage in coaching from the touchline.

3.3.5. Touchline management

- 3.3.5.1. All Touchline Managers must be registered with PCRL and it is their responsibility to ensure that anyone affiliated with their club conducts themselves in accordance with the PCRL Code of Conduct and the League Roles and Responsibilities document.
- 3.3.5.2. Touchline Managers must be proactive in managing their club's spectators and technical area officials, and must be easily contactable by the match official.
- 3.3.5.3. Touchline Managers are required to wear an official League or hi-visibility jacket while on the touchline.
- 3.3.5.4. Touchline Managers should be familiar with and conduct their duties in accordance with the League's Roles and Responsibilities document while on the touchline, including any officials in the technical area who should also wear hi-visibility garments.

3.3.6. Spectator and Official Conduct:

- 3.3.6.1. All spectators, club officials, and other persons, except the 4 matchday officials on the team sheet, must remain on the outside of the "Physical Barrier" at all times during a game in progress.
- 3.3.6.2. In the event of any person(s) entering the field of play while a game is in progress, the following procedure must be followed:



- (a) The incident must be reported on the Discipline Report Form.
- (b) The person(s) must be reported on the Discipline Report Form.
- (c) Both clubs must provide a full report.
- (d) The offending club must provide the name of the person(s) involved.
- (e) The League's Discipline Procedure must be followed.

3.3.6.3. Failure to report an incident will be dealt with by the Discipline Committee

3.4. Away team's Responsibilities

3.4.1. Travel Arrangements

3.4.1.1. The away team is responsible for making all necessary travel arrangements, including transportation to and from the game venue.

3.4.1.2. The away team must notify the League Secretary of their travel arrangements with pertinent details.

3.4.2. Lodging Arrangements

3.4.2.1. The away team is responsible for booking hotels or other accommodations.

3.4.2.2. The away team must notify the League Secretary of the location and other pertinent information.

3.5. Unplayed games

3.5.1. Failure to Fulfill a Fixture: If a Member Club fails to fulfill a fixture on the scheduled date, the offending club will be responsible for non-refundable expenses incurred by the opposing team. Failure to pay the fees will result in disciplinary action.

3.5.2. Forfeiture of Home Advantage: If the offending club is the visiting club, they shall forfeit home advantage for the return fixture.

3.5.3. Awarding of Game: The game will be awarded to the non-offending club with a score of 40-0.

3.5.4. Referee's Fees: The offending club will be responsible for paying the referee's fees.

3.5.5. Cancellation of Confirmed Fixture: If a fixture has to be canceled after confirmation, the opposing team/club must be contacted and informed verbally and in writing. Leaving a message on a phone will not be considered as making contact.



- 3.5.6. **Complaint Procedure:** If a club wishes to make a complaint, it shall inform both the League Secretary and the other club of the complaint.
- 3.5.7. **Effort to Complete Fixtures:** Member Clubs must make every effort to complete their fixtures.
- 3.5.8. **Points Deduction:** If a team is unable to complete the season before half of the League fixtures have been played, the points that have been played for will be deducted from the relevant teams. If over half, then a score of 40-0 will be given for the remaining fixtures, unless agreed by the Executive Committee.
- 3.5.9. **Venue Allocation:** Fixture Secretaries shall have the right to locate a venue for any league or cup game that is postponed

3.6. Reporting and Resolution of Match Discrepancies and Disciplinary Issues

- 3.6.1. **Discrepancies Regarding Results:** Any discrepancies regarding results must be reported to the League Secretary within 72 hours of the result being published on the website.
- 3.6.2. **Objection to Match Result:** A Club wishing to object to the result of a Match shall send an email to the League Secretary and to the opposing Club within two working days of the termination of the Match, stating the full grounds on which the objection is made. The Executive Committee will hear the objection and may decline to consider any matter not stated in respect of the above. For the avoidance of doubt, a Club shall not be entitled to object to a result on the grounds of a Match Official's decisions.
- 3.6.3. **Reporting of Breach of Discipline:** Every Club is required to take all necessary precautions to prevent assaults or threats on players or officials in connection with games. All allegations of a breach of discipline, including all offenses, players/coaches/club officials/spectators, sending-offs, brawls, abandoned games, etc., must be reported on the League discipline form and emailed by the clubs involved to the League Secretary by the third day at midnight after the match took place (e.g., match played on Sunday, deadline midnight Tuesday). The form must be completed in full.



4. Disciplinary Procedures

4.1. Disciplinary Committee and Powers

- 4.1.1. The Disciplinary Committee shall be appointed by the Board and shall consist of a panel of not less than 3 members, one of which shall be the Discipline Officer.
- 4.1.2. The Disciplinary Committee shall deal with:
- (a) All allegations of breaches of rules, including charges of bringing the game into disrepute against players and/or club officials.
 - (b) All allegations of misconduct and dismissal against players.
 - (c) All allegations of misconduct against clubs and supporters.
- 4.1.3. The Disciplinary Committee shall have full powers to suspend and/or fine and/or expel from the League any player, match official, Member Club, or official of any Member Club found guilty of any matter investigated.

4.2. Offenses

- 4.2.1. Breach of Rules: Allegations of any breach of rules must be submitted in writing to the League Secretary by the Club's Secretary.
- 4.2.2. Send Offs
- 4.2.2.1. If a player/official/spectator is sent off, then each Member Club involved in the fixture shall notify the League Secretary by email no later than 9pm on the day of the game, providing:
- The player's name, shirt number, and club
 - The spectator/official's name and club.
- 4.2.2.2. Fixture Secretaries must report ALL sending-offs to the League Secretary and fill in the weekly report sheet forwarded to them each week.
- 4.2.3. Sin Bin: A referee may, at their discretion, send a player from the field of play to the sin bin for a maximum of 10 minutes. A sin-bin does not need to be notified to the League Secretary.
- 4.2.4. Assault: Any claims of assault by a club official, spectator, coach, or player must be reported to the police. The League Secretary must be notified by 9PM on the date of the incident. Written statements must follow within 10 days of the date of the match with a copy to the offending club. Failure to follow this procedure will result in the League not taking action.



4.2.5. Misconduct

- 4.2.5.1. Breach of rules: Any violation of the League's rules and regulations, including but not limited to, cheating, unsporting behavior, use of prohibited substances, and other acts that are considered contrary to fair play and the spirit of the game.
- 4.2.5.2. Disrespectful or inappropriate behavior: Any behavior that is disrespectful, offensive, or inappropriate towards players, officials, spectators, or other individuals associated with the League, including but not limited to, verbal abuse, physical altercations, gestures, and actions that are detrimental to the League's reputation and image.
- 4.2.5.3. Misconduct towards clubs and supporters: Any behavior that is detrimental to the interests, reputation, or image of other Member Clubs, supporters, or the League as a whole, including but not limited to, acts of violence, harassment, discrimination, and other behaviors that disrupt the smooth functioning of the League.
- 4.2.5.4. Failure to comply with League procedures: Any failure to follow the League's procedures, requirements, or deadlines, including but not limited to, failure to report incidents, failure to provide written statements or documentation, and failure to cooperate with League investigations or hearings.
- 4.2.5.5. Misconduct is taken seriously by the League and may result in disciplinary action, including but not limited to, suspension, fines, and expulsion from the League, as determined by the Disciplinary Committee in accordance with the League's rules and regulations.

4.3. Investigation and hearing procedures

4.3.1. Allegations

- 4.3.1.1. If allegations of misconduct or breaches of rules are made, they must be sent to the League Secretary. The Executive Committee will then decide on whether or not an investigation is necessary.
- 4.3.1.2. If a Player/Club wishes to have the opportunity to state their case in a personal hearing, they must send a letter or email to the Relevant Competition Officer within two days of the date of the match. The Player or Club may request a personal or virtual appearance and/or bring witnesses to the hearing, provided that they notify the Competition Officer within two days of the alleged offense. The following information should be included:

(a) Any paperwork regarding the complaint, supported by a letter on official headed paper signed by the Secretary or Nominated Club Person



- (b) The PCRL Discipline Report
- (c) No further evidence will be accepted after this date.

4.3.1.3. If one club wishes to report another club, it must inform the Club being reported on the day of the fixture and inform the League Secretary by email on the correct forms within 24 hours of the incident.

4.3.1.4. The reported club then has three days from the date of the match to submit the following:

- (a) Any paperwork regarding the complaint, supported by a letter on an official headed paper signed by the Secretary or Nominated Club Person
- (b) The PCRL Discipline Report
- (c) Copies of all paperwork to the club who reported them, within the same timescale.

4.3.2. Disciplinary Committee Procedures

4.3.2.1. The Disciplinary Committee shall consider the written report of any referee, touch judge, club, or officer of the League concerning any matter.

4.3.2.2. If the Disciplinary Committee resolves that there may have been an offense committed and wishes to investigate the matter further, it shall give written notice to the player, club, or other person concerned, specifying the matter under investigation. This resolution should be reached within a week.

4.3.2.3. If a personal hearing is requested under 4.3.1.2 (or in the absolute discretion of the Disciplinary Committee granted pursuant to a later request), the League Secretary shall notify the following parties within two days:

- (a) The player or other person that is the subject of the report
- (b) The match officials, if all allegations arise as a result of the fixture
- (c) The club with which the player/individual is registered or which the club official represents or the supporter is known or considered to support.

4.3.2.4. The hearing of the Disciplinary Committee shall be informal and:

- (a) Only four persons concerned, including witnesses, shall be entitled to be present
- (b) Anyone charged with a breach of the rules shall be entitled to be represented by a friend and shall be entitled to call witnesses and question witnesses.

4.3.2.5. The Disciplinary Committee shall deliberate in private and, whenever possible, shall reach its decision immediately following the hearing. All persons concerned shall be notified of the decision within two days of the meeting.



- 4.3.2.6. In all cases of discipline or disputes, claims of non-receipt of relevant correspondence shall not prevent any matter from being dealt with.
- 4.3.3. Appeals Process
- 4.3.3.1. Right to Appeal: If someone is found guilty of misconduct by a disciplinary tribunal related to a competition, they have the right to appeal that decision in writing. However, they can only appeal if they participated in a personal hearing or submitted written submissions during the original hearing. Members of the tribunal will be a selection of the Executive Committee - the Chair plus 2 other executive members chosen on a case-by-case basis.
- 4.3.3.2. Discretionary Appeal: The disciplinary tribunal also has the discretion to allow an appeal even if the person did not participate in the original hearing, if they think it is appropriate based on the circumstances.
- 4.3.3.3. Appeal Period: When an initial decision is made regarding a person who is bound by the operational rules or regulations of a club or organization, that person has a specific period of time to appeal the decision. The initial decision must state this period of time, which should not be less than 7 days from the date of the initial decision. However, the specific duration of the appeal period should also follow any guidelines provided by PCRL at that time.
- 4.3.3.4. Appeal Submission: A Person Subject to the Operational Rules or Club must submit in writing the reasons for any appeal.
- 4.3.3.5. Appeal Tribunal: Any appeal will be heard by a PCRL Appeal Tribunal. No person who sat on the original Hearing will be a member of the PCRL Appeal Tribunal. The chair of the committee remains in the group.
- 4.3.3.6. Appeal Hearing Process: The appeal Hearing shall follow an equivalent process to that set out above in relation to the initial Hearing and shall be heard within a reasonable period of time after notice of appeal is submitted and always in accordance with any guidelines provided by the PCRL from time to time.
- 4.3.3.7. Final Decision: The decision of the PCRL Appeal Tribunal will be final and no further right of appeal or arbitration will be allowed.
- 4.3.4. Use of Video Evidence: Video evidence can be used to determine rulings in disciplinary matters.
- 4.3.5. Request for Video Evidence: If video evidence is needed, the request must be made to the league secretary in writing via email, providing the exact date and time of the incident in question.



- 4.3.6. Acceptance of Video Evidence: Only unedited videos will be accepted as evidence. Videos that are taken by spectators will be considered as evidence, and submissions must be unedited. The video file should be labeled appropriately with the date and time of the incident, as well as the team(s) involved, and sent to the league secretary via email.

4.4. Sanctions and Fines

- 4.4.1. Disciplinary Committee and Fines: The Disciplinary Committee (and on appeal, the Executive Committee as well) may impose fines or suspensions on players, clubs, officials, or spectators upon finding an allegation proved.
- 4.4.2. Imposition of Punishments: If the Disciplinary Committee is satisfied that an offense has been committed by a player from a particular Member Club but the player cannot be identified, the Member Club may be dealt with by imposing any of the specified punishments.
- 4.4.3. Responsibility for Payment of Fines: If a fine is not paid by a player or any other person associated with a Member Club (e.g., a supporter), the Member Club shall be responsible for the payment of the fine. The player cannot play until the fine is paid.
- 4.4.4. Deadline and Payment of Fines: All fines must be paid within 7 days of the date of the fixture or disciplinary meeting. Failure to pay within this timeframe will result in automatic doubling of the fine, and suspension of ALL fixtures for that Member player for the next coming weekends.
- 4.4.5. Payment of Fines: All fines must be made payable to Pacific Coast Rugby League, Inc. and must be sent directly to the Treasurer. Payments to any League Officers will not be accepted as paid.
- 4.4.6. Appeal of Fines: A club receiving a fine has 7 days from the decision to appeal to the League Secretary, otherwise the fine will stand.
- 4.4.7. Notification of Suspension to NGB: Once a player has been suspended, the NGB must be notified by the PCRL League Secretary to ensure the player is not confirmed to play for the appropriate time frame. The NGB will verify team lists.
- 4.4.8. Commencement and Duration of Suspension: Suspension commences immediately following the meeting when the ban was imposed. If a player is suspended by the Disciplinary Committee, all subsequent League/Cup games will count towards the suspension.



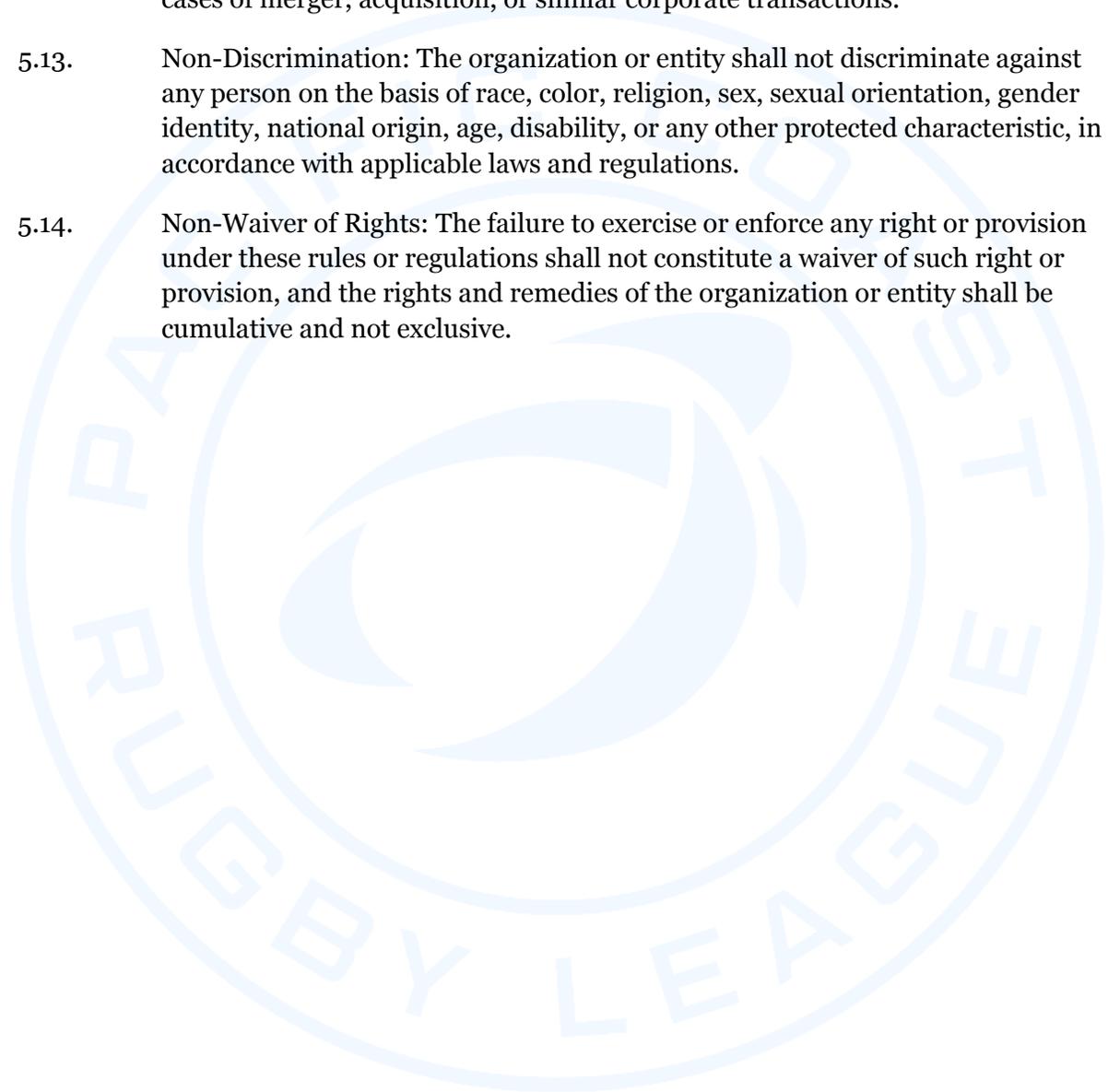
5. General Provisions

- 5.1. **Governing Law:** These rules shall be governed by the laws of the jurisdiction in which the PCRL operates.
- 5.2. **Severability:** If any provision of these rules is found to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.
- 5.3. **Entire Agreement:** These rules, along with any applicable bylaws, regulations, and policies of the PCRL, constitute the entire agreement between the Member Clubs and the PCRL, and supersede any previous agreements or understandings, whether written or verbal, relating to the subject matter herein.
- 5.4. **Waiver:** Any waiver of any provision of these rules must be in writing and signed by an authorized representative of the PCRL. Failure to enforce any provision of these rules shall not constitute a waiver of that provision or any other provision.
- 5.5. **Interpretation:** Any questions of interpretation or disputes arising from these rules shall be resolved by the Executive Committee of the PCRL in its sole discretion, and its decision shall be final.
- 5.6. **Notices:** Any notices or communications required or permitted under these rules shall be in writing and delivered personally, sent by registered mail, or transmitted by email or other electronic means to the last known address or email address of the recipient as provided to the League Secretary.
- 5.7. **Headings:** The headings used in these rules are for convenience only and shall not be deemed to affect the interpretation or construction of these rules.
- 5.8. **Gender and Number:** Words denoting the singular number include the plural and vice versa, and words denoting any gender include all genders.
- 5.9. **Confidentiality:** Any disciplinary hearings, appeals, or other proceedings conducted under these rules shall be treated as confidential by all parties involved, and shall not be disclosed to third parties without the consent of the PCRL and the parties involved, except as required by law.
- 5.10. **Force Majeure:** The PCRL shall not be liable for any delay or failure to perform any obligation under these rules, if such delay or failure is due to circumstances beyond its reasonable control, including but not limited to acts of God, war, terrorism, civil unrest, labor disputes, natural disasters, or technical failures.
- 5.11. **Indemnification:** All parties shall indemnify and hold harmless the organization or entity, its officers, directors, members, employees, and agents, from and against any and all claims, liabilities, damages, losses, costs, or expenses arising



out of or related to their actions, omissions, or breach of these rules or regulations.

- 5.12. **Assignment:** These rules or regulations may not be assigned or transferred by any party without the prior written consent of the organization or entity, except in cases of merger, acquisition, or similar corporate transactions.
- 5.13. **Non-Discrimination:** The organization or entity shall not discriminate against any person on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic, in accordance with applicable laws and regulations.
- 5.14. **Non-Waiver of Rights:** The failure to exercise or enforce any right or provision under these rules or regulations shall not constitute a waiver of such right or provision, and the rights and remedies of the organization or entity shall be cumulative and not exclusive.





6. Appendices

6.1. Membership application form

6.2. Disciplinary report form

6.3. Fixture schedule template

6.4. Referee feedback form

6.5. Code of conduct for players, coaches, and officials

See separate document.

6.6. Guidelines for club facilities and equipment

6.7. Match Preparation Checklist

6.7.1. Home

6.7.2. Away

6.8. Match-day Worksheet