



## SEQ Game Day Process

### U6s-U11s

Completed

8pm Thursday	Forfeit Form submitted	
Midnight Thursday	Team lists to be submitted in MySideline (including coaches, FAO, League Safe & Sports Trainers)	
Kick-Off	NO SCORES TO BE KEPT	

### U12s-Community Open Aged Competitions

8pm Thursday	Forfeit Form submitted	
Midnight Thursday	Team lists to be submitted in MySideline (including coaches, FAO, League Safe & Sports Trainers)	
30 mins prior to kick-off (or earlier)	Both teams to present player and team officials with participant digital cards to the ground manager to be checked. Match will not start until participant digital cards have been sighted.	
15 mins prior to kick-off	Team managers are to advise ground manager if there are any discrepancies between digital match sheet and printed match sheet. Changes that have been made in MySideline after the hard copy was printed are to be confirmed and written down. No changes can be made online after this point, until completion of the game	
Kick-off First Half	Team manager to live score for their team only (U12 scores are not published on the Live Website, this is for following season grading purposes only)  Host club scorer to record score on printed match sheet (as a backup record in case of a discrepancy on MySideline).	
Half-Time	Any participant who has turned up during the first half and was not on digital team list prior to kick-off must be presented to the ground manager to have player sighted (confirm name and jersey number) and manually added to printed sheet	
Kick-off Second Half	Team manager to live score for their team only (U12 scores are not published on the Live Website, this is for following season grading purposes only)  Host club scorer to record score on printed match sheet (as a backup record in case of a discrepancy on MySideline).	
Full-Time	Team managers to present to the 'Home' Team scorer and ground manager to confirm the team list (updated team-list online) and final score. If either manager wishes to dispute this score the game must be marked as disputed in MySideline Manager by the ground manager.	
15 mins after Full-Time	ONLY the ground manager to mark the match as final/disputed on MySideline Manager.	



Incident reporting	Any undesirable behaviour should be reported immediately to the ground manager. If needed the ground manager may request that the referee suspended the match until behaviours are resolved.	
9am Monday	If there is a dispute or disciplinary issue, host club executive to submit match sheet to league office, cc' in competition manager Brisbane – <a href="mailto:brisbane@qrl.com.au">brisbane@qrl.com.au</a> Gold Coast – <a href="mailto:goldcoast@qrl.com.au">goldcoast@qrl.com.au</a> Ipswich – <a href="mailto:ipswich@qrl.com.au">ipswich@qrl.com.au</a> SE Female Competitions – <a href="mailto:seq@qrl.com.au">seq@qrl.com.au</a>	

### Premier Grade Competitions

8pm Thursday	Forfeit Form submitted	
Midnight Thursday	Team lists to be submitted in MySideline (including coaches, FAO, League Safe & Sports Trainers)	
30 mins prior to kick-off (or earlier)	Both team managers come together to confirm team lists and team staff are correct (including jersey numbers and roles).	
15 mins prior to kick-off (or earlier)	Team managers are to advise the ground manager if there are any discrepancies between digital match sheet and printed match sheet. Changes that have been made in MySideline after the hard copy was printed are to be confirmed and written down. No changes can be made online after this point, until completion of the game	
Kick-off First Half	Team manager to live score for their team only  Host club scorer to record score on printed match sheet including the point scorers	
Half-Time	Any participant who has turned up during the first half and was not on digital team list prior to kick-off must be presented to the ground manager to have player sighted (confirm name and jersey number) and manually added to printed sheet	
Kick-off Second Half	Team manager to live score for their team only  Host club scorer to record score on printed match sheet including the point scorers	
Full-Time	Team managers to present to the host club scorer and ground manager to confirm the team list (updated team-list online) and final score (including the point scorers). If either manager wishes to dispute this score the game must be marked as disputed in MySideline Manager by the ground manager	
15 mins after Full-Time	Ground manager to mark the match as final/disputed on MySideline Manager	



Incident reporting	Any undesirable behaviour should be reported immediately to the ground manager. If needed the ground manager may request that the referee suspended the match until behaviours are resolved	
9am Monday	If there is a dispute or disciplinary issue, host club executive to submit match sheet to league office Brisbane – <a href="mailto:brisbane@qrl.com.au">brisbane@qrl.com.au</a> Gold Coast – <a href="mailto:goldcoast@qrl.com.au">goldcoast@qrl.com.au</a> Ipswich – <a href="mailto:ipswich@qrl.com.au">ipswich@qrl.com.au</a> SE Female Competitions – <a href="mailto:seq@qrl.com.au">seq@qrl.com.au</a>	