



Dear Match Organizer,

Below is a list of arrangements that has to be made in order for you to host a successful Rugby League Day:

1. **Fields** 
  - a. Marked according to standard
  - b. Designated Bench with shade
  - c. SARL Administrator Table
2. **Medics** 
  - a. Spline Board
  - b. Ambulance at game or on standby
3. **Referees** 
  - a. Paid
  - b. 1 Ref
  - c. 2 x Touch Judges (Supplied by Clubs)
  - d. 1 x Ball Boy
  - e. Drinks and Snacks complimentary
  - f. Locker Room
4. **Tuck Shop** 
  - a. Refreshments
  - b. Snacks
  - c. Food
  - d. Can be sold from any place ie: Gazebo, Back of bakkie
5. **Locker rooms** 
  - a. Must have facilities to freshen up - be creative
  - b. 12 beers & 12 Cold Drinks
6. **Equipment** 
  - a. 2x Balls per/match
  - b. Post cushions
  - c. Line Flags / Flags for assistant referees
7. **Venue Entertainment** 
  - a. Music
  - b. Kids Corner - (Optional)
8. **Media** 
  - a. Newspapers
  - b. Flyers for local advertising (optional)
9. **Gate Entrance fees** 
  - a. ie: R200 per team playing
10. **Day program** 
  - a. Playing roster / times
  - b. Player names / profiles
  - c. Special thanks
  - d. Sponsor
11. **VIP's** 
  - a. No Entrance fee's
  - b. Platters
  - c. Drinks
12. **Awards** 
  - a. Man of the Match toffee's / Caps / Certificates see "Man of Match Certificate"

b. Thank you - Referee's see "Thank You Match Official"

13. **Recording / Social**

- a. Assign a camera man for the game
- b. Assigned a Social Rep for the game - Tweets and Facebook updates during game every 20 mins (4 per game), and incidents of note like red/yellow card ect.

14. **Admin**

- a. Player Subs Cards x 2 sets
- b. Team Sheets (Signed and Checked)
- c. Players registered and signed waiver
- d. Hearings Conducted by SARL Administrator (Red and Yellow cards after each game)
  - i. Take note "Match Review & Sentencing"
  - ii. Take note "Misconduct in Game"
  - iii. See "Suspension Forms"
- e. Submitted Paperwork to SARL no later than day end