



THE SOUTH AFRICAN RUGBY LEAGUE NEW CLUB APPLICATION.

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1. New Application - General

A new operational or "newly activated" club notifies SARL Board that they intend to be incorporated into the existing RL-structure. When a club has applied to be recognized as a new participating club, the new club must consist of :

- New Management-members (that are joining the code RL for the first time).
- New player/s (that are joining the code RL for the first time).
- and the New Club must be able to for fill the criteria as set by SARL Registration Requirements.

This application will be scrutinized for approval by the SARL Board to determine the feasibility of the new club/Province in terms of:

- Existence of the province
- Existence of the club

OR

The "new" club is an offspring of an existing/parent club whereby-

- The existing/parent club allows the move of a certain amount of players to transfer to the new club.
 - The existing club has confirmed quantities of players for transfer.
- The existing club has signed off the players for transfer.
- The Provincial Chairman is satisfied that all the relevant application documentation has been submitted and submits the signed documentation to the SARL Board for endorsement.
- The SARL Board has sanctioned that such action may take place

2.New Club Application Criteria

No new club will be included in any fixtures unless it has adhered to the SARL criteria for application. In the future proposed new clubs will be given time until the end of May of each participating RL-season to submit applications. The month of June will allow the various SARL committees to evaluate and provide sanction-decision for the application.

3.Application Procedure

A new province and/or club's intent & motivation to participate in the SARL domestic season must be received by the Provincial Chairman by not later than the last week of May of each domestic season. All needed application documentation will then be forward to applicant for completion by the Provincial Office.

A new club needs to inform the following persons when they intend to enter SARL

- i. **Provincial Chairman** – the new club needs an endorsement from the Provincial Chairman, confirming that he/she has received the application and that all relevant information has been submitted. This endorsement may not be unreasonably withheld and if withheld, reasons as to why must be given and revered to the board, and the new club must be given 7 working days to rectify the matter before re-submitting the Application.
- ii The President of SARL must receive the Application for submission to the National Board after all the relevant documentation have been completed and signed by the relevant people.
- iii. The Competition Panel must be informed of the club's intention to compete in the National Club Championships

4.SARL Defines a Club as:

1. Having a signed SARL club constitution in accordance with the constitution of the province as well as SARL
2. Having a chairman, club manager and coach.
3. Having a signed Job description by the club chairman.
4. Having a bank account in the registered name of the club with min 2 signatories.
5. Having a suitable field, marked to league standards, to practice and play on (preferable with good lights) .
6. Having suitable cloak rooms and clubhouse.
7. Having professional medical assistance at matches.
8. Having two trained - or in the proses of being trained - match officials (non-players).
9. Having at least 20 enlisted players.

5. Rules & Regulations.

1. To be eligible to compete in the National Club Championship, the new club management must complete the documents in full, providing supporting documentation where needed and after completion submits all to the board.
2. The new club must submit its constitution to the board.
3. All relevant documents must be sent to the board for approval.
4. All the Rules & Regulations as well as the Constitution of SARL governs the process of applying for recognition as a new club.
5. This document merely highlights the relevant rules applicable, and management is advised to refer back to the Rules & Regulations and Constitution of SARL for clarity.
6. The Rules & Regulations for the game of rugby league will be those as set out by the constitution of SARL.
7. The National Rules & Regulations might change from time to time, and it's the responsibility of the club to ensure they are always up to date with relevant rules & regulations
8. The New Club Paperwork must be, submitted to the Provincial Chairman and after approval be submitted to the National Board.
9. Existing players, who were registered with an existing club the previous season, must submit a transfer form to the previous club and must be signed off by the club chairman.
10. An existing SARL registered player must first be transferred from a parent club before being accepted as an "enlisted" player in the new club's application procedure.)
11. a Maximum of 30% of the enlisted applicants may be transferred players from existing SARL registered clubs. (Consent from parent club on transfer form must indicate such action)
12. Should the new club's application fail within the SARL-process - the registered player can default back to the parent club or reply for transfer to another registered club.

6. National Club Competition

- a. New clubs must start the first season in the Protea Cup
- b. They are allowed to enter any other SARL tournament (Nine's, etc.)
- c. The only allowance for a club to enter the Rhino Cup in the first season is if the club is the only club in a new region (region as defined by the Constitution)
- d. Any player that is a registered player of SARL for any SARL club is eligible for selection for the Rhino Team and any other teams as SARL sees fit to announce.

7.DOCUMENTATION THAT NEEDS TO BE SUBMITTED:

1. New Club Application (Doc: A)
2. Membership Register (Doc: B)
3. Provincial Notification (Doc :C)
4. Membership Registration (Doc :D)
5. Players Indemnity Form. (Doc: E)
6. Registration of Club Colours. (Doc: F)
7. Job description of the Club Chairman (Doc G)
8. New Club document check list (Doc: H)
9. Signed Constitution.
10. Proof of Club bank account.
11. Conformation of having a suitable field.

DOCUMENT: A.**SARL NEW CLUB APPLICATION**

Year:	
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1. BASIC DATA AND CAPACITIES OF THE CLUB

Full name of the Organization:	
Shorter name:	
Legal status of the organisation:	
Notification sent to Provincial Chairman: Notification send to National Board:	
Official address:	
Primary Contact Person (and details):	
NGB Telephone number:	
E-mail:	

Web site:	
Facebook Page:	
Twitter:	
Club Colours [set A]:	
Club Colours [set B]:	

2. GOVERNANCE

Copy of the constitution submitted [Y / N]:	
Year the constitution was written/ last reviewed:	
Members of the interim Board – Chair / President: Vice Chair: Treasurer: General Secretary:	
How many years is the Board's mandate?	
Date of Board election:	
Bank account number / bank / address:	
Signatories [min two, incl. treasurer] Proof of signatories lodged [Y / N]:	
Audit/Accounting Officer [Y / N] When will financials be submitted:	

3. DOMESTIC PLAYING PROGRAMME

Areas of operations [Y / N for each category]: Senior men: Senior women:	
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Youth: Other (please describe):	
Which competitions: [National Club Championships]: [Regional Derby Competition]: [Nines Tournaments]: [Provincial Competitions]:	
Player registration [Y / N] No. of registered players: [New] [Existing]	
If not covered above, list youth/ student programmes:	

4. SUPPORT STRUCTURES

Coaching: Coach accredited by SARL/RLEF/RLIF [Y / N]: No. of qualified coaches: Contact Details of Coaches:	
Match officials: No. of qualified match officials: Main Match Officials: Assistant Match Officials: Contact Details:	
Fields: Do you have an approved field/s: How many fields: Lights: Change Rooms: Club house: Medical room:	

DOCUMENT: C



Provincial Notification.

ADDRESS OF PROVINCE

(NAME OF PROVINCE)

(PROVINCIAL CHAIRMAN)

RE: Application for a new club to be registered in a province

I, (NAME,) in my capacity as provincial chairman, hereby confirm that we have received all the documentation as required from (NEW CLUB) and that the (NAME) has successfully/unsuccessfully completed and submitted all relevant documentation and can therefor start to play the game of rugby league in (THE PROVINCE.)

Regards

DOCUMENT: D**MEMBERSHIP REGISTRATION FORM**

I hereby apply to be enrolled as a member of South African Rugby League in the following capacity:

Official		Administrator		Coach	
Match Official	N/A	Senior Player (18 & Older)		Junior Player (11-18)	
Mini League Player (Up to 10)		Club Supporter Member		Club Social Member	

RUGBY LEAGUE CLUB:		Club Members Card no:	
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South African Rugby League Registration number:	SARL ADMIN
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SURNAME:													
FULL NAMES:													
NICK NAME:													
IDENTITY NUMBER:													
RESIDENTIAL ADDRESS:													

CONTACT DETAILS:

HOME TEL NO.:		CELL NO.:	
WORK NO:		FAX NO:	
E-MAIL:			

MEDICAL AID:		MEDICAL AID No.:	
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DATE:	
SIGNATURE (Applicant):	
SIGNATURE CLUB CHAIRMAN/ SARL REPRESENTATIVE	

DOCUMENT: E



SOUTH AFRICAN RUGBY LEAGUE PLAYERS INDEMNITY FORM

I (FULL NAME AND SURNAME)

..... (IDENTITY NUMBER)

..... (SARL REGISTRATION NO.)

Hereby indemnify the South African Rugby League Board and affiliates against any claim that may arise from any of the following:

- Acts of God.
- Vehicle accidents enroute to and from playing venues.
- Loss of goods during matches/practises.
- Financial loss due to my participation as an amateur player.
- Financial loss during matches/practises.
- Injuries during practises or matches playing at Mini League, Junior League, Club, Regional Provincial, Provincial, National or International level.

It is hereby recorded that I the above person is an amateur Rugby League player – and it is an expressed condition that I must have my own medical scheme for my medical expenses.

The obligation rests entirely with the player to ensure that the above condition have been fulfilled and the player hereby holds the SARL Board and affiliates blameless for any medical or other costs that may be incurred due to non-compliance of the above and hereby accepts full responsibility for payment of all medical bills and costs.

SIGNED AT THIS DAY

OF 20

THE PLAYER

THE PARENT/GUARDIAN (IF UNDER21)

PRINT NAME AND IDENTITY NUMBER

WITNESS

A PLAYER WILL NOT BE ALLOWED TO PLAY ANY MATCHES UNDER THE AUSPICES OF SOUTH AFRICAN RUGBY LEAGUE UNLESS THIS FORM IS DULY COMPLETED AND REGISTERED WITH SOUTH AFRICAN RUGBY LEAGUE.

ADMINISTRATORS AND OFFICIALS WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SOUTH AFRICAN RUGBY LEAGUE ACTIVITY UNLESS THIS FORM IS DULY COMPELTED AND REGISTERED WITH SOUTH AFRICAN RUGBY LEAGUE.

DOCUMENT: F**REGISTRATION PLAYING CLOURS:**

LOGO: (Description of representative Logo)	
JERSEY: (Description of representative Playing Jersey)	
PLAYING SHORTS: (Description of representative Playing Shorts)	
SOCKS: (Description of representative Playing Socks)	

For assisting SARL & affiliates in marketing the clubs in the code please provide the following information of the club.

CLUB LOGO:

Insert example of Club Logo:

DOC. G



Club Chairman Profile and job description

Introduction.

The purpose of this document is to outline the role of the Club Chairman for a person in the position at present or any person who would consider taking up the position at a later stage.

Role of Club Chairman

The Club Chairman is the leader of the club and is responsible to the members for the daily management and administration of the club during his term in office. He must provide leadership and direction for management and players.

Duties

- Chair regular club meetings.
- Attend all Provincial Meetings (exceptions can be made, but then a club representative needs to be send with the correct relevant proxies).
- It is expected from a Club Chairman to attend all the scheduled Board meetings. If the Chairman has notified the President of South African Rugby League beforehand, that due to unforeseen circumstances, he is unable to attend the meeting a duly authorized member must attend. If a Club Chairman or duly authorized representative is not present at the board meeting this matter will be referred to the board for decision.
- Be prepared for meetings.
- Communicate decisions from National and Provincial Level down to player level and vice versa.

- Respond in timeous fashion to e-mails, or if unable to make an informed decision, to say so and recuse yourself in such instance.
- Set example to others by being fair and reasonable.
- Encourage members and clubs to get involved with the province and to accept responsibility.
- Ensure that the club has adequate coaches and match officials and that training and education remains a priority.
- Ensure that club events are hosted according to the SARL Rules & Regulations.
- Work closely with secretary, treasure and other committee members.
- Ensure that responsibilities delegated to committee members and office bearers are well communicated, understood and followed through.
- Must have a sound understanding of the SARL and provincial and club rules and constitution, responsibilities and duties.
- Prepare, manage and report back on Club Budgets.
- Ensure financial targets are set and managed.

Club Administrative Issues

The Club Chairman needs to ensure that a club has the following in place:

1. Club Constitution that is made available to all club members and forwarded to the Provincial Chairman
2. Club Registration Paperwork with the relevant authorities (CIPC and SARS)
3. A separate bank account with audit controls and quarterly reporting
4. Make sure that all the contact details of your management and players are up to date.
5. . Financial statements must be handed in at your Provincial AGM.

The Club Chairman needs to ensure his club officials perform their duties as expected to promote the game of rugby league to all members of the club.

Player Registration

It is the responsibility of the Club Chairmen and his board to ensure that all players in the province are registered with SARL and have a registration number

Rules & Regulations

The Club Chairman should ensure that all rules & regulations are adhered to, including, but not limited to the Rules regarding disciplinary procedures. It is also the responsibility of the Club Chairman to ensure that ALL players and personnel are informed of the said Rules & Regulations, Code of Conduct and Procedures.

I _____ except and understand the responsibility's as Club Chairman of the South African Rugby League as set out above.

Signed: _____

Date: _____



DOCUMENT: H

NEW CLUB APPLICATION CHECK LIST.

	YES/NO
1. NEW CLUB APPLICATION	<input type="checkbox"/>
2. MEMBERSHIP REGISTER	<input type="checkbox"/>
3. PROVINCIAL NOTIFICATION	<input type="checkbox"/>
4. MEMBERSHIP REGISTRATION	<input type="checkbox"/>
5. PLAYERS INDEMNITY FORM	<input type="checkbox"/>
6. REGISTRATION OF CLUB COLOURS	<input type="checkbox"/>
7. SIGNED CONSTITUTION	<input type="checkbox"/>
8. PROOF OF CLUB BANK ACCOUNT	<input type="checkbox"/>
9. PROOF OF SUITABLE FIELD	<input type="checkbox"/>
10. SIGNED CLUB CHAIRMAN JOB DISCRPTION	<input type="checkbox"/>