



FREQUENTLY ASKED QUESTIONS

Pre-season

1. Where is the permission to host form for trial matches within Queensland?

The '[Permission to Host](#)' form can be found in the [QRL Clubhouse](#), under the tab 'match sanctioning forms'.

Under this tab are the forms for Permission to Host within QLD and interstate (outside of QLD) approval requests, as well as the NRL Travel & Tour Policy.

Application processing times are as follows:

- Intra-state – minimum 14 days
- Interstate – minimum 6 weeks
- International – minimum 6months

2. Do we need to do a permission form for intra league trial games?

Yes. A [Permission to Host](#) form has to be completed for all trial matches regardless of whether they are being played between Clubs within the same League or from two different Leagues/Regions. The permission to host form should be completed by the 'host club', and the [Permission to Participate](#) should be completed by the 'visiting club', for all match sanctioning requests.

3. I'm new to my role – where do I find the information to help me? (i.e. registrar, secretary, team manager).

Valuable information regarding volunteering for your club can be found in the [QRL Clubhouse](#), under the '[volunteer resources tab](#)' There are induction videos for President, Secretary, Treasurer and Ground Manager, along with role descriptions, policies, and plans. MySideline education is also available for registrars and team managers, under the '[MySideline resources tab](#)'.



4. Is there a position description for volunteer roles?

Position descriptions for various volunteer roles can be found on QRL Clubhouse under the '[volunteer resource tab / volunteer governance](#)'.

5. My volunteers need accreditation – where do they go to get accredited?

Courses can be found at learn.playrugbyleague.com

Courses on offer include:

- [Coach](#)
 - o Complete an accredited course
 - o Renew your accreditation
 - o Development & other courses
- [Referee](#)
 - o Foundation 1
 - o Foundation 2
 - o Foundation Coach

- o Courses overview
- o Renew your accreditation
- o Other courses
 - [Trainer & LeagueSafe](#)
- o Complete an accredited course
 - o Renew your accreditation
 - [MySideline](#)
 - o Club Administrator
 - o Association Administrator
 - o Team Manager
 - [Wellbeing](#)

6. Do parents need Blue Cards?

It is a National Rugby League policy that all volunteers, who work with children in our sport, require a Blue Card .

Other helpful information regarding Blue Cards, can be found on QRL Clubhouse under '[governance & compliance](#)' or contact your Local League and Club Co-ordinator.

For further information on child safeguarding, refer to the [NRL Child Safe Code of Behaviour](#).



7. Do coaches need to complete a course every year?

No, a full coaching accreditation will last for four years, however the coaching accreditation you hold, needs to pertain to the age you are coaching.

8. Why do I need to complete a new course just because I am coaching a different age group?

Coaching accreditations are as follows:

- Community Coach 6-7's
- Community Coach 8-9's
- Community Coach 10-12's
- Community Coach 13-15's
- Community Coach 16-18's
- Community Coach 19+ (online only)

If you already hold an accreditation for U6-U12, you only need to have completed one face to face course, in addition, you need to complete the online modules relevant to the age you are coaching. This is also the same for U13-U18.

E.g. I am an U6's coach and to obtain this accreditation, I completed the online modules then a face to face course. I now wish to coach U10's, in order to do this, I need to complete the online modules for Community Coach 10-12's only. If however, I was wanting to coach U13's-U18's, I would need to complete the online modules and face to face course.

Coaching courses and the content education, is relevant to different ages, this is why you must complete a new course if you are coaching a different age group, to the one you currently hold an accreditation for.



9. My club needs new team kit – who do I ask and what is required?

QRL have appointed these suppliers as the [official Q Licenced Suppliers](#) for the 2021 – 2024 term. Rules relating to playing uniforms can be found in [QRL Rule Part 3 - part 3.15](#).

10. I need Duty Official/Trainer shirts, how do I get them?

These can be purchased from the [Q Licenced Suppliers](#) alternatively, your League may have some provisions.

11. Where can I purchase medical equipment?

A link to medical supplies can be found in the QRL Clubhouse under [Apparel & Equipment Resources](#).

Within the [equipment hub](#) you can purchase:

- o Sports trainer kits – elite & junior

- o Scissors
- o Strapping tape
- o First aid kits
- o Utility belts
- o Sports kits

12. How do I locate a club near me?

Visit playrugbyleague.com.au and enter your postcode into the ‘find your place to get involved’ search engine.

13. When do registrations open?

Registrations open on December 1st, each year (unless otherwise advised)

14. How do I apply for 18-month registration dispensation for my child?

For information regarding the 18-month registration dispensation refer to the [18-month registration policy](#), available on QRL Clubhouse.



15. Is there a list of Carnivals in QLD and what age groups and locations they are at?

Yes, the [list of carnivals](#) can be found on QRL Clubhouse under the '[regions](#)' tab.

16. When does my season start?

Your local league calendar can be found under the '[regions](#)' tab on Clubhouse at qrl.com.au. If your local league calendar cannot be found under the 'regions tab' please contact your local league office.

17. I need access to MySideline, who can help me?

Step 1 - Visit admin.mysideline.com.au and click Login with NRL Account.

Step 2 - Login using your NRL Account or click Sign Up to create an account.

· You may already have an account if you used your email address to register yourself or someone else as a Player, Coach, Trainer or Volunteer.

· Please check if you have an account, if you do, please use the Forgot Password option else continue creating your account.

Step 3 - Now you've created your account, let your Club or Association Administrator know the email address used to create the account and they can add you as an Admin to your Club/Association.

Step 4 - Visit the NRL Learning Centre once you have administrator access to learn how to manage your participants, create products, and overall make the most of MySideline Admin.

· Use the options in the side bar of the NRL Learning Centre to select your role (i.e. Club Administrator or Association Administrator) and access all our online courses at your convenience.

You can troubleshoot most questions about MySideline by utilising the resources available on QRL Clubhouse – MySideline Resources



18. Why can't I add a player/team staff to a team?

Check the following if a member isn't available to select:

- Is the Player/Member still pending approval?
- Is the age group filter set correctly? If you are adding a Player from an age group other than the Competition's default age, you'll need to change the age group filter
- Has the Player been approved for their age group dispensation?
- Does the member type match the Team and Competition Member Type? For example - are the Player, Team, and Competition all Player Tackle or Player League Tag?

You can troubleshoot most questions about MySideline by utilising the resources available on QRL Clubhouse – MySideline Resources.

Mid-season

1. How do I make an insurance claim?

If you need to make a rugby league related personal access claim, please visit the '[Gallaghers Insurance Claims](#)' tab on QRL Clubhouse.

2. I've finished my course, but it isn't showing my accreditation?

Email [NRL Support](#) and provide the requested details.

3. What form do I need to use for return to play from a concussion?

The [NRL Community Head Injury Recognition and Referral form](#) needs to be completed before you return to play. This form can be found on QRL Clubhouse along with the [Community Rugby League Policy and Guidelines for the Management of Concussion](#).



4. How do I report a PEP incident?

The [PEP Incident Report form](#) can be found on QRL Clubhouse, along with other resources applicable to the [Positive Environment Program](#).

5. How do I find policies?

The QRL rules and NRL laws, polices and codes can be found on QRL Clubhouse under '[rules of the game](#)'.



Post-season

1. What documents are required for [Affiliation Requirements](#)?

Affiliation requirements – Club:

End of year checklist and declaration

Information required:

- o AGM minutes
- o AGM reports
- o Audited financial reports
- o Copy of most recent bank statement
- o Budget for upcoming financial year
- o Office of Fair Trading annual return lodgement receipt [C1 form](#) to be submitted by November 15th each year.

Affiliation requirements – League:

End of year checklist and declaration

Information required:



- o AGM minutes
- o AGM reports
- o Audited financial reports
- o Copy of most recent bank statement
- o Budget for upcoming financial year
- o Office of Fair Trading annual return lodgement receipt

L1 form to be submitted by November 20th each year

The League is subsequently required to complete a L2 form.

Affiliation requirements – Referee Association:

End of year checklist and declaration

Information required:

- o AGM minutes
- o AGM reports
- o Audited financial reports

- o Copy of most recent bank statement
- o Budget for upcoming financial year
- o Office of Fair Trading annual return lodgement receipt RA1 form to be submitted by November 15th each year. The Association is subsequently required to complete a RA2 form.

2. How does my club run an AGM?

Club/Association/League AGM should be run in accordance with the Club/Association/League constitution.

Further advice on holding an Annual General Meeting and General Meetings can be found at qld.gov.au

Please note:

Each Club/Association must hold its AGM prior to the AGM of the Local League.

Templates for meeting minutes can be found on QRL Clubhouse under '[club templates](#)'



3. Is there a constitution template?

A model club constitution template can be found on QRL Clubhouse under '[club templates](#)'.

4. Where do I find a budget template for yearly planning?

Budget templates, along with many other templates can be found on the QRL Clubhouse under '[club templates](#)'.

If you would like to request additional resources for QRL Clubhouse, please complete the form below, using the QR Code

