Team Managers Manual

MINI LEAGUE (U6's to U9's)

2026

Welcome

Welcome to all Community Rugby League Mini League Team Managers for the 2026 Rugby League season. The Team Manager Role is a vital role in our competitions and on game day at our grounds. We thank you for the time you have committed to this position, and we hope that it is an enjoyable season, and you find the position rewarding.

In this Manual you will find relevant information for all aspects of your role. If you have any further questions after reading this manual, your first contact should be your Club President or Secretary who will be able to guide you in getting your team ready for the season ahead.

We hope that you find value in the content of this manual and that it assists you in your operations.

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What do I need to become a Team Manager?

Age Requirements:

Team Managers must be at least 14 years old for teams Under 6 to Under 12, and at least 18 years old for teams Under 13 and above.

Key Role:

As the main link between parents, players, coaches, and the club, strong communication skills and a mobile phone are essential.

Working with Children Check (WWC):

All Rugby League volunteers, including Team Managers, Coaches, and Committee members, must have a current WWC.

After getting your WWC, register as a volunteer with your club on www.playrugbyleague.com.

Child Safety:

"Child Safety - Patrons of the Game" This is compulsory online course for any patrons of the game that are working with children under the age of 18.

Complete the course on https://learn.playrugbyleague.com by searching 'Patrons of the Game' via 'Course Finder' (top right of browser).

Registration Process:

You'll need an active NRL Account to register with your club.

If you're new, you'll create an NRL Account; if you're renewing, you don't need to re-submit your ID or photo.

If you need help with registration, contact your club.

After registration, a club administrator will assign you to your team, giving you access to MySideline Manager.

The MySideline Manager

MySideline Manager tool helps Team Managers and Club/League Administrators manage match day and training tasks from their mobile devices. Once registered as a volunteer, your club administrator will give you access through https://manager.mysideline.com.au, where you can log in using your NRL Account.

Your club should provide you with a list of players in your team. Check this list with the coach to make sure no players are missing. When you log in, make sure all players are visible in your app. If any players are missing, they may not be registered or added to your squad yet. Contact your club administrator for help. If new players join during the season, inform your club administrator so they can add them once registered.

MySideline Manager is a web tool, not an app.

To access it, go to https://manager.mysideline.com.au. Your Club Administrator will add you as Team Manager and provide access using your NRL login email.

Features of MySideline Manager include:

- Team Lists: Select your game day team and access player ID cards.
- My Members: View your entire squad. Contact your club if someone is missing.
- Injury Cases: Track and report player injuries.
- Matches: Manage match-related tasks.
- Attendance: Record training attendance.
- Report Injury: Report injuries instantly on game day.

It's recommended to complete MySideline Manager Training, which is available at www.playrugbyleague.com, to help you understand your responsibilities as a manager.

Player Registrations

You should encourage all of your players to register at the earliest convenience. This makes planning for your club easier, along with team nominations and other processes moving towards the start of the season.

All player registrations must be completed via www.playrugbyleague.com

Parents of returning players should be advised that they will need to have an active NRL Account to complete the online registration form and will need to link their children's player profiles to that NRL Account. The NRL Account should be created with the email account previously linked to the child's player profile.

If they have any issues with linking their children's profiles to their NRL Account, they can access a Help Desk by clicking the HELP icon on the bottom right of the registration page.

New players who are registering for the first time will need to upload both a copy of their Birth Certificate along with a current photo (head and shoulders against a white background). If this is not completed at the time that they register online, your club Secretary or Registrar may approach you to obtain these documents or images from parents or players. Players without current photos may be unable to have their registration approved.

Player ID Cards

Manager Responsibilities for Player ID Check!

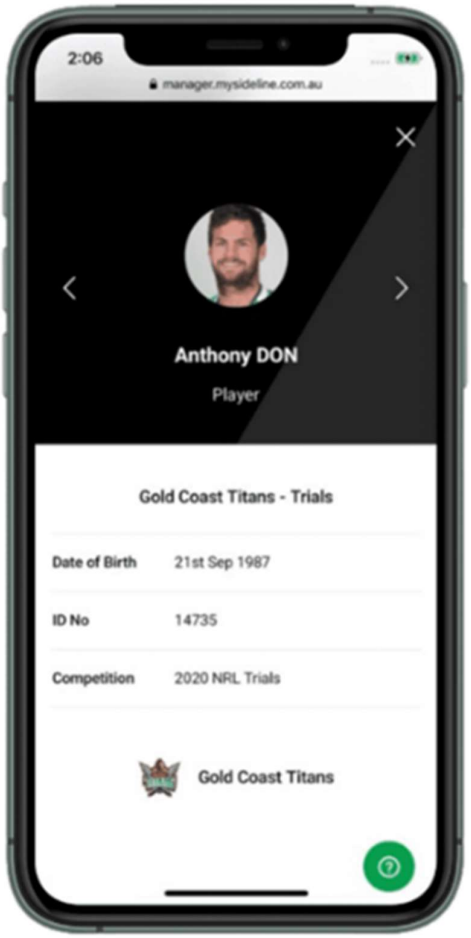
Check Player IDs: Use MySideline Manager to verify the opposition's players. Player ID cards appear once your squad is selected by Thursday before game day.

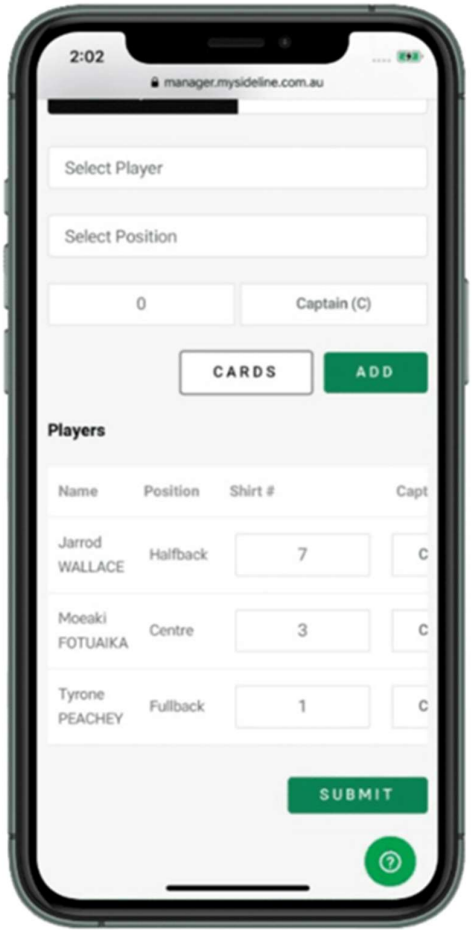
Submit Your Team: Make sure your team is submitted on time. (PRIOR to 9PM THURSDAY NIGHT before a scheduled game)

View Player Cards: Click the "Cards" button and swipe right to view all players' cards for the match.

Timing: Complete this process up to 30 minutes before kick-off.

Extra Players: If a player is joining your team temporarily (e.g., playing up), confirm they're registered by having the player or parent log in to their profile at www.playrugbyleague.com.





Submitting a Team List

Weekly Team List Submission via MySideline Manager:

Deadline: Submit your team list by 9PM Thursday before each game.

How to Submit:

- Select 'Team Lists' from the menu.
- Choose the upcoming match.
- Add players and officials (team staff) for the match. Previous participants will auto-fill, but you can adjust if needed.
- Make any necessary changes, like removing players or updating jersey numbers.
- If a player is unavailable (due to concussion, suspension, or registration issues), contact your club administrator for help.
- Click 'Submit' to save and update your team list.

After Submitting:

You'll have two options:

- Submit: Stay on the screen to view digital cards or make more changes.
- Submit & Score: This is for match day when you're ready to manage and score the game.

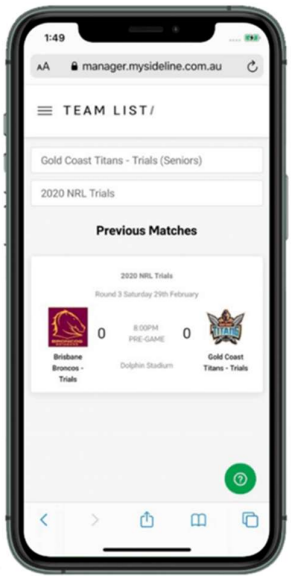
Why It's Important:

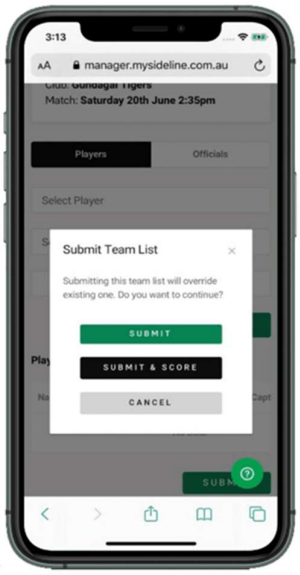
- Submitting your team list ensures players are recorded and eligible for finals if your team qualifies.
- It helps confirm player IDs with opposing managers and officials.

Reminder: All teams must submit their team list to MySideline Manager every week!

Important Notes:

- Ensure players are listed in their correct positions (e.g., Fullback, Halfback, Bench) for teams 13+.
- Players with injuries or under concussion protocols will not be available until cleared.





Communication

Set Up Your Communication Platform:

Choose a communication tool (e.g., WhatsApp, email) with your club to keep parents and players updated on training schedules, changes (e.g., due to weather), and match details.

Stay in regular contact with your club and coach.

Weekly Draw:

The match draw is posted online on Play Rugby League – Competitions and will also be shared by your club. Check for any discrepancies and reach out to your club if needed.

Share match details with parents, players, and coaches, including arrival times for the game.

Contact Information:

Ensure you have contact details for your club's key people (President, Secretary, Registrar) and make sure parents and players know who to contact.

Share club updates and encourage families to follow the club on social media.

Social Media and Code of Conduct:

Remember, the NRL Code of Conduct covers the use of social media. Breaches may result in penalties.

Any concerns with your local League should go through your Club President or Secretary, who can contact the NSWRL.

Playing Kit

Each club has its own way of handing out team kits. Check with your club if they need help with sizing for your players. Every player needs their own set of playing gear: shorts, socks, and a jersey. Important: No two players should have the same number! Keep track of each player's allocated number to avoid any mix-ups.

Game Day

Game Day – Your Critical Role:

Arrive Early: Get to the venue 1 hour before kick-off (earlier if needed).

Check Uniforms: Ensure all players are in full club uniform—jersey, shorts, and socks.

Unique Numbers: Double-check that each player has a unique number. No alterations with tape; numbers must be clearly visible for officials.

Collect Score Sheet: Get the score sheet from the Ground Manager or designated area.

Complete Details: Enter your team details on the score sheet at least 30 minutes before kick-off to confirm players via Player ID Cards on MySideline Manager.

Use Black/Blue Pens: All score sheets must be filled out with black or blue ink only. These are legal documents, so accuracy is crucial—especially for insurance.

Match Coordination: Ensure the team on MySideline Manager matches the score sheet exactly.

Key Reminders:

Minimum Players & Staff: A game can't proceed without enough players and accredited coaching staff. If you're short, contact your club immediately.

Substitute Coaches: If your coaching staff can't attend, let your club know to arrange a qualified replacement. No exceptions—teams without proper staff will forfeit the game.

Complete Sign-on Sheet:

15 Minutes Before Kick-off: Ensure all info is filled out: player jersey numbers, starting players' names, team staff names and signatures.

Unavailable Players: Cross out players who aren't participating.

Concussion Protocol: Mark players who leave for concussion with "HIA" on the sign-on sheet

Scoresheets – U/6 – U/10

Match details

Mini (Under 6-7) Single Team Sheet
Team: **Asquith Magpies U6**

Competition	North Sydney Junior League - Under 6's	Coach	
Match	Round 1, Vs Hills Hawks U6	Manager	
Venue	Dural Park	Trainer 1	
Date	22/04/23	Trainer 2	
Time	09:00	Trainer 3	
		Chief (CMO)	
		Assistant (AMO)	

Officials (coach, manager & any trainers) will be listed here.

If this is blank:

- staff requires to register on MySideline or,
- if registered, please contact your club secretary so they can assign staff to your team on MySideline

Player's name, their jersey number and their NRL ID will be listed here

If this is blank:

- Team list has not been submitted

If a player is not listed:

- They have not registered or been moved to the squad or are playing up an age group

No	ID No	Player's Name	Period 1	Period 2	Period 3	Period 4	Replaced by Referee

Sign Off	Name	Signature
Match Official/Referee		
Ground Manager		
Match Official/Referee		

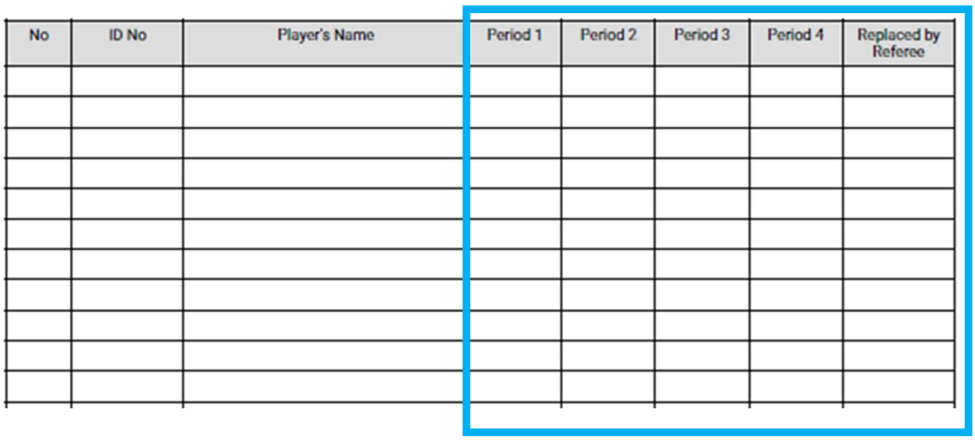
Once match is completed, please fill in 'Name' column and sign

The above team sheet will be prefilled as per your team list submission

REMEMBER: Only One (1) LeagueSafe is required for Under 6 – Under 10 Games per team.

Age	Minimum Personnel Required for Contact Rugby League	Minimum Personnel Required for League Tag	Minimum Accreditation Required
U6-7	One (1) x First Responder for up to four (4) matches being played on an International Field.	One (1) x First Responder for up to four (4) matches being played on an International Field.	• League First Aid; or • NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer
U8-9	One (1) x First Responder for up to three (3) matches being played on an International Field.	One (1) x First Responder for up to three (3) matches being played on an International Field.	
U10-12	One (1) x First Responder per match	One (1) x First Responder per match	
U13-15	One (1) x First Responder per team for each match.		
U16+	One (1) x First Responder per team for each match.	One (1) x First Responder per team for each match.	• NRL Level 1 Sports Trainer; or • NRL Level 2 Sports Trainer.

What do all the columns mean?



No	ID No	Player's Name	Period 1	Period 2	Period 3	Period 4	Replaced by Referee

Period 1-4 (Quarters) – Outlined Red – this is the Manager's way of tracking your players during a game. As per NRL Rule: (6) Each player is to play a MINIMUM OF TWO UNBROKEN QUARTERS of eight (8) minutes. [This is a MINIMUM playing time only and, should numbers allow, all present should be given a maximum amount of time possible on-field.) Quite simply, Managers should put a cross in those who start each quarter on the bench

Late Team List Submitted

If Your Team List Is Submitted After Friday 9 AM:

Full Surnames Only: Write each player's full surname exactly as it appears on their Player ID Card.

Jersey Numbers: Include the player's jersey number for the day.

No Nicknames or First Names: Only use registered names—no nicknames, first names, or Anglicized versions.

No Gaps: Don't leave spaces between names—make sure everything is neatly written.

Important Reminder:

You can still submit team lists after Friday 9 AM, but note that the team sheet may be blank on game day.

Complaints

How to Handle Complaints:

Behaviour at the Ground: If there's an issue with behavior, contact your Club Secretary. They can help submit a Code of Conduct Online Report to NSWRL.

Decisions by Local League: For complaints about local League decisions, reach out to your Club Secretary, who can escalate the issue to the League.

NSWRL Decisions (Transfer Policy, Judiciary, etc.): If you have concerns about decisions made by NSWRL, contact your Club Secretary to raise the matter with NSWRL.

Internal Club Complaints: If the issue is within your club, speak with your Club President or Secretary. If the problem persists, you can contact your local League or NSWRL for MPIO (Member Protection Information Officer) Support.

Community Rugby League Head Injury Procedure

If a player is removed from the field by a Sports Trainer and there is a suspected concussion or head injury, the following process should be followed:

AT THE GAME

Player removed from the field with a suspected HIA

PLAYER IS NOT ABLE TO RETURN TO THE FIELD UNDER ANY CIRCUMSTANCES

TEAM MANAGER SHOULD MARK HIA NEXT TO THE PLAYERS NAME ON THE SIGN ON SHEET

Sports Trainer should complete the NRL Head Injury Recognition and Referral Form (NRL HIRR Form) https://prl-cms.nrl.digital/media/15300/nrl-community-medical-clearance-form.pdf

Sports Trainer should also complete an injury form and submit the injury form to the League Administrator with the Sign on Sheet

All 3 pages of the NRL HIRR Form should be given to the player / parent / carer

The player should be directed to attend a Doctor or a Hospital as soon as possible for further assessment and to determine whether a head injury / concussion has occurred

AFTER ASSESSMENT – NO CONCUSSIVE EVENT

If the GP / Hospital assesses the player and determines that NO CONCUSSIVE EVENT HAS OCCURRED, the player can be cleared to play. To allow the GP / Doctor to properly assess the player, please ensure that all 3 pages of the NRL HIRR Form are given to the Doctor.

Please have the form completed in full by the GP / Doctor and return the completed form to your Club Secretary

The Club Secretary will then forward the NRL HIRR Form to the League Administrator and the player can be cleared to play

AFTER ASSESSMENT – CONCUSSION CONFIRMED

If the GP / Hospital assesses the player and determines that A CONCUSSIVE EVENT HAS OCCURRED, the player must be rested for a 19-day period, during which time the player is subject to Graduated Return to Sport (GRTS) Protocols

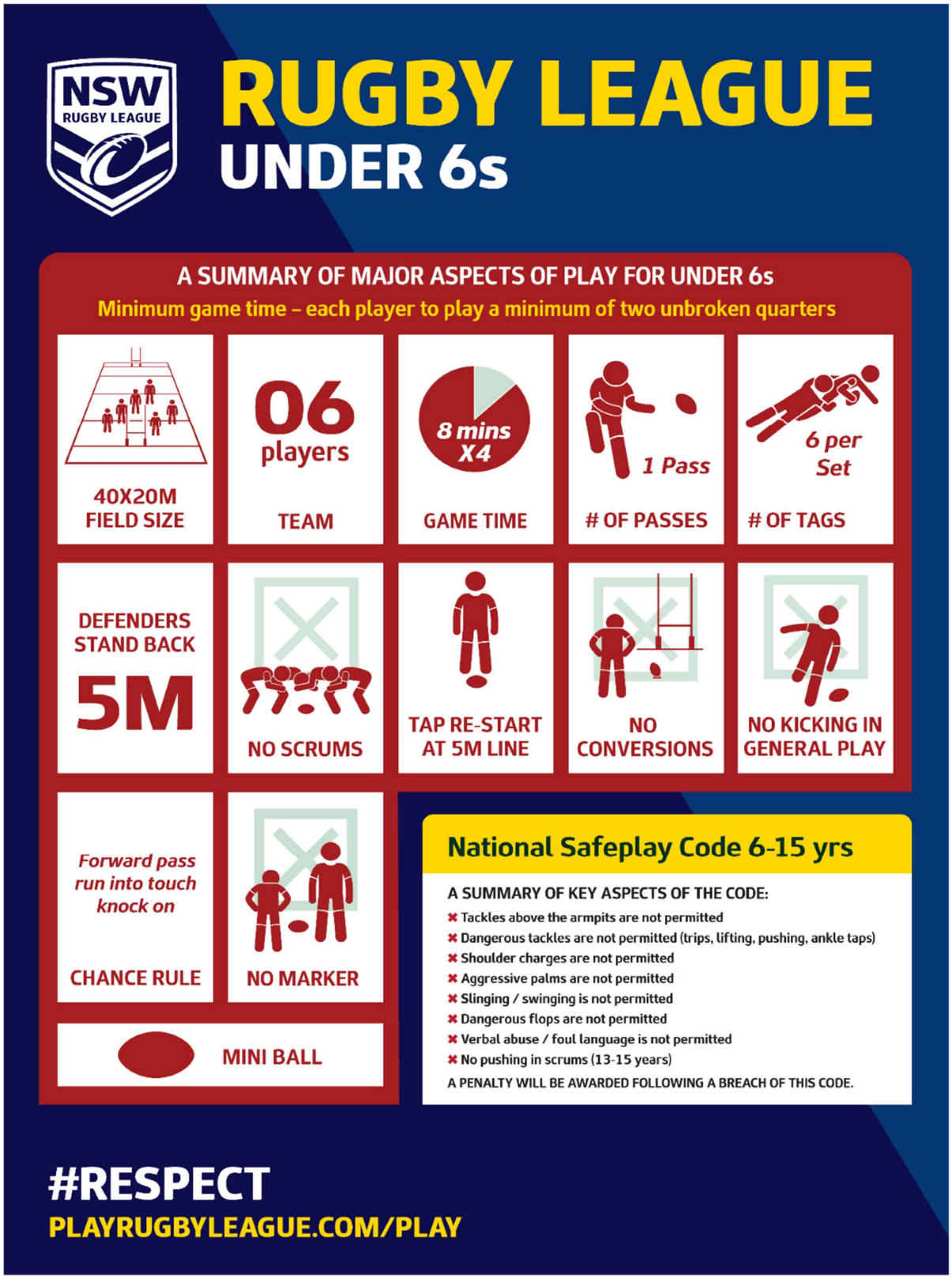
Once the 19-day rest period / GRTS Protocols have been completed, the player should return to the Doctor for medical clearance to play

Once medical clearance has been given by a doctor the signed clearance form should be returned to your Club Secretary

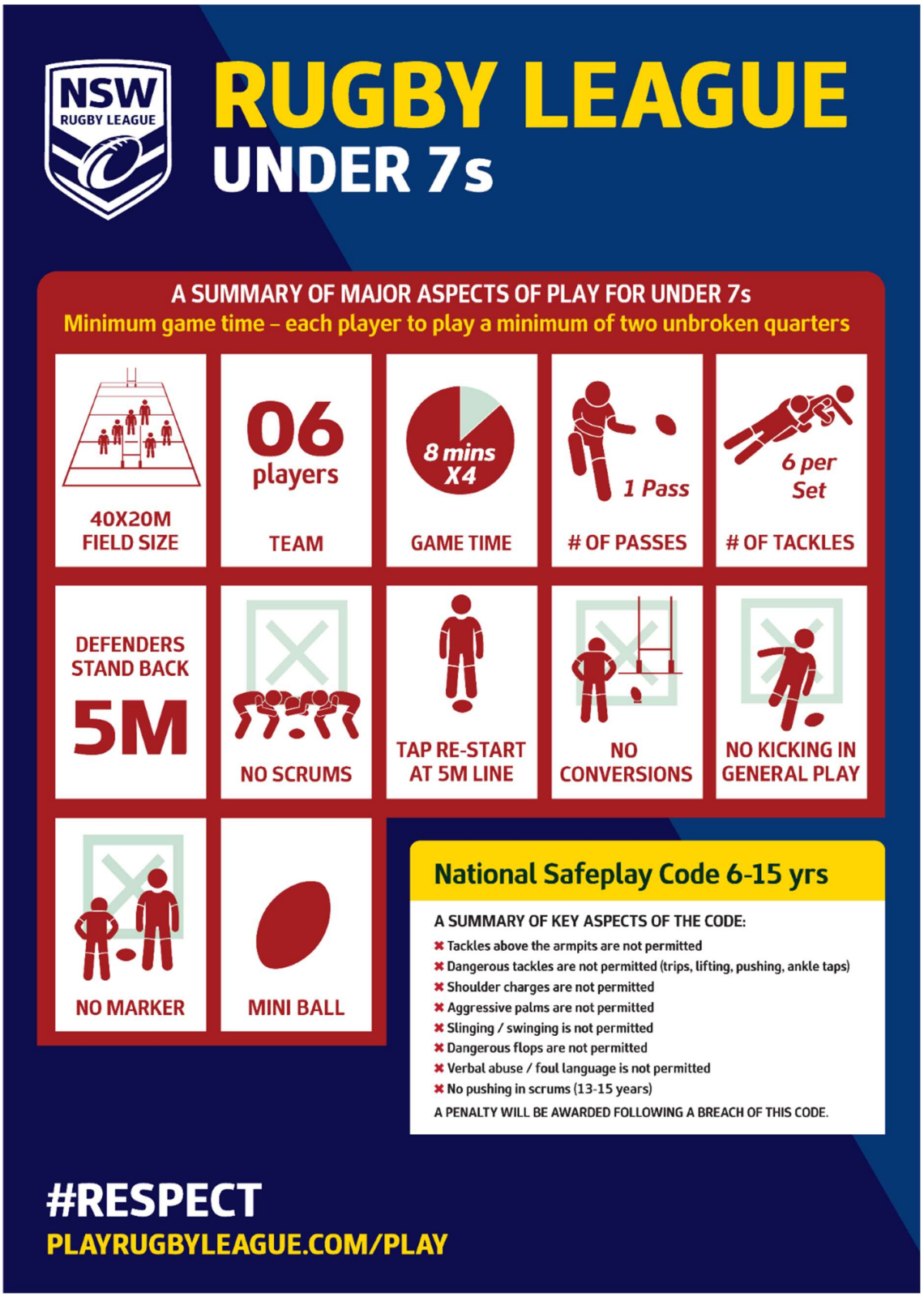
The Club Secretary will then forward the Medical Clearance to the League Administrator and the player will be cleared to play.

Please ensure that any Medical Clearance is returned to the League Administrator one business day before the player intends to return to play.

Under 6s


NSW RUGBY LEAGUE
RUGBY LEAGUE
UNDER 6s
A SUMMARY OF MAJOR ASPECTS OF PLAY FOR UNDER 6s
Minimum game time – each player to play a minimum of two unbroken quarters
40X20M FIELD SIZE
06 players
TEAM
8 mins X4
GAME TIME
1 Pass
OF PASSES
6 per Set
OF TAGS
DEFENDERS STAND BACK 5M
NO SCRUMS
TAP RE-START AT 5M LINE
NO CONVERSIONS
NO KICKING IN GENERAL PLAY
Forward pass
run into touch
knock on
CHANCE RULE
NO MARKER
MINI BALL
National Safeplay Code 6-15 yrs
A SUMMARY OF KEY ASPECTS OF THE CODE:
Tackles above the armpits are not permitted
Dangerous tackles are not permitted (trips, lifting, pushing, ankle taps)
Shoulder charges are not permitted
Aggressive palms are not permitted
Slinging / swinging is not permitted
Dangerous flops are not permitted
Verbal abuse / foul language is not permitted
No pushing in scrums (13-15 years)
A PENALTY WILL BE AWARDED FOLLOWING A BREACH OF THIS CODE.
#RESPECT
PLAYRUGBYLEAGUE.COM/PLAY

Under 7s


NSW RUGBY LEAGUE
RUGBY LEAGUE
UNDER 7s
A SUMMARY OF MAJOR ASPECTS OF PLAY FOR UNDER 7s
Minimum game time – each player to play a minimum of two unbroken quarters
40X20M FIELD SIZE
06 players
TEAM
8 mins X4
GAME TIME
1 Pass
OF PASSES
6 per Set
OF TACKLES
DEFENDERS STAND BACK 5M
NO SCRUMS
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No pushing in scrums (13-15 years)
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#RESPECT
PLAYRUGBYLEAGUE.COM/PLAY

Under 8s

NSW RUGBY LEAGUE
RUGBY LEAGUE
UNDER 8s
A SUMMARY OF MAJOR ASPECTS OF PLAY FOR UNDER 8s
Minimum game time – each player to play a minimum of two unbroken quarters
68X30M FIELD SIZE
08 players
TEAM
8 mins X4
GAME TIME
NO KICKING IN GENERAL PLAY
FR
2 Pass
OF PASSES
DEFENDERS STAND BACK
5M
6 per Set
OF TACKLES
NO SCRUMS
TAP RE-START AT HALF WAY
CONVERSIONS ALLOWED
MINI POSTS
MINI BALL
FR
VESTS ROTATED EACH PERIOD
National Safeplay Code 6-15 yrs
A SUMMARY OF KEY ASPECTS OF THE CODE:
X Tackles above the armpits are not permitted
X Dangerous tackles are not permitted (trips, lifting, pushing, ankle taps)
X Shoulder charges are not permitted
X Aggressive palms are not permitted
X Slinging / swinging is not permitted
X Dangerous flops are not permitted
X Verbal abuse / foul language is not permitted
X No pushing in scrums (13-15 years)
A PENALTY WILL BE AWARDED FOLLOWING A BREACH OF THIS CODE.
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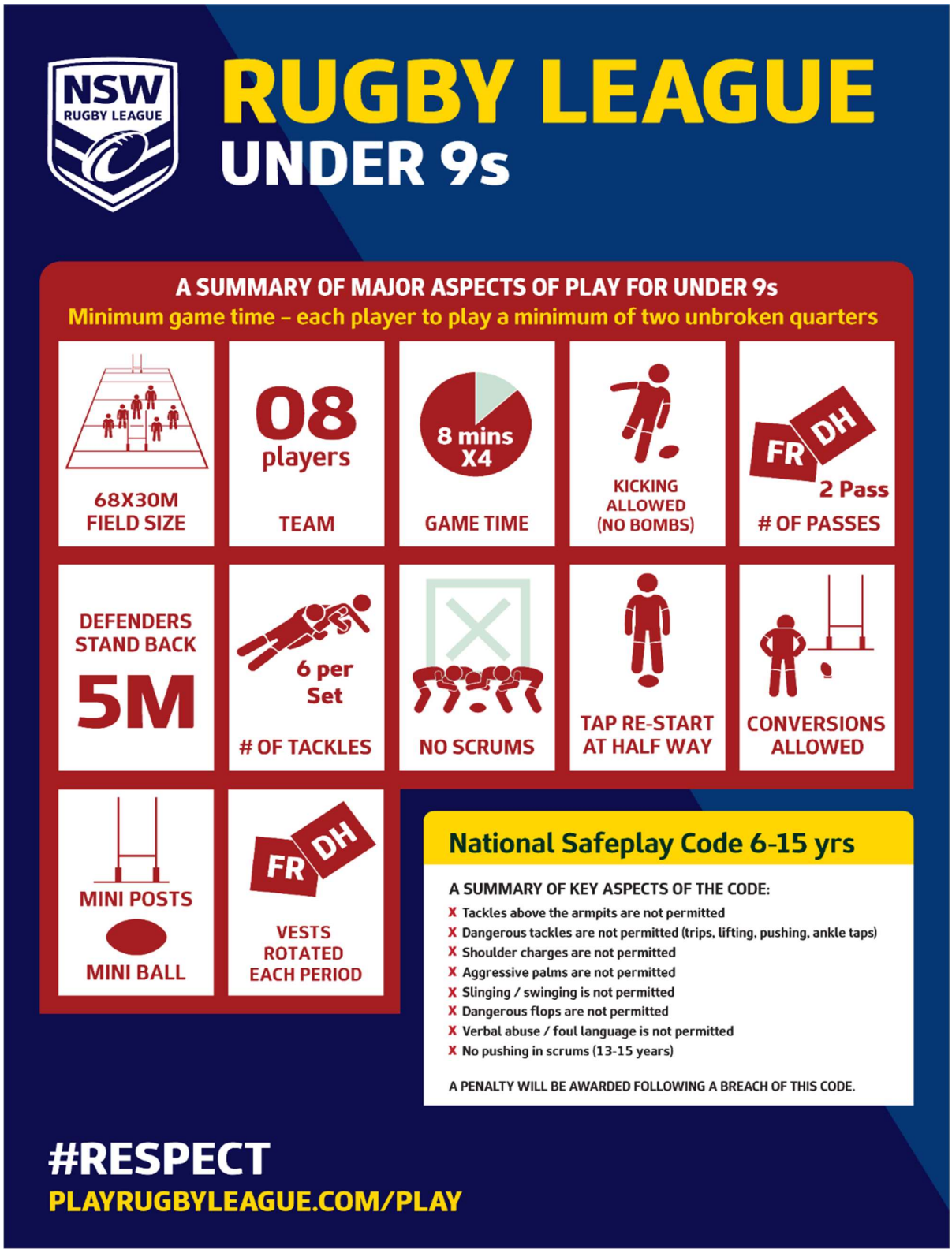
PLAYRUGBYLEAGUE.COM/PLAY

Under 9s


NSW RUGBY LEAGUE
RUGBY LEAGUE
UNDER 9s
A SUMMARY OF MAJOR ASPECTS OF PLAY FOR UNDER 9s
Minimum game time – each player to play a minimum of two unbroken quarters
68X30M FIELD SIZE
08 players
TEAM
8 mins X4
GAME TIME
KICKING ALLOWED (NO BOMBS)
FR DH
2 Pass
OF PASSES
DEFENDERS STAND BACK
5M
6 per Set
OF TACKLES
NO SCRUMS
TAP RE-START AT HALF WAY
CONVERSIONS ALLOWED
MINI POSTS
MINI BALL
FR DH
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#RESPECT
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NORTH SYDNEY DISTRICT JUNIOR RUGBY LEAGUE

REGISTER

BECOME A BEAR IN 2025!

OUR JUNIOR LEAGUE PROVIDES RUGBY LEAGUE COMPETITIONS FOR PLAYERS STARING AT 4 YEARS OLD! MATCHES ARE PLAYED ACROSS THE NORTH SHORE OF SYDNEY AND SURROUNDING DISTRICTS, REGISTER TO YOUR LOCAL CLUB NOW!

ASQUITH MAGPIES
Storey Park
12 Old Berowra Road, Hornsby
info@asquithmagpies.com.au

BEROWRA WALLABIES
Warina Street Oval
65 Hillcrest Road, Berowra
secretary@berowrawallabies.com.au

NORTHWEST HAWKS
Dural Park
45 Quarry Road, Dural
info@northwesthawksrugbyleague.com.au

KU-RING-GAI CUBS
Turramurra Memorial Park
Eastern Road, Turramurra
cubsrugbyleague@gmail.com

LANE COVE TIGERS
Tantallon Oval
Cnr of Tantallon Road & Epping Road,
Lane Cove North
info@lanecovetigers.com.au

NORTH SYDNEY BROTHERS
Tunks Park
Brothers Avenue, Northbridge
president@northsydneybrothers.com.au

PENNANT HILLS CHERRYBROOK STAGS
Greenway Park
Shepherds Drive, Cherrybrook
president@pennostags.com.au

WILLOUGHBY ROOS
Willoughby Park
Cnr of McClelland Road & Warrane Road,
Willoughby
willoughbyroos@gmail.com