

## PROCEDURE TO ESTABLISH PLAYER ELIGIBILITY FOR INTERNATIONAL RUGBY LEAGUE (OPERATIONAL RULES ANNEX F)

### 1. INTRODUCTION

- 1.1 This Annex F to Operational Rule 4 regulates the procedure to establish a Player's eligibility to represent a national team of a Member.
- 1.2 Verification of Player eligibility for the country they wish to represent is mandatory.
- 1.3 Any breach to the eligibility system represents a threat to the integrity of international rugby league.
- 1.4 The principles supporting these protocols are to ensure that, firstly, eligible players are afforded every opportunity to play international rugby league; and, secondly, sanctioned matches are played on schedule and according to the rules.

### 2. WHO IS RESPONSIBLE FOR ESTABLISHING PLAYER ELIGIBILITY?

WHO	HOW
First: a player wishing to establish his/her eligibility	<ul style="list-style-type: none"> <li>▪ Must sign the IRL's Sensitive Data &amp; Operational Rules Consent Form (SDORCF); this allows the application to be processed by the Authorising Officers</li> <li>▪ Is responsible for providing any documentation required to prove eligibility per the IRL eligibility regulations</li> <li>▪ Must ensure that all information provided is truthful</li> </ul>
Second: IRL Member (through designated Eligibility Officers)	<ul style="list-style-type: none"> <li>▪ Uploads requisite documentation to their nation's eligibility folder on SharePoint (see section 3)</li> <li>▪ Ensures it complies with the timescales set out in section 4</li> <li>▪ Informs the international federations immediately when new documentation is added to the Player Info folder (see section 4)</li> <li>▪ Checks the Eligible Players spreadsheet regularly to remain updated on the status of an eligibility application</li> <li>▪ Communicates promptly with the player and the international federations</li> </ul>
Third: APRLC/IRL/RLEF staff (Authorising Officers)	<ul style="list-style-type: none"> <li>▪ Will respond to each new application promptly and efficiently</li> <li>▪ Must verify an application impartially and fairly and in accordance with the IRL eligibility rules in force at the time</li> <li>▪ Are responsible for providing a final verdict on each application and ensuring accurate record keeping</li> </ul>

### 3. HOW MEMBERS USE THE SHAREPOINT ELIGIBILITY FOLDER

- 3.1 Members are invited to nominate up to five Eligibility Officers. These EOs will have access to the nation's eligibility folder on the IRL SharePoint network. They are responsible for discharging the IRL member's responsibilities in the eligibility process.
- 3.2 The SharePoint eligibility folder is in four parts:

Step	ITEM	HOW TO USE
1	Player Info folder	Where EOs upload documents intended to establish a player's eligibility, including the SDORCF (see step 3).
2	Eligible Players spreadsheet	This is available to view only and will be updated by the AOs; it will show EOs the status of each application and provides a complete record of every eligible player for a country.

3	SDORCF	This must be completed and signed by any player applying to have his/her eligibility approved. EOs can send it to each player seeking to establish their eligibility.
4	Change of Eligibility Request Form	This must be completed and approved if a player wishes to switch representation from one country to another country.

3.3 Once a player's eligibility has been authorised his/her SDORCF, photo ID and, if applicable, change of eligibility document, will be stored in perpetuity. All other supporting documentation used to establish eligibility will be deleted.

3.4 Players only need to establish their eligibility for a country once.

#### 4. STEPS TO ESTABLISH A PLAYER'S ELIGIBILITY

4.1 IRL members are invited to follow this process for each new application.

4.2 Transgressions may lead to penalties (see section 5).

4.3 These two tables show the steps then the schedule for each step.

Table 1: Eligibility clearance process

STEP	ACTION	RESPONSE
1	Player submits eligibility documentation to relevant IRL member.	The Member should internally verify a player's eligibility before lodging documentation with IRL.
2	EO sends player the Sensitive Data & Operational Rule Consent Form.	Player completes and signs. Without this AOs <b>will not</b> process an application.
3	EO creates folder for the current year.	All cases are archived in the correct year folder.
4	EO creates new folder within the correct year folder within the Player Info folder using the correctly spelled Player's name. If the Player has used a preferred/known name on the SDORCF this should be the folder name. The family name should be capitalised.	Once the folder is created, all documents pertaining to the Player should be uploaded to the Player's individual folder.
5	EO uploads SDORCF + other supporting documents (incl. photo ID) to SharePoint and alerts the relevant confederation AOs.	AOs evaluate the documentation and update the nation's eligibility spreadsheet using the same name on the SDORCF/Player Info folder. EOs should periodically check the Eligible Player spreadsheet for the status of an eligibility application. If more information is required the Player's name will be <b>red</b> and a note will indicate what information is still required.
6	If required AO uploads additional documentation to the relevant individual Player's folder.	The EO should respond to any AO requests for additional information and promptly inform the EO when any additional documentation has been uploaded to the Player Info folder.
7	AOs grant or deny eligibility. <sup>1</sup>	Without introduction of new evidence, decisions are final.

Table 2: Eligibility clearance process schedule

STEP	DEADLINE	NOTE
1-4	Any time 48-hours or more prior to scheduled kick off time. Authorising Officers cannot guarantee granting approvals of any application lodged less than 48 hours from kick off.	Player/Members are encouraged to establish eligibility for individual Players as early as possible. In exceptional circumstances eligibility will be approved up to 1-hour before kick off.
5	Other than in exceptional circumstances, no later than 48 hours prior to scheduled kick off time.	-

## 5. TRANSGRESSIONS

#	TRANSGRESSION	PENALTY <sup>3</sup>
1	Player(s) named in 19-player or any pre-match squad but has not established eligibility less than 48-hours to kick off. <sup>2</sup>	£100/A\$180 per player
2	Player(s) named in 17-man match-day squad but has not established eligibility.	£300/A\$540 per player.
3	As #2, but IRL member does not then communicate with Authorising Officers post-match / fails to establish eligibility of player(s) within 7 days of the match.	£300/A\$540 per player. (i) Player banned from playing international rugby league until eligibility established. (ii) NF faces potential misconduct charges in line with operational rules.
4	Player(s) named in 17-man match-day squad who is ineligible.	Up to £10,000/A\$18,000 per player. <sup>4</sup> (i) Team stripped of points. (ii) Player banned from playing for that country until eligibility established.

### Notes

1. AO #1 will make a judgment on a Player's eligibility; AO #2 will either support or challenge the judgment. This two-step process is used for all cases, to ensure an accurate assessment. A Player is considered eligible once the 'authorised by' column is populated with the name or initials of an AO and the Player's name appears in black.
2. Unless dispensation has been granted to establish eligibility based on exceptional circumstances.
3. No penalties will be charged for a nation's first sanctioned international (under this system). This will allow EOs to become familiar with the system.
4. The penalty will be at the discretion of the Board, taking into consideration mitigating and aggravating circumstances, in particular the scale of reputational and / or material damage caused by the transgression.

### Note on SDORCF for players who are eligible prior to the introduction of this system

Prior to each national team camp the team manager will ask each player in camp to sign his/her consent. The scanned document will be stored in the nation's eligibility folder.