



RFL: Salary Cap Process

Last Modified on 29/01/2024 3:46 pm AEDT

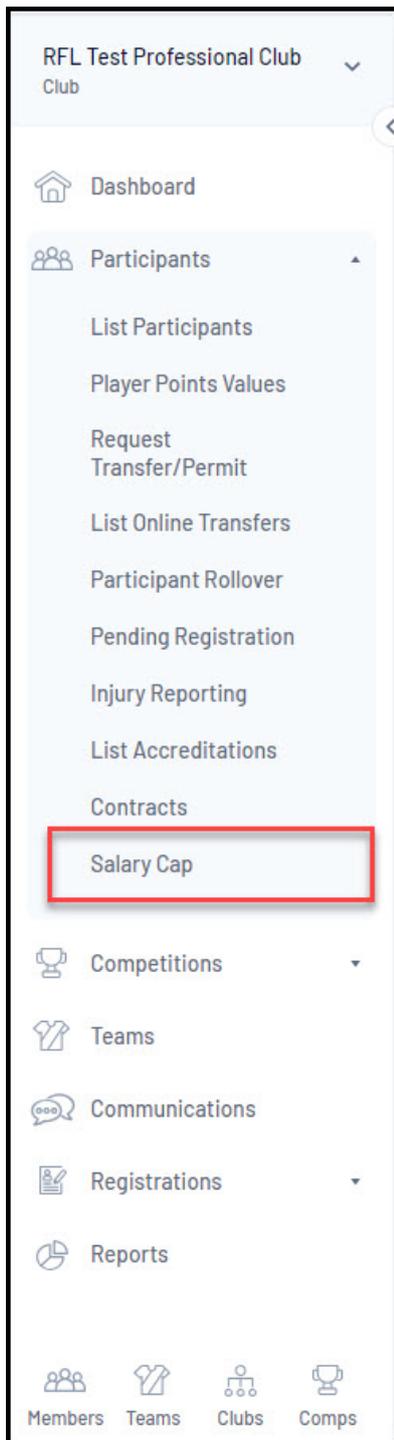
RFL Clubs and Leagues have the ability to manage Salary Cap information for participants directly through Passport, which allows the RFL to approve individuals for participation in accordance with Salary Cap parameters.

There are two key processes that need to occur at different access levels in order to accurately assign Salary Cap information:

Club Administrators

Club administrators can follow the process below to access their Salary Cap template to send directly to the RFL:

1. In the left-hand menu, open the **Participants** menu > click **SALARY CAP**



2. Download the Salary Cap template by clicking the hyperlinked **TEMPLATE PROVIDED** text and opening the downloaded file in Excel.



This can then be sent directly to the RFL for approval and upload.

Once Salary Cap information has been uploaded for your Club, you will then be able to see:

Last Updated Timestamp

Salary Cap File Upload

Last Updated: 16/10/2019 21:47

To add a document click the browse button and find the document you wish

Salary Cap information

Salary Cap	Agreed Allowances	Additional Players Used	Log
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Salary Cap Players

Player	Age	Salary	Pension	Bonuses	Benefits	Milestone	SCV	Review
Ikahihifo		140000	7000	0	14000	0	161000	0
Uate		125000	8000	0	4500	10000	147500	0
Ta'ai		130000	0	0	14000	0	144000	0
Matagi		120000	0	0	12000	0	132000	0
Gaskell		120000	0	5600	0	0	125600	0
Cudjoe		112500	0	5600	0	0	118100	0

Agreed Allowances

Salary Cap	Agreed Allowances	Additional Players Used	Log
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Agreed Allowances

Allowances	Reason	Amount
Club Trained Allowance		-60000
Welfare Allowance		-15000

Additional Players Used (if any)

Salary Cap	Agreed Allowances	Additional Players Used	Log
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Additional Players Used

Sorry there are no Additional Players entered

A **Log** of any updates made

Salary Cap	Agreed Allowances	Additional Players Used	Log
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Log

Date	Change	1st Tier	Correspondence
1899-12-30		1863000	
2019-09-11	O Russell IN Loan Recalled	20000	25th HP
2019-09-11	R Butterworth OUT	-18750	No Longer 25th HP
2019-09-11	Current Position	1864250	
2019-09-11	T Holmes OUT Loan	-38850	Loan to Featherstone
2019-09-11	R Butterworth IN	18750	25th HP

League Administrators

League administrators have the ability to upload a Salary Cap file into the relevant Club database once the file has been reviewed and approved by an RFL administrator following the steps below:

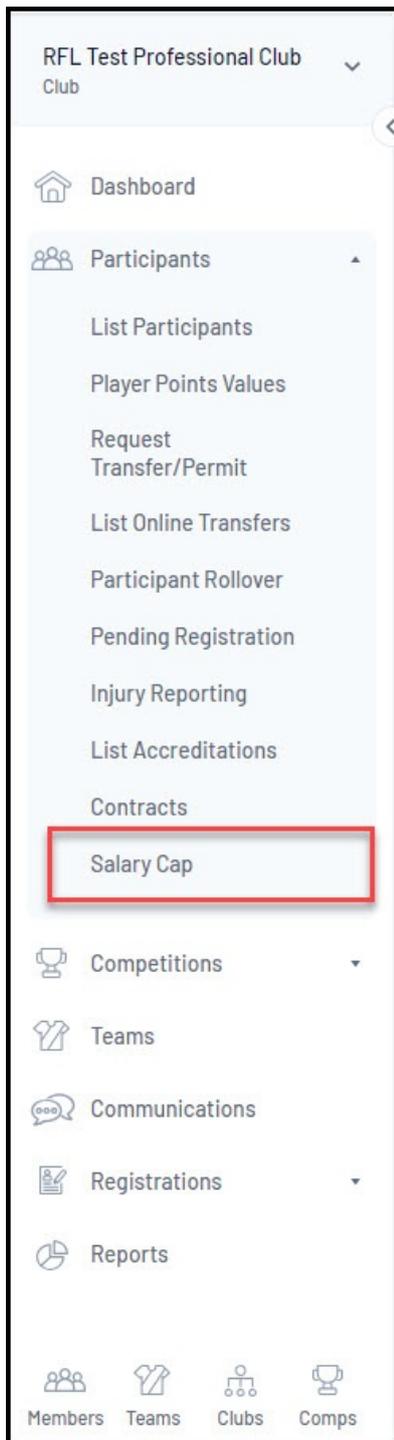
1. Login to the relevant club database through **Club > List Clubs > LOGIN** (magnifying glass icon)

Clubs in League

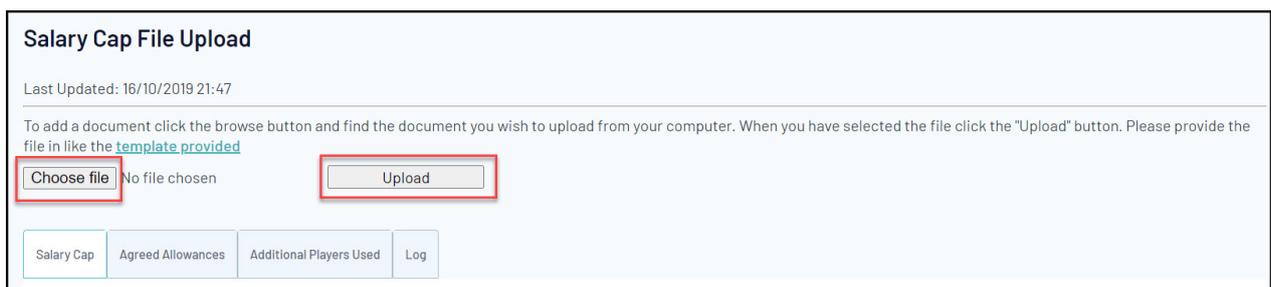
Showing Name Including Status **Active** ▼

Name	Contact	Phone	Email	Active?
 RFL Test Professional Club	Test Name	Club Phone	hello@mygameday.app	<input checked="" type="checkbox"/>

2. In the left-hand menu, open the **Participants** menu > Click **SALARY CAP**



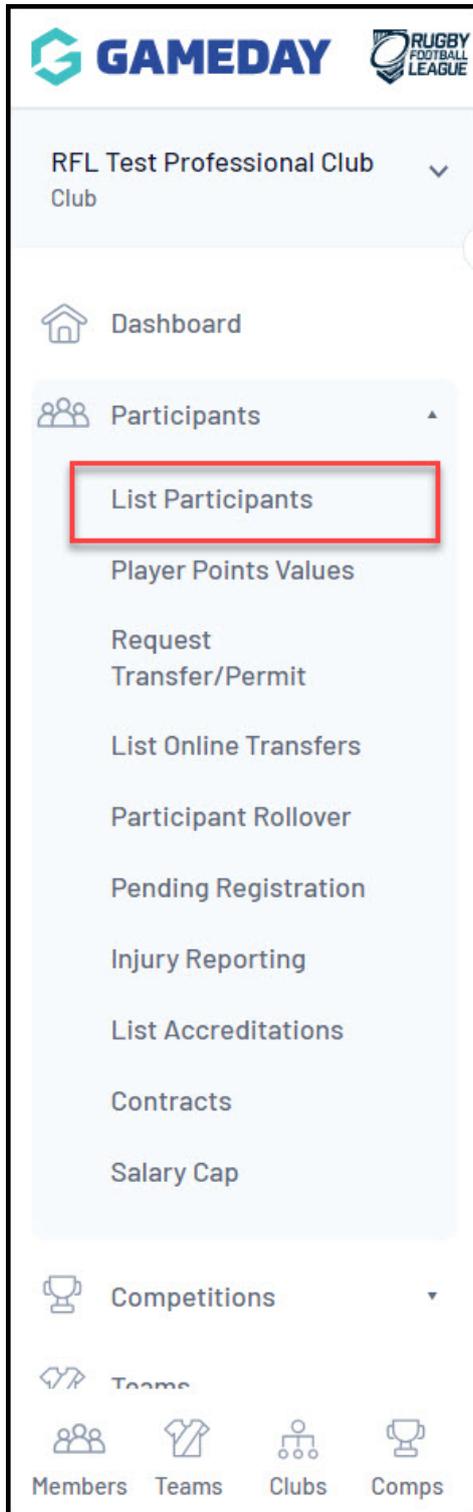
3. Use the **Choose File** button to select the file you want to upload, then click the **UPLOAD** button.



This will then upload all Salary Cap data from the file into the table shown on this page, which can

then be viewed by club administrator.

4. League administrators can then manually mark individual participants as being 'included' in the Salary Cap by clicking **Participants** > **LIST PARTICIPANTS** from the Club database:



5. Tick the box in the **INC. SALARY CAP** column for the relevant participant:

