

**2018**

**RUGBY EUROPE**

**WOMEN'S & MEN'S SENIOR**

**TROPHY AND CONFERENCES**

**COMPETITION'S MANUAL**



IN ASSOCIATION WITH



**TOURNAMENT MANUAL**

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## **Welcome from the President**

I would like to extend you all a warm welcome to the 2018 Rugby Europe “Women’s and Men’s Senior 7s Trophy and Conferences”. This competition comprises the following Tournaments

- Rugby Europe Sevens, Trophy
  - Men’s – 2 Legs
    - Zagreb (Croatia) – 8/9 June 2018
    - Siaulai (Lithuania) – 30 June & 1 July 2018
  - Women’s - 2 Legs
    - Dnipro (Ukraine) – 23/24 June 2018
    - Szeged (Hungary) – 7/8 July 2018
- Rugby Europe Conferences
  - Men’s Conference 1
    - Sarajevo (Bosnia-H) – 23/24 June 2018
  - Men’s Conference 2
    - Tallinn (Estonia) – 14/15 July 2018
  - Women’s Conference 1
    - Zagreb (Croatia) – 8/9 June 2018

These tournaments are gaining in profile throughout the world and they represent a wonderful opportunity for Europe’s young aspiring rugby players to experience the intensity of an international tournament and whilst providing an excellent development pathway to further their Sevens and Fifteens careers on to the global stage.

With this opportunity comes a collective responsibility to represent our countries, our teams our sport in the best possible way so as to attract supporters, television spectators, future commercial partners and most importantly, the next generation of men and women, girls and boys to be encouraged to play and enjoy our sport and its’ unique values.

I would like to place on record my thanks to all of this year’s Host Unions for their commitment to Rugby Europe and to the development of the sport. Staging competitions of this importance and stature is a significant undertaking and we are truly grateful for their efforts.

This Tournament Manual & Participation Agreement includes a list of contacts for key Tournament staff within Rugby Europe and the Hosts. Also, included, are the Tournament Rules, Disciplinary Procedures and Medical and Anti-Doping Regulations. It is imperative that all participants; players, coaches and management digest and understand these rules before your Union formally confirms your acceptance by signing the Participation Agreement.

In addition to this Manual, you will receive a Team Manager’s Handbook from the Host Union, which will give more specific details on a number of the logistical arrangements in place for the Tournament.

I hope you will find the Tournament Manual both useful and comprehensive. If you do have any queries regarding the content or any other aspect of the Tournament, please do not hesitate to contact us.

I wish you joy, and hope that your fair participation will give to the competition the credibility it deserves so that we can further develop and promote our sport to all.

With best wishes,

Octavian Morariu, Rugby Europe President

Member of the International Olympic  
Committee

## Rugby Europe Staff Contact Details – Sevens Trophies and Conferences

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## Key Rugby Europe Contacts for Sevens Competitions

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## 1. Introduction

This Tournament Manual is designed to provide all key details and Tournament Rules for Senior Women's & Men's Sevens Trophies and Conferences in 2018

- Rugby Europe Sevens, Trophy
  - Men's – 2 Legs
    - Zagreb (Croatia) – 8/9 June 2018
    - Siaulai (Lithuania) – 30 June & 1 July 2018
  - Women's - 2 Legs
    - Dnipro (Ukraine) – 23/24 June 2018
    - Szeged (Hungary) – 7/8 July 2018
- Rugby Europe Conferences
  - Men's Conference 1
    - Sarajevo (Bosnia-H) – 23/24 June 2018
  - Men's Conference 2
    - Tallinn (Estonia) – 14/15 July 2018
  - Women's Conference 1
    - Zagreb (Croatia) – 8/9 June 2018

### 1.1 Terms of Participation

Rugby Europe has been working to provide Terms of Participation that acts as a reference point to all Team Managers and Officials – a single point of reference for all key Tournament Rules and associated World Rugby Laws and Regulations whilst attempting to minimise the number of pages in the document.

In order to minimise the size of this document but ensure that Unions have all of the information required to understand and adhere to all terms, it has been necessary to provide a number of links to key Laws, Regulations and Training Aids as well as providing links to the forms that you will be required to complete in order to confirm that you are eligible and ready to participate.

#### Team Administration Certification

Along with these Terms of Participation, we will send you a spreadsheet which looks like the old Player List. It will however include a number of additional columns, designed to ensure that you have captured and have all supporting documentation regarding your Players and Management, as required. Whilst incumbent on Team Managers to retain and have available this information at all times for submission on request, it will not be necessary to provide all of this documentation in advance. Teams may be requested to present passports for all players in advance to ensure compliance with Rugby Europe.

**You will simply need to submit the signed Participation Agreement and the Team Administration Certification.**

In signing the Participation Agreement, you agree to all of the Rules and Terms outlined in this document as well as ensuring that you have referred to the additional documentation provided online and via the 'links' provided within these Terms. Further, you must ensure that you have given your players and management the opportunity to review all documents as required in order that they understand the importance of what they are signing.

For the avoidance of doubt, the Terms of Participation consist of

1. This document in its entirety including any links to external sites
2. The Team Administration Certification (Spreadsheet), sent with these Terms
3. All Rugby Europe Forms provided by link from this Manual to the Rugby Europe site.
4. Documentation produced by the Host Union including Presentations and Team Managers Handbooks

### **Team Managers Handbook / Presentation**

These Terms of Participation **will not include** details relating to the local Tournament Organisation and Logistics – these will be provided to you by the Host Union. Team Manager's Handbooks / Presentations will be sent to you in advance of the competition and will include details of:

- Local Organising Committee Contacts
- Liaison Officer Contact Details
- Pre Tournament Meetings
- Match Schedules and Match Venues
- Medical Support, Facilities and Contact Details

If you have any questions relating to Rugby Europe's funding of accommodation and / or transport costs, please contact Michel Arpaillange [Michel.arpaillange@rugbyeurope.eu](mailto:Michel.arpaillange@rugbyeurope.eu) or Claire O'Jeanson at [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu) at your convenience.

RUGBY EUROPE would like to remind all Unions that all Rugby Europe competitions are played under **ALL** World Rugby Laws and Regulations with specific amendments / variations made, as appropriate and highlighted in these Terms where necessary.

<http://www.laws.worldrugby.org/index.php?variation=2>

Should you have any questions on the content of these Terms of Participation, please do not hesitate to contact RUGBY EUROPE at [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu)

## **1.2 Variations from the Specifications of these Terms of Participation**

Rugby Europe reserves the right, at any time (whether before or during the Tournament) to make or vary rules and give directions as to the conduct of the Tournament, or in respect of matters relating to the Tournament, including the contents of these Terms of Participation, in accordance with the Participation Agreement. All such rules and directions when made and communicated are immediately binding upon each Participating Union and each Team Member, and these rules and directions will be deemed to be included automatically within these Terms of Participation.

## **1.3 Definitions & Interpretations**

Definitions and Interpretations of all terms used in this Manual are set out via the following link: [http://www.rugbyeurope.eu/sites/default/files/document/141014\\_coj\\_bound\\_by\\_terms.docx](http://www.rugbyeurope.eu/sites/default/files/document/141014_coj_bound_by_terms.docx)

## **1.4 Post Tournament Report**

All Unions are required to complete a [Post Tournament Report](#) and submit to [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu) no later than 14 days after the completion of the Competition.

Please refer to the following link to download a copy of the Report Template.

[http://www.rugbyeurope.eu/sites/default/files/document/170104\\_coj\\_re\\_u18\\_2015\\_post\\_tournament\\_questionnaire.docx](http://www.rugbyeurope.eu/sites/default/files/document/170104_coj_re_u18_2015_post_tournament_questionnaire.docx)



## 1.5 Forms for Completion

Teams must complete all forms applicable to your participation in this Competition. Some forms will require to be submitted in advance and / or at the Team Managers Meeting whilst, others must be retained by the Team Manager in the event that Rugby Europe needs to see them at any time.

Details of what is required will be stated on each of the forms, all of which can be downloaded via the following link – Section Rugby Europe:

<http://www.rugbyeurope.eu/rugby-europe/documentation>

Please ensure that you respect the deadlines that are provided in the body of the manual and within each form.

### **List of associated documents (to be downloaded from RE web site):**

<http://www.rugbyeurope.eu/rugby-europe/documentation> Section : Rugby Europe

[160116 COJ Declaration of Eligibility](#)

[160116 COJ Parental Consent Form](#)

[141014 COJ Image Consent Form](#)

[141014 COJ Bound by terms](#)

[170104 RE Accident report EN](#)

[170104 RE Declaration accident FR](#)

[170314 RE Staff 2017 Tournament Questionnaire](#)

[170317 NK Antidoping TUE application EN](#)

<http://www.rugbyeurope.eu/rugby-europe/documentation> Section: Manual and kits

[2018 – Competition TAC](#)

## 2. Annual Promotion & Relegation Process

### **Men's Sevens Grand Prix Series**

The Team finishing in 12<sup>th</sup> position after four legs (excepted 2019 host Union's), will be relegated to the Trophy and be seeded Number 1 for the 2019 Trophy Tournament.

### **Men's Trophy**

The Team ranked first after both legs of the competition will be promoted to the Sevens Grand Prix Series and will be seeded number 12 for the 2019 Series

The teams ranked 11<sup>th</sup> and 12<sup>th</sup> positions after two legs, will be relegated to the Rugby Europe 7s Conference1 and will be seeded Numbers 1 & 2 for the 2019 competition

### **Men's Conference 1**

The Teams ranked 1<sup>st</sup> and 2<sup>nd</sup> after the tournament will be promoted to the Trophy Series and will be seeded numbers 11<sup>th</sup> & 12<sup>th</sup> for the 2019 Series

The teams ranked 9<sup>th</sup> and 10<sup>th</sup> positions after the tournament, will be relegated to the Rugby Europe 7s Conference 2 and will be seeded Numbers 1 & 2 for the 2019 competition.

### **Men's Conference 2**

The Teams ranked 1<sup>st</sup> and 2<sup>nd</sup> after the tournament will be promoted to the Conference 1 and will be seeded numbers 11<sup>th</sup> & 12<sup>th</sup> for the 2019 competition.

### **Women's Sevens Grand Prix Series**

The Teams finishing in 11<sup>th</sup> & 12<sup>th</sup> position after two legs (excepted 2019 Host Union's), will be relegated to the Trophy and be seeded Numbers 1 in 2 for the 2019 Women's 7s Trophy Tournament.

### **Women's Trophy**

The Teams ranked 1<sup>st</sup> and 2<sup>nd</sup> after both legs of the competition will be promoted to the Sevens Grand Prix Series and will be seeded numbers 11<sup>th</sup> & 12<sup>th</sup> for the 2019 Women's Grand Prix Series.

The teams ranked 11<sup>th</sup> and 12<sup>th</sup> positions after two legs, will be relegated to the Rugby Europe 7s Conference<sup>1</sup> and will be seeded Numbers 1 & 2 for the 2019 competition

### **Women's Conference 1**

The Teams ranked 1<sup>st</sup> and 2<sup>nd</sup> after the tournament will be promoted to the Trophy Series and will be seeded numbers 11<sup>th</sup> & 12<sup>th</sup> for the 2019 Series

## **3. Olympic Qualification Process**

After the 2016, Olympic Games Rugby Sevens event and awaiting any amendments arising in relation to the Qualification process, Rugby Europe is required to propose a qualification structure for the 2020 games. In 2016, the expedited qualification process resulting from the more stringent Olympic Eligibility criteria, was far from ideal as it resulted in some Unions being unable to participate. As such, Rugby Europe has sought to find a solution which avoids this. A proposal was made to the Board of Director of Rugby Europe who approved the following:

1. The only tournament which will be subject to Olympic Eligibility Criteria will be the 2019 Sevens Grand Prix Series
2. Rugby Europe has four levels of Sevens competition. As such, teams participating in Conference 2 in 2017, can accede to the Sevens Grand Prix Series in 2019 and therefore, qualify for the Olympic Games. To be clear, this means that from 2017, all teams are able to qualify for the 2020 Olympics
3. As a result, standard World Rugby Regulations will apply to **ALL** of Rugby Europe's 2018 senior Seven a side Tournaments. Teams will not be required to apply Olympic Eligibility Regulations.

## **4. Eligibility Criteria**

It is the responsibility of all Unions to ensure that their players meet all eligibility criteria to participate in Rugby Europe competitions. Please refer to [www.worldrugby.org/regulations](http://www.worldrugby.org/regulations) for all Eligibility Rules.

Eligibility forms which can be found at [http://www.rugbyeurope.eu/sites/default/files/document/160116\\_coj\\_declaration\\_of\\_eligibility.docx](http://www.rugbyeurope.eu/sites/default/files/document/160116_coj_declaration_of_eligibility.docx) and must be completed in respect of each Player and retained by the Team Manager for inspection on request by Rugby Europe.

## 5. Rugby Europe Women's & Men's 7s competition Trophies and Conferences - Competition Format & Schedule

- Rugby Europe Sevens, Trophy
  - Men's – 2 Legs
    - Zagreb (Croatia) – 8/9 June 2018
    - Siaulai (Lithuania) – 30 June & 1 July 2018
  - Women's - 2 Legs
    - Dnipro (Ukraine) – 23/24 June 2018
    - Szeged (Hungary) – 7/8 July 2018
- Rugby Europe Conferences
  - Men's Conference 1
    - Sarajevo (Bosnia-H) – 23/24 June 2018
  - Men's Conference 2
    - Tallinn (Estonia) – 14/15 July 2018
  - Women's Conference 1
    - Zagreb (Croatia) – 8/9 June 2018

### 5.1.1 Men's Trophy Seedings for 1<sup>st</sup> Leg in Zagreb (Croatia)

1. Belgium 2. Romania 3. Luxembourg 4. Ukraine 5. Lithuania 6. Croatia  
7. Israel 8. Cyprus 9. Denmark 10. Latvia 11. Hungary 12. Bulgaria

### 5.1.2 Pools for Trophy 1<sup>st</sup> Leg in Zagreb

POOL A	POOL B	POOL C
1. Belgium	2. Romania	3. Luxembourg
6. Croatia	5. Lithuania	4. Ukraine
7. Israel	8. Cyprus	9. Denmark
12. Bulgaria	11. Hungary	10. Latvia

### 5.1.3 Men's Conference 1 Seedings for Tournament in Sarajevo (Bosnia-H)

1. Moldova 2. Czech Rep 3. Slovakia 4. Serbia 5. Norway 6. Bosnia H  
7. Turkey 8. Monaco 9. Slovenia 10. Austria 11. Finland 12. Montenegro

### 5.1.4 Pools Conference 1 Tournament in Sarajevo

POOL A	POOL B	POOL C
1. Moldova	2. Czech Rep	3. Slovakia
6. Bosnia H	5. Lithuania	4. Serbia
7. Turkey	8. Monaco	9. Slovenia
12. Montenegro	11. Finland	10. Austria

### 5.1.5 Men's Conference 2 Seedings for Tournament in Tallinn (Estonia)

1. Estonia
2. Liecheinstein
3. Belarus
4. San Marino
5. Iceland
6. Switzerland
7. Andorra
8. Sant Petersburg Team

### 5.1.6 Pools Conference Tournament in Tallinn

POOL A	POOL B
1. Estonia	2. Liecheinstein
4. San Marino	3. Belarus
5. Iceland	6. Switzerland
8. Saint-Petersburg Team	7. Andorra

### 5.1.7 Women's Trophy Seedings for 1<sup>st</sup> Leg in Dnipro (Ukraine)

1. Sweden
2. Netherlands
3. Ukraine
4. Romania
5. Czech Rep
6. Hungary
7. Finland
8. Switzerland
9. Latvia
10. Israel
11. Norway
12. Austria

### 5.1.8 Pools for Trophy 1<sup>st</sup> Leg in Dnipro

POOL A	POOL B	POOL C
1. Sweden	2. Netherlands	3. Ukraine
6. Hungary	5. Czech Rep	4. Romania
7. Finland	8. Switzerland	9. Latvia
12. Austria	11. Norway	10. Israel

### 5.1.9 Women's Conference Seedings for Tournament in Zagreb (Croatia)

1. Malta
2. Moldova
3. Georgia
4. Denmark
5. Croatia
6. Bulgaria
7. Andorra
8. Slovakia
9. Luxembourg
10. Slovenia
11. Lithuania
12. Turkey

### 5.1.10 Pools for Conference Tournament in Zagreb

POOL A	POOL B	POOL C
1. Malta	2. Moldova	3. Georgia
6. Bulgaria	5. Croatia	4. Denmark
7. Andorra	8. Slovakia	9. Luxembourg
12. Turkey	11. Lithuania	10. Slovenia

## 6 Order of Play

### 6.1 Order of Play – Trophies and Conferences

Note, in accordance with Section 1.2 of this Manual, the order of play on Day 1 of a two days tournament, will ensure that the team representing the Host Union plays in the last match of the day, whilst ensuring that all teams benefit from the same or similar rest periods between matches.

## 7 Team Information

### 7.1 Submission of Squad List

The Team Administration Certification will be e-mailed to all Participating Unions and it will also be made available on the Rugby Europe Portal. Please complete **all columns in the Team Administration Certification** in respect of each Player in your squad of 12. Please also include the names and titles of the 3 Team Officials who will be in your party.

The Team Administration Certification must be completed, signed by the President (+ stamp of the Union) & must be (hard copy) handed to the Rugby Europe Administration Manager at the Team Managers' meeting for the respective Tournament, along with the signed, stamped Participation Agreement.

The electronic version must be returned by email to [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu) **48 hours prior the departure to assist in the administration of any last-minute changes.**

All players must retain the same shirt number for the whole Tournament. Failure to do so may result in a significant financial penalty.

No later than 30 minutes prior to each Match, the Team Manager must submit his or her Team of 7 players and up to 5 replacements in hard copy using the official Tournament Team Sheet which can be found in a separate tab on the Team Administration Certification.

When completing the Team Administration Certification, please enter the players names in accordance with the numbers that they will wear in the Tournament and this will automatically update the Tournament Team Sheet.

### 7.2 Tournament Teams

#### 7.2.1 Team Size

Teams must consist of 12 players and 3 Management.

1 Member of the Management must be a qualified doctor or physiotherapist

Teams wishing to bring additional members of Management may do so at their own cost and subject to providing the Host Union with sufficient advanced warning. Costs may be agreed and settled in advance of the Tournament. Please note that additional members of Team Management will be permitted to access the Dressing Rooms and other key operational areas within the venue but not the Field of Play.

All management, whether part of the 3 Team Officials or additional management, must sign the Team Member Consent Form.

#### 7.2.2 Team Liaison Officers

Each Team will be provided with Team Liaison Officer for the duration of the tournament. Where possible, Liaison Officers have been selected to speak the native language of their designated team and English or French.

### 7.3 Composition of Teams

#### 7.3.1 Composition of Teams

It is the responsibility of all Participating Unions that the Composition of their Teams is in accordance with the World Rugby Laws and Regulations Relating to the Game.

## 7.4 Eligibility to Participate

### 7.4.1 Eligibility to compete for a National Union Representative Team

It is the responsibility of all Unions to ensure that their players meet all eligibility criteria to participate in Rugby Europe competitions.

Please refer to [www.laws.worldrugby.org](http://www.laws.worldrugby.org) for all Eligibility Rules.

Further, Eligibility forms which can be found at [http://www.rugbyeurope.eu/sites/default/files/document/160116\\_coj\\_declaration\\_of\\_eligibility.docx](http://www.rugbyeurope.eu/sites/default/files/document/160116_coj_declaration_of_eligibility.docx) must be completed in respect of each Player and retained by the Team Manager for inspection on request by Rugby Europe.

### 7.4.2 Age Criteria

Please refer to the letter below from David Carrigy of World Rugby (formerly IRB). Rugby Europe will adopt the policy stated in the letter. Whilst recommending that any player Under the Age of 18 should not normally participate in adult Rugby, there is a clear guideline advising all steps that a Union must take in advance before selecting a player under the age of majority to participate.

This will be Rugby Europe's policy for these Tournaments and Unions must ensure that **all** relevant documentation is complete and available for inspection by the Tournament Director in advance of the Tournament.



To: **Secretaries/Chief Executive Officers of Unions and Regional Associations in Membership of the IRB**

From: **David Carrigy  
Head of External & Member Relations**

Date: December 18, 2009

Re: **IRB Council Decision  
IRB Guideline – Under 18s Playing Adult Rugby  
IRB Age Policy – Junior World Championship/ Junior World Trophy**

Council at its Interim Meeting 2009 held on December 1, 2009 agreed that the following guideline and policy be approved:

**IRB Guideline**  
Under 18s Playing Adult Rugby – **APPENDIX ONE**

**IRB Age Policy**  
Junior World Championship / Junior World Trophy – **APPENDIX TWO**

Council agreed that Unions do not have to apply the dispensations within their own Unions.

Please ensure that all relevant stakeholders within your Unions / Associations are advised of this decision.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David Carrigy', is written over a light blue background.

**David Carrigy  
Head of External & Member Relations**



## APPENDIX ONE

### IRB Guideline – Under 18s Playing Adult Rugby

In this Guideline the following phrases have the following meanings:

Adult Rugby:	Rugby played by teams comprising players normally of 18 years of age and older. For the avoidance of doubt, this includes games played at the under 20 and under 19 levels and rugby sevens;
Community/Participant Rugby:	Rugby other than Elite Rugby;
Elite Rugby:	Rugby played between representative teams of unions, cross border rugby played between the senior clubs, provinces, states and other sub-unions or associations of unions and such other rugby within its territory as a union may decide is Elite Rugby; and Elite Adult Rugby shall be Elite Rugby played by teams comprising players normally of 18 years of age and older;
Under 18:	being under 18 years of age.

#### 1. Introduction

Under 18 players should not normally play Adult Rugby.

This Guideline relates to players who are Under 18 who wish to play or be involved in training for Adult Rugby and differentiates between Elite Adult Rugby and Community/Participation Rugby because of:

- 1.1. the intensity of Elite Rugby;
- 1.2. the physicality and fitness of Elite Rugby Players;
- 1.3. the ability to monitor regulations and protocols specific to Elite Rugby;
- 1.4. the expert professional advice and support normally available to Elite Rugby Players;

and





1.5. the disparity between Community Rugby played in different Unions making the setting of common guidelines inappropriate.

## **2. Elite Rugby**

Because of the particular nature of the front row from other positions different criteria apply before an Under 19 player may play Elite Adult Rugby. This specific requirement does not apply to players who may play in the front row in rugby sevens.

### **2.1. Front Rows (excluding rugby sevens)**

An Under 19 player should not play Elite Adult Rugby in the front row unless the following are obtained:

- a. written agreement from the player in writing to play Elite Adult Rugby in the front row and acceptance of any associated risk of playing with Adults who may be stronger and more physically developed than him;
- b. written confirmation from a medical practitioner with an understanding of the demands of Elite Rugby to whom the player is known that the player is in a physical condition to play Elite Adult Rugby in the front row and that this view is supported by a musculo-skeletal evaluation and other appropriate assessments;
- c. written agreement from a medical officer with an understanding of the demands of Elite Rugby employed or retained by the player's home union that the player is in a physical condition to play Elite Adult Rugby in the front row and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments;
- d. written confirmation from a coach with an appropriate understanding of the physical attributes required of and the risks to players in the front row in Elite Adult Rugby and to whom the player is known that the player has the requisite skills and experience to play Elite Adult Rugby in the front row; and
- e. such other consents or confirmations (if any) as may be required by the player's home union or to comply with the local jurisdiction.

### **2.2. Positions other than front row (but including all positions in rugby sevens)**



An Under 18 player should not play Elite Adult Rugby unless the following are obtained:

- a. written agreement from the Under 18 player in writing to play Elite Adult Rugby and acceptance of any associated risk with playing with Adults who may be stronger and more physically developed than him;
- b. parental or legal guardian's consent in writing;
- c. written confirmation from a medical practitioner with an understanding of the demands of Elite Rugby to whom the player is known that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments;
- d. written agreement from a medical officer with an understanding of the demands of Elite Rugby employed or retained by the player's home union that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments;
- e. written confirmation from a coach with an appropriate understanding of the physical attributes required of and the risks to players in Elite Adult Rugby and to whom the player is known that the player has the requisite skills and experience to play Elite Adult Rugby; and
- f. Such other consents agreements or confirmations (if any) as may be required by the player's home union or to comply with the local jurisdiction.

### 2.3. Records

The player's home union:

- a. must keep a full and permanent record of the process undertaken and the consents, confirmations and agreements sought and obtained in relation to each Under 18 player or Under 19 Front Row player who plays Elite Adult Rugby; and
- b. if so reasonably required by the IRB (or if required by the organiser of a competition in which the Under 18 player or Under 19 Front Row player is to take part) to provide certification or evidence of the process that has been undertaken and the consents, agreements and



confirmations obtained in accordance with either paragraphs 2.1, or 2.2 above.

### **3. Participation /Community Rugby**

The union having jurisdiction over the Community Game in its territory shall decide having regard to safety, player welfare and local conditions and circumstances on the policy, regulations and/or guidelines applicable if Under 18 players are to be permitted to play Adult Rugby.

## 7.5 Key Meetings and Events

### 7.5.1 Schedule of Appointments and Meetings

Note – All Appointments and Meetings are **Compulsory** for the Applicable Staff. **TEAMS MUST ARRANGE INTERNATIONAL TRAVEL IN ORDER TO ENSURE THEIR ATTENDANCE AT PRE TOURNAMENT MEETINGS.**

The timing and location of the key events and meetings mentioned below, will be provided by the Host Union in the Team Managers Handbook provided directly to Participants

**Captain's Photograph** – To be on the evening preceding the first day of the competition (each tournament). All Captains to be in full 1st choice kit (Shirts, Shorts and Socks, with running shoes). This is to publicise the competition in local, national media and on the Rugby Europe Website

**Team Managers' Meeting** – To be held the evening preceding the first day of Competition. Team Managers to be present, and to provide a complete hard copy Team Administration Certification and Participation Agreement. The meeting will cover key Tournament Rules and Logistical Arrangements along with details of Medical Provision for the Tournament.

**Post Tournament Banquet** – To be held at a venue to be confirmed by the Host Union, shortly after the completion of the Tournament. All Team Members (12 players and 3 staff) to be present

## 7.6 Travel & Transport, Accommodation and Meals

### 7.6.1

For all Rugby Europe competitions Participating Unions are required to be accommodated in the hotels proposed by the Host Unions at the prices negotiated by the Host Union.

Host Unions are responsible for ensuring that they secure the best possible rates in the level of accommodation appropriate to the Competition.

Participating Unions may not arrange their own accommodation or attempt to renegotiate the terms agreed between the Host Union and the Hotels.

### 7.6.2

Host Unions are required to provide the following meals to Teams as part of the Hosting Cost:

Day before the Tournament	–	Lunch and Dinner (Hotel)
Tournament Day 1	-	Breakfast (Hotel), Lunch & Snacks (Stadium), Dinner (Hotel)
Tournament Day 2	-	Breakfast (Hotel), Lunch & Snacks (Stadium), Post Tournament Dinner (Venue To Be Advised)
Day after the Tournament	-	Breakfast (Hotel)

All other meals or snacks required outside of those highlighted above are for the account of the Participating Unions.

## 7.7 Schedule of Cost Responsibilities

**PRINCIPLE** – HOST UNIONS ARE SOLELY RESPONSIBLE FOR ALL COSTS OF HOSTING TOURNAMENTS LESS WHAT THEY RECEIVE IN THE FORM OF SUBSIDIES FROM PARTICIPATING UNIONS AND RUGBY EUROPE.

Competition	Host Union	Participating Union	Rugby Europe
<b>Women's &amp; Men's Sevens Trophies (1&amp;2) and Conference 1</b>	<p>Training Pitches and Facilities during agreed dates</p> <p>Internal Transport for Teams and Officials</p> <p>Organisation and booking of all accommodation Costs for all Teams and Officials.</p> <p>Officials Accommodation for 3 days and maximum 10 officials.</p> <p>Tournament Costs including Personnel and Insurances.</p> <p>Post-Match Dinner for all players and officials.</p> <p>Trophies for the Cup and Challenge Cup</p>	<p>International Travel and visa costs.</p> <p>Accommodation for (12 players 3 staff) : €40 per person per day (3 days)</p> <p>Accommodation price paid by the Participating Teams must be minus the Financial support sent by Rugby Europe to the Host Union on behalf of the Participating Unions.</p> <p>All costs associated with additional Union officials inc Team Management (in excess of 12 players + 3 management).</p> <p>Payment of training facilities outside agreed 'Tournament' dates</p>	<p>Approximately 25% of international Travel costs for Teams.</p> <p>€10 per person per day (3 days) for Accommodation for Teams towards Host Union (Squad size 15 pers).</p> <p>Rugby Europe Officials International Travel</p> <p>Rugby Europe Contribution to Officials Accommodation (Maximum €40 for 3 days and 10 officials). Payable on presentation of the detailed bill from the hotel.</p>
<b>Men's Seven Conference 2</b>	<p>Training Pitches and Facilities during agreed dates</p> <p>Internal Transport for Teams and Officials</p> <p>Organisation and booking of all accommodation Costs for all Teams and Officials.</p> <p>Officials Accommodation for 3 days and maximum 6 officials.</p> <p>Tournament Costs including Personnel and Insurances.</p> <p>Post-Match Dinner for all players and officials.</p> <p>Trophies for the Cup and Challenge Cup</p>	<p>International Travel and visa costs.</p> <p>Accommodation for (12 players 3 staff) : €40 per person per day (3 days)</p> <p>Accommodation price paid by the Participating Teams must be minus the Financial support sent by Rugby Europe to the Host Union on behalf of the Participating Unions.</p> <p>All costs associated with additional Union officials inc Team Management (in excess of 12 players + 3 management).</p> <p>Payment of training facilities outside agreed 'Tournament' dates</p>	<p>Approximately 25% of international Travel costs for Teams.</p> <p>€10 per person per day (3 days) for Accommodation for Teams towards Host Union (Squad size 15 pers).</p> <p>Rugby Europe Officials International Travel</p> <p>Rugby Europe Contribution to Officials Accommodation (Maximum €40 for 3 days and 6 officials). Payable on presentation of the detailed bill from the hotel.</p>

## 7.8 Post Match Meal / Post Tournament Banquet

### 7.8.1 Post Match Meals / Banquets

All Participating Teams in their entirety are required as a Term of Participation to attend the Post Tournament dinner, hosted by the Host Union

This will take place on the evening of the completion of the Tournament. Details will be provided by the Host Union in the Team Managers Handbook.

### **7.8.2 Trophies**

The Cup and Challenge provided by the Host Union, will be awarded at the completion of the Tournament and may be retained by the Winners. Medals (gold, silver, bronze) provided by the Host Union will be given to the teams ranked 1 to 3.

## **7.9 Accreditation**

Details to be provided in the Host Union Team Managers Handbok.

## **7.10 Ticketing**

Details to be provided in the Host Union Team Managers' Handbook

## **7.11 Balls**

### **7.11.1 Tournament Balls**

The Tournament shall be played with Rhino VORTEX ELITE balls size 5, official ball of the Tournament.

There will be three balls available for each match. Each Team will be provided with 2 Match balls upon arrival at the Manager meeting at the first tournament only, which will remain in the possession of the Team for all subsequent legs. Only official Tournament balls may be used at Match Venues. All matches will be played with new official match balls.

Teams can order additional balls for training – directly via Rhino Rugby contacts

Rhino and Rugby Europe can not be considered as responsible in case of late or impossible delivery due to a late order.

For further details, feel free to contact:

RHINO RUGBY  
Reg Clark, Chief Executive  
Rhino-Powa Holdings Ltd  
114 Power Road, London W4 5PY  
Tel: 0208 995 5965  
[www.rhinorugby.com](http://www.rhinorugby.com)

## 8. Tournament Rules

### 8.1 World Rugby Laws of the Game

Tournaments shall be played according to the current *World Laws of the Game* and the *World Rugby Regulations Relating to the Game*, subject to additional specifications contained in these Terms of Participation and subsequent communications of Rugby Europe. These World Rugby Laws of the Game and the World Rugby Regulations Relating to the Game can be found on the World Rugby website: [www.worldrugby.org](http://www.worldrugby.org)

**In agreement with World Rugby, the new rules for Northern Hemisphere dated 1<sup>st</sup> July 2017 will be applicable for the whole competitions TROPHIES AND CONFERENCES.**

### 8.2 Tournament Formats

Each of the Tournaments will consist of 12 Teams and 8 Teams in Tallinn (EST) playing matches over 2 days of competition.

A Cup Shall be awarded to the winner of each Tournament and a Challenge Trophy for the team finishing 9<sup>th</sup> at each Tournament. No Challenge Cup will be given in Tallinn (8 teams)

#### **Men's and Women's Trophies Series**

This competition (circuit) consists of 2 legs. Therefore, at the completion of each leg of the Competition, points will be awarded based on the finishing position of each team as follows:

Ranking	Points
1	20
2	18
3	16
4	14
5	12
6	10
7	8
8	6
9	4
10	3
11	2
12	1

#### **Men's and Women's Conferences 1 & 2 Tournaments**

Promotion and relegation will be applied at the end of the sole Tournament.

### 8.3 Tournament Format

8.3.1 All Rugby Europe Senior Men's and Women's 7s competitions will consist of a 12 Teams format with 3 pools of 4 teams. In Tallinn format with 8 teams, 2 pools of 4 teams.

8.3.2 The seedings and pool composition for the first Tournament of the Series, will be determined by the final positions of the previous year's Series.

8.3.3 The final ranking from the first Tournament of a given Series will determine the seedings for the next Tournament in the Series. No draw will take place.

8.3.4 Play on the first day of the Tournament will consist of Matches between Teams in the same pool on a round robin basis. No extra time will be played in pool Matches. Points will be awarded for these Matches on the following basis:



(i) If a Team wilfully refuses to play, or wilfully abandons a Match in progress, without the prior consent of the referee, then, subject to confirmation by the Disputes Committees, that Team will be expelled from the Tournament.

(ii) If a Team has been expelled from the Tournament, for whatever reason, then

- that Team shall be deemed to have been awarded no pool competition table points and to have scored no tries or points in the pool Matches; and
- for the purposes of determining standings in the pool competition table, all Match results against such Team shall be deemed null and void. This means that all pool competition table points awarded in Matches against the expelled Team and tries and points scored or conceded in Matches against such Team will not be taken into account in determining standings in the pool competition table.
- Teams who fail to attend the Tournament or who are expelled from a Tournament will be placed at the bottom of the Tournament / Series table and deemed relegated. Such teams may also be subject to further disciplinary measures.

## 8.4 IMPORTANT INFORMATION ON A CHANGE IN FORMAT OF SEVENS TOURNAMENTS

### 8.4.1 For a tournament with 12 teams

Rugby Europe has a policy to mirror the Sevens Tournament Formats of World Rugby's Men's and Women's Sevens World Series.

The Rugby Europe Sevens Commission and Executive Committee has agreed to adopt the following format for 2018 Men's (and Women's) competition:

The main change is with regard to the way teams progress from the pool round to the knock out phase. You can find the details of the new format below:

Before each tournament, the twelve teams will be placed in 3 pools of 4 teams. For the first Tournament in a Series (Trophy), the pool seeding is based on the Final ranking of the 2017 Series.

After the Pool Phase, teams will be ranked according to their finishing position in their pool as follows:



POOL A	POOL B	POOL C
A1 = Winner	B1 = Winner	C1 = Winner
A2 = Runner Up	B2 = Runner Up	C2 = Runner Up
A3 = 3 <sup>rd</sup> Place	B3 = 3 <sup>rd</sup> Place	C3 = 3 <sup>rd</sup> Place
A4 = 4 <sup>th</sup> Place	B4 = 4 <sup>th</sup> Place	C4 = 4 <sup>th</sup> Place

**The Cup Quarter Final Line Up Shall be as follows:**

QF1	A1 v 2 <sup>nd</sup> Best 3 <sup>rd</sup> Placed Team
QF2	B1 v Best 3 <sup>rd</sup> Placed Team
QF3	C1 v A2
QF4	B2 v C2

**NOTE:** This is a significant departure from previous years' SGPS formats in that the new format is designed to favour the original top two seeds if they win their respective pools. This means that we may have a case where the original 3<sup>rd</sup> seed is the best placed Pool Winner after the pool round BUT, original seeds 1 and 2 are ranked above them for the purposes of the Quarter Final Scheduling.

The remaining four teams will take part in the Challenge Semi Finals as follow:

SF Challenge 1	3 <sup>rd</sup> Best 3 <sup>rd</sup> Place v 3 <sup>rd</sup> Best 4 <sup>th</sup> Place
SF Challenge 2	Best 4 <sup>th</sup> Place v 2 <sup>nd</sup> Best 4 <sup>th</sup> Place

In order to rank the 3<sup>rd</sup> placed teams and the 4<sup>th</sup> placed teams across the pools, the criteria set out in Clauses 8.5.3 & 8.5.4

The winners of the Cup quarter finals will go on to play Cup semi-finals. The draw for the semi-finals will be;

SF Cup 1	Winner QF1 v Winner QF4
SF Cup 2	Winner QF2 v Winner QF3

The losers of the Cup quarter finals will go on to play in the Ranking semi-finals. The draw for the semi-finals will be;

SF Ranking 5-8	Loser QF1 v Loser QF4
SF Ranking 5-8	Loser QF2 v Loser QF3

The winners of the Cup semi-finals will compete for the Cup (first place) - Gold and silver Medal. The losers of the Cup semi-finals will compete for third place – Bronze medal.

The winners of the ranking semi-final will compete for the place 5<sup>th</sup>. The losers of the Ranking semi-finals will compete for 7<sup>th</sup> place

The winners of the Challenge semi-finals will compete for the Challenge (ninth place). The losers of the Challenge semi-finals will compete for 11<sup>th</sup> place.

#### 8.4.2. For a tournament with 8 teams

Rugby Europe has a policy to mirror the Sevens Tournament Formats of World Rugby's Men's and Women's Sevens World Series.

The Rugby Europe Sevens Commission and Executive Committee has agreed to adopt the following format for 2018 Men's (and Women's) competition with 8 teams:

The main change is with regard to the way teams progress from the pool round to the knock out phase. You can find the details of the new format below:

Before each tournament, the eight teams will be placed in 2 pools of 4 teams. The pool seeding is based on the Final ranking of the 2017 Tournament There will be no Pool Draw in 2018.

After the Pool Phase, teams will be ranked according to their finishing position in their pool as follows:

POOL A	POOL B
A1 = Winner	B1 = Winner
A2 = Runner Up	B2 = Runner Up
A3 = 3 <sup>rd</sup> Place	B3 = 3 <sup>rd</sup> Place
A4 = 4 <sup>th</sup> Place	B4 = 4 <sup>th</sup> Place

**The Cup Semi Final Line Up Shall be as follows:**

SF1	A1 v B2
SF2	B1 v A2

**The Ranking Semi Final places 5 to 8 Line Up Shall be as follows:**

RSF1	A3 v B4
RSF2	B3 v A4

**NOTE:** This is a standard opposition with 4 teams in each pool. Five games per teams in two days' competition.

The winners of the Cup semi-finals will compete for the Cup (first place) - Gold and silver Medal. The losers of the Cup semi-finals will compete for third place – Bronze medal.

The winners of the ranking semi-final will compete for the place 5<sup>th</sup>. The losers of the Ranking semi-finals will compete for 7<sup>th</sup> place

### 8.5 Determining Pool Table Standings

**8.5.1** Position in the pool competition table shall be determined by competition points as set out in Section 8.3.4 above.

**8.5.2** If at the conclusion of the pool stage two Teams are equal on competition points for any position in the pool, such position in the pool competition table will be determined on the result of the Match between the two equal Teams. The Team that won that Match shall be deemed to have finished higher in the pool competition table.

**8.5.3** If the Match between the two Teams equal on competition points at the end of the pool stage was a draw, then the following process shall be used to determine the placings.

(i) The margin of points scored 'for and against' by each respective Team in all pool Matches shall be considered. The Team with the highest positive margin of points shall be ranked higher in the pool competition table – if the tie remains unresolved then:

(ii) The margin of tries scored 'for and against' by each respective Team in all pool Matches shall be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table: if the tie remains unresolved then:

(iii) The Team that has scored the highest number of points in the pool Matches shall be ranked higher in the pool competition table: if the tie still remains unresolved then;

(iv) The Team that has scored the highest number of tries in the pool Matches shall be ranked higher in the pool competition table: if the tie still remains unresolved then:

(v) The tie will be resolved by the toss of a coin between the Team Mangers concerned

**8.5.4** If at the end of the pool stage more than two Teams are tied on points then the following process shall be used to determine the placings:

(i) The margin of points scored 'for and against' by each respective Team in all pool Matches will be considered. The Team with the highest positive margin of points shall be ranked highest in the pool competition table: if the tie remains unresolved then:

(ii) The margin of tries scored 'for and against' by each Team in all pool Matches will be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table, if the tie remains unresolved then:

(iii) The Teams concerned shall be ranked by reference to the number of points scored in all pool Matches. The Team with the highest number of points scored in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:

(iv) The Teams concerned shall be ranked by reference to the number of tries scored in all pool Matches. The Team with the highest number of tries scored in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:

(v) The tie will be resolved by the toss of a coin between the Team Managers concerned.

## **8.6 Knock Out Rounds**

Following the completion of the Pool Rounds, all teams will be ranked from 1 to 12. The three Pool winners, the three Pool runners up and the TWO highest ranked 3rd place Teams will participate in the Cup Quarter Final matches.

The remaining third ranked team will join the three, 4th placed teams in each pool and participate in the Challenge Semi Finals.

Thereafter, will follow the Cup & Challenge Semi Finals and Final Rounds.

## **8.7 Duration of Matches**

The duration of Matches including the Cup final game, will be seven minutes each half with a two-minutes half time interval.

## **8.8 Drawn Matches**

During the knock-out competitions, in the event of a Match being drawn at the end of normal time, extra time will be played until a winner is determined. A two (2) minute water break will be held at the end of normal time and before re-commencing the Match. The extra time is played in periods of five minutes. After each period the Teams will change ends without interval. In extra time the Team which scores first will immediately be declared the winner without further play.

A toss by the Team Managers and the Referee will be conducted to determine which team will kick off the commencement of the extra time and to choose which end the team will kick off from.

## **8.9 Abandonment of Matches**

Apart from the willful abandonment of a Match and subsequent expulsion in the event of a Match having to be stopped after its commencement under the provisions of the Laws of the Game, then subject to confirmation by the Disputes Committee, the following procedure shall apply:

### **(a) Pool Matches**

(i) Where a pool Match has been abandoned either at half-time or at any time in the second half the result and any points and tries scored by each Team in the Match shall stand.

(ii) Where a pool Match has been abandoned during the first half the result shall be declared a draw.

(iii) Where a pool Match has been declared a draw then for that Match each Team will be awarded two Match points and any points and tries scored will count towards the total points and tries scored by each Team in all their pool Matches

### **(b) Knock Out Matches**

(i) Where a Match has been abandoned either at half time or at any time in the second half the result shall stand. If both Teams are tied then the provision within Section 8.5 shall be used to ascertain a winner with points scored in all Matches in the Tournament taken into consideration. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason, then the matter will be referred to the Disputes Committee which shall decide the most appropriate method for determining the winner of the tied knockout Match.

(ii) If a Match has been abandoned during the first half the result shall be declared a draw and the provisions within Section 8.5 shall be used to ascertain the winner with points scored in all Matches in the Tournament taken into consideration. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason, then the matter will be referred to the Disputes Committee which shall decide the most appropriate method for determining the winner of the tied knock out Match.

## **8.10 Substitutions**

8.10.1 A Match shall be played by no more than seven Players in each Team on the playing area. A Player may be replaced on account of injury or substituted. A Team may nominate no more than five replacements/substitutes. A Team can substitute or replace up to 5 Players. Temporary replacement for a blood injury to a Player is permitted. A Player who has been replaced through injury may not resume play in the same Match. A Player who has been substituted may not resume play in the same Match except as a temporary replacement for a Player with a blood injury. No replacement or substitution may be made except with the permission of the referee, and only during a stoppage in play.

8.10.2 As the entity with overall responsibility for the Tournament, Rugby Europe will promote the World Rugby 'Recognise and Remove' concussion message during this Tournament. This means that any player who has lost consciousness for any period of time or who is showing any symptoms of concussion, must be removed immediately from the Field of Play for care and monitoring and MAY NOT return to the Field of Play, see §10.

## **8.11 Players sent from the Field**

**8.11 A player sent from the field**, under Law 10, will not be permitted to play again until the matter has been dealt with, in accordance with the applicable Tournament Disciplinary rules.

## **8.12 Playing Jerseys**

### **Team Jerseys – Colour Clashes**

The teams must have 2 sets of jerseys in colours, predominantly distinct from one another. Teams who do not bring two jerseys with them are likely to face a fine and further disciplinary sanctions.

Where pre-determined colour clashes do occur, the alternate colours must be registered.

The following rule shall be observed by Participating Unions and the Teams:

For all matches where there is a colour clash, the team wearing the alternate kit will be determined by coin toss.

**NOTE: Please ensure that both sets of your playing jersey are brought to the Team Managers Meeting**

## **8.13 Field of Play**

Only Players, the referee, assistant referees, water carriers and medically trained persons, in order to tend to an injured Player may enter the playing area. During the interval coaches, water carriers and camera crews may enter the playing area but they must leave before resumption of play and must not do anything to delay the punctual resumption of play.

## **8.14 Toss**

### **1<sup>st</sup> Match of Each Day**

The toss to decide who will kick off and to choose ends will take place 10 minute before kick-off.

### **Matches following a Break in the Match Schedule**

The toss will take place 10 Minutes before Kick Off

### **All Other Matches**

The toss will take place during the Half Time interval of the preceding match.

A member of each Team must be in attendance at the Toss. It is not compulsory that this be the Captain, it may be another player or Member of the Management Team.

If a representative from one team does not turn up for the Toss, the toss is automatically won by the team that was present on time?

**All Coin Tosses will take place close to the Officials Table, pitchside, at the Halfway Line.**

## **8.15 Match Operations**

### **8.15.1 Warm-Up**

## **Pre-game warm-up**

Teams will warm up for their match on a training pitch close to the main match pitch. Priority for teams to warm up will be given to those taking part in the next match.

For the first matches of each match day and following a break in the competition schedule the Teams to play next will be entitled to warm-up on the main match pitch before their match, unless pitch activities have been planned and arranged by the host Union.

## **Warm-up after kick-off**

All access to the field is monitored by the Match Officials to limit the number of persons on the field and possible disruptions.

Substitute Players are authorised to warm-up in the opposing Team's in-goal **without balls or tackle bags**. They must wear the bibs provided to the Teams.

## **8.15.2 Technical Zone**

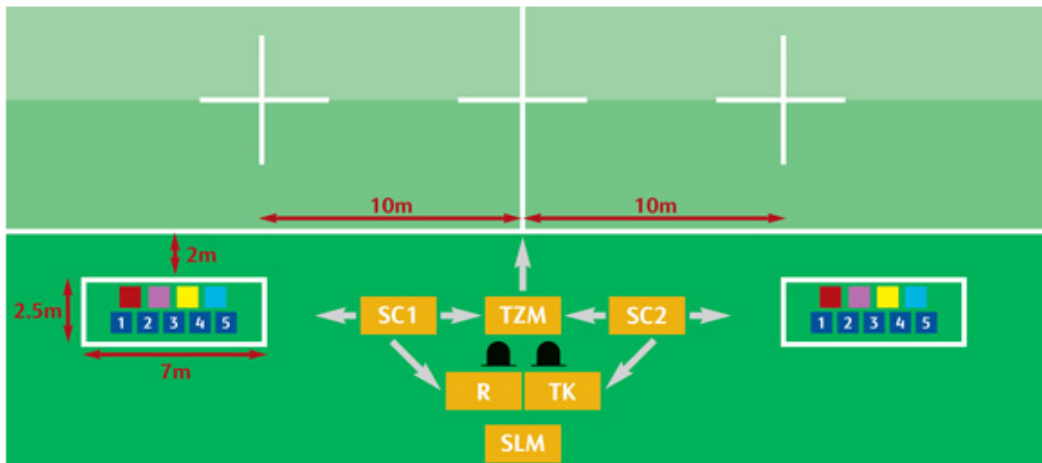
### **8.15.2.1 Dimensions of the Technical Zone**

- a. Two technical zones shall be provided within the playing enclosure on the same side of the pitch, each one on either side of the half-way line and outside the field-of-play.
- b. These technical zones must be marked on the ground.
- c. The line nearest the touch line must be parallel to the touch line.
- d. The technical zones commence a minimum of five metres from the halfway line. The technical zones must not exceed ten metres in length and three metres in width and must not be less than two metres from the touch line when it's possible.
- e. Wherever practically possible the zones should be behind advertising hoardings with easy access to the field of play.
- f. Whenever possible chairs will be placed, for all persons in the TZ

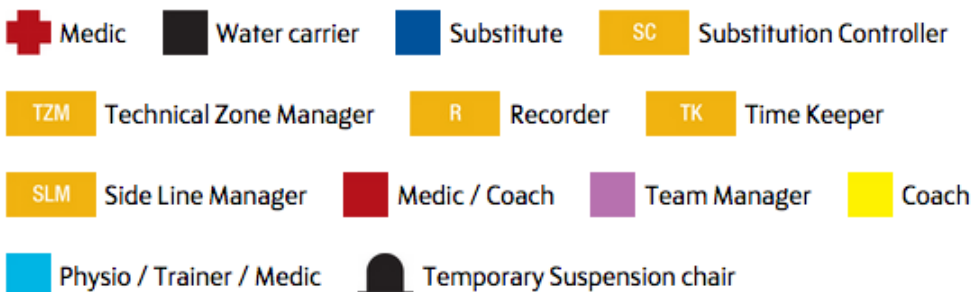
## 8.15.2.2 Personnel permitted in the Technical Zone

### Sevens Technical Zones

Maximum of nine persons allowed in the TZ



Key:



- i. Each Team is allowed to have the following personnel in the Technical Zone during their Matches: Coach, Team Manager, Physiotherapist and five reserve Players. One additional person who is either a medical or a coaching member of the Team and whose responsibility has previously been notified to the Tournament Director as per Section 4.2 of this Terms of Participation, (and listed on Form C in Section 15) will be permitted in the Technical Zone.
- ii. A maximum of three non-playing personnel are allowed to enter the field of play for the purposes of water carrying (which is only permitted when play is stopped for an injury or when a try has been scored). The Manager and Coach are not permitted to act as water carriers at any time. The water carriers must wear the Technical Zone bibs provided by the tournament organiser at all times.
- iii. Except as specified in (ii) or as otherwise allowed under the Laws and regulations of the Game, all non-playing personnel must remain inside the Technical Zone, which will be clearly marked.

- Where practically possible the medical personnel must stay outside the advertising hoardings. The medical personnel may keep up with play, but must pay due regard to the needs and rights of players, match officials, spectators, broadcasters and commercial partners.
- The medical personnel may enter the field of play in accordance with Law at any time a player is injured. They must not obstruct, interfere or aim comments at match officials.

### 8.15.2.3 Roles of personnel in the Technical Zone

- a. Water may only be taken on the field during stoppages in play for injuries in the playing area and when a try has been scored.
- b. The water carriers are not permitted in the playing area during penalty kicks at goal.
- c. The water carriers must remain in the technical zone at all times unless they enter the playing area to provide water.
- d. Players may come to the touch line adjacent to the technical zone to receive water.
- e. **Water bottles must not be thrown on to the field of play.**

#### **8.15.2.4 Management of the Technical Zone**

- a. All personnel permitted in the technical zones must have some distinguishing mark (e.g. vests). Rugby Europe provides 4 bibs by bench.
- b. The fourth and fifth officials will manage the technical zones. If there is a transgression of the protocol, the matter will be reported to the match referee or Tournament Director.
- c. The match referee may caution any offender or at his discretion expel the person(s) from the playing enclosure for any breach of the protocol.
- d. Any breach of the protocol may be reported to the Designated Disciplinary Official who shall be entitled to undertake investigations and lodge Misconduct Complaints pursuant to World Rugby Regulation 17.21 against the Union(s) and/or person(s) concerned.
- e. Should any person be expelled from the playing enclosure for a breach of the protocol they must be reported by the match referee to the Designated Disciplinary Official, who shall be entitled to undertake investigations and lodge Misconduct Complaints pursuant to World Rugby Regulation 17 against the Union(s) and/or person(s) concerned.

#### **8.15.2.5 Players temporarily suspended**

- a. When a player has been temporarily suspended (sin binned) that player is to be situated in the designated sin bin area and must remain there for the duration of the Temporary Suspension. **Playing time for the sin bin (2 minutes) starts once the referee blows time-on after the award of the card.**
- b. The player may be given water and the provision of warm clothing.

#### **8.15.2.6 Management of Protocol**

The management of this Protocol will be the responsibility of the Number 4 and 5 officials or by the appointed Tournament Director

#### **8.15.2.7 Replacements and Substitutions**

A team may nominate up to five replacements/substitutes.

A Team may substitute or replace up to five players.

They can take place when the team management:

- Wishes to make a substitution,
- or, is forced to make a temporary substitution because of a blood injury,
- or, has to replace an injured player

That team management must complete the substitution document attached and give it to the Fourth Official.

The Fourth Official and the touch judges will be in radio contact with the Referee (when it's

possible). At the next stoppage in play the Fourth Official will contact the Referee and inform him the number of the player who will leave the playing area. The Fourth Official will complete the Summary Sheet and provide it to the Tournament Director



## 8.16 Use of Global Positioning System devices during Matches

GPS units are made of a rigid material which is contrary to Law 4.4 and Regulation 12. World Rugby Council has provided a dispensation to Unions to use GPS devices subject to stipulated standard terms and conditions including indemnifying the World Rugby and obtaining the consent of all persons participating in any Match where GPS devices will be used.

Following requests from Participating Unions World Rugby has incorporated these standard terms and conditions for use of GPS devices into the Participation Agreement, the Team Member Consent Form and the dedicated form in <http://www.rugbyeurope.eu/rugby-europe/documentation> where Players can indicate that they consent to the use of GPS devices in Matches and accept the associated risks.

Participating Unions who wish to use GPS devices during Matches must:

(a) ensure that they **and their opposing Participating Union** (including **all Players from both Teams**) in each Match have signed the consent form contained Section 15 of the Terms of Participation Agreement confirming that each such person: (a) accepts that GPS is being worn and/or used by a person(s) involved in that Match; and (b) accepts any risks associated with participating in the Match while a person(s) is wearing and/or using GPS; and must provide copies of such consents to the World Rugby on request;

(b) provide written evidence to the World Rugby that the wearing of and/or use of GPS by any person in a Match(es) does not affect the insurance cover of the Participating Union's Players;

(c) report any injuries associated with the wearing and/or use of GPS to the World Rugby Training and Medical Manager; and

(d) provide a report to the World Rugby on the efficacy of data obtained through the use of GPS.

World Rugby highlights to Participating Unions that acceptance of the use of GPS in Matches is not compulsory and Participating Unions and Players are free not to consent to the use of GPS in which case neither Team may use GPS in such Match. In such case please advise the Tournament Director as soon as possible in order to have the relevant sections of your Team Member Consent Form amended prior to signature.

## 8.17 Tournament Officials

Tournament Officials are representatives appointed by Rugby Europe to be responsible for the conduct of a Tournament according to the World Rugby Laws of the Game, including referees, assistant referees, playing enclosure referees (4th official) and/or as may be otherwise specified in writing by Rugby Europe

- Tournament Director and/or Citing Commissioner and Administrative Manager
- Referee Manager and/or Citing Commissioner
- 6 (or less for tournaments with 10 or 8 teams) referees
- Local committee Appoint Judicial Officer and 10 or more Assistant Referees

## **9. Tournament Arrangements**

### **9.1 Travel & Transport**

#### **9.1.1 International Travel Organisation**

Teams will travel directly from their assembly location within their own country to the Tournament, so as to arrive in the Host Country in order to attend the Team Managers meeting which will be scheduled for 6pm or thereafter on the eve of Tournament Day One. International Travels are under participating Unions responsibility.

**Attendance in Team Manager's Meeting is compulsory at the risk of paying a financial sanction.**

Teams wishing to arrive earlier than the Assembly Day (the day before Tournament Day One) may do so, however Participating Unions will be responsible for all such organisation and costs including, though not limited to; transport, accommodation and meals associated with early arrival in the Tournament location.

Participating Unions must advise Host Unions of their Travel Schedules well in advance.

#### **9.1.2 Internal Transport**

A program of transport will be set up by the Organising Committee for the duration of the competition according to the timetable. This will include transfers to and from the designated international airports. The internal transport will commence from a Teams arrival at the local international airport on the eve of Day One until their departure on the day following the Tournament. Teams requiring internal transport outside those times must cover all associated costs.

### **9.2 Accommodation and Meals**

Participating Unions will be accommodated according to the following principles, and Participating Unions are not entitled to make their own accommodation arrangements.

#### **9.2.1 Standard Accommodation Provision**

All hotels are booked by the Organising Committee.

Each Team will pay 40 euro per person per day for 15 persons to the host unions to participate to the accommodation fees.

#### **9.2.2 Extra Team Members and VIP Officials Accommodation**

Each Team is responsible for arranging accommodation at its own cost for its extra Team Members and VIPs. Host Unions may assist with arrangements but may not be in a position to offer the same rates for additional persons as secured for the squad of 15.

#### **9.2.3 Hotel House Rules and Compliance**

The Team Officials are responsible for conduct of their Team to ensure all house rules' are complied with at all times for the duration of their stay.

Any transgressions which may constitute Misconduct, may be dealt with by the Tournament Director or through the Disciplinary process.

#### **9.2.4 Visitors**

Persons requesting to visit Team Members should be referred to the Team Manager or Team Liaison Officer.

#### **9.2.5 Laundry**

Participating union will pay all fees for their own laundry.

#### **9.2.6 Meals**

Meals will be provided for the 15 Team Members. Buffet style breakfast, Rolling Buffet at the stadium and dinner at the Hotel will be provided by the Organising Committee.

#### **9.2.7 Water**

Each member of the playing (12) and management staff (3) will be provided with a minimum of 3 liters of mineral water per match day (minimum 45 L per day per team).

## 10. Medical Arrangements

### **PRIMARY CARE**

TEAMS MEDICAL STAFF ARE PRIMARILY RESPONSIBLE FOR THE CARE OF THEIR PLAYERS AND STAFF.

TEAM MEDICAL STAFF MUST ENSURE THAT THEY MEET THE TOURNAMENT DOCTOR THE DAY BEFORE THE COMPETITION OR AT THE LATEST, IMMEDIATELY UPON ARRIVAL AT THE STADIUM ON DAY 1 OF EACH TOURNAMENT.

CLEAR AGREEMENT MUST BE REACHED ON THE MATCH DAY PROTOCOLS AND MANAGEMENT OF INJURED PLAYERS.

### **MANAGING CONCUSSION**

For all Rugby Europe Competitions, the concussion protocol is not applied.

As the entity with overall responsibility for the Tournament, Rugby Europe will promote the World Rugby 'Recognise and Remove' concussion message during this Tournament. Unions are required to provide support of this promotion as reasonably requested.

This means that any player who has lost consciousness for any period of time or who is showing any symptoms of concussion, must be removed immediately from the Field of Play for care and monitoring and MAY NOT return to the Field of Play.

The length of recovering will be ordered by the Tournament Doctor.

**Note:** The responsibility for the delivery of primary care to players rests with the Medical Practitioners (Team Doctor / Team Physio) from that Team.

The Tournament will provide Medical Resources and Facilities throughout the Competition as detailed in this Competition Manual, in accordance with best practice standards.

Please refer to the following link to World Rugby to understand more about the management of Concussion and the need to 'Recognise and Remove'.

[www.playerwelfare.com/concussion](http://www.playerwelfare.com/concussion)

#### **10.1 Tournament Venue Medical Facilities**

The following medical facilities will be available at the Tournament Venue:

##### **10.1.1 Players and Match Officials**

An ambulance or an appropriate room for the use of Players (from all participating Teams) and Match Officials (including referees and assistant referees) who are injured or ill. Such a facility will include:

1. Resuscitation equipment, IV fluid and essential drugs;
2. Oxygen and suction;
3. Stiff neck collars;
4. Standard stretcher, Jordan Frame, Spinal Board or Scoop stretcher;
5. Readily available telephone with permanent listing of ambulance, rescue helicopter (where available) and local hospital;
6. Adequate lighting including wall light for suturing;
7. Sink and hand washing facilities;
8. Facility for disposal of used needles, syringes and contaminated dressings; and
9. Facility for sterilizing instruments.

Access to all such medical facilities will be such that there is unobstructed access for a stretcher from the field of play and ready access for an ambulance.

**The Tournament Doctor must be present at the venue 60 minutes before Kick Off each day**

**The Medical room must be available from 60 minutes before Kick Off.**

**The Tournament Ambulance (s) must be at the Venue no later than 30 minutes before Kick Off.**

**All the medical facilities will be checked by the Local Doctor appointed by the host union to make sure that the players', officials' and spectators' safety is optimal.**

## **10.2 Medical History**

Each Participating Union shall:

1. Ensure that its Players are suitably fit to participate in the Tournament and that its Players comply in all respects with the medical requirements set out in the Participation Agreement.
2. Be required to report any injuries sustained during the Tournament to the Tournament Medical Officer
3. Provide medical case notes relating to previous injuries / surgery.

## **10.3 Medical Fees and Costs**

Costs of medical attention at a Tournament Venue on Match days and training days will be covered for the Players and the Team Officials participating in the Tournament by RUGBY EUROPE insurance. Any and all medical costs incurred away from the playing grounds and not linked to training and playing activities will be borne by the Participating Union.

The cost of treatment for Illness contracted or Injury sustained (including without limitation any dental treatment) by a Team Member at any time during the Tournament Term shall be paid by the RUGBY EUROPE insurance. Arrangements for medical attention and treatment are to be made only through the Team Liaison Officer. The Team Liaison Officer shall, at the conclusion of the Team's stay in the country of the Host Union, provide the Host Union with details of the Medical treatment provided and costs incurred.

In addition to the costs described above the Participating Union shall be responsible for strappings, bandages, mouth guards and similar items.

## **10.4 Medical Insurance**

Medical expenses insurance, including medical repatriation, is taken up by the RUGBY EUROPE insurance for each Team Member

The RUGBY EUROPE insurance coverage starts after the Team Manager's Meeting until the end of the last game played.

A copy of insurance policy shall be provided to the Tournament Medical Officer.

The Participating Union is responsible for ensuring that its medical staff are properly qualified and insured to give medical treatment in the host country.

## **10.5 Team Doctor / Physiotherapist**

Each Participating Team must attend the Tournament with a fully qualified Doctor or fully qualified Physiotherapist as part of the management team of 3. Teams wishing to

bring a Doctor and Physiotherapist may do so as part of the Management Team of three or as part of their extended management team in which case, costs of additional management shall be for the account of the Participating Union.

Team Doctors and/or Physiotherapists must be aware of any Players who require specialist medical care, eg. Diabetes, and be able to inform Tournament Doctors as necessary.

The team Doctor / Physio must ensure that Players are aware of the high risk associated with the use of recreational drugs such as cocaine, ecstasy and caffeine and ensure that players have received all necessary Anti Doping Education to ensure that they are free from any substances whatsoever that may be present on WADA's list of banned substances.

Players must be made aware of their duty of care to other Players in relation to skin conditions, such as Herpes Gladiatorum or scrum pox. This is a highly infective condition. A Player with this condition needs medical advice and **must not play** while the rash is present, as he is putting others at risk.

All participating Teams should bring with them a supply of various sizes of (or adjustable) neck collars for use if a Player is injured during training. Any Team requiring other specialized equipment must inform the Tournament Director well in advance.

Cardiac disorders causing sudden death in sport are numerous but one group, cardiomyopathy can be detected by ECG and Echocardiography (ECHO). The incidence of cardiomyopathy is 1 in 500. These investigations are justified.

#### **10.6 Role of Medical Team in Case of Injury**

The Medical Team will only attend to a Player who has been referred by the referee or the Physio / Doctor of the Team in question. The Player is then under the responsibility of the Tournament Doctor. This responsibility ends when the Tournament Doctor considers that the Player is in a fit state to rejoin his Team which he may do either on the pitch or in the dressing rooms, but only once he has informed the Team Doctor of her team.

1. All Players with serious injury, head, neck, back or lower limb injuries should be taken off the field by stretcher. No Player should hobble off the field with the help of a Physiotherapist but should be taken off on a stretcher quickly and efficiently by agreed protocols.
2. The Tournament Doctor will examine the Player off the pitch and will then decide to manage him in the medical room or transfer him to hospital.
3. If transfer to hospital is decided then the Tournament Doctor will send a medical person if necessary and certainly a member of the Player's Team with the Player to hospital
4. The Tournament Doctor stays in contact with the ambulance and hospital to update the Player's Team Doctor / Physio and family.

#### **10.7 Medical Protocol - Match Day Signals**

The following hand signals are to be used across the whole Tournament by all personnel involved with the management of injuries to all competing Players.

- Call for the **STRETCHER**: - In the event of fractures, dislocations and severe soft tissue injuries (move hands up and down by your side)



Side on view



Front on view

- Signal for **BLOOD** injury or management:



Front on view



Side on view

- Signal for **PSCA** (referee flexes and extends and abducted straight arm touching head three times)



- Call for Match Day Medical Team including the resuscitation doctor for assistance with any suspected **SPINAL INJURY**



Front on view



Side on view



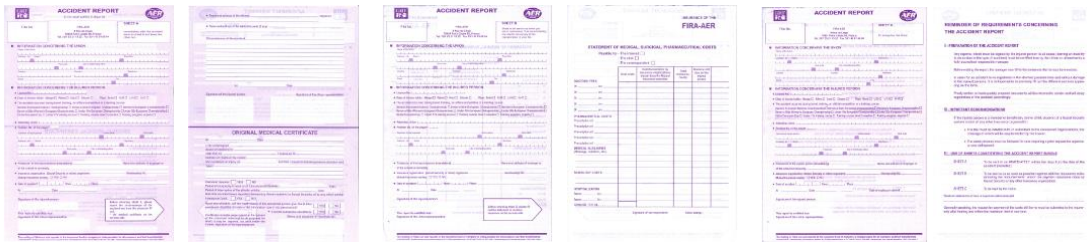
## 10.8 Accident Report

Rugby Europe will give enough accident reports in FR and EN to each Tournament Director.

Each Tournament Director will organize the management of the Accident Reports at the Team Managers Meeting.

The Team Managers may download from RE Web site an accident report document: [http://www.rugbyeurope.eu/sites/default/files/document/170927\\_accident\\_report\\_re\\_2017\\_en.pdf](http://www.rugbyeurope.eu/sites/default/files/document/170927_accident_report_re_2017_en.pdf)

1. You have to fill in all sheets of the report (front and back)



The RUGBY EUROPE accident report is valid exclusively for competitions, which are organised by the RUGBY EUROPE

2. The report must be signed by the injured person in all cases (barring an inability to do so due to the type of accident)
3. The report must be certified true by the Union or otherwise by a fully accredited responsible manager.

**In order to accelerate the procedure, the heading « Circumstances of the accident » must be filled in as more precisely as possible. Example: do not write only « during a rugby match ».**

This is a close-up of the accident report form. An arrow points to the section titled 'Circumstances of the accident', which is a large text area for describing the incident. Below this section is the 'ORIGINAL MEDICAL CERTIFICATE' section.

4. Before the next step, the Union or the fully accredited responsible manager must fill in the omissions that he may have noticed and must precisely fill out the different sections appearing on the form.

Poorly written or inadequately prepared documents will be returned to sender and will delay registration of the accident accordingly.

5. The Sheet A of the report must be sent to the RUGBY EUROPE secretary immediately, within five days from the date of the accident (day of the accident included).

6. The Sheet B must be sent to the RUGBY EUROPE secretary as soon as possible together with the documents substantiating the disbursements (Such as statements of fees or expenses dated and paid) and / or the payment reductions made by Social Security or any other insurance organization.

7. The Sheet C must be kept by the Union.

8. Generally speaking, the request for payment of the costs still borne must be submitted to the insurer only after healing and within the maximum limit of one year.

### Important Recommendations

**If the injured person is a member or beneficiary (minor child, student) of a Social Security system and/or of any other insurance organization:**

- The full file must be immediately submitted to the concerned organizations, the coverage of which will be supplemented by the insurer,
- The same process must be followed for care requiring a prior request for approval or cost defrayment.

All mails concerning the Report Accident (sending of the sheet...) must be sent to the following address: **RUGBY EUROPE - 45 rue de Liège - 75008 Paris – FRANCE**  
Should you need any further information, please send your question by email to the following address [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu) (For the attention of President of Medical Committee).

Accident Report form is available in French and English on the Internet website of the RUGBY EUROPE:

[http://www.rugbyeurope.eu/sites/default/files/document/170104\\_re\\_accident\\_report\\_en.pdf](http://www.rugbyeurope.eu/sites/default/files/document/170104_re_accident_report_en.pdf)

If you wish to receive a form of Accident Report by email, please send an email to [secretariat@rugbyeurope.eu](mailto:secretariat@rugbyeurope.eu) and do not forget to specify the language (English or French).

### 10.9 Hospital

Details of Hospitals and Other Medical Assistance will be provided at the Pre Tournament Medical Meeting

Please note that if a player is required to be removed from the Field of Play and Taken to Hospital, the Team Manager must nominate a member of his / her staff to accompany the player for the duration.

Further, in the event that a player requires hospital treatment which extends beyond the length of the Team's stay in the Host Union, the Team Manager must nominate someone to remain with the player until such time as they can be repatriated.

**THIS BEING THE CASE, THE TOURNAMENT DIRECTOR SHOULD BE IMMEDIATELY INFORMED**

## **11. Anti-Doping Programme**

### **11.1 WORLD RUGBY Regulation 21**

World Rugby Regulation 21 sets out the applicable anti-doping regulations for the Tournament and any Additional Matches. World Rugby Regulation 21 is available on [www.keeprugbyclean.worldrugby.org](http://www.keeprugbyclean.worldrugby.org) under the Regulations tab.

Please pay particular attention to the WADA Prohibited List (Schedule 2 to World Rugby Regulation 21) which sets out the substances and methods which are prohibited In Competition and Out of Competition. Please note that this list is updated every year on 1 January by the World Anti-Doping Agency (“WADA”) and posted at the website link above. All Players, Player Support Personnel and Union representatives should regularly consult the latest WADA Prohibited List via the link above or directly below.

The WADA Prohibited List is also available in a number of other languages on the WADA website at the following link:  
<http://keeprugbyclean.worldrugby.org/?page=resource&id=49>

World Rugby and/ Rugby Europe are responsible for conducting or arranging drug testing including, but not limited to, sample collection, sample analysis, result management, the conduct of investigations and disciplinary proceedings and the imposition of sanctions for anti-doping rule violations, including cases where there has been no drug test carried out, in respect of the Tournament and at any Additional Matches and otherwise during the Qualification Process.

Each Participating Union and Team Member agrees to be bound and comply with the provisions and requirements of World Rugby Regulation 21 and this Anti-Doping Section and any decisions made thereunder.

### **11.2 Team Member Acceptance**

Each Player nominated in the Participating Union’s player list scheduled to participate in Rugby Europe Tournaments is required to read and accept all World Rugby Anti-Doping rules and sign the [Team Administration Certification](#) document provided with this Manual.

The [Team Administration Certification](#) must be signed and submitted as advised in the Manual and to the Tournament Director, no later than the Team Manager's meeting held prior to the Tournament.

World Rugby Regulation 21 shall be the applicable Anti-Doping regulations for this tournament and can be found at [www.keeprugbyclean.worldrugby.org](http://www.keeprugbyclean.worldrugby.org)

### **11.3 Therapeutic Use Exemptions (TUEs)**

This is the process whereby a Player can apply to the Board in conjunction with their prescribing physician to take a specific Prohibited Substance which is required to treat a legitimate medical condition the Player has. All Team doctors are urged to consult with every individual Player in a preliminary training squad and discuss what medications they have or are currently taking to ensure that this process is complied with and where necessary the relevant TUE is applied for. An Adverse Analytical Finding for a Prohibited Substance that was used to treat a medical condition which

does not have a valid TUE in place is considered an Anti-Doping Rule Violation and is an offence that may result in a sanction.

### 11.3.1 TUE Application

A TUE application requires supporting medical information to be provided along with the application form. This includes a comprehensive medical history, results of all examinations, laboratory investigations, specialist medical reports and if relevant imagery studies to support the application.

The application will be reviewed by the Board TUE Committee against the WADA International Standard for Therapeutic Use Exemptions to determine if the application receives approval. This process must occur **before** a Player is authorised to take the Prohibited Substance that he has applied for to treat their medical condition unless emergency situations or exceptional circumstances occur preventing this in which case the Player must apply for retroactive TUE approval. A retroactive TUE application must be lodged to the TUE Committee within 48 hours of such circumstances occurring this includes pre- or during the Tournament.

Any TUE application for Players participating in the Tournament must be received by the Board TUE Committee **no later than 21 days prior to the start of the Tournament** to allow the Board TUE Committee time to review the application.

Further information and the TUE application form can be found under Schedules 3(a) & 3(b) of World Rugby Regulation 21 available on [www.keeperbyclean.worldrugby.org](http://www.keeperbyclean.worldrugby.org) under the Regulations tab. A copy is also attached as Appendix B.

#### Details for TUE submissions:

All TUE applications may be submitted by email [TUE@worldrugby.org](mailto:TUE@worldrugby.org) If any part of the application is not suitable for transmission via these means then the application and/or accompanying supporting evidence may be posted to Chairman of the TUE Committee, World Rugby, Pembroke House, 8 - 10, Pembroke Street Lower, Dublin 2, Ireland.

### 11.3.2 Players that currently have a valid TUE from World Rugby

Any Player that has a current and valid TUE issued to them from the Board TUE Committee which is valid is not required to apply for a new TUE specifically for the Tournament provided the current TUE is valid for the duration of the Tournament and the conditions (such as the substance, route of administration and/or dosage etc.) have not changed.

### 11.3.3 Mutual Recognition of TUEs

Any Player who has been granted a TUE approval by another Anti-Doping Organisation's TUE Committee (i.e a National Anti-Doping Agency) that is current and valid must submit a copy of the application and the certificate of approval to the Chairman of the Board TUE Committee. This must be submitted in accordance with the timeline set out above i.e. 30 days prior to the start of the Tournament. The Board TUE Committee reserves the right to review any TUE application where prior approval has been made by another Anti-Doping Organisation's TUE Committee.

## 11.4 Nutritional Supplements & Medications

Following a number of recent Adverse Analytical Findings from Players involving nutritional supplements containing Prohibited Substances, all Participating Unions are urged to advise their Players of the dangers and risks of Prohibited Substances appearing as part of a mixture within nutritional supplements and to check the supplements their Players are taking. Participating Unions are reminded of the strict liability principle that applies to the Series Anti-Doping Programme, the effect of which

is that Players are responsible for any Prohibited Substances found in their system. All Players and Team management are referred to the World Rugby 's policy on nutritional supplements and a fact sheet on MHA contained within the World Rugby anti-doping educational handbook or on World Rugby's anti-doping website [www.keeprugbyclean.worldrugby.org](http://www.keeprugbyclean.worldrugby.org)

This also applies to the use of medications and all Players should be consulted by the Team physician prior to taking any medication (whether over the counter or prescribed) to ensure such medication does not contain Prohibited Substances which may result in an Adverse Analytical Finding or that requires a Therapeutic Use Exemption. The WADA Prohibited List can be found under Schedule 2 of World Rugby Regulation 21 or via [www.keeprugbyclean.worldrugby.org](http://www.keeprugbyclean.worldrugby.org)

### **11.5 In Competition Testing**

In Competition testing takes place immediately after a Match. Testing may occur after any Match during the Tournament. Normal practice is that the World Rugby Anti-Doping department will make the selections including any reserve selections.

The reserve selections may be used in the case of a selected Player being seriously injured and requiring immediate hospitalisation or not being in a fit physical or mental state to complete the process as determined by the Tournament medical officer. For the avoidance of doubt, if a selected Player is injured or is replaced for any reason prior to the start of a Match i.e injured in a previous Match or in the warm up, they shall remain selected for testing unless they require immediate hospitalisation.

The selections will not be made known to the Player's Team management until the end of the Match. The Doping Control Officer or World Rugby Anti-Doping Commissioner is not required to justify why a Player/s have been selected for testing.

### **11.6 Out of Competition Testing**

Any Player that is selected or scheduled to participate at a Tournament may be tested Out of Competition at any time or place during the Tournament. (i.e. prior to 12.00am on the day of the commencement of a Tournament or more than 24 hours after the conclusion of a Tournament).

Those Players who are also part of World Rugby's Registered Testing Pool or Testing Pool for the purpose of Out of Competition Testing remain subject to the whereabouts requirements and consequences as set out in World Rugby Regulation 21.10 during a Tournament. All such Players must keep their Player whereabouts information up to date at all times including while competing at the Rugby Europe 7s Competitions. All Testing shall be conducted with No Advance Notice by an authorised Doping Control Officer. A Player may be selected for Out of Competition testing by either random or target selection.

### **11.7 Provision of the Sample**

The Player shall be required to provide a minimum urine Sample of 90ml; however, the Player should attempt to provide a greater amount if possible.

Once the Player has provided their Sample, they shall keep control of the Sample at all times until the Sample is sealed. The Doping Control Officer shall keep the collection vessel in sight at all times. Additional assistance may be provided in exceptional circumstances to any Player by the Player's representative or Doping Control Officer during the Sample collection session where authorised by the Player and agreed to by the Doping Control Officer / Anti-Doping Commissioner.

Blood testing may also be conducted in conjunction with urine testing on its own. A qualified blood collection official will be responsible for the collection if the blood

testing is conducted. Further information of sample collection can be found in Schedule 1 of the World Rugby Regulation 21 or within the World Rugby Anti-Doping educational handbook.

## **11.8 Player Representative and interpreters**

Any Player selected for Doping Control during the Tournament is entitled to have a representative present with them during the Doping Control process in the Doping Control Station. All Participating Unions are urged to have a representative available to sit through the process (except the sample provision) with their Players.

If the Player does not speak English (or the same language as Doping Control staff), then their Team will be responsible for the provision of a person who can interpret and assist in the communication of the Doping Control process between the Player and the Doping Control staff.

This may be the same person who acts as the Player representative or an additional person to the representative.

## **11.9 Anti-Doping Education**

World Rugby Anti-Doping educational information and resources are available in English, French, Spanish and selected other languages in the resources section of the World Rugby Anti-Doping website [www.keeprugbyclean.worldrugby.org](http://www.keeprugbyclean.worldrugby.org). It is the responsibility of each Participating Union to ensure that each Player, Team Manager, Team Coach and medical support personnel who participates in the Rugby Europe Men's and Women's Rugby Europe 7s competitions has either received or been given access to (in hard copy, electronic, or any other means) the World Rugby Anti-Doping educational resources in particular the World Rugby Anti-Doping Handbook.

The Participating Union is responsible for ensuring that any new Players, Team Managers, Team Coaches and/or medical support personnel who join its squad during the Tournament also receive a copy of the handbook.

Further to the World Rugby Anti-Doping Handbook [www.keeprugbyclean.worldrugby.org/handbooks](http://www.keeprugbyclean.worldrugby.org/handbooks), an Anti-Doping e-learning programme is available at [www.keeprugbyclean.worldrugby.org/?module=1](http://www.keeprugbyclean.worldrugby.org/?module=1). It is mandatory that all participating Players complete the E-Learning programme before they depart to the Tournament. World Rugby also encourages Team Managers, Team Coaches and medical support personnel who participate in the Tournament to complete this programme to help strengthen their knowledge of Anti-Doping. Unions must ensure that all of their Team Members access the website, register and complete the programme which should take about half an hour.

The modules consist of the following topics:

1. Keep Rugby Clean
2. World Rugby Anti-Doping
3. Doping Control
4. Player Whereabouts
5. Therapeutic Use Exemptions
6. Checking Medications
7. WADA Prohibited List
8. Dietary Supplements
9. Consequences of Doping
10. Responsibilities

The World Rugby e-learning programme is currently available in 6 languages English, French, Spanish, Italian, Romanian and Russian. Unions are requested to assist Teams which do not speak one of those languages to complete the programme.

Each participating Union is required to tick the relevant box and sign the Team Member Consent Form (Appendix B) and report back to the tournament operators once the World Rugby e-learning programme is completed. By signing the attached form, all Players and Team Managers confirm that they have read the World Rugby Anti-Doping Handbook and have completed World Rugby's e-learning programme.

#### **11.10 Outstanding Anti-Doping Matters**

In accordance with Clause 34 of the Programme, it is the responsibility of each Participating Union to ensure that there are no outstanding Sample results, anti-doping rule violation cases and/or ongoing investigations in respect of Players or Persons (relating to possible anti-doping rule violations) who form part of or are intended to form part of the Participating Unions Team in respect of the Tournament. All Participating Unions shall not select a Player or Players to participate in the Tournament if they are aware of any of the following in relation to the Player or Players:

- (a) The existence of any Samples provided pursuant to drug tests in respect of which analysis results have yet to be provided. Participating Unions should contact their National Anti-Doping Organisation to avoid where possible any outstanding results prior to the departure of a Team to the Tournament. Participating Unions are encouraged to arrange for expedited analysis of any Sample/s collected by a National Anti-Doping Organisation in relation to Players scheduled to participate in the Tournament in the weeks prior to the departure of a Team to the Tournament where possible;
- (b) The existence of any outstanding disciplinary proceedings in respect of any anti-doping matters including but not limited to anti-doping rule violations and/or investigations;
- (c) The existence of any outstanding appeal proceedings in relation to the proceedings referred to in (b) above;
- (d) Any period of suspension from the Game in force during the Tournament Term as a result of any anti-doping rule violations.

If a Participating Union selects a Player or Players and subsequently discovers any of the items listed in (a) – (d) above the Participating Union shall advise the World Rugby Anti-Doping Manager immediately. In circumstances where such advice is not provided or not provided immediately the Board shall be entitled to take such steps as it deems appropriate including but not limited to requiring that the relevant Participating Union(s) and/or the relevant authority expeditiously has the matter dealt with and/or provisionally suspends the Player(s) or other Person(s) from any involvement in the Tournament and/or the Game pending the final determination of the matter. The Board may bring disciplinary action against a Participating Union under this Clause where appropriate.

#### **11.11 Further Information / Questions**

If any Participating Union requires any further information or has any questions on the Anti-Doping Programme, please contact Ross Blake, World Rugby's Anti-Doping Manager, Testing and Education at [ross.blake@worldrugby.org](mailto:ross.blake@worldrugby.org) or + 353 1 240 9231.

# THERAPEUTIC USE EXEMPTION (TUE)



**APPLICATION FORM**  
Schedule 3b

World Rugby fax: +353 1 2409 289  
e-mail: TUE@worldrugby.org

In accordance with Section 4 of the WADA International Standard for Therapeutic Use Exemptions and World Rugby Regulation 21.4, any Player who wishes to apply for the use of a Prohibited Substances or Prohibited Method to treat a legitimate medical condition must apply to the relevant Therapeutic Use Exemption Committee (TUEC) via their national Union.

## SECTION A – Player Information - PLEASE PRINT CLEARLY IN CAPITALS

First Name: _____	Surname: _____	Date of Birth: ____ / ____ / ____
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Contact Telephone Number - Mobile: <input style="width: 100%;" type="text"/>	
National Union and level: _____ <small>(i.e. Nat 15's Squad/7's/U21's etc)</small>	Team/Club: _____	

## SECTION B – Notifying Medical Practitioner and Medical Information

Name: _____		Medical Specialty: _____
Business Address: _____		
Telephone Number - Business: <input style="width: 100%;" type="text"/>	Fax Number: <input style="width: 100%;" type="text"/>	Telephone Number - Mobile: <input style="width: 100%;" type="text"/>
Email: _____		
Diagnosis with sufficient medical information (see note 1): _____		
Has the national Unions Chief Medical Officer / Doctor been notified of this application? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## SECTION C - Medical Details

Prohibited Substance – Generic Name	Dose of Administration	Route of Administration	Frequency of Administration
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Intended duration of treatment: Once only  Emergency  Weeks  Months  Years

If a permitted medication can be used to treat the medical condition, provide clinical justification for requested use of prohibited medication: \_\_\_\_\_

## SECTION D - Medical Practitioner's Declaration

I, \_\_\_\_\_ certify that the above mentioned treatment is medically appropriate and that the use of alternative medication not on the Prohibited List would be unsatisfactory for this condition.

Signature of Medical Practitioner: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SECTION E - Previous or Current TUE Applications

Have you submitted any previous TUE application: Yes  No  What date?: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If Yes, for what substance/s? \_\_\_\_\_

TUE Body who provided TUE Decision: \_\_\_\_\_ TUE Decision: Attach copy of previous TUE application and Certificate of Approval if for same Prohibited Substance

Last updated 1 January, 2015

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# THERAPEUTIC USE EXEMPTION (TUE)



## APPLICATION FORM

Schedule 3b

World Rugby fax: +353 1 2409 289

e-mail: [TUE@worldrugby.org](mailto:TUE@worldrugby.org)

### SECTION F - Player's Declaration

I,..... certify that the information under Section A & B is accurate and that I am requesting approval to use a Prohibited Substance or Method from the WADA Prohibited List. I authorise the recording (whether electronically or otherwise) and/or storage by release of personal medical information to the Anti Doping Organisation, relevant Tournament Organisers as well as to WADA staff and to the WADA TUEC under the provisions of the Code. I understand that if I ever wish to revoke the right of the relevant TUEC or WADA TUEC to obtain my health information on my behalf, I must notify my medical practitioner in writing of that fact. I also understand that if I withdraw my consent to the release of my personal medical information, I may not receive approval for a TUE or the renewal of an existing TUE, since no TUE can be granted or renewed without the disclosure of comprehensive medical data.

I am aware that an application for a TUE requires the processing (for example transmission, disclosure, use and storage) of all data pertaining to such application through relevant anti-doping administration/data management systems including but not limited to ADAMS\* to ensure harmonized, coordinated and effective anti-doping programs for detection, deterrence and prevention of doping. Signing this form will indicate that I have been so informed and that I give my express consent to such processing of data.

I understand and agree that my application for a TUE will only be considered following the submission in ADAMS or otherwise, by myself or by my Anti-Doping Organisation (ADO), of the present completed application form, as well as all relevant documents related to the application.

I understand and agree that my TUE related data will be made accessible through ADAMS and/or any other relevant anti-doping administration/data management system, to the authorized ADO, to WADA and to the Therapeutic Use Exemption Committee. I understand and agree that if a TUE is granted, such TUE and the related information will be stored electronically in ADAMS (and/or in any other relevant anti-doping administration/data management system) for a minimum period of 10 years, the period of 10 years being the period within which an action can be commenced following a violation of an anti-doping rule contained in the WADA Code/World Rugby Regulation 21.

WADA, ADOs and Therapeutic Use Exemption Committees will not disclose any of my TUE related information beyond those persons within their organisation with a need to know for doping control purposes according to the Code.

I understand that if I believe that my personal information is not used in conformity with this consent and the International Standard for the Protection and Privacy and Personal Information I can file a complaint to WADA or CAS.

#### RELEASE

I hereby release WADA as well as ADOs and TUE Committees from all claims, demands, liabilities, damages, costs and expenses that I may have arising in connection with the processing of my TUE related data through ADAMS and/or any other relevant anti-doping administration/data management system.

#### WITHDRAWAL OF CONSENT

I understand that I may at any time revoke my consent for the processing of my TUE related data through ADAMS and/or any other relevant anti-doping administration/data management system. I also understand that as a consequence of such withdrawal of consent, I will not receive approval for a TUE or a renewal of an existing TUE.

Player's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(if a Player is a minor a parent or guardian shall sign together with or on behalf of the Player)

(Day/Month/Year)

\* ADAMS is the Anti-Doping Administration and Management System, which has been developed to enable athletes and anti-doping organisations to enter and share data related to doping control. ADAMS is an on-line, web-based system, which allows restricted sharing of data only with those organisations with the right to access such data in accordance with the World Anti-Doping Code.

### SECTION G – Application Notes

**Note 1** *Diagnosis: Evidence confirming the diagnosis must be attached and forwarded with this application. The medical evidence should include a comprehensive medical history and the results of all relevant examinations, laboratory investigations and imaging studies (where applicable). Copies of the original reports or letters should be included where possible. Evidence should be as objective as possible in the clinical circumstances and in the case of non-demonstrable conditions independent supporting medical opinion will assist this application.*

### World Rugby TUEC Contact Details

World Rugby, World Rugby House, 8-10 Lower Pembroke Street, Dublin 2, Ireland  
Tel: +353 1 2409 212 Fax: +353 1 2409 289 Email: [tue@worldrugby.org](mailto:tue@worldrugby.org)

**INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED AND WILL NEED TO BE RESUBMITTED.**

Last updated 1 January, 2015

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## 12. Anti Corruption and Betting

World Rugby Regulation 6 (Anti-Corruption and Betting), as updated from time to time, set out the applicable Anti-Corruption and Betting Regulations for the Tournament.

World Rugby Regulation 6 is available at [www.worldrugby.org/integrity](http://www.worldrugby.org/integrity).

Any changes to Regulation 6 will be notified to all Unions by World Rugby and the updated version posted on the World Rugby website. In the event that World Rugby Council amends Regulation 6, Regulation 6 as approved by World Rugby Council shall take precedence. The Company may update and/or amend this section of the Terms of Participation from time to time as appropriate and shall advise the Participating Unions accordingly.

### Prohibition on Betting

For the avoidance of doubt, all Team Members participating in the Tournament are "Contract Players" and/or "Contract Player Support Personnel" as defined in Regulation 6.2. Accordingly, all Team Members are subject to Regulation 6.3.1(c) and (d) which means that **no Team Member may bet on any rugby event**, as further set out in Regulation 6.3.1.

### Sanctions

Team Members are reminded that the maximum potential sanction for a breach of Regulation 6 (including a breach of the prohibition on betting) is a life suspension from any involvement in the Game.

### Education

To ensure that all Team Members (players and team management) are aware of their obligations under the Regulations, they are required to log on and complete the World Rugby *Keep Rugby Onside* anti-corruption and betting education programme available at [www.worldrugby.org/integrity](http://www.worldrugby.org/integrity) in 13 languages. Completion of this programme is compulsory prior to participation in the Tournament and all Team Members will be required to certify this when signing the Team Member Consent Form.

## 13. Tournament Disciplinary Regulations

World Rugby Regulations 17 (Discipline - Foul Play) and 20 (Misconduct and Code of Conduct), as updated from time to time, set out the applicable Tournament Disciplinary Regulations for the Tournament, subject to any permitted modifications set out below.

World Rugby Regulations 17 and 20 are available at <http://www.worldrugby.org/regulations>. The Code of Conduct is also set out at the conclusion of these Tournament Disciplinary Regulations.

Any changes to Regulations 17 and 20 will be notified to all Unions by World Rugby and the updated and posted on the World Rugby website. In the event that World Rugby Council amends Regulations 17 or 20 or there is any discrepancy between these Tournament Disciplinary Regulations and the Regulations, World Rugby Regulations 17 and 20 as approved by WORLD RUGBY Council shall take precedence. The Company may update and/or amend this section of the Terms of Participation from time to time as appropriate and shall advise the Participating Unions accordingly.

The procedures and powers of Judicial Officers, Appeal Officers and Appeal Committees are set out in World Rugby Regulation 18, also available at the above link.

References to the Host Union in World Rugby Regulation 17 may also be read as references to the Company, which shall administer the Tournament Disciplinary Regulations.

References to the Designated Disciplinary Official in World Rugby Regulation 17 shall refer to the person(s) nominated by the Company to fulfil such role in relation to the Tournament and/or particular Matches within the Tournament.

### **Temporary Suspensions and Citing Commissioner Warnings – New Regulation 2017**

The procedures with respect to Temporary Suspensions and Citing Commissioner Warnings set out in Regulation 17.29 shall apply to the Tournament.

**If a player receives 5 Yellow Cards, or warnings from the Citing Commissioner, or a combination of the 2 (totalling 5) within a Series of RUGBY EUROPE 7s Competitions (Trophy), this player will be subject to a disciplinary Hearing and may receive a suspension from playing (Reg. 17).**

#### Appeals

In addition to the appeal procedures set out in WORLD RUGBY Regulation 17.36 each notice of appeal shall be accompanied by a deposit in the sum of **€1,000** which shall be payable to the Company.

#### General Obligations

Participating Unions are reminded that they are responsible and accountable for the conduct of their Players, Team Members and other persons in attendance at the Tournament in an official capacity with the Participating Union and must ensure that their conduct is of the highest standard and that Matches are played in accordance with disciplined and sporting behaviour.

Each Participating Union and Team Member agrees to be bound by and comply with the provisions and requirements of the Tournament Disciplinary Regulations and any decisions made thereunder. Each Participating Union also acknowledges its

responsibility and accountability for the acts and/or omissions of other persons in attendance at the Tournament in an official capacity with the Union.

Flowcharts, set out in Appendix 1 and Appendix 2 of Regulation 17, summarise the procedures in relation to Foul Play in the Tournament Disciplinary Regulations and have been prepared to assist Participating Unions and Team Members. However, the flowcharts do not represent a substitute for the Tournament Disciplinary Regulations and World Rugby Regulation 17, should not be considered in isolation and, in the event of any inconsistency, the Tournament Disciplinary Regulations and World Rugby Regulation 17 shall prevail.

All Participating Unions are required to provide certification in writing to the Tournament Director by **Friday 25<sup>th</sup> May, 2018**, that having undertaken all necessary enquiries, they are not aware of any of the following in relation to the players to participate in the Tournament:

- (i) the existence of any outstanding disciplinary proceedings in respect of Foul Play and/or Misconduct;
- (ii) the existence of any outstanding appeal proceedings in relation to the above;
- (iii) that the Player is not subject to any suspension from the Game as a result of disciplinary proceedings, appeal proceedings or otherwise.

If a Participating Union is unable to provide such certification, then the Participating Union shall inform the Tournament Director of the reason for this, and the Tournament Director shall take action as appropriate.

#### Foul Play Sanctioning Process

The attention of Participating Unions is drawn in particular to the sanctioning process set out in Regulation 17 and, in particular, the issues the Player will be required to address before the Judicial Officer if found to have committed an act of Foul Play. For Participating Unions' ease of reference the relevant provisions from Regulation 17 are reproduced below:

#### **17.19 Sanctions and Core Sanctioning Process**

*17.19.1 In any case where a Disciplinary Committee or Judicial Officer considers an incident(s) of Foul Play has occurred, it/he may decide to impose a sanction in accordance with the provisions of this Regulation 17.19. When imposing sanctions, all Disciplinary Committees or Judicial Officers dealing with an Ordering Off and/or citing shall apply the WORLD RUGBY's sanctions for Foul Play set out in Appendix 1 and do so in accordance with this Regulation 17.19.*

#### **Assessment of seriousness of the Foul Play**

*17.19.2 Disciplinary Committees or Judicial Officers shall undertake an assessment of the seriousness of the Player's conduct that constitutes the offending and categorise that conduct as being at the lower end, mid range or top end of the scale of seriousness in order to identify the appropriate entry point for consideration of a particular incident(s) of Foul Play where such incident(s) is expressly covered in Appendix 1. The assessment of the seriousness of the Player's conduct shall be determined by reference to the following features:*

- (a) whether the offending was intentional or deliberate;*
- (b) whether the offending was reckless, that is the Player knew (or should have known) there was a risk of committing an act of Foul Play;*
- (c) the gravity of the Player's actions in relation to the offending;*
- (d) the nature of the actions, the manner in which the offence was committed including part of body used (for example, fist, elbow, knee or boot);*
- (e) the existence of provocation;*
- (f) whether the Player acted in retaliation and the timing of such;*

- (g) *whether the Player acted in self-defence (that is whether he used a reasonable degree of force in defending himself);*
- (h) *the effect of the Player's actions on the victim (for example, extent of injury, removal of victim Player from the game);*
- (i) *the effect of the Player's actions on the Match;*
- (j) *the vulnerability of the victim Player including part of victim's body involved/affected, position of the victim Player, ability to defend himself;*
- (k) *the level of participation in the offending and level of premeditation;*
- (l) *whether the conduct of the offending Player was completed or amounted to an attempt; and*
- (m) *any other feature of the Player's conduct in relation to or connected with the offending.*

*Based on the assessment of the offence(s) under consideration against the above features of offending, the Disciplinary Committee or Judicial Officer shall categorise the act of Foul Play as being at the lower end, mid range or top end of the scale of seriousness of offending and identify the applicable entry point as set out in Appendix 1.*

- 17.19.3 *For offences categorised at the top end of the scale of seriousness of offending, the Disciplinary Committee or Judicial Officer shall identify an entry point between the period shown as the top end for the particular offence and the maximum sanction in Appendix 1.<sup>1</sup>*

**Aggravating Factors**

- 17.19.4 *Having identified the applicable entry point for consideration of a particular incident, the Disciplinary Committees or Judicial Officers shall identify any relevant off-field aggravating factors and determine what additional period of suspension, if any, above the applicable entry point for the offence should apply to the case in question. Aggravating factors include:*
- (a) *the Player's status generally as an offender of the Laws of the Game;<sup>2</sup>*
  - (b) *the need for a deterrent to combat a pattern of offending in the Game; and*
  - (c) *any other off-field aggravating factor(s) that the Disciplinary Committee or Judicial Officer considers relevant and appropriate.*

**Mitigating Factors**

- 17.19.5 *Thereafter, the Disciplinary Committee or Judicial Officer shall identify any relevant off-field mitigating factors and determine if there are grounds for reducing the period of suspension and subject to Regulations 17.19.6 and 17.19.7 the extent, if at all, by which the period of suspension should be reduced. Mitigating factors include the following:*
- (a) *the presence and timing of an acknowledgement of culpability/wrong-doing by the offending Player;*
  - (b) *the Player's disciplinary record and/or good character;*
  - (c) *the youth and inexperience of the Player;*
  - (d) *the Player's conduct prior to and at the hearing;*
  - (e) *the Player having demonstrated remorse for his conduct to the victim Player including the timing of such remorse; and*
  - (f) *any other off-field mitigating factor(s) that the Disciplinary Committee or Judicial Officer considers relevant and appropriate.*

- 17.19.6 *Subject to Regulations 17.19.7 and 17.19.8, for acts of Foul Play the Disciplinary Committee or Judicial Officer cannot apply a greater reduction than 50% of the*

<sup>1</sup> The plus sign against each top end period suspension denotes this entitlement and flexibility.

<sup>2</sup> The Player's disciplinary record in all competitions and (as appropriate) in other sports during his playing career from the age of 18 shall be considered by a Disciplinary Committee or Judicial Officer. In any case in which the Disciplinary Committee or Judicial Officer establishes that the Player has previously been found by a Judicial Officer and/or Disciplinary Committee to have committed any act of Foul Play and/or Misconduct then the Disciplinary Committee or Judicial Officer in imposing any sanction on the Player may in fixing that sanction take account of such offending as an aggravating factor.

relevant entry point suspension. In assessing the percentage reduction applicable for mitigating factors, the Disciplinary Committee or Judicial Officer shall start at 0% reduction and apply the amount, if any, to be allowed as mitigation up to the maximum 50% reduction.

17.19.7 In cases involving offending that has been classified pursuant to Regulation 17.19.2 as lower end offending, where:

- (a) there are off-field mitigating factors; and
- (b) where the Disciplinary Committee or Judicial Officer considers that the sanction would be wholly disproportionate to the level and type of offending involved;

the Disciplinary Committee or Judicial Officer may apply sanctions less than 50% of the lower end entry sanctions specified in Appendix 1 including in appropriate cases no sanction. In exceptional cases where the Disciplinary Committee or Judicial Officer considers it is warranted it/he may (i) expunge the Ordering Off (Red Card) from the Player's disciplinary record, or (ii) in the case of a Temporary Suspension (Yellow Card) issued by the referee, solely in circumstances attributed to mistaken identity, may expunge the Temporary Suspension from the Player's disciplinary record.

17.19.8 In cases of multiple offending, Disciplinary Committees and Judicial Officers may impose sanctions to run either on a concurrent or a consecutive basis provided that the total sanction is in all the circumstances proportionate to the level of the overall offending.

17.19.9 Disciplinary Committees and Judicial Officers shall ordinarily in their written decisions set out the reasoning for their findings, including the finding on culpability, how they have categorised the seriousness of the offence by reference to the features set out in Regulation 17.19.2, how they identified and applied any aggravating and mitigating factors and conclude with the resultant sanction, if any, imposed.

17.19.10 Decisions on sanctions and suspensions imposed on Players under WORLD RUGBY Regulation 17 shall:

- (a) be applied universally by Unions, Associations, Rugby Bodies and their constituent bodies such that the Player may not play the Game (or any form thereof) or be involved in any on-field Match day activities anywhere during the period of suspension;
- (b) not allow Players to avoid the full consequences of their actions by, for example, playing in Matches prior to the commencement of their suspension, or playing in Matches during a break in the suspension and/or serving their suspension during a period of inconsequential pre-season and/or so-called friendly Matches;
- (c) apply and be served when the Player is scheduled to play;
- (d) be imposed until a stated date which should be fixed after taking into consideration all playing consequences of such suspension; and
- (e) be effective immediately (subject to 17.19.11(b)).

17.19.11 When imposing suspensions on Players under Regulation 17 Disciplinary Committees or Judicial Officers shall comply with the requirements set out in Regulation 17.19.10 above. In doing so Disciplinary Committees or Judicial Officers:

- (a) must not suspend the effect of any sanction imposed;
- (b) may defer the commencement of a suspension provided that the Player is not scheduled to play (and will not be permitted to play) prior to the commencement of the suspension;

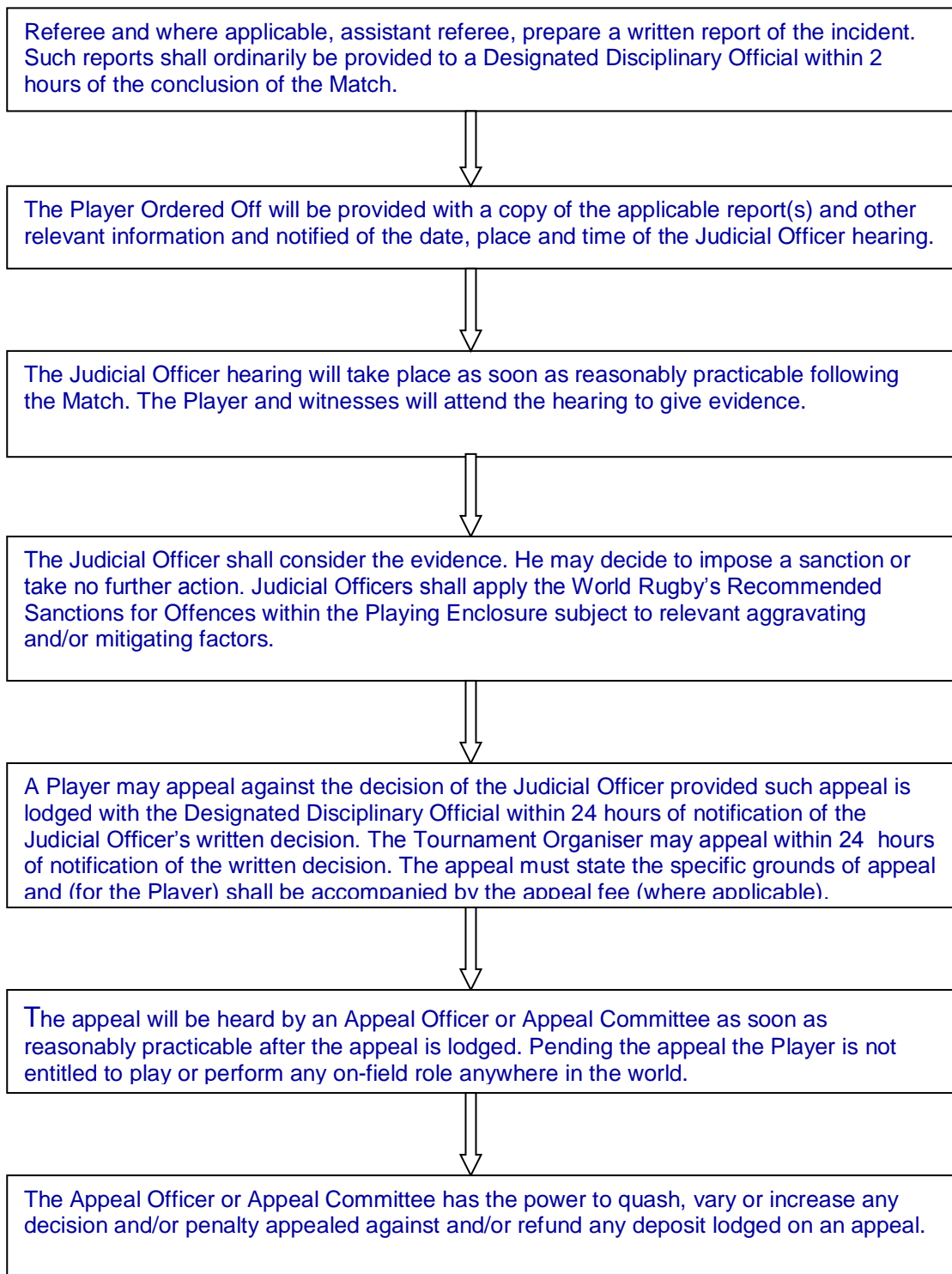
- (c) shall, in respect of meaningful off-season application of sanctions, set out the reasons why it or he considers those Matches to be meaningful;
- (d) may, at its/his discretion in assessing the playing consequences of a sanction apply the suspension to scheduled pre-season and/or so-called friendly Matches, provided such scheduled pre-season and/or so-called friendly Matches have, in the opinion of the Disciplinary Committee or Judicial Officer concerned, a meaningful playing consequence for the Player. In making their assessment Disciplinary Committees and Judicial Officers may, in their discretion, take account of such factors as they consider relevant including, for example, the proximity of the Match to the commencement of the season, the identity and stature of the opponents, likely quality of teams to be selected, and the general Match profile;
- (e) must, if a Player's suspension has not terminated by the end of the current playing season, continue the suspension until a stated date in the next playing season, unless the Player has been selected for a closed season tour, or he has made plans to play during the close of season in another Union. In this event (and subject to the Disciplinary Committee or Judicial Officer receiving satisfactory verification of such tour or playing arrangements), the period of the tour or the fact that he intends to play in another Union shall be taken into account in determining when the suspension shall come to an end; and
- (f) may divide the suspension into two separate periods in order to exclude the whole or part of the closed season provided that the Player is not permitted to play during such closed season.

17.19.12 In respect of offences not referred to in the WORLD RUGBY Sanctions in Appendix 1, appropriate sanctions may be imposed at the discretion of the relevant Judicial Officer, Disciplinary Committee, Appeal Officer and/or Appeal Committee.

17.19.13 Notwithstanding the WORLD RUGBY Sanctions in Appendix 1 and/or the provisions of this Regulation 17.19 in cases where the Player's actions constitute mid range or top end offending for any type of offence which had the potential to result and, in fact, did result in serious/gross consequences to the health of the victim, the Judicial Officer and/or Disciplinary Committee may impose any period of suspension including a suspension for life.

#### Forms

The forms which may be used for the purposes of these Tournament Disciplinary Regulations are set out in the Appendices.

**Summary of Process when a Player is Ordered Off**



**Summary of Process when a Player is Cited**

Citing Commissioners may cite a Player for Foul Play, which in the opinion of the Citing Commissioner warranted the Player concerned being Ordered Off, notwithstanding that the act of Foul Play may have been detected by the referee and/or assistant referee.



Citing Complaints must be made by the Citing Commissioner to a Designated Disciplinary Official within one hour of the completion of the Match in which the Foul Play is alleged to have occurred.



Participating Unions are not entitled to cite Players (unless Regulation 17.8.3, 17.8.6 and 17.11 apply) but they may refer acts of Foul Play to the Citing Commissioner for consideration, provided such reference is made as soon as possible after the end of the Match. The Citing Commissioner decides whether or not to pursue a citing complaint and his decision is final.



If a citing complaint is initiated by a Citing Commissioner a copy of the complaint and other relevant information is sent to the Player and the matter will be referred to a Judicial Officer.



A Judicial Officer will hear the citing complaint as soon as reasonably practicable and will consider evidence from the Player and other relevant witnesses.



The Judicial Officer shall consider the evidence and determine whether the act(s) of Foul Play have been committed. He may decide to impose a sanction or take no further action. Judicial Officers shall apply the WORLD RUGBY's Recommended Sanctions for Offences within the Playing Enclosure subject to relevant aggravating and/or mitigating factors.



A Player may appeal against the decision of the Judicial Officer provided such appeal is lodged with **the Designated Disciplinary Official** within 24 hours of notification of the Judicial Officer's written decision. The Tournament Organiser may appeal within **24** hours of notification of the written decision. The appeal must state the specific grounds of appeal and (for the Player) shall be accompanied by the appeal fee (where applicable).



The appeal will be heard by an Appeal Officer or Appeal Committee as soon as reasonably practicable after the appeal is lodged. Pending the appeal the Player is not entitled to play or perform any on-field role



The Appeal Officer or Appeal Committee has the power to quash, vary or increase any decision and/or penalty appealed against and/or refund any deposit lodged on an appeal.

## Recommended Sanctions for Offences within the Playing Enclosure

### WORLD RUGBY SANCTIONS FOR FOUL PLAY (REGULATION 17)

#### 9.11 Players must not do anything that is reckless or dangerous to others

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
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#### 9.12 A player must not physically abuse anyone. Physical abuse includes, but is not limited to:

Biting	Low-end: 12 weeks	Mid-range: 18 weeks	Top-end: 24+ weeks	Max: 208 weeks	
Punching	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks	A punch to the head shall result in at least a mid-range entry point sanction
Contact with Eye(s) <sup>1</sup>	Low-end: 12 weeks	Mid-range: 18 weeks	Top-end: 24+ weeks	Max: 208 weeks	
Contact with Eye Area <sup>2</sup>	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks	
Striking with hand or arm (including stiff-arm tackle)	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with the elbow	Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with shoulder	Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with head	Low-end: 4 weeks	Mid-range: 10 weeks	Top-end: 16+ weeks	Max: 104 weeks	
Striking with knee	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Stamping or Trampling	Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 12+ weeks	Max: 52 weeks	Stamping/trampling on the head shall result in a top-end entry point sanction
Tripping	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks	
Kicking	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks	Kicking the head shall result in a top-end entry point sanction

#### 9.12 A player must not verbally abuse anyone. Verbal abuse includes, but is not limited to, abuse based on: religion, colour, national or ethnic origin, sexual orientation.

Low-end: 6 weeks	Mid-range: 12 weeks	Top-end: 18+ weeks	Max: 52 weeks
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#### 9.13 A player must not tackle an opponent early, late or dangerously. Dangerous tackling includes, but is not limited to, tackling or attempting to tackle an opponent above the line of the shoulders even if the tackle starts below the line of the shoulders.

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks	A dangerous tackle which results in a strike to the head shall result in at least a mid-range entry point sanction
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<sup>1 & 7</sup> The "eye" involves all tissues including the eye lids within and covering the orbital cavity and the "eye area" is anywhere in close proximity to the eye.

**9.14 A player must not tackle an opponent who is not in possession of the ball.**

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
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**9.15 Except in a scrum, ruck or maul, a player who is not in possession of the ball must not hold, push, charge or obstruct an opponent not in possession of the ball.**

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 6+ weeks	Max: 52 weeks
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**9.16 A player must not charge or knock down an opponent carrying the ball without attempting to grasp that player.**

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
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**9.17 A player must not tackle, charge, pull, push or grasp an opponent whose feet are off the ground.**

Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks
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**9.18 A player must not lift an opponent off the ground and drop or drive that player so that their head and/or upper body make contact with the ground.**

Low-end: 6 weeks	Mid-range: 10 weeks	Top-end: 14+ weeks	Max: 52 weeks
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**9.19 Dangerous play in a scrum.**

- i. The front row of a scrum must not form at a distance from its opponents and rush against them.
- ii. A front-row player must not pull an opponent.
- iii. A front-row player must not intentionally lift an opponent off their feet or force the opponent upwards out of the scrum.
- iv. A front-row player must not intentionally collapse a scrum.

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
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**9.20 Dangerous play in a ruck or maul.**

- i. A player must not charge into a ruck or maul. Charging includes any contact made without binding onto another player in the ruck or maul.
- ii. A player must not make contact with an opponent above the line of the shoulders.
- iii. A player must not intentionally collapse a ruck or a maul.

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
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**9.25 A player must not intentionally charge or obstruct an opponent who has just kicked the ball.**

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
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**9.26 A player must not do anything that is against the spirit of good sportsmanship including but not limited to:**

Hair pulling or grabbing	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 6+ weeks	Max: 52 weeks
Spitting at anyone	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks
Grabbing, twisting or squeezing the genitals (and/or breasts in the case of female players)	Low-end: 12 weeks	Mid-range: 18 weeks	Top-end: 24+ weeks	Max: 208 weeks
Other	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks

**9.27 A player must not physically abuse Match Officials.**

Low-end: 24 weeks	Mid-range: 48 weeks	Top-end: 96+ weeks	Max: Life
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**9.27 A player must not use threatening actions or words towards Match Officials.**

Low-end: 12 weeks	Mid-range: 24 weeks	Top-end: 48+ weeks	Max: 260 weeks
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**9.27 A player must not make incidental physical contact with Match Officials.**

Low-end: 6 weeks	Mid-range: 12 weeks	Top-end: 18+ weeks	Max: 52 weeks
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In respect of offences not referred to above, appropriate sanctions may be imposed at the discretion of the relevant Judicial Officer, Appeal Officer and/or Appeal Committee (as the case may be).

Notwithstanding the sanctions above and/or the provisions of Regulation 17.19, in cases where the Player's actions constitute mid-range or top end offending for any type of offence which had the potential to result and, in fact, did result in serious/gross consequences to the health of the victim, the Judicial Officers may impose any period of suspension including a suspension for life.

In the event that the World Rugby Council amends these Recommended Sanctions or there is any discrepancy between this table and the World Rugby's Recommended Sanctions, World Rugby's Recommended Sanctions as approved by the World Rugby Council shall apply.

## CITING COMMISSIONER WARNING – INTERNATIONAL SEVENS MATCH

Player's Union:  Full name of Player:

Venue:  Date of Incident:

Player Number:  Playing position:

Match result:   pts   pts

Nature of offence:  
(Please circle appropriate offence and give a short description of the Law)

Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)

PERIOD (of game when incident occurred): 1<sup>st</sup> Half  2<sup>nd</sup> Half  Elapsed time in half

Proximity of Official(s) to incident:  (metres)

Score at that time:  pts  pts

**Please give detailed report below: PLEASE WRITE CLEARLY**

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REPORT: - *please use paper apart if necessary*

Citing Commissioner

**THIS REPORT MUST BE COMPLETED AND PROVIDED TO THE DESIGNATED DISCIPLINARY OFFICIAL AND SHALL FORM PART OF THE PLAYERS DISCIPLINARY RECORD**

## STANDARD FORM CITING COMMISSIONER'S REPORT

Player's Union:  Full name of Player:

Venue:  Date of Incident:

Player Number:  Playing position:

Match result:   pts   pts

Nature of offence:  
(Please circle appropriate offence and give a short description of the Law)

Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)

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PERIOD (of game when incident occurred): 1<sup>st</sup> Half  2<sup>nd</sup> Half Elapsed time in half

Proximity of Official(s) to incident:    
(metres)

Score at that time:  pts  pts

**Please give detailed report below: PLEASE WRITE CLEARLY**

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REPORT: - *please use paper apart if necessary*

Citing Commissioner

THIS REPORT MUST BE COMPLETED AND PROVIDED TO A DESIGNATED DISCIPLINARY OFFICIAL  
PRIOR TO THE EXPIRATION OF THE CITING PERIOD

**JUDICIAL OFFICER'S HEARING REPORT - SEVENS MATCH**

Date \_\_\_\_\_ of \_\_\_\_\_ Hearing: \_\_\_\_\_

Name of Unions participating in the Match: \_\_\_\_\_

Date of Match: \_\_\_\_\_

Match Venue: \_\_\_\_\_

Player's Name: \_\_\_\_\_

Player's Union: \_\_\_\_\_

Referee's Name: \_\_\_\_\_

Offence as stated in the Referee's / Citing Commissioner's Report:  
\_\_\_\_\_  
\_\_\_\_\_

Judicial Officer's Decision *(please continue on a separate sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Judicial Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## REFEREE'S REPORT ON A TEMPORARY SUSPENSION - SEVENS MATCH

Player's Union:  Full name of Player:

Venue:  Date of Dismissal:

Player Number:  Playing position:

Match result:   pts   pts

**Nature of offence:**  
(Please circle appropriate offence and give a short description of the Law)

Infringement of:

Law 3.11 (c)

Law 4.5 (c)

Law 10.2 (a) (b) (c)

Law 10.3 (a) (b) (c)

Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)

Other

PERIOD (of game when incident occurred): 1<sup>st</sup> Half  2<sup>nd</sup> Half  Elapsed time in half

Proximity of referee to incident:  (metres)

Score at that time:  pts  pts

Had any cautions been issued to: a) Individual Yes  No  b) General Yes  No

Was the Player ordered off further to the report of an assistant referee? Yes  No   
(If yes, a separate report may need to be completed and submitted by the assistant referee)

REFEREE'S NAME: \_\_\_\_\_ UNION: \_\_\_\_\_ Date: \_\_\_\_\_

**Please give detailed report below: PLEASE WRITE CLEARLY**

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*REPORT: - please use paper apart if necessary*

**THIS REPORT MUST BE COMPLETED AND PROVIDED TO A DESIGNATED DISCIPLINARY OFFICIAL IMMEDIATELY AFTER THE COMPLETION OF THE MATCH**

**NOTE TO PLAYER:** You may challenge this Temporary Suspension within **12 hours** of receipt by giving notice to the Designated Disciplinary Official and, ordinarily, specifying reasons



**ASSISTANT REFEREE'S REPORT ON A TEMPORARY SUSPENSION - SEVENS**

Player's Union:  Full name of Player:

Venue:  Date of Dismissal:

Player Number:  Playing position:

Match result:   pts   pts

Nature of offence:  
(Please circle appropriate offence and give a short description of the Law)

Infringement of:

Law 3.11 (c)                      Law 4.5 (c)

Law 10.2 (a) (b) (c)            Law 10.3 (a) (b) (c)

Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)

Other

PERIOD (of game when incident occurred): 1<sup>st</sup> Half  2<sup>nd</sup> Half  Elapsed time in half

Proximity of Assistant referee to incident:  (metres)

Score at that time:  pts  pts

Had any cautions been issued to: a) Individual Yes  No  b) General Yes  No

ASSISTANT REFEREE'S NAME: \_\_\_\_\_ UNION: \_\_\_\_\_ Date: \_\_\_\_\_

REFEREE'S NAME: \_\_\_\_\_ UNION: \_\_\_\_\_

**Please give detailed report below: PLEASE WRITE CLEARLY**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORT: - please use paper apart if necessary

**THIS REPORT MUST BE COMPLETED AND PROVIDED TO A DESIGNATED DISCIPLINARY OFFICIAL IMMEDIATELY AFTER THE COMPLETION OF THE MATCH**

**NOTE TO PLAYER:** You may challenge this Temporary Suspension within **12 hours** of receipt by giving notice to the Designated Disciplinary Official and, ordinarily, specifying reasons

### REFEREE'S REPORT ON AN ORDERING OFF – SEVENS MATCH

Player's Union: <input style="width: 100%;" type="text"/>	Full name of Player: <input style="width: 100%;" type="text"/>
Venue: <input style="width: 100%;" type="text"/>	Date of Dismissal: <input style="width: 100%;" type="text"/>
Player Number: <input style="width: 100%;" type="text"/>	Playing position: <input style="width: 100%;" type="text"/>
Match result: <input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> pts	<input style="width: 150px;" type="text"/> <input style="width: 30px;" type="text"/> pts

Nature of offence: <small>(Please circle appropriate offence and give a short description of the Law)</small>	<u>Infringement of:</u>	Law 3.11 (c)	Law 4.5 (c)
		Law 10.2 (a) (b) (c)	Law 10.3 (a) (b) (c)
		Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)	
		Other	

PERIOD (of game when incident occurred): 1 <sup>st</sup> Half <input type="checkbox"/> 2 <sup>nd</sup> Half <input type="checkbox"/> Extra Time <input type="checkbox"/>			
Elapsed time in half <input style="width: 50px;" type="text"/>			
Proximity of referee to incident: <input style="width: 300px;" type="text"/> (metres)			
Score at that time: <input style="width: 100px;" type="text"/> pts <input style="width: 100px;" type="text"/> pts			
Had any cautions been issued to: a) Individual Yes <input type="checkbox"/> No <input type="checkbox"/> b) General Yes <input type="checkbox"/> No <input type="checkbox"/>			
Was the Player ordered off further to the report of an assistant referee? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(If yes, a separate Form may need to be completed and submitted by the assistant referee)</small>			
REFEREE'S NAME: _____		UNION: _____	Date: _____

**Please give detailed report below: PLEASE WRITE CLEARLY**

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REPORT: - please use paper apart if necessa

**THIS REPORT MUST BE COMPLETED AND PROVIDED TO A DESIGNATED DISCIPLINARY OFFICIAL IMMEDIATELY AFTER THE COMPLETION OF THE MATCH**

**ASSISTANT REFEREE'S REPORT ON AN ORDERING OFF – SEVENS MATCH**

Player's Union:  Full name of Player:

Venue:  Date of Dismissal:

Player Number:  Playing position:

Match result:   pts   pts

Nature of offence: (Please circle appropriate offence and give a short description of the Law)	<u>Infringement of:</u>	Law 3.11 (c)	Law 4.7 (c)
		Law 10.3 (a) (b) (c)	Law 10.2 (a) (b) (c)
		Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s)	
		Other	

PERIOD (of game when incident occurred): 1<sup>st</sup> Half  2<sup>nd</sup> Half  Extra Time

Elapsed time in half

Proximity of Assistant referee to incident:  (metres)

Score at that time:  pts  pts

Had any cautions been issued to: a) Individual Yes  No  b) General Yes  No

ASSISTANT REFEREE'S NAME: \_\_\_\_\_ UNION: \_\_\_\_\_ Date: \_\_\_\_\_

REFEREE'S NAME: \_\_\_\_\_ UNION: \_\_\_\_\_

**Please give detailed report below: PLEASE WRITE CLEARLY**

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REPORT: - please use paper apart if necessary

**THIS REPORT MUST BE COMPLETED AND PROVIDED TO A DESIGNATED DISCIPLINARY OFFICIAL IMMEDIATELY AFTER THE COMPLETION OF THE MATCH**

## 2018 RUGBY EUROPE 7s CHAMPIONSHIP Match Official Performance Feedback

Referee /Arbitre : \_\_\_\_\_

Union/Fédération : \_\_\_\_\_

Commissioner : \_\_\_\_\_

Date/Match : \_\_\_\_\_

<b>General comments/commentaires généraux</b>
<b>Fitness/condition physique :</b> <b>Control/contrôle :</b> <b>Communication (signal and voice) / communication (gestuelle et verbale) :</b> <b>Relation / relationnel:</b> <b>Assistant referees/ arbitres assistants :</b>
Summary: strengths/areas for development / Résumé: point forts/points à améliorer
<b>Proposed pathway/évolution proposée</b>

**THIS REPORT IS TO BE FILLED BY THE REFEREE MANAGER OF THE TOURNAMENT**

## **World Rugby Code of Conduct**

1. All Participating Unions, Players, other Team Members and other persons in attendance at the Tournament in an official capacity with the Union:
  - 1.1 must ensure that the Game is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the Match Officials to maintain those principles;
  - 1.2 shall co-operate in ensuring that the spirit of the Laws of the Game are upheld and refrain from selecting players guilty of foul play;
  - 1.3 shall not repeatedly breach the Laws of the Game;
  - 1.4 shall accept and observe the authority and decisions of referees, touch judges, Match Officials and all other rugby disciplinary bodies, subject to WORLD RUGBY Regulation 17;
  - 1.5 shall not publish or cause to be published criticism of the manner in which a referee or touch judge handled a Match;
  - 1.6 shall not publish or cause to be published criticism of the manner in which Council or any other rugby disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Bye-Laws, Regulations or Laws of the Game;
  - 1.7 shall not engage in any conduct or any activity on or off the field that may impair public confidence in the honest and orderly conduct of a Match, tour, tournament or Series of Matches (including, but not limited to, the supply of information in relation to the Game, directly or indirectly, to bookmakers or to persons who may use such information to their advantage) or in the integrity and good character of any Person;
  - 1.8 shall not commit a breach of WORLD RUGBY Regulation 6 (Wagering);
  - 1.9 shall promote the reputation of the Game and take all possible steps to prevent it from being brought into disrepute;
  - 1.10 shall not commit an anti-doping rule violation as defined in WORLD RUGBY Regulation 21;
  - 1.11 shall not abuse, threaten or intimidate a referee, touch judge or other Match Official, whether on or off the field of play;
  - 1.12 shall not use crude or abusive language or gestures towards referees, touch judges or other Match Officials or spectators;
  - 1.13 shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other Person on the ground of their religion, race, sex, sexual orientation, colour or national or ethnic origin;
  - 1.14 shall not do anything which adversely affects the Game of Rugby Football, the Board, any member Union or Association or any commercial partner of the Game.

- 2 Each Union and Association is under an obligation to comply with and to ensure that each of its members comply with this Code of Conduct and adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by Persons under its jurisdiction.

## **14. Disputes Committee**

### **14.1 Tournament Director**

The Tournament Director shall deal with minor complaints and disputes relating to the day-to-day administration and management of the Tournament but shall refer all complaints and disputes which are not, in the opinion of the Tournament Director, of such a nature to the Disputes Committee in accordance with clause below.

### **14.2 Constitution of Disputes Committees and notification of complaints**

Subject to clause above, Rugby Europe shall appoint a Disputes Committee to deal with those disputes relating to the Tournament. The Disputes Committee shall ordinarily comprise two representatives appointed by the Rugby Europe (one of whom shall also act as Chairman) and one representative of the Tournament. The Tournament shall provide and/or arrange such facilities as are necessary for the Disputes Committee such as typing, meeting room, and interpreter.

Subject to the provisions of this Manual and the provisions of the Disciplinary and Anti-Doping Regulations, the Disputes Committee shall conduct all of its activities in accordance with World Rugby Byelaws, Regulations Relating to the Game and/or the Laws of the Game, Rugby Europe Byelaws and Regulations as may be appropriate.

Formal notice of any complaint and/or dispute and all relevant documentation and materials relating thereto should be lodged with the Tournament Director with a copy to the Participating Union, within 2 hours after the complainant becomes aware of the incident/issue giving rise to the dispute.

Subject to clause above, the Tournament Director shall pass copies of all such documentation and materials to the Chairman of the Disputes Committee.

### **14.3 Powers of Disputes Committee**

In relation to disputes handled by the Disputes Committee, the Disputes Committee shall have power to determine all issues of any nature arising in connection with the conduct of the Tournament including but not limited to disputes, disagreements or the interpretation or performance of the rules of the Tournament and matters covered in the Tournament Manual between and among Participating Unions, the Host Union, Rugby Europe Members of the Teams, Referees, the Tournament Director and all other persons, institutions and companies involved in the Tournament.

### **14.4 Procedures**

The Disputes Committee shall have full discretion as to its procedures and as to what evidence it may require. The Disputes Committee will not be bound by judicial rules governing the procedure or the admissibility of evidence provided that the proceedings are conducted in a fair manner with a reasonable opportunity for each party to present its case.

### **14.5 Sanctions**

The following sanctions shall be available to the Disputes Committee:

- a) To expel a Participating Union and its Team from the remainder of the Tournament; and/or
- b) To expel any Member of a Team from the remainder of the Tournament; and/or
- c) To suspend or otherwise discipline a Participating Union and/or its Team and/or any Member of a Team; and/or
- d) To require the payment or repayment of any sum by a Participating Union and/or Team and/or any Member of a Team and to impose fines on the same; and/or
- e) To cancel and/or vary the result of a Match and/or the points awarded in relation thereto; and/or
- f) To caution, reprimand and warn as to future conduct any Participating Union and/or Team and/or any Member of any Team; and/or
- g) To impose such other punishment, penalty, restriction or other terms as it considers appropriate sanction.

#### **14.6 Miscellaneous**

The Disputes Committee may also carry out the following functions:

- a) Act as an Appeal Committee for decisions made pursuant to the provisions of the Disciplinary and the Anti-Doping Regulations; and/or
- b) Exercise such other powers necessary or incidental; and/or
- c) Hear and decide such other matters as Rugby Europe may from time to time refer to the Disputes Committee for adjudication.

The decision of the Disputes Committee shall be final and binding immediately upon notification to the parties.

## **15. Media Rules**

In order to promote the competition to achieve favourable coverage in Local and National Media, any Team Member, with the approval of his Team Manager of Participating Union, may communicate with media and provide television, radio or newspaper interviews, provided always that his comments do not bring the game of Rugby, Rugby Europe or the competition into disrepute.

In order to ensure consistent media management and a balanced Team approach, any request from media for interview, filming or conference on non-Match days, must be referred to Rugby Europe Communications Department and / or the Tournament Director in advance for approval.

Unions are responsible for reminding their Players and Management of the World Rugby Code of Conduct and all applicable rules regarding any comments made on Social Media (eg. Facebook, Twitter, Instagram)

### **15.1 Communication Department**

The Communication Department is responsible for all media and communications related activities (internal and external), including media operations and services, media management and relations, issues management, public relations and editorial Services.

The Communication Department will provide Unions with communications tools (Press kits, press releases, logos, social media details...) to be used during the Tournament.

To achieve a wide and favourable coverage of the Tournament, Unions are asked to provide the Communication Department with all requested information and materials related to the Team (photo and player list) and the Union (official logo, twitter accounts, communication contacts).

Unions are asked to collaborate with the Communication Department for the promotion of the Tournament through their own media and communications platforms.

The Communication Department could be reached by e-mail to [communication@rugbyeurope.eu](mailto:communication@rugbyeurope.eu)

During competition time, the Communications Department can be reached directly above or via the Tournament Director.

### **15.2 Mixed Zone or Press Conference Room**

Each Competition venue may have a mixed zone between the pitch and the dressing rooms where accredited press can interview the players and staff after a game. Each mixed zone should be easily accessible from the dressing rooms, the media working areas and the media tribune.

Players and coaches shall be available in the mixed zone area.

If it's not possible to find place for mixed zone, the Press Conference room could be used.



Rugby Europe provides with guidelines for the space layout in accordance with the marketing and commercial agreements.

### **15.3 Pre Game Press Conference**

The Captains and the coaches of both teams will make themselves available. Another player or staff member could be invited according with his past or his availability to speak the host union language.

### **15.4 Post-Match Interviews**

The Captain, Coach or any significant Player identified by the Communication Department or Commissioner may be required to attend a television interview immediately after the final whistle of each Match. This interview is usually conducted on the pitch or in the tunnel.

The above Team personnel may also be required to attend a post-Match interview, five to ten minutes after the final whistle.

Any interviews given by any Team Members within a Match Venue or the Training Venue shall be given only to a duly accredited media representative or broadcaster.

### **15.5 Broadcast and Streaming of Matches**

Based on the Host Union Agreement, a TV-broadcaster may be appointed for the production of Tournaments. If not, Rugby Europe may ensure the TV-production of tournaments.

Any TV broadcasters for the tournaments will be designated by Rugby Europe. The participating organizations undertake that no operator will be allowed to film any images of the tournament without the prior express approval of Rugby Europe.

The Tournament matches will be broadcasted and lived streamed on Rugby Europe TV platform – [www.rugbyeurope.tv](http://www.rugbyeurope.tv) . Certain Geographical broadcasting rights may be retained by the broadcaster. Rugby Europe will provide details of broadcast arrangements one week before the beginning of the Tournament.

If unions are interested in broadcasting through a specific agreement with domestic broadcasters, please contact Rugby Europe Communication Department – [communication@rugbyeurope.eu](mailto:communication@rugbyeurope.eu)

Teams wishing to film their matches and those involving other teams must seek permission from the Tournament Director in advance of said match. The Tournament Director will advise Team Analysts of an appropriate place from which to film.

Positional Priority will be given to the analysts from the teams participating in the match.

Teams will receive a copy of their match in USB Key form no later than one hour after their match.

When a game or competition is broadcast (TV or Internet), Unions and RUGBY EUROPE will receive 1 USB recording from the Host Union, provided to the Communication Manager or Tournament Director, 1 hour after the game is complete.

## 16. Commercial Rules

### 16.1 Respect of the Rugby Europe Commercial Rights

Rugby Europe is the exclusive, absolute legal and beneficial owner of the Commercial Rights of the Tournaments. Rugby Europe is exclusively entitled to exploit, retain and distribute all revenues derived from the exploitation of such Commercial Rights.

As defined of the Host Union Agreement, some rights may be beneficially returned to the Host Union.

The commercial rules cover all forms of media, including but not limited to print, advertising media, broadcast media, mobile telephony communications, wireless data services, and any and all internet media.

The commercial rules apply equally to Participating Unions, Teams and Team members.

Each Participating Team is permitted to display its sponsors on their Kit only (Playing and Training Kit). Each Participating Team undertakes to respect Rugby Europe commercial rules during the competitions.

Rugby Europe encourages the Host Union to find partners and sponsors. This part of the Manual is to give guidelines to Unions in order to respect the Commercial Rights of Rugby Europe

For information, don't hesitate to contact Rugby Europe at [communication@rugbyeurope.eu](mailto:communication@rugbyeurope.eu)

### 16.2 Competition Marks

Teams are required to display the Rugby Europe or the Competition's logo on the upper right sleeve of their playing jerseys (home and alternative).

The logo of Rugby Europe and of the competition is the ownership of Rugby Europe. Participating Teams are allowed to use it for the promotion of the competition.

### 16.3 Commercial Rights

The perimeter of commercial rights is defined on the website:

<http://www.rugbyeurope.eu/rugby-europe/documentation>

Exploitation of commercial rights in and to the competition:

- Media Rights (TV and streaming):
  - o The host union has the sole right to sell and retain revenue from domestic broadcast rights of tournaments.
  - o Rugby Europe has the non-exclusive right to sell and retain revenue from domestic streaming rights
  - o Rugby Europe has the sole right to sell and retain revenue from overseas broadcast and streaming rights outside the Host Union
  
- Sponsorship Rights:
  - o Rugby Europe has the priority right to exploit commercial rights, sell and retain revenue from sponsorship rights, any such partners appointed by

Rugby Europe may have the exclusive right to exploit certain commercial rights in and to the competition and matches. Advertising on players' kit is exempt from this exclusivity.

- Host union has the right to sell and retain revenue from certain sponsorship rights, in accordance with Rugby Europe marketing policy. All projects must be submitted to Rugby Europe for approval.

Up to date, Rugby Europe's sponsors for the tournament are:

- Société Générale – Bank company – Official partner
- RHINO – Match ball provider – Official supplier
- European Flair – Textile Partner

Commercial partners are permitted to undertake activation activities and promotion in and around the tournament – Such activities must be submitted to Rugby Europe for approval and integration in operation details.

The Host union shall provide the detailed activations to Rugby Europe for approval for each of its sponsors requested in terms of visibility, tickets, hospitality and activations.

The Host union shall ensure that it has the appropriate staff in place at all the times of the tournament to regulate the Commercial Rules. Any attempt to instigate ambush marketing should be dealt with immediately by the Host union and should be notified to Rugby Europe as soon as possible.

For information, don't hesitate to contact Rugby Europe at [marketing@rugbyeurope.eu](mailto:marketing@rugbyeurope.eu)

## **17. Financial Sanctions**

### **17.1 Vicarious Liability**

Participating Unions bear full responsibility for the actions of their Team Members.

### **17.2 Financial Sanctions**

Without in any way limiting the discretion of the Disputes Committee and/or the Tournament Director to take such action and impose such sanction(s) as it considers appropriate, if a Participating Union and/or any of its Team Members commits any of the following breaches of these Terms of Participation, then the Disputes Committee may, in addition to any other sanction that it considers appropriate, impose a financial sanction of between **100 €** and **5 000 €** on the Participating Union in respect of each breach:

#### **17.2.1 General**

- a) Withdraw to the Tournament
- b) Non-attendance to the Team Manager Meeting
- c) Missed deadlines for Squad Announcement;
- d) Non-repect of Rugby Europe obligations

#### **17.2.2 Training Venue and Training Sessions**

- a) Training at a non-official Training Venue without prior approval;
- b) Damage to equipment / facilities;

#### **17.2.3 Match Venues**

- a) Use of non-compliant clothing and equipment in Match Venues (sanction applied per item);
- b) Damage to equipment / facilities;
- c) Non-compliance with Match Day Timings (e.g. Arrival at venue, Teams to Tunnel and Field);
- d) Jersey colour conflict non solvable

#### **17.2.4 Media**

- a) Non-attendance of specified Team Members at post-Match interviews and press conference (sanction applied per Team Member);
- b) Missed deadline of announcement of Match Teams; and/or
- c) Changes to confirmed Match Teams (without valid reason);

#### **17.2.5 Commercial / hospitality**

- a) Non-appearance at official Tournament functions, without valid reason (sanction applied per Team Member);
- b) Replacement of specified Team Members at official Tournament functions without prior approval (sanction applied per Team Member);
- c) Promotion of non-compliant commercial marks;

- d) Non-compliant use of Player images; and/or
- e) Unapproved use of Marks by Participating Union and/or its commercial partner(s);

#### **17.2.6 Accommodation**

- a) Damage to equipment / facilities;
- b) Misconduct during final days

#### **17.2.7 Accreditation**

- a) Use of Team Member accreditation by non-accredited individuals;
- b) Access into areas outside access entitlements; and/or
- c) Non-wearing of accreditation in restricted access areas;

#### **17.2.8 Ticketing**

- a) Use of ticket in non-compliance with the ticketing terms and conditions.

#### **17.2.9 Team and Manager behaviour during game**

- a) Technical zone
- b) Non-respect of Tournament officials, referees
- c) Any others acts which are contrary to good sportsmanship

### **17.3 Payment**

Any financial sanctions shall become payable immediately by the Participating Union concerned. In cases of non-payment, the fines and financial penalties may be enforced through the withholding of any monies otherwise owed by the Rugby Europe to the Participating Union.

Any decision of the Tournament Director or Rugby Europe Judicial Officer regarding sanctions and fines above 1000 euros could be subject to appeal at the Rugby Europe Disciplinary Committee latest 15 days after the notification of the decision to the sanctioned party. The appeal will be send to Rugby Europe secretary

The decision of the Rugby Europe Legal Committee will be final and not subject to further appeal.

**Table for Financial Sanctions**

**Maximun fee claim**

Reimbursement of damages must be added to the fees in case of material broken

Reference	Category	Description	Fees
17.2.1	General	Withdraw to the tournament	5.000,00 €
		Non-attendance to the team Manager meeting	500,00 €
		Missed deadlines for squad announcement	500,00 €
		Non-respect to Rugby Europe obligations	1.000,00 €
17.2.2	Training Venue and sessions	Training at non-official Training Venue without prior approval	100,00 €
		Damage to equipment / facilities	100,00 €
17.2.3	Match venues	Use of non-compliant clothing and equipment in match venues (per item)	100,00 €
		Damage to equipment / facilities	100,00 €
		Non-compliance with Match Day run sheet	100,00 €
17.2.4	Media	Jersey color conflict non-solvable prior to the game	1 000,00 €
		Non-attendance of specific team members at post-match interview and press conference (per team member)	100,00 €
		Missed deadline of announcement of match teams	500,00 €
		Changes to confirmed Match teams (without valid reason)	100,00 €
17.2.5	Commercial / Hospitality	Non-appearance at official tournament functions, without valid reason (per team member)	500,00 €
		Replacement of specified team member at official tournament functions without prior approval (per team member)	500,00 €
		Promotion of non-compliant commercial marks	500,00 €
		Non-compliant use of Player images	200,00 €
17.2.6	Accomodation	Unapproved use of Marks by participating Union and/or its commercial partner(s)	1 000,00 €
		Misconduct of team member during Finals day	500,00 €
17.2.7	Accreditation	Damage to equipment / facilities	500,00 €
		Use of team member accreditation by non-accredited individuals	200,00 €
		Access into areas outside access entitlements	200,00 €
17.2.8	Ticketing	Non-wearing of accreditation in restricted access areas	200,00 €
		Use of ticket in non-compliance with the ticketing terms and conditions	100,00 €
17.2.9	Team and Manager behaviour during game	Problem link with technical zone	500,00 €
		Non-respect of tournament officials, referees ...	500,00 €
		Any other acts which are contrary to good sportsmanship	1 000,00 €

## 18. Participation Agreement



### PARTICIPATION AGREEMENT

#### 2018 RUGBY EUROPE MEN AND WOMEN SENIOR SEVENS TROPHY AND CONFERENCE

In signing this document, I understand that the Terms of Participation, Manual, the Team Administration Document and all Official Forms and supporting documents provided on the Rugby Europe and / or WORLD RUGBY Website, form part of the Terms of Participation.

In particular, I confirm that I have read the Long Form Participation Agreement and on behalf of my Union, Players and Management agree to be bound by all Terms included in that document.

**Name of Union** .....

**Name of Duly Authorised Signatory (PRINT)** .....

**Position Held within Participating Union** .....

**Signature** .....

**Level of Competition (SGPS, Trophy, Conference)** .....

**OFFICIAL STAMP OF PARTICIPATING UNION** .....

**Date** .....

## 19. Timeline of Key Dates & Deadlines

DEADLINES	
BEFORE THE TOURNAMENT	
Two days prior to Managers' meeting	Temporary list of players to <a href="mailto:secretariat@rugbyeurope.eu">secretariat@rugbyeurope.eu</a>
DURING THE TOURNAMENT	
Friday before the tournament	
Friday before the tournament	<p>Team Managers Meeting – <b>Compulsory</b></p> <p>Presentation of Tournament Administration Certification – <b>Hard copy signs by President of the Union and stamped must be given to the Manager's meeting</b></p> <p>Please Bring Both Full Sets of Playing Kit</p> <p>Captain's Photograph – Full 'Home' Playing Kit - <b>Compulsory</b></p>
<b>72 Hours Prior to Match Kick Off</b>	<b>TAC Kit (Excel file with Players List and Team sheet completed) to <a href="mailto:communication@rugbyeurope.eu">communication@rugbyeurope.eu</a></b>
After the last game and protocol	Final banquet, see handbook for details
The day after the tournament	Teams departure
AFTER THE TOURNAMENT	
Two weeks after the end of the Series	<a href="#">Post-Tournament questionnaire</a>



# 20. Administrative flow of Rugby Europe documents

## 20.1 Team Administrative Certificate: TAC

Each participating Union will receive an Excel file containing several Worksheets, this Excel file will follow each participating Union during the whole tournament. Only the first worksheet TAC must be totally filled by Union before the competition and send in electronic format to [communication@rugbyeurope.eu](mailto:communication@rugbyeurope.eu) at least 3 days prior the Manager's Meeting day. A hard copy of this worksheet signed by President of the Union must be given to the Director of Tournament at the Manager's meeting,

30 minutes before each game of the tournament, the Team's Manager must give to the Tournament's Director the Excel file below including a tick on game number column for the 7 players entering in field. This must be repeated for all 6 or 7 games of the tournament.

7s Tournament Players List		Country - Pays		Competition		Venue						
0				0								
<b>INSTRUCTIONS</b> 1. Only Cells in green can be filled-up 2. Do not change any format, size or colour 3. Nationality <b>must</b> be completed for all players, the codes shown in pick list must be used 4. <b>Capitals must be filled out for all players with "Home" or "Foreign" or agreement with IRB Regulation 3</b>												
N°	Poste/Position	Name - Nom	Prénoms - First name	Date de naissance - Date of birth	Capitalité - Nationality	1	2	3	4	5	6	7
1	Goalkeeper			01/01/1900								
2	Player			01/01/1900								
3	Player			01/01/1900								
4	Player			01/01/1900								
5	Player			01/01/1900								
6	Player			01/01/1900								
7	Player			01/01/1900								
8	Player			01/01/1900								
9	Player			01/01/1900								
10	Player			01/01/1900								
11	Player			01/01/1900								
12	Player			01/01/1900								
13	Stand by player			01/01/1900								
14	Stand by player			01/01/1900								
Captain / Capitaine						Signature Manager						
Manager	Chef de délégation					and in hard copy  Signature Conditioner  By his/her signature, the President of the union certifies the exactitude of the players and Managers data. All false information given on this document will give financial and sporting sanctions following IRB and FIRA-AER Regulations						
Coach	Entraîneur											
Doctor	Médecin											
Physio	Physicien											

RE or the host Union will therefore prepare the substitution cards (given to Union's Manager prior to the game)

Download at:

[http://www.rugbyeurope.eu/sites/default/files/document/170925\\_bj\\_2018\\_7s\\_competition\\_kit\\_tac.xls](http://www.rugbyeurope.eu/sites/default/files/document/170925_bj_2018_7s_competition_kit_tac.xls)



## Rugby Europe 7s Tournaments - Team Administration Certification

<b>Category</b>	<b>Country - Pays</b>	<b>In Blue cells, please use the drop-down list given</b>
Please fill out all yellow and blue cells, use the proposed drop-down list when available		

1. Only Cells in yellow and blue can be filled-up
2. Do not change any format in cell, row or column of this file. File was draft for Microsoft Excel Application.
3. Eligibility must be completed for all players using drop-down list with "Born", "36 months" or "Parents" in agreement with IRB Regulation 9

Club	N°	Poste/Position	Nom - Family Name	Prénom - First name	Date of Birth - Date de naissance	Passport Number	Eligibility rules
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						

D	D	A	C	B	r	m	t	P	a	r	t	B	o	u	n	d	b	y
o	o	A	C	B	r	m	t	P	a	r	t	B	o	u	n	d	b	y
E	U	d	d	E	U	s	s	E	s	s	s	E	s	s	s	E	s	s

Put a X in case(s) when document is available to Rugby Europe at any time during the tournament.

Signatures

(original signature of each player in dedicated row must be applied) To apply signature, please better to print the document in A3

Additional Informations	
D of E	Declaration of Eligibility (Player)
D of U	Declaration of Union (Team Manager Confirmation of Eligibility)
AD Ed	Anti Doping Handbook Received and Completed IRB E-Learning <a href="http://www.irbkeprugby.com">www.irbkeprugby.com</a>
ACB Ed	Completed IRB Anti Corruption and Betting Education <a href="http://www.irbintegrity.com">www.irbintegrity.com</a>
TUE	Therapeutic Use Exemption
Parents	Autorisation Parents for minor
Images	Images consent form
Bound by terms	Confirmation I have read and Understood the Manual and Agree to be Bound
Signature	Manual signature of Players and Managers

Valid email of the Manager during the competition:				Please fill accurately this document. Do not change any format, any size, any column any row, just fill in the necessary information as requested. Players and Managers signatures are required on this document as well as President of the Union or Manager for a Public. Note that events results are the domain of the press in order to avoid it.	
<b>Identification Rugby Europe</b>	<b>Captain / Capitaine</b>	<b>Cap</b>	<b>Name - Nom</b>	<b>Prénom - First name</b>	<b>Signatures</b>
Version 2018	Manager	M			Confirmation I have read and Understood the Manual and Agree to be Bound
	Head Coach	C1			
	Coach	C2			
	Physio	P			
	Doctor	D			
	Water Carrier 1	WC1			
Water Carrier 2	WC2				

Name & signature President of the Union
only in hard copy
Signature Condition
I, _____, certify that I have available all completed documents described above in respect of each member of my squad. I agree to provide this to Rugby Europe immediately on request, should this be required. A copy of the above Participation Agreement, stamped and signed will be provided in hard copy at the Team Managers Meeting

Only Excel file of this document must be returned electronically  
logos@rugbyeurope.eu or secretariat@rugbyeurope.eu DO NOT SEND pdf FILE.



**OFFICIAL PARTNER**



**OFFICIAL SUPPLIERS**

