

2019

RUGBY EUROPE

7s Men & Women

COMPETITIONS MANUAL

(including Stand-alone tournaments)



IN ASSOCIATION WITH



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Welcome from the President

On behalf of Rugby Europe, I would like to extend you all a warm welcome to the 2019 Rugby Europe “7s Competitions” Men & Women. This 2019 competition is very important for the 2020 Olympic Games in Tokyo. From all 2019 Rugby Europe tournaments, one country will be directly qualified for Tokyo 2020 and two countries will go to the World Repechage in June 2020. The 2019 7s competitions include the following Tournaments

- Rugby Europe Sevens, Grand Prix Series Men – 2 Legs
- Rugby Europe Sevens, Grand Prix Series Women – 2 Legs
- Rugby Europe Sevens, Trophy Men – 2 Legs
- Rugby Europe Sevens, Trophy Women – 2 Legs
- Rugby Europe Conference Men – 1 tournament
- Rugby Europe Conference Women – 1 tournament
- Rugby Europe Stand-alone qualifying tournament for Men
- Rugby Europe Stand-alone qualifying tournament for Women

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, while 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 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 core 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 our sport. Staging competitions of this importance and stature is a significant undertaking and we are truly grateful for their efforts.

A special thanks to Russia and France, hosts of Stand-alone tournaments, for their great experience in 7s tournaments for the organization of the Olympic Qualification.

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 read 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 Host Union, which will give more specific details on a number of logistical arrangements in place for the Tournament.

I hope you will find the Tournament Manual both useful and comprehensive. If you do have any query 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

Key Rugby Europe Contacts for Sevens Competitions

Acting Head of Operations and Competitions Mobile E-mail	Bernard Jargeac +33 6 81 00 73 12 7s@rugbyeurope.eu
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Media /Communications & Marketing Manager Mobile E-mail	Sébastien Faye +33 7 86 04 59 47 marketing@rugbyeurope.eu
Tournaments Administration Phone Mobile E-mail	Claire O'Jeanson +33 1 53 211 522 +33 6 23 85 15 26 secretariat@rugbyeurope.eu
Tournaments Administration Phone Mobile E-mail	Agathe Montocchio +33 1 53 211 522 +33 6 43 47 93 86 agathe@rugbyeurope.eu
IT and Web Communications Manager Phone E-mail	Bernard Jargeac +33 6 81 00 73 12 communication@rugbyeurope.eu

Rugby Europe Contact Details – Men Sevens Grand Prix Series and Stand-alone

Tournament Director, Phone E-mail	Alan Wells +32 477 23 47 67 alan.wells@ec.europa.eu
Referee Manager, Moscow Mobile E-mail	David Keane +353 86 285 71 56 David.Keane@irfu.ie
Referee Manager, Stand-alone and Lodz Mobile E-mail	Johan Meersman +32 474 31 51 94 jmeersman@skynet.be

Rugby Europe Contact Details – Men Sevens Trophy Series

Tournament Director, Phone E-mail	Mario Costa +351 918732011 mariocosta@fpr.pt
Referee Manager, Zagreb and Zenica Mobile E-mail	Domenico Sironi +39 3804341952 arb.sironidomenico@federugby.it

Rugby Europe Contact Details – Men Sevens Conference Tournament

Tournament Director,
Phone Inger-Marie Godwin
+45 21478489
E-mail info@rugby.dk

Referee Manager, Belgrad
Mobile TBC
E-mail

Rugby Europe Contact Details – Women Sevens Grand Prix Series and Stand-alone

Tournament Director,
Phone Veceslav Holjevac
+385 992307871
E-mail veceslav.holjevac@rugby.hr

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Mobile Dana Teagarden
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Referee Manager, Stand-alone
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Rugby Europe Contact Details – Women Sevens Trophy Series

Tournament Director,
Phone Adri Van Der Plas
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Referee Manager, Budapest
Mobile Rossano Faccioli
+39 3466737536
E-mail arb.facciolirossano@federugby.it

Referee Manager, Lisbon
Mobile Tomas Tuma
+420 602 689 413
E-mail tomas.tuma@rugbyunion.cz

Rugby Europe Contact Details – Women Conference Tournament

Tournament Director,
Phone Inger-Marie Godwin
+45 21478489
E-mail info@rugby.dk

Referee Manager, Belgrad
Mobile Johan Meersman
+32 474 31 51 94
E-mail jmeersman@skynet.be

Please note that Rugby Europe will be represented by a Staff Member on each venue, list could be given in handbooks.

1. Introduction

This Tournament Manual is designed to provide all key details and Tournament Rules for all Senior Men's Sevens competitions in 2019:

- Rugby Europe Sevens, Grand Prix Series Men – 2 Legs
- Rugby Europe Sevens, Grand Prix Series Women – 2 Legs
- Rugby Europe Sevens, Trophy Men – 2 Legs
- Rugby Europe Sevens, Trophy Women – 2 Legs
- Rugby Europe Conference Men – 1 tournament
- Rugby Europe Conference Women – 1 tournament
- Rugby Europe Stand-alone qualifying tournament for Men
- Rugby Europe Stand-alone qualifying tournament for Women

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 Bernard Jargeac jargeac@orange.fr for all tournaments, Claire O'Jeanson at secretariat@rugbyeurope.eu for all Women competitors or Agathe Montocchio at agathe@rugbyeurope.eu for all Men competitors 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

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

1.4 Post Tournament Report

All Unions are required to complete a Post Tournament Report.

A link to fill in post-tournament questionnaire online will be sent the day after teams departure

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:

<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](#)

http://www.rugbyeurope.eu/sites/default/files/document/171006_nk_prohibited_list_2018_en.pdf

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

2. Annual Promotion & Relegation Process

2.1 Important Notice – Exemption of Tournament Hosts from Relegation

Under the Terms of the Host Union Agreements between Rugby Europe and Hosting Unions, Hosts are exempt from relegation. Therefore, Russia, Poland and France are exempt from relegation from the Sevens Grand Prix Series if they are host Union in 2020.

In the event that one or more hosts is in the relegation places at the completion of the Series (2 tournaments), the team directly above said relegation positions will be relegated.

Men's Sevens Grand Prix Series

The Team finishing in 12th position after two legs (excepted 2020 host Union's), will be relegated to the Trophy and be seeded Number 1 for the 2020 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 2020 Series

The teams ranked 11th and 12th positions after two legs, (excepted 2020 host Union's), will be relegated to the Rugby Europe 7s Conference1 and will be seeded Numbers 1 & 2 for the 2020 competition

Men's Conference 1

The Teams ranked 1st and 2nd after the tournament will be promoted to the Trophy Series and will be seeded numbers 11th & 12th for the 2020 Series

The teams ranked 13th to 16th positions after the tournament, may be relegated to the Rugby Europe 7s Conference 2 and will be seeded Numbers 1 to 4 for the 2020 competition.

Women's Sevens Grand Prix Series

The Teams finishing in 11th & 12th position after two legs (excepted 2020 Host Union's), will be relegated to the Trophy and be seeded Numbers 1 in 2 for the 2020 Women's 7s Trophy Tournament.

Women's Trophy

The Teams ranked 1st and 2nd after both legs of the competition will be promoted to the Sevens Grand Prix Series and will be seeded numbers 11th & 12th for the 2020 Women's Grand Prix Series.

The teams ranked 11th and 12th positions after two legs (excepted 2020 host Union's), will be relegated to the Rugby Europe 7s Conference1 and will be seeded Numbers 1 & 2 for the 2020 competition

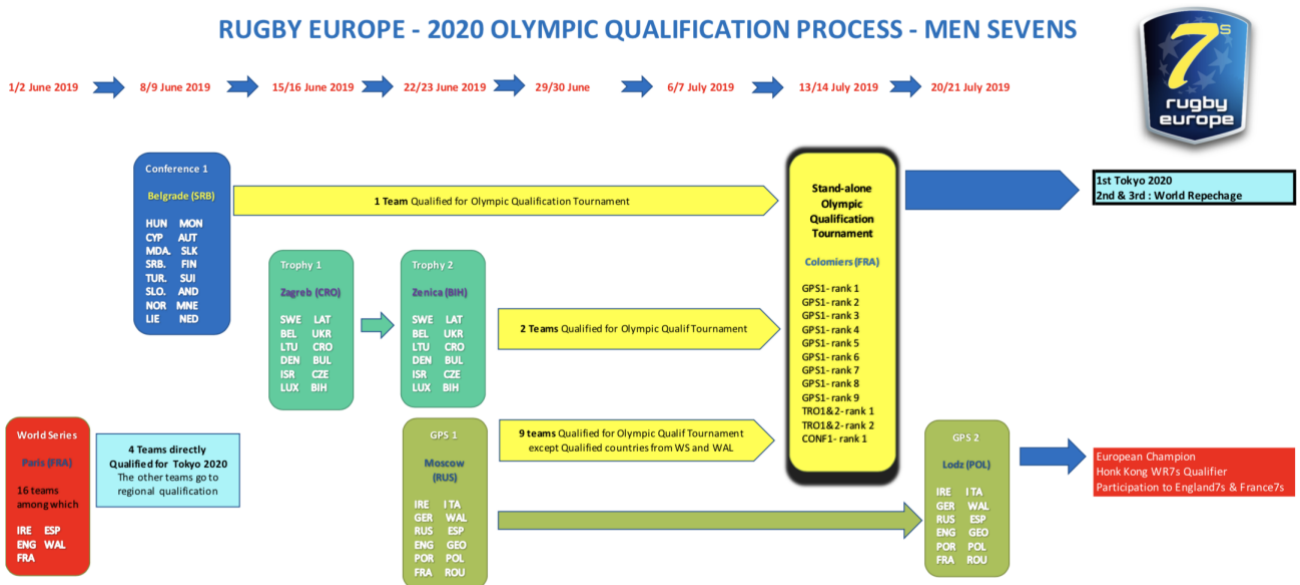
Women's Conference 1

The Teams ranked 1st and 2nd after the tournament will be promoted to the Trophy Series and will be seeded numbers 11th & 12th for the 2020 Series

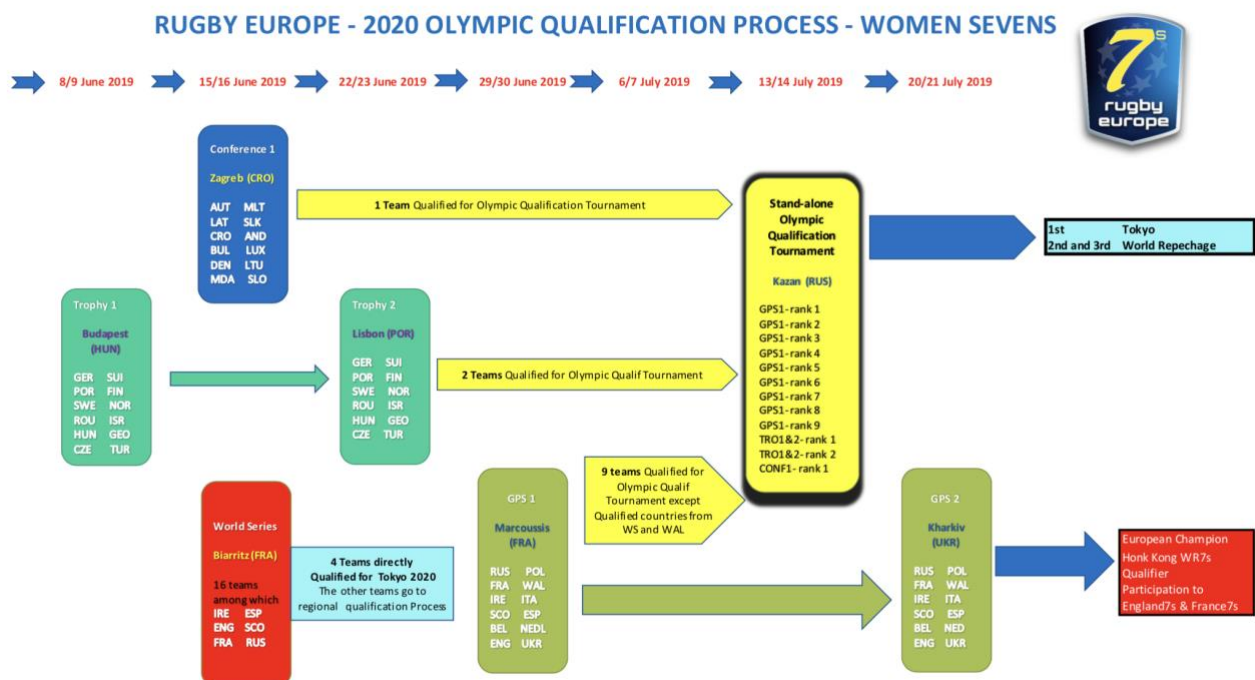
3. Olympic Qualification Process

- Following proposal in Rugby Europe Board of Directors in Lausanne (June 2018) and Paris (December 2018) and in agreement with World Rugby, the Rugby Europe 2019 7s competition is dedicated to qualify one country for Tokyo 2020 and two countries for World repechage in June 2020. The 2029 competition will be as followed for Men and Women

RUGBY EUROPE - 2020 OLYMPIC QUALIFICATION PROCESS - MEN SEVENS



RUGBY EUROPE - 2020 OLYMPIC QUALIFICATION PROCESS - WOMEN SEVENS



All World Rugby Members and Associated Members in 2019 are concerned and could be qualified for the Stand-alone tournament

4. Eligibility Criteria

After the 2016 Olympic Games Rugby Sevens event, in the 2018 board of Directors in Lausanne, Rugby Europe proposed a qualification structure for the 2020 Olympic games. World Rugby sent a letter to all Regional Associations and all Unions Members to outline the qualification process for the men's and women's Rugby Sevens Competitions at the Tokyo Olympic Games, including eligibility rules.

Rugby Europe has three levels of Sevens competition for men's and women's which all tournaments in 2019 serve to qualify 12 countries for the final Qualifying Stand-alone tournament. To be clear, all World Rugby Member Unions including Associate Members are eligible to participate in the qualification process. This applies to those Unions who are Members at the date of the start of the Olympic qualification process which is December 2018.

All Rugby Europe pre-qualified countries for final Stand-alone tournament will be subject to Olympic Eligibility Criteria and World Rugby Regulation 8.

Only Countries in full Membership and Associate Members of World Rugby (December 2018) could be qualified to the Qualifying Stand-alone tournaments Men's and Women's.

As a result, standard eligibility conditions described below will apply to all of Rugby Europe's 2019 senior Men's and Women's Seven a side Qualifying country. Teams participating to one of the three Rugby Europe competition level tournaments, which does not meet Olympic Eligibility Regulation could not be qualified for the Qualifying Stand-alone tournament.

It is the responsibility of all Unions to ensure that their players meet all eligibility criteria to participate in Rugby Europe competitions, Regulation 8 and Olympic Regulation for the Qualifying countries for stand-alone tournament.

For Olympic Eligibility Regulation, please refer to David Carrigy's letter below.

For World Rugby Regulation 8, please refer to www.worldrugby.org/regulations for all World Rugby Eligibility Rules.

Eligibility forms which can be found at https://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.

Extract of Letter David Carrigy to Secretary / CEO of Unions and Regional Associations in Membership of World Rugby dated 12 September 2018.

C. ATHLETE ELIGIBILITY

All athletes must comply with the provisions of the Olympic Charter currently in force, including but not limited to, Rule 41 (Nationality of Competitors) and Rule 43 (World Anti-Doping Code and the Olympic Movement Code on the Prevention of Manipulation of Competitions). Only those athletes who have complied with the Olympic Charter may participate in the Olympic Games.

Age Requirements: All athletes must comply with the provisions of the World Rugby Elite Rugby Age Guidelines <http://playerwelfare.worldrugby.org/?documentid=115>

Additional IF Requirements:

To be eligible to participate in the Olympic Games Tokyo 2020, all athletes must comply with World Rugby Regulation 8 – Eligibility requirements <http://www.worldrugby.org/documents/handbook>

Original Version: ENGLISH

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4.1 Passport control

For each Rugby Europe tournament, Rugby Europe Officials will proceed to an eligibility control (Passport and WR Reg 8) of all players.

Each participating country is requested to send **one week (7 days) in advance** the TAC in Excel and a pdf file with all scans of the prove of eligibility for all players: passport for all players and Reg 8 documents for the players who are not National citizen or not born in the country.

The Rugby Europe Office in Paris will therefore notify the tournament Director of the level of eligibility for all participating teams for each Rugby Europe tournament.

All teams with an eligibility level: Olympic, have the access to Stand-Along Tournament in case of qualification via tournament or series.

For Series (Trophy) and for Stand-alone tournaments, all players qualified in leg 1 or GPS1 prequalified tournament will be automatically qualified for the Leg 2 and do not need to be controled again.

5. Competition Format & Schedule

GPS Men	1 st Leg:	Moscow (RUS)	22/23 June, 2019
	2 nd Leg:	Lodz (POL)	20/21 July, 2019
GPS Women	1 st Leg:	Paris-Marcoussis (FRA)	29/30 June, 2019
	2 nd Leg:	Kharkiv (UKR)	20/21 July, 2019
Trophy Men	1 st Leg:	Zagreb (CRO)	15/16 June, 2019
	2 nd Leg:	Zenica (BIH)	22/23 June, 2019
Trophy Women	1 st Leg:	Budapest (HUN)	8/9 June, 2019
	2 nd Leg:	Lisbon (POR)	22/23 June, 2019
Conference Men		Belgrade (SER)	8/9 June, 2019
Conference Women		Zagreb (CRO)	15/16 June, 2019
Men Stand-alone		Colomiers (FRA)	13/14 July, 2019
Women Stand-alone		Kazan (RUS)	13/14 July, 2019

5.1 Seeding for the Stand-alone tournament

The qualified countries for the stand-alone tournaments, Men and Women will be as follow:

POOL A	POOL B	POOL C
1. GPS 1 Ranked 1	2. GPS 1 Ranked 2	3. GPS 1 Ranked 3
6. GPS 1 Ranked 6	5. GPS 1 Ranked 5	4. GPS 1 Ranked 4
7. GPS 1 Ranked 7	8. GPS 1 Ranked 8	9. GPS 1 Ranked 9
12. Conference Ranked 1	11. Trophy Serie Ranked 2	10. Trophy Serie Ranked 1

Under reserve of all team above have satisfied the eligibility criteria: Passport AND Regulation 8 describes in point 4

5.1.1 Seedings for Men GPS 1st Leg in Moscow

- | | |
|--|--|
|  1 - IRELAND |  7 - ITALY |
|  2 - GERMANY |  8 - WALES |
|  3 - RUSSIA |  9 - SPAIN |
|  4 - ENGLAND |  10 - GEORGIA |
|  5 - PORTUGAL |  11 - POLAND |
|  6 - FRANCE |  12 - ROMANIA |

5.1.2 Pools for Men GPS 1st Leg in Moscow

POOL A	POOL B	POOL C
1. Ireland	2. Germany	3. Russia
6. France	5. Portugal	4. England
7. Italy	8. Wales	9. Spain
12. Romania	11. Poland	10. Georgia

5.1.3 Seedings for Women GPS 1st Leg in Paris-Marcoussis

- | | |
|--|--|
|  1 - RUSSIA |  7 - POLAND |
|  2 - FRANCE |  8 - WALES |
|  3 - IRELAND |  9 - ITALY |
|  4 - SCOTLAND |  10 - SPAIN |
|  5 - BELGIUM |  11 - NETHERLANDS |
|  6 - ENGLAND |  12 - UKRAINE |

5.1.4 Pools for Women GPS 1st Leg in Paris-Marcoussis

POOL A	POOL B	POOL C
1. Russia	2. France	3. Ireland
6. England	5. Belgium	4. Scotland
7. Poland	8. Wales	9. Italy
12. Ukraine	11. Netherlands	10. Spain

5.1.5 Seedings for Men Trophy 1st Leg in Zagreb

- | | |
|--|---|
|  1 - SWEDEN |  7 - LATVIA |
|  2 - BELGIUM |  8 - UKRAINE |
|  3 - LITHUANIA |  9 - CROATIA |
|  4 - DENMARK |  10 - BULGARIA |
|  5 - ISRAEL |  11 - CZECHIA |
|  6 - LUXEMBOURG |  12 - BOSNIA & HERZEGOVINA |

5.1.6 Pools for Men Trophy 1st Leg in Zagreb

POOL A	POOL B	POOL C
1. Sweden	2. Belgium	3. Lithuania
6. Luxembourg	5. Israel	4. Denmark
7. Latvia	8. Ukraine	9. Croatia
12. Bosnia & Herzegovina	11. Czech Republic	10. Bulgaria

5.1.7 Seedings for Women Trophy 1st Leg in Budapest

- | | |
|--|---|
|  1 - GERMANY |  7 - SWITZERLAND |
|  2 - PORTUGAL |  8 - FINLAND |
|  3 - SWEDEN |  9 - NORWAY |
|  4 - ROMANIA |  10 - ISRAEL |
|  5 - HUNGARY |  11 - GEORGIA |
|  6 - CZECHIA |  12 - TURKEY |

5.1.8 Pools for Women Trophy 1st Leg in Budapest

POOL A	POOL B	POOL C
1. Germany	2. Portugal	3. Sweden
6. Czech Republic	5. Hungary	4. Romania
7. Switzerland	8. Finland	9. Norway
12. Turkey	11. Georgia	10. Israël

5.1.9 Seedings for Men Conference in Belgrad

 1 - HUNGARY	 7 - MONACO	
 2 - CYPRUS	 8 - AUSTRIA	
 3 - MOLDOVA	 9 - SLOVAKIA	 13 - NORWAY
 4 - SERBIA	 10 - FINLAND	 14 - MONTENEGRO
 5 - TURKEY	 11 - SWITZERLAND	 15 - LIECHTENSTEIN
 6 - SLOVENIA	 12 - ANDORRA	 16 - NETHERLANDS

5.1.10 Pools for Men Conference in Belgrad

POOL A	POOL B	POOL C	POOL D
1. Hungary	2. Cyprus	3. Moldova	4. Serbia
8. Austria	7. Monaco	6. Slovenia	5. Turkey
9. Slovakia	10. Finland	11. Switzerland	12. Andorra
16. Netherlands	15. Liechtenstein	14. Montenegro	13. Norway

5.1.11 Seedings for Women Conference in Zagreb

 1 - AUSTRIA	 7 - MALTA
 2 - LATVIA	 8 - SLOVAKIA
 3 - CROATIA	 9 - ANDORRA
 4 - BULGARIA	 10 - LUXEMBOURG
 5 - DENMARK	 11 - LITHUANIA
 6 - MOLDOVA	 12 - SLOVENIA

5.1.12 Pools for Women Conference in Zagreb

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

All 7s Competitions are visible on rugbyeurope.eu web site

6 Order of Play

6.1 Order of Play

The pools for the first leg of the Series will be devised based on the final ranking position from the 2018 Tournaments.

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.

http://www.rugbyeurope.eu/sites/default/files/document/170925_bj_2018_7s_competition_kit_tac.xls

The electronic version must be returned by email to 7s@rugbyeurope.eu **One week (7 days) 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 Chapter 4 for Eligibility Rules.

Further, Eligibility forms which can be found at <http://www.rugbyeurope.eu/rugby-europe/documentation> 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, which appears to read 'David Carrigy', is positioned above the printed name.

**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 TRAVELS 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 (GPS only) 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
<p>Men's Sevens GPS 2 Legs</p>	<p>100% Costs of International Travel, Accommodation and Meals for Teams (squad size 12 players + 3 management).</p> <p>Organisation and booking of all accommodation for (Teams and RE Officials)</p> <p>Proposal for RE Officials : Price per day per person shall not exceed 60 € – 70 € (if not full board) or 90 € - 100 € if full board. This is a Rugby Europe Cost.</p> <p>Internal Transport for Teams and RE Officials</p> <p>Training Pitch for Friday before Tournament.</p> <p>Tournament Costs including Personnel and Insurances</p> <p>Post-Match Dinner for all players and RE Officials (Teams & RE Officials)</p> <p>Tournament Specific Trophies (Cup)</p>	<p>International visa costs.</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>For RE Officials (in single room): RE Officials International Travel</p> <p>RE Officials Accommodation (4 nights maximum).</p> <p>Price per day per person shall not exceed 60 € – 70 € (if not full board) or 90 € - 100 € if full board.</p> <p>Payable on presentation of the detailed bill from the hotel.</p> <p>Series Trophy and Medals for Series, Winners, Runners Up and Third Place</p>
<p>Men's Sevens Trophies (1&2) and Conference</p> <p>Women's Sevens Trophies (1&2) and Conference 1</p>	<p>Training Pitches and Facilities during agreed dates</p> <p>Internal Transport for Teams and RE Officials.</p> <p>By internal transport we mean : since the Teams & RE Officials come in an international airport until they leave from this international airport.</p> <p>Tournament Costs including Personnel and Insurances</p> <p>Post-Match Dinner for all players and RE Officials</p> <p>Organisation and booking of all accommodation (Teams & RE Officials).</p> <p>Proposal For Teams : Full board price per day per person must be between: 45€-55€ before deduction of RE subvention (10 €). This cost is for the Participating Unions.</p> <p>Proposal for RE Officials : Hotel Price per day per person shall not exceed 50 € – 60 € (if not full board) or 50 € - 90 € if full board. This is a Rugby Europe Cost.</p> <p>Participation Medals for all Squad Members for each Team except Gold, Silver and Bronze for First, Second and Third Place.</p>	<p>International Travel and visa costs.</p> <p>Accommodation for (12 players 3 staff).</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>Full board price per day per person must be between: 45€-55€ before deduction of RE subvention (10 €).</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>Partial funding for International Travel support for Teams given air distance.</p> <p>€10 per person per day (3 nights) for Accommodation for Teams towards Host Union (Squad size 15 pers).</p> <p>For RE Officials (in single room): RE Officials International Travel</p> <p>RE Officials Accommodation (4 nights maximum).</p> <p>Hotel Price per day per person shall not exceed 50 € – 60 € (if not full board) or 80 € - 90 € if full board.</p> <p>Payable on presentation of the detailed bill from the hotel.</p> <p>Series Trophy and Medals for Series, Winners, Runners Up and Third Place</p>

<p>Women's Sevens GPS 2 Legs</p>	<p>100% Costs of Accommodation and Meals for Teams (squad size 12 players + 3 management).</p> <p>Organisation and booking of all accommodation for (Teams and RE Officials)</p> <p>Proposal for RE Officials : Price per day per person shall not exceed 60 € – 70 € (if not full board) or 90 € - 100 € if full board. This is a Rugby Europe Cost.</p> <p>Internal Transport for Teams and RE Officials</p> <p>Training Pitch for Friday before Tournament.</p> <p>Tournament Costs including Personnel and Insurances</p> <p>Post-Match Dinner for all players and RE Officials (Teams & RE Officials)</p> <p>Tournament Specific Trophies (Cup)</p>	<p>International Travel and visa costs.</p> <p>All costs associated with additional Union Officials inc Team Management (in excess of 12 players and 3 management).</p> <p>Payment of training facilities outside agreed 'Tournament' dates</p>	<p>Partial funding for International Travel support for Teams given <u>air</u> distance.</p> <p>For RE Officials (in single room): RE Officials International Travel.</p> <p>RE Officials Accommodation (4 nights maximum).</p> <p>Price per day per person shall not exceed 60 € – 70 € (if not full board) or 90 € - 100 € if full board.</p> <p>Payable on presentation of the detailed bill from the hotel.</p> <p>Series Trophy and Medals for Series Winners, Runners Up and Third Place</p>
<p>Stand-alone Olympic Qualification Men and Women</p>	<p>Organization and booking of all accommodation for Teams (12) and Officials.</p> <p>100% Costs of Accommodation and Meals for Teams (squad size 12 players + 3 management) from Friday before dinner to Monday breakfast including.</p> <p>100% Costs of Accommodation and Meals for RE (and WR) Officials from Friday before dinner to Monday breakfast including.</p> <p>Internal Transport for Teams and RE Officials</p> <p>Training Pitch for Friday before Tournament.</p> <p>Tournament Costs including Personnel and Insurances</p> <p>Official TV Broadcasting for the tournament, including satellite fees.</p> <p>Post-Match Dinner for all players and RE Officials (Teams & RE Officials)</p> <p>Tournament Specific Trophies (Cup)</p>	<p>100% costs of International Travel</p> <p>International visa costs.</p> <p>All costs associated with additional Union Officials inc Team Management (in excess of 12 players and 3 management).</p> <p>Payment of training facilities outside agreed 'Tournament' dates</p>	<p>Grants to Qualifying Unions for International travel Approx: €2.500</p> <p>Grants to Host Unions for accommodation Approx: €40.000 for the tournament.</p> <p>Rugby Europe Officials International travels</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 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 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

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

8.2 Tournament Formats

For the Tournaments will consist of 12 Teams playing matches over 2 days of competition.

A Cup Shall be awarded to the winner of each Tournament

For the Tournament will consist of 16 Teams playing matches over 2 days of competition.

A Cup Shall be awarded to the winner the Tournament

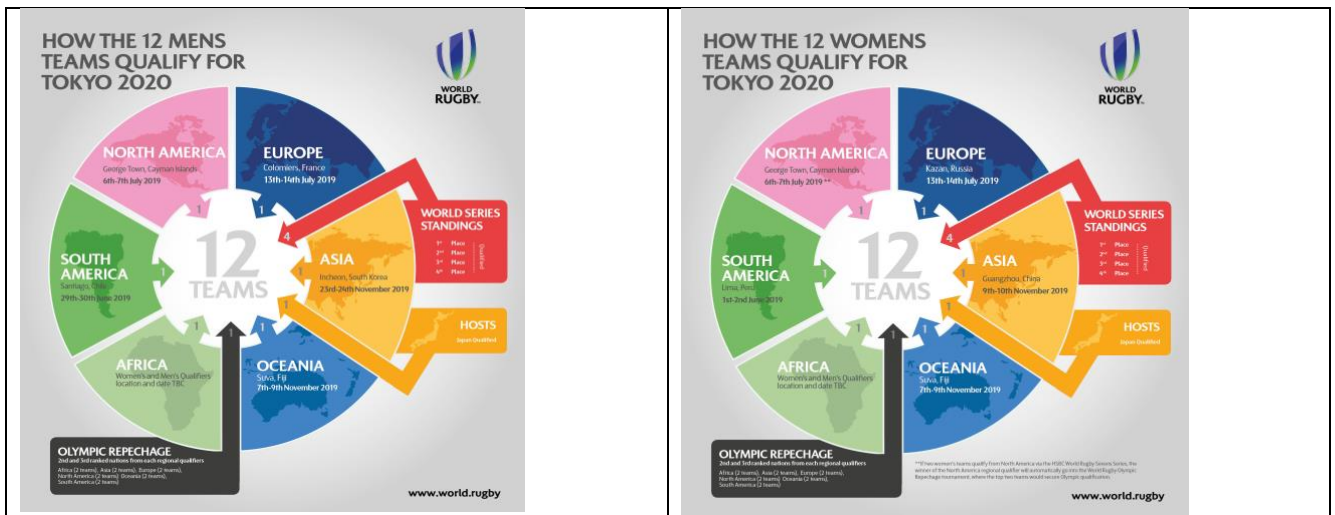
Sevens Grand Prix Series and Trophy Series

These competitions (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

Stand-alone tournaments Men and Women

These competitions is a single tournament. The winner of each tournament will be qualified for Tokyo 2020 and the 2nd and 3rd will play the repechage tournament in June 2020, see below:



8.3 12 Teams Tournament Format

8.3.1 All Rugby Europe Senior Men’s 7s competitions will consist of a 12 or 16 Teams format with 3 pools of 4 teams or 4 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 (GPS and Trophy) 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:



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.

(i) 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 12 TEAMS SEVENS TOURNAMENTS

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 from 2017 Men's (and Women's) Seven GPS 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, the pool seeding will be based on the Final ranking of the year before.

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 rd Place	B3 = 3 rd Place	C3 = 3 rd Place
A4 = 4 th Place	B4 = 4 th Place	C4 = 4 th Place

The Cup Quarter Final Line Up Shall be as follows:

QF1	A1 v 2 nd Best 3 rd Placed Team
QF2	B1 v Best 3 rd 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 3rd 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 Ranking challenge Semi Finals as follow:

SF Ranking challenge 1	3 rd Best 3 rd Place v 3 rd Best 4 th Place
SF Ranking challenge 2	Best 4 th Place v 2 nd Best 4 th Place

In order to rank the 3rd placed teams and the 4th 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 5th. The losers of the Ranking semi-finals will compete for 7th place

The winners of the Ranking challenge semi-finals will compete for the Ranking challenge (ninth place). The losers of the Ranking challenge semi-finals will compete for 11th place.

IMPORTANT REMARK: For the competition Men Conference with 16 teams, the Day 2 format will consist to knock-out games with ¼ final, ½ final and Finals ranking games. The Cup will be organized between the first 2 ranked in 4 pools and the Ranking challenge with bottom 2 of each pool.

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 Managers 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 (3 pools), 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 Ranking challenge Semi Finals.

Following the completion of the Pool Rounds (4 pools), all teams will be ranked from 1 to 16. The four Pool winners, the four Pool runners up will participate in the Cup Quarter Final matches.

The remaining third and fourth ranked teams will participate in the Ranking challenge Quarter Finals.

Thereafter, will follow the Cup & Ranking 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.

(i) 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.

8.10.3 Rolling subs are authorized under the limit of 5 substitutions per game (out of blood subs)

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

1st 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 Allocation of Changing rooms for Stand-alone tournaments

The allocation of changing rooms in Colomiers and in Kazan will be done following the results of the prequalification tournaments in Moscow.

Rugby Europe will chose the changing rooms order regarding the proposal which will be made by Organization Committee.

8.15.3 Technical Zone

8.15.3.1 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.

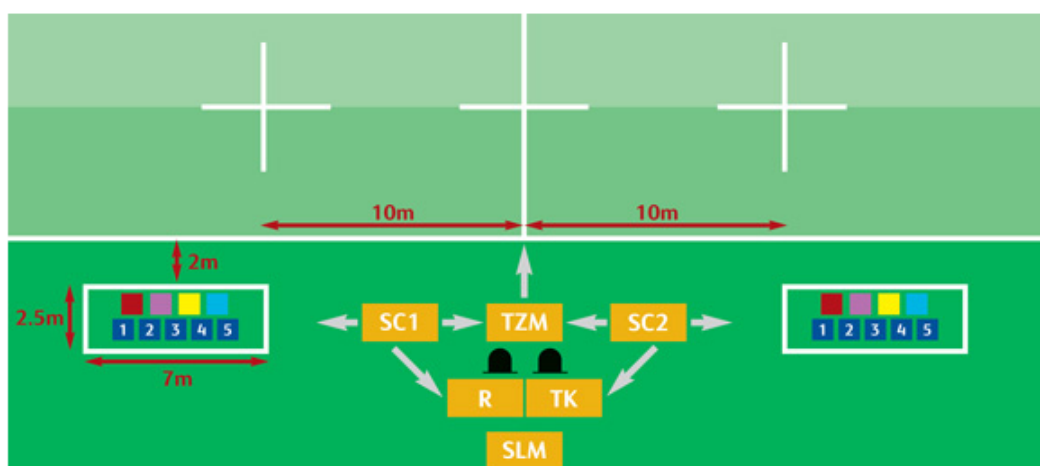
e. Wherever practically possible the zones should be behind advertising hoardings with easy access to the field of play.

f. Whenever possible chairs will be placed, for all persons in the TZ

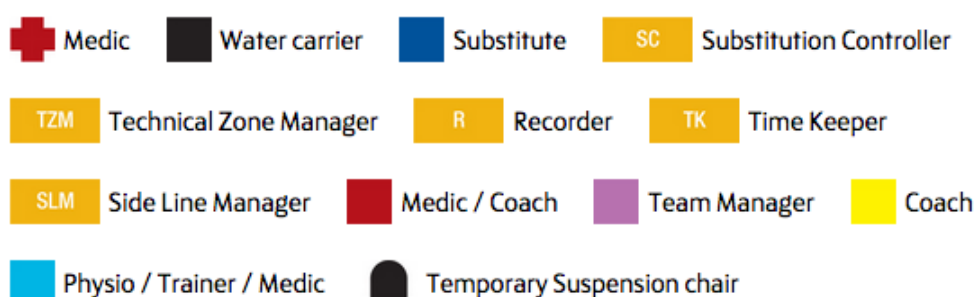
8.15.2.2 Personnel permitted in the Technical Zone

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 – New Regulation for 7s 2015

- 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
 - Referee Manager
 - 6 referees (8 referees for the Conference Men)
 - Citing Commissioner (for GPS)
 - For Stand-alone tournaments: Appoint Judicial Officer and 10 or more Assistant Referees
- For others tournaments: Local 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.

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 and in the case of the Sevens Grand Prix Series, Unions must work with the Host Union to secure International Travel schedules which are mindful of player welfare whilst sensitive to the Host Union budget.

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 receive 3 nights' accommodation for 12 players and 3 Team Officials. All the Team Members will be accommodated in the same hotel. (6 double rooms and 3 single rooms).

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

Sevens GPS and Stand-alone tournaments only - The Host Union will arrange and pay for the laundering of up to 2 Playing Shirts, 1 Pair Playing Shorts, 1 Pair Playing Socks per player on the evening following Day 1 of the Tournament.

Other tournaments - 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 litres 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 will not be 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.

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

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

As from 1st of July 2018, Rugby Europe does no longer cover for accidental bodily injury to players engaging in RE competitions, including:

“body injury occurring during rugby practice at training for and/or attending official RE competitions”

“body injury occurring during journey to attend official RE competitions or trainings to RE competitions”

10.4 Medical Insurance

In respect of World Rugby Regulation, article 23:

"23.2.1 Unions are responsible for and shall have in place appropriate financial arrangements or insurance to cover each Player (and/or his Primary Employer as applicable) in respect of losses and expenses incurred as a result of injury sustained when such Player is on International Duty. Such financial arrangements and/or insurance cover should include Medical Expenses, loss of Emoluments, Temporary Total Disablement, Career-Ending Injury and Catastrophic Injury incurred as a result of injury sustained at the time that the Player is on International Duty."

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 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 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

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.keeprugbyclean.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 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.keeperugbyclean.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.keeperugbyclean.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 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 Senior Sevens Grand Prix Series 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, an Anti-Doping e-learning programme is available at 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 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 type="text"/>	
National Union and level: _____ <small>(i.e. Nat 15's Squad/7s/U21's etc)</small>	Team/Club: _____	

SECTION B – Notifying Medical Practitioner and Medical Information

Name: _____	Medical Specialty: _____	
Business Address: _____		
Telephone Number - Business: <input type="text"/>	Fax Number: <input type="text"/>	Telephone Number - Mobile: <input 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

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

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.

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 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 (7s Grand Prix Series), 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 15th 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 1.¹*

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;²*
 - (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*

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

² 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.

than 50% of the 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;*

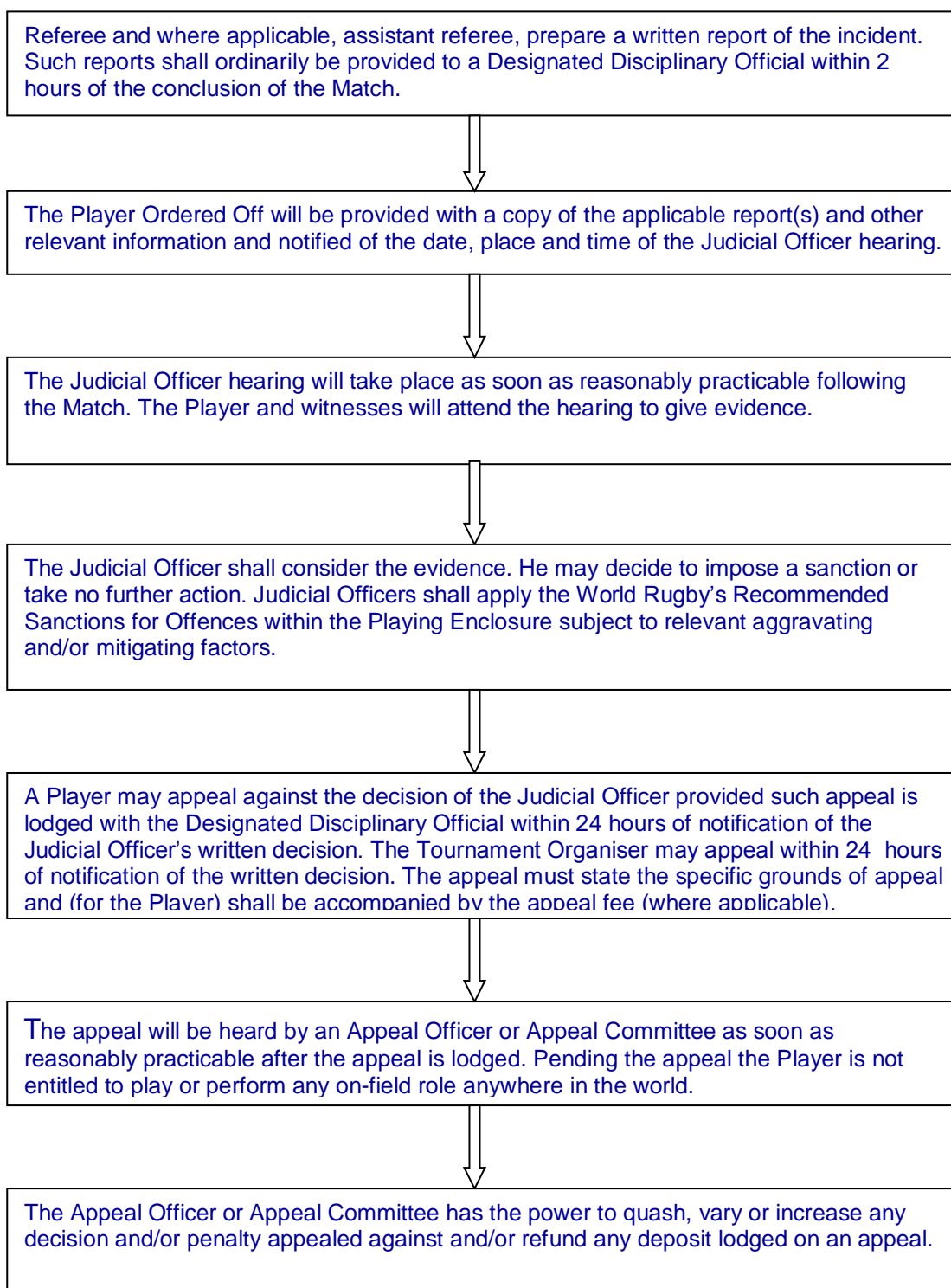
- (c) shall, in respect of meaningful off-season application of sanctions, set out the reasons why it or he considers those Matches to be meaningful;
- (d) may, at its/his discretion in assessing the playing consequences of a sanction apply the suspension to scheduled pre-season and/or so-called friendly 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:

	Low-end:	Mid-range:	Top-end:	Max:	
Biting	12 weeks	18 weeks	24+ weeks	208 weeks	
Punching	2 weeks	4 weeks	8+ weeks	52 weeks	A punch to the head shall result in at least a mid-range entry point sanction
Contact with Eye(s) ¹	12 weeks	18 weeks	24+ weeks	208 weeks	
Contact with Eye Area ²	4 weeks	8 weeks	12+ weeks	52 weeks	
Striking with hand or arm (including stiff-arm tackle)	2 weeks	4 weeks	8+ weeks	52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with the elbow	2 weeks	6 weeks	10+ weeks	52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with shoulder	2 weeks	6 weeks	10+ weeks	52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Striking with head	4 weeks	10 weeks	16+ weeks	104 weeks	
Striking with knee	4 weeks	8 weeks	12+ weeks	52 weeks	A strike to the head shall result in at least a mid-range entry point sanction
Stamping or Trampling	2 weeks	6 weeks	12+ weeks	52 weeks	Stamping/trampling on the head shall result in a top-end entry point sanction
Tripping	2 weeks	4 weeks	8+ weeks	52 weeks	
Kicking	4 weeks	8 weeks	12+ weeks	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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^{1 & 7} 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): 1st Half 2nd 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

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)

PERIOD (of game when incident occurred): 1st Half 2nd 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

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): 1st Half 2nd 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

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): 1st Half 2nd 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: 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): 1st Half 2nd Half Extra Time

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 Form may need to be completed and submitted by the assistant referee)

REFEREE'S NAME: _____ UNION: _____ Date: _____

Please give detailed report below: PLEASE WRITE CLEARLY

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)

- Infringement of:
- | | | | |
|--------------------------|--|--------------------------|----------------------|
| <input type="checkbox"/> | Law 3.11 (c) | <input type="checkbox"/> | Law 4.7 (c) |
| <input type="checkbox"/> | Law 10.3 (a) (b) (c) | <input type="checkbox"/> | Law 10.2 (a) (b) (c) |
| <input type="checkbox"/> | Law 10.4 (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (s) | | |
| <input type="checkbox"/> | Other | | |

PERIOD (of game when incident occurred): 1st Half 2nd 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

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

2019 RUGBY EUROPE 7s COMPETITIONS Match Official Performance Feedback

Referee /Arbitre : _____

Union/Fédération : _____

Commissioner : _____

Date/Match : _____

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

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,
190411 RE Staff 7s competitions Men & Women Manual

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

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 will 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.eu . 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

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 after each game. Timings could change according to local video-production organization.

When a game or competition is broadcast (TV or Internet), Unions and RUGBY EUROPE must receive recording files 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

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). Financial penalties will be applied to teams in case of non-respect of this rule (see art. 17.2).

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.
 - o 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:

- o Société Générale – Bank company – Official partner
- o RHINO – Match ball provider – Official supplier

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.

SPECIFICITIES RELATED TO OLYMPIC BRANDINGS AND COMMERCIAL RULES

The commercial rights relating to the Regional Olympic Qualification Tournament rest with the Regional Association. No commercial association can be made between the tournament and the Olympic rings or Tokyo 2020

An official IOC memorandum regarding the restrictions on the use of the Olympic Rings is defined by IOC. In summary it is not possible to use the Olympic rings or the words Olympic Qualifier in any format whatsoever in relation to the naming or branding of the Regional tournament. It is possible to refer to the tournament as an Olympic qualification tournament for the Tokyo 2020 Games in the text of any promotional or publicity materials.

All materials and projects must be submitted to Rugby Europe for approval before implementation. All elements not validated by Rugby Europe will be rejected in case they don't respect rules.

For information, please contact Rugby Europe at 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-respect 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

2019 RUGBY EUROPE SENIOR SEVENS

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 provided at <http://www.rugbyeurope.eu/rugby-europe/documentation> 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 (7GPS, 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 7s@rugbyeurope.eu
ONE WEEK (7 days) Prior to Match Kick Off	TAC Kit (Excel file with Players List and Team sheet completed) and Scans with eligibility documents for all players (see §4.1) to 7s@rugbyeurope.eu
DURING THE TOURNAMENT	
Friday before the tournament	Team Managers Meeting – Compulsory Presentation of Tournament Administration Certification – Hard copy signs by President of the Union and stamped must be given to the Manager's meeting Please Bring Both Full Sets of Playing Kit Captain's Photograph – Full 'Home' Playing Kit - Compulsory
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	Post-Tournament questionnaire

20. Administrative 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 at least **7 days (one week)** prior the Manager's Meeting day. **All eligibility documents (passport + Reg 8) for each players must also be scanned and send in pdf One week in advance to communication@rugbyeurope.eu**

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 colon for the 7 players entering in field. This must be repeated for all 6 or 7 games of the tournament.

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



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