

AFRICA WOMEN'S SEVENS – 2019

Tournament Manual



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1. INTRODUCTION

1.1. Purpose and use of this Tournament Manual

This Manual has been prepared to assist the unions, the tournament directors, teams managers, media and partners on all aspects of the tournament. All parties concerned should be familiar with the contents of the Manual and have it readily accessible during the tournament. The procedures set out in the Manual should be met. Rugby Africa reserves the right to make amendments at all times. A technical note will be added to the Manual for each match and will be sent to the teams and match officials ahead of each match day.

- Each participating union must sign the Participation Agreement (see section 13) and return it by post or e-mail to World Rugby by the deadline listed in section 3.1 below.
- Each individual team member must sign schedule 1 of the Participation Agreement (see Section 15) which is the Team Member Consent Form. This must be witnessed and submitted to World Rugby at the team managers’ meeting as detailed in section 3.1 below. Thereafter any new team members must sign the Team Member Consent Form and return to the tournament director prior to the team managers’ meeting and before they participate.

1.2. Questions on the content of the Tournament Manual

Should you have any questions on the content of the Tournament Manual, please do not hesitate to contact Rugby Africa through the contacts listed below in section 2.1 of the Manual.

1.3. Definitions & interpretations

Definitions and interpretations used in these Terms of Participation are set out in section 15.

2. KEY CONTACTS

2.1. Rugby Africa key personnel contact list

Title	World Rugby Olympic Qualifier Technical Delegate
Name	Steph Nel
Email:	steph.nel@worldrugby.org
Title	Fédération Tunisienne de Rugby – Tournament Director
Name	Ben Said Boulbaba
Telephone	
Email:	bensaidboulbaba@yahoo.fr
Title	Referee Manager
Name	David Keane
Telephone	+353 (0)86 2857156
Email	David.Keane@irfu.ie
Title	Match Commissioner
Name	Mostafa Jelti
Mobile	+212 661-366119
Email	mostafa.jelti@rugbyafrique.com
Title	Match-day Doctor
Name	Imed M'Rabet
Telephone:	+ 216 986 91559
Email	docteurmrabet@yahoo.fr
Title	Judicial Officer
Name	Saïd Chikhaoui
Mobile	+212 661-328712
Email:	chikhaouisaid@gmail.com
Title	Citing Commissioner
Name	Bourama Kébé – Wejdane Limame
Mobile	
Email	bouramajunior@gmail.com - limemwej@yahoo.fr

3. SCHEDULES AND TIMELINES

3.1. Timeline of key dates and deadlines

Deadlines	Pre-tournament
September 19, 2019	Olympic Eligibility long list plus copies of passports (list any player that you may want to pick up to 21 pax)
September 27, 2019	Signed Participation Agreement
September 27, 2019	Match kits for the team (visual or picture)
October 1, 2019	Medical insurance
October 1, 2019	TUE form Sent by email to TUE@worldrugby.org
Before departure	Unions must ensure that there are no pending anti-doping results.
October 1, 2019	Disciplinary certificate sent by email
To be confirmed	Final travelling squad on template sent by Rugby Africa, with passport information
Match eve	Press conference and captains’ pictures
Deadlines	During the Tournament
Match eve	Team managers’ meeting – to provide during the meeting: <ul style="list-style-type: none"> • Team list for the match • Team consent form – signed by all team members • All players’ passports • Medical insurance copy • Disciplinary form • Parental/medical consent form signed by parents, or team manager in absence of parents, for players who are minors • Eligibility form signed by all players • Flag and National Anthem
Match eve	Medical Meeting
Match eve	Referees Meeting
Deadline	Post-tournament
1 month after the end of the tournament	Post-tournament reports To fill and sent to coralie.vandenberg@rugbyafrique.com a month after the end of the tournament. Rugby Afrique will communicate the form.

3.2. Match schedule

The Africa Women’s Sevens Tournament 2019, will be held on October 12 & 13, 2019 in Tunisia. It will be played according to the rules of World Rugby. Twelve teams will take part, as per current ranking:

- 1) Kenya – 2) Uganda – 3) Tunisia – 4) Madagascar – 5) Zimbabwe – 6) Senegal
- 7) Botswana – 8) Zambia – 9) Morocco – 10) Mauritius – 11) South Africa – 12) Ghana.

- South Africa withdrew from the 2018 edition, it therefore now ranks 11th out of the 12 teams participating in the edition 2019. The Ghanaian team integrates the African championship for the first time and therefore ranks 12th.

- The winning team of the 2019 Africa Women's Sevens Tournament will qualify directly for the 2020 Tokyo Olympic Games.
- The two teams in second and third (2 and 3) place at the 2019 Africa Women’s Sevens Tournament will qualify for the Olympic repêchage tournament to be held in June 2020. A total of 12 teams will be invited to this tournament and the top two teams will qualify for the 2020 Olympics in Tokyo.
- Teams 1 and 2 from the 2019 Africa Women's Sevens Tournament will qualify for the World Rugby Sevens Series qualifier tournament.

Groups

Teams are divided into three pools of four teams each as per the “Snake” method :

POOL A
Kenya
Senegal
Botswana
Ghana

POOL B
Uganda
Zimbabwe
Zambia
South Africa

POOL C
Tunisia
Madagascar
Morocco
Mauritius

Schedule

DAY ONE						
Game	Pool		Fixtures			
1	C		Madagascar	v	Morocco	09:00:00
2	C		Tunisia	v	Maurice	09:22:00
3	B		Zimbabwe	v	Zambia	09:44:00
4	B		Uganda	v	South Africa	10:06:00
5	A		Senegal	v	Botswana	10:28:00
6	A		Kenya	v	Ghana	10:50:00
Break						22 min.
7	C		Madagascar	v	Maurice	11:36:00
8	C		Tunisia	v	Morocco	11:58:00
9	B		Zimbabwe	v	South Africa	12:20:00
10	B		Uganda	v	Zambia	12:42:00
11	A		Senegal	v	Ghana	13:04:00
12	A		Kenya	v	Botswana	13:26:00
Break						22 min.
13	C		Morocco	v	Maurice	14:10:00
14	C		Tunisia	v	Madagascar	14:32:00
15	B		Zambia	v	South Africa	14:54:00
16	B		Uganda	v	Zimbabwe	15:16:00
17	A		Botswana	v	Ghana	15:38:00
18	A		Kenya	v	Senegal	16:00:00
						16:22:00

- At the end of the group matches on Day 1, teams will be ranked from 1st to 4th in each pool and the tournament will continue on Day 2 as follows :
- Eight teams, namely: the first two of each group (A, B, C) and the two best thirds qualify for the ¼ finals (Cup);
- The third non-qualified for the ¼ finals and the three teams ranked fourth in their respective pools continue the tournament for the overall standings from 9 to 12.

DAY TWO						
19	Cup QF1		1st Pool B	v	Best 3rd	09:30:00
20	Cup QF 2		1st Pool C	v	2nd Pool A	09:52:00
21	Cup QF 3		2nd Pool B	v	2nd Pool C	10:14:00
22	Cup QF 4		1st Pool A	v	2nd best 3rd	10:36:00
23	CT SF1		3rd best 3rd	v	3rd best 4th	10:58:00
24	CT SF2		Best 4th	v	2nd best 4th	11:20:00
Break						54 min.
25	5th Place SF1		Loser QF1	v	Loser QF2	12:36:00
26	5th Place SF2		Loser QF3	v	Loser QF4	12:58:00
27	Cup SF 1		Winner QF1	v	Winner QF2	13:20:00
28	Cup SF 2		Winner QF3	v	Winner QF4	13:42:00
29	11th Place Play-off		Loser CT SF1	v	Loser CT SF 2	14:04:00
30	Challenge Trophy Final		Winner CT SF1	v	Winner CT SF 2	14:26:00
Presentation and break						32 min.
31	7th Place Play-off		Loser 5th Place SF1	v	Loser 5th Place SF2	15:20:00
32	5th Place Play-off		Winner 5th Place SF1	v	Winner of 5th place SF2	15:42:00
33	Bronze Medal Match		Loser Cup SF1	v	Loser Cup SF2	16:04:00
National Anthems						4 min.
34	Cup Final		Winner Cup SF1	v	Winner Cup SF2	16:30:00
Presentation						

3.3. Responses to requests from Rugby Africa / hosts

From time to time Rugby Africa and the Host Union will contact teams in relation to the tournament, teams are requested to use their best endeavours to respond to such requests as soon as reasonably possible but always within the requested timeframes.

3.4. Administration day

3.4.1. Team managers’ meeting

The team managers’ meeting will take place as detailed in section 3.1. The team manager and the Team Liaison Officer of each team must attend the meeting. Transport will be arranged for them from each team hotel to the meeting venue. Schedule and arrangements will be confirmed in the Local Information guide available nearer the commencement of the tournament.

3.4.2. Team doctor’s meeting

The team doctors’ meeting will take place as detailed in section 3.1, after the team managers’ meeting. Each team doctor and any medical personnel must attend the meeting. Transport will be arranged for the attendees from the team hotels to the meeting venue. Schedule and arrangements will be confirmed in the Local Information guide available nearer the commencement of the tournament.

3.4.3. Press Conference and captain’s photos

All the team captains will be required to gather for the team photo and the press conference as detailed in section 3.1. Transport will be arranged for the attendees from the team hotels to the meeting venue. Schedule and arrangements will be confirmed in the Local Information guide available nearer the commencement of the tournament.

3.4.4. Coaches’ / Referees’ meeting

A meeting with the coaches of each participating teams and the World Rugby referee manager will take place as detailed in section 3.1. Transport will be arranged for the attendees from the team hotels to the meeting venue. Schedule and arrangements will be confirmed in the Local Information guide available nearer the commencement of the tournament.

4. TOURNAMENT ORGANISATION

4.1. Participating teams

- Kenya
- Uganda
- Tunisia
- Madagascar
- Zimbabwe
- Senegal
- Botswana
- Zambia
- Morocco
- Mauritius
- South Africa
- Ghana

4.2. Tournament squads

- 12 players ;
- 3 members of team management
- Teams must travel with a properly certified doctor or physiotherapist (among the above 3 management persons)

4.3. Eligibility procedures

Please refer to the REGULATION 8 of World Rugby Laws.

Click on the link to consult regulation 8: <http://www.worldrugby.org/wr-resources/WorldRugbyDIR/Handbook/English/pubData/source/files/Regulation8.pdf>

You can consult the entire World Rugby Rules on our website (<http://www.rugbyafrique.com/information-and-rules/>).

As a reminder:

Subject to Regulation 8.2, a player may only play for the fifteen-a-side national representative team, the next fifteen-a-side national representative team and the national representative sevens team of the union of the country in which:

- a) he was born, or
- b) one parent or grandparent was born, or
- c) he has completed 60 consecutive months of residence immediately preceding the time of playing.
- d) he has completed 10 years of cumulative residence preceding the time of playing

To be allowed to participate in the Olympic Games or Olympic Qualification process (called Olympic Events) or other events governed by the Olympic Charter, a player must comply with the eligibility rules of the Olympic Charter together with the World Rugby eligibility rules. The Olympic Charter requires a player to be a national of the country she wishes to represent in the Olympic Sevens. This ordinarily means that the player must hold a passport of the country she represents. The IOC Executive Board will resolve all matters relating to the determination of the country a player may represent.

Control of identity documents

The match commissioner will ask to see the passports of all the players on the team lists during the technical meeting, and any other document deemed necessary to prove eligibility.

The match commissioner is not allowed to prevent a player from playing (unless she is a minor and does not produce the necessary authorisations). However, the union will have 30 days to prove the eligibility of the player. If it fails to do so, sanctions and penalties as per World Rugby's Rule 8 will apply.

4.4. Age limits

Front Rows	
Minor, less than 18 years old at the date of the match	Cannot play
Other positions	
Minor, less than 18 years old at the date of the match	Can play but must provide all the following documents*
<p>*Document to be provided:</p> <ol style="list-style-type: none"> 1 - A formal and in the written acceptance of risks induced by the fact of playing with stronger adult players signed by the player; 2 - Duly signed parental consent; 3 - A formal certificate signed by a competent doctor stating that the player is physically capable of playing rugby with adult players; 4 - A letter from the coach stating the player is capable of playing rugby with adult players. 5 - Any other document or formal certificate which could be required by the player’s union to comply with local laws. 6 - The union must keep a comprehensive file containing every certificate and record of measures taken to ensure that a minor player is fit for playing rugby with adults. 7 - Upon request from Rugby Africa or World Rugby, the union shall provide any necessary documentation to prove that its player is capable of playing rugby with adult players. <p>Eighteen (18) years old is the official adult age according to World Rugby regulations.</p>	

4.5. Declaration of squads

The team manager shall be required to submit:

- A squad of maximum 12 players for the match on the form contained in this section.
- The team list including jersey numbers shall be submitted no later than the end of the technical meeting.
- The formal acceptance form (joined to the Tournament Manual) filled and signed by all the players no later than the end of the technical meeting held the day before the match.
- Should a player become injured within the 24-hour period up until 7.00pm on the night prior to the start of the tournament then the player may be replaced at the participating unions cost provided he is certified as injured by the tournament doctor. After this deadline, players can no longer be substituted.
- The team manager must submit his team list of 7 players and 5 substitutes 15 minutes before the start of each match at the latest.
- Team managers must ensure that all players representing their union are eligible to do so in accordance with World Rugby Bye-Laws and Regulations.

4.6. Insurance

Insurance and medical Provisions: Each participating union will be required to maintain in effect appropriate travel, personal accident, public liability and medical insurance cover for **each team member**. A copy of such insurance policy shall be provided to Rugby Africa no later than **10 days before the matches in question**. Please send to below email addresses:

Coralie.vandenberg@rugbyafrique.com

4.7. Tournament officials

- World Rugby Olympic Qualifier Technical Delegate: Steph Nel
- Tournament Director: Ben Said Boulbaba
- Match Commissioner: Mostafa Jelti
- Citing Commissioner: Bourama Kébé (SEN), Wedjane Limame (TUN)
- Judicial Officer: Saïd Chikhaoui (MOR)
- Medical Manager: Dr Imed M’Rabet (TUN)
- Referee Manager: David Keane (IRFU)
- Arbitrators:
 - ✓ Ashleigh Murray (SARU)
 - ✓ Joy Neville (IRFU)
 - ✓ Saudah Adiru (UGA)
 - ✓ Precious Pazani (ZIM)
 - ✓ Sylvain Mané (SEN)
 - ✓ Aymen Jriji (TUN)

5. TOURNAMENT RULES

5.1. Preamble

- Rugby Africa is the sole owner of the Africa Women’s Sevens, its rights and brands and the right to organise the tournament.
- The tournament will be played according to the rules and regulations of World Rugby and according to the rules of the game stipulated by World Rugby.
- The 2019 edition of the Africa Women’s Sevens will be contested by the national teams of Kenya – Uganda – Tunisia – Madagascar - Zimbabwe –Senegal – Botswana – Zambia – Morocco – Mauritius – South Africa - Ghana.
- Each participating union and each member of the participating teams will sign a participation agreement with Rugby Africa.
- The competition will be played over a two-day tournament, in Jemmal, Tunisia, on October 12 and 13, 2019.
- The host union covers the accommodation, meals and local transport of 15 delegates: 12 players and 3 staff members per team for 4 nights or according to flight plan booked by Rugby Africa.
- All fees for delegates above 15 will be covered by the participating union. This includes flights, local transportation, accommodation and meals.
- The host union will organise local transportation, accommodation and meals for all match officials designated by Rugby Africa.
- All other expenses will be borne by match officials
- Local transportation for both teams and match officials will be the responsibility of the host union.
- Adequate security will be provided by the host union on match sites, training venues and any other venue if necessary.
- Teams arrive: 2 days before the match when possible
- Meeting of the team leaders with the match commissioner: the day before the match.
- The teams leave the day after the end of the tournament.

5.2. Ranking and points system

Victory : 3 points

Draw: 2 points

Loss: 1 point

Not played : 0 point

Pool matches will not go into extra time.

If a team does not accept to play or forfeit the game or was expelled from the tournament, their opponent will be declared the winner for the match to oppose them and will get 3 points (+20 points scored) unless different instruction from Rugby Africa is received.

5.3. Tied Matches

If at the completion of the six matches two or more teams are tied on match points, then the following criteria shall be used in the following order until one of the Teams can be determined as ranked higher than the others:

1. the Team which has the best difference between points scored for and points scored against in all its Pool Matches shall be the higher ranked;
2. the Team which has the best difference between tries scored for and tries scored against in all its Pool Matches shall be the higher ranked;
3. the Team which has scored most points in all its pool matches shall be the higher ranked;
4. the team which has scored most tries in all its pool matches shall be the higher ranked; and
5. if none of the above produces a result, then it will be resolved with a toss of a coin.

NB: Draw in the playoffs

- In the eliminatory matches (1/4 finals, ½ finals, 3rd place finish, Finale): in case of a draw at the end of normal time, extra time will be played after a two-minute break until a winner is determined. Extra time will be in five-minute periods. After each period, the teams will change sides without pause. During extra time, the team that scores first will immediately be declared "winner" without continuing the "Sudden Death" game.

5.4. Delayed, cancelled or abandoned matches

5.4.1. Delayed matches

Where a match cannot be started at the scheduled time, it will be considered delayed. Decisions on the delay of matches will be taken as early as possible on the match-day and be communicated to teams by the match commissioner.

5.4.2. Postponed and cancelled matches

Where a match cannot be commenced on the day in which it is scheduled, it shall not be postponed to the following day and shall be considered as cancelled. In such situations, the result shall be declared a draw and teams will be allocated two tournament points each and no score registered. For the avoidance of doubt, no bonus points will be awarded.

5.4.3. Stopped matches

Where a match is stopped the following commencement, and cannot be completed the same day, it will not be rescheduled to the following day and will be considered as abandoned.

In such situations, the following procedures shall apply:

1. Where a match must be stopped either at half-time or at any time during the second half, the score at the time of the abandonment shall be considered as final and used to determine the result of the match.
2. Where a match must be stopped at any time during the first half, the result shall be declared a draw for match points purposes, however, each team will keep its score at the time of the abandonment. Any bonus points for scoring four tries secured at the time of the abandonment are also retained by the teams involved in the abandoned match.

5.4.4. Abandoned matches

Where a team deliberately refuses to play or abandons a match then and pending confirmation by the dispute committee the said team will be expelled from the tournament and Rugby Africa reserves the right to impose financial and/or disciplinary penalties on the team.

5.5. Player structure

- A match will not be played by more than seven (7) players in each team on the playing area.
- A player may be replaced due to an injury or tactical reason.
- A team cannot name more than five (5) substitutes due to injury or tactics
- Up to 5 players may be replaced due to injury or tactics
- A temporary replacement of a bleeding player is allowed
- A player who has been replaced for injury cannot play again in the same match unless he was temporarily replaced because he was bleeding
- A player who has been replaced for tactical reasons cannot play again in the same match except as a temporary substitute for a player who bleeds
- No substitutions due to injury or tactics may be made except with the permission of the referee, and only during a stoppage of play.
- Only players, referees, touch judges and qualified medical personnel to care for an injured player may enter the playing area.
- During half-time, coaches, water carriers and TV crews may enter the playing area but must leave before the game resumes and should not do anything to delay the punctual restart of the match.
- A player expelled from the pitch: Under Rule 10, the player will not be allowed to play again until the case has been dealt with, in accordance with the disciplinary rules.

5.6. Team jerseys – colour clashes

- Every endeavour will be made to avoid clashes; however, the participating Unions acknowledge that the issue of colour clashes between team kits normally worn by participating unions is of critical importance.
- Teams must play all matches in the registered jersey/shorts colours. No variations to these will be permitted except in the case of a pre-determined colour clash.
- 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.
- Each team must inform Rugby Africa about the colours of their kits by the 27th of September.
- For all matches where there is a colour clash, the team wearing the alternate kit will be determined by a coin toss.

5.7. Toss

The toss to decide who will kick-off and to choose ends shall be conducted by the match referee with a representative of each team in attendance.

5.8. Match officials

- Rugby Africa (World Rugby) shall nominate and appoint the tournament referees and assistant referees for all matches and the host union shall appoint the number 4, 5 and 6.
- The officials table – for all matches, an officials table, comprising the match commissioner, referee manager and the number 4 official, shall be constituted.
- Substitutions/replacements – The host union shall print and hand the required substitute cards to the match commissioner no later than the morning of the day of the match.

5.9. Ordering off

- Sin bin (yellow card) – players ordered off temporarily shall sit at the number 4 referee during the sin bin period. The officials table may inform the referee when the sin bin period has expired, but the decision to let the player back into the field is the sole responsibility of the referee.
- Definite Ordering off (red card): The match commissioner and the number 4 referee shall assist the referee when a player has been shown a red card for such player to leave the field of play.

5.10. Match commissioner

- Rugby Africa shall nominate a match commissioner for each match. He will be responsible for matters related to the playing enclosure, the conduct of the match and aspects related to teams in the organisation of each match.
- Such responsibilities shall include decisions related to the delay of matches and the completion of the official forms

The match commissioner

- i) Represents Rugby Africa for all matters pertaining to the field of play and the run sheet of the day
- ii) Meets with all match officials appointed locally and by Rugby Africa
- iii) Chairs the technical meeting, controls the identity of the players and is entitled to request the players' files to prove their eligibility. He cannot forbid a player from playing unless the player is minor and does not produce the necessary authorisations to play.
- iv) Ensures that teams and team managers/staff abide by the participation rules and deals with any breach.
- v) Oversees captain's runs
- vi) Check the match venue, other facilities and teams match kits
- vii) Is in liaison with the Citing Commissioner and the team managers
- viii) Handles any delay
- ix) Oversees the entrance of the teams on the field and the match overall
- x) Applies and follow the run sheet

5.11. Field of play

Only players, the referee, assistant referees, water carriers (as per section 5.10) 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 a resumption of play and must not do anything to delay the punctual resumption of play.

5.12. Technical zone

In accordance with the procedure implemented by World Rugby, two technical zones will be outlined and parallel to the touchline on both sides of the halfway line and outside the playing area.

These technical zones, which must not exceed 10m x 3m, will be marked off by lines on the ground. They will be at least five metres from the halfway line and at most two metres from the touchline.

The following four people are the only people permitted to enter the technical zone:

- the team doctor
- the coach
- a physiotherapist or S&N coach
- substitute players unless red or yellow carded
- two water carriers

A head coach may not be a water carrier

No other persons, whether players or staff members are permitted in the technical zone.

Only one of the two medical staff members is permitted to move about and intervene along the touchline on the other side of the technical zone, while the second is permitted to do so along the touchline on the side of the technical zone. However, both may not be outside the technical zone on the same touchline. Medical personnel accredited Level 2 by World Rugby are the only ones allowed outside the technical zone and on the field of play.

The two water carriers must remain inside the technical zone throughout the entire match, except when they bring water to players or the tee to kickers.

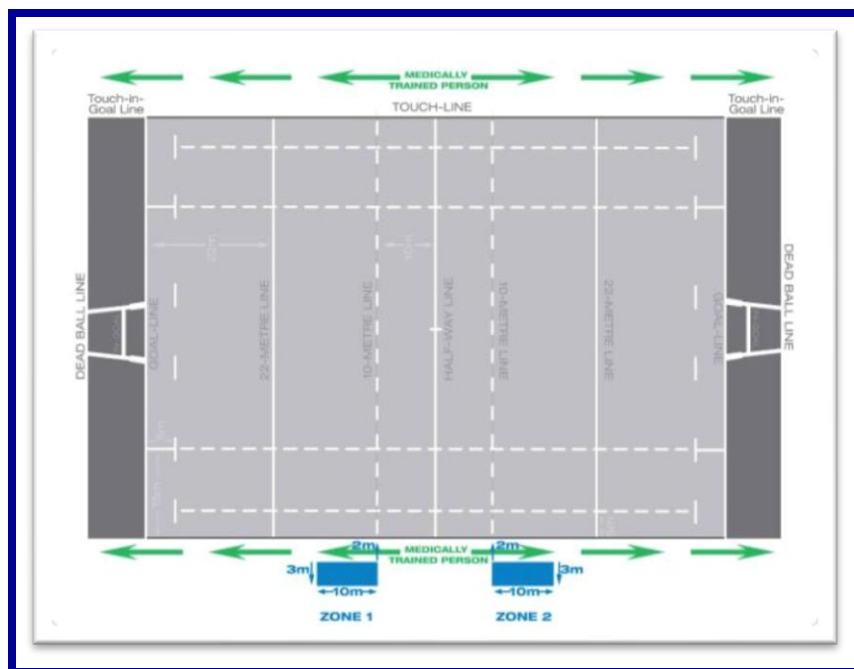
Therefore, these four persons may enter the field for medical reasons or carry water or kicking tee to players. They must all wear a bib that will be provided by the match commissioner.

Water carriers may enter the field of play after a try during the conversion attempt, but not during a penalty attempt. The water carriers and the medical staff are also permitted to enter the field of play when the play is stopped for an injury.

Under no circumstances may the substitutes (or the players leaving the field after being substituted/replaced) enter the technical zone.

Fourth and fifth officials are in charge of ensuring that the rules of the technical zone are followed. In the event these rules are broken, the match commissioner may call on these referees, who may then refer the incident to the referee.

Teams managers must stay with the substitutes outside of the technical zone.



5.13. Concussion care: Immediate and permanent removal

The Head Injury Assessment (HIA) protocol will NOT be implemented in this tournament, instead it will be replaced by World Rugby’s Recognise and Remove protocols.

For World Rugby’s Concussion Guidelines in English and French, visit:

<http://playerwelfare.worldrugby.org/concussion>

Also download World Rugby’s concussion management app for smart phones:

Android: <https://play.google.com/store/apps/details?id=org.worldrugby.concussion>

iPhone: <https://apps.apple.com/us/app/world-rugby-concussion-management/id1031517215>

6. TOURNAMENT ARRANGEMENTS

6.1. Travel and transport

6.1.1. 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 2 days prior to the match day if possible.

A coach picks up will be made available to teams to transport them from their arrival airport to their designated accommodation.

6.1.2. Outward and homeward journeys

The team shall return by the first available flight after the final day of the tournament or in accordance with directions received from the tournament director.

Rugby Africa will pay for agreed economy flights for a touring party of 15.

Flights for extra staff above the 15 will be booked directly by the participating union.

All teams will depart the host country on the day following the match or otherwise arranged with Rugby Africa.

6.1.3. Internal travel

Internal Travel within the host union country for each team to the Training Venues and Match Venues will be provided (by coach), as well as any travel to and from points of embarkation, hotels, functions or any other locations as arranged and approved by the Team Liaison Officer.

The host union will be responsible for transport for players to and from match venues to obtain medical treatment or on other occasions only if arranged or first authorised by the team liaison officer.

6.1.4. Visas, visa costs & airport costs

Each participating union must familiarise itself with entry visa requirements or any such other requirements for travel to the host union, and acknowledges that it is solely responsible for meeting the entry requirements of the country it is intending to visit at its own cost. If requested, the host union will provide all reasonable assistance to the visiting union to enable the visiting union to satisfy any necessary visa or entry requirements.

Any costs incurred in relation to Airport Departure Taxes and Visas will be the responsibility of the participating union.

6.2. Meals and accommodation

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

6.2.1. Standard accommodation provision

Each team will receive accommodation for players and team officials (single rooms for team officials and twin rooms for players as detailed in section 4.1) from the deadline for arrival (as detailed in section 3.1) until the night of the final match day (as detailed in the match schedule included in section 3.2.2) inclusive.

A dedicated team meeting room will also be provided to the teams at each hotel.

6.2.2. 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. However, the tournament organisation will assist with bookings (but not costs) where possible. Accommodation available at the hotels may be limited and is not guaranteed for extra team members.

6.2.3. Hotel house rules and compliance

The team officials are responsible for the conduct of their team to ensure all hotel ‘house rules’ are complied with at all times for the duration of their stay. In the event of unruly behaviour, the hotel has the right to remove the individual(s) from the property.

No improper behaviour will be accepted during the tournament at the. Any incident will be treated with the highest severity and misconduct charges may be decided by the tournament director in case of an incident.

Telephone message policy

Telephone messages for team members and team officials will be handled as follows:

- No international telephone calls to be made from players’ rooms
- No telephone calls to be transferred to players’ rooms after 22:00
- No telephone calls to be transferred to players’ rooms before 07:00
- Any calls for the players after 22:00 or before 07:00 the next morning must be transferred to the team manager
- Messages must be delivered to the designated players’ / team officials’ rooms.

Any other costs such as telephone calls, room service or any food and drinks ordered outside of the normal dining area or in addition to the normally provided meals shall be the responsibility of the participating union.

6.2.4. Billing instructions

Upon arrival at the hotel, the team manager will be requested to **provide a credit card** as he will be responsible for all incidentals accrued by the team for the duration of the tournament.

Each team member will be responsible for payment of extras (room service, personal laundry, telephones, newspapers, internet access, etc.).

6.2.5. Visitors

Persons requesting to visit team members should be referred to the team manager or Team Liaison Officer. Access to bedroom floors is not allowed.

6.2.6. Meals

The tournament will pay for three meals per day for the team members as follows:

- Buffet style breakfast, lunch and dinner will be provided.
- Meals will be served in the area set aside in either the team room or room provided or an area of the restaurant.
- Large healthy portions will be available as per World Rugby standards as supplied to hotels in advance.
- Fresh fruit and fruit juices will be available.

6.2.7. Water and ice

Each player will be provided with 1,5 litres of mineral water each day which will be delivered to the team hotel. On match days, additional mineral water will be provided and this will be delivered to the match venue.

Each team will receive an allocation of ice for therapeutic use on match day at the match venue and upon request ahead of time at the hotel.

Each participating union will be provided with a Team Liaison Officer.

6.3. Team liaison officer

Each Team Liaison Officer will be fluent in the language of the host union and fluent in the first or second language of the participant union. The TLO will be appointed by the host union to liaise with the teams. The Team Liaison Officer will be responsible for ensuring that the legitimate requirements of the team are met during the tournament, looking after the general interests and welfare of the team and making all necessary arrangements for training and match-day operations in accordance with these Terms of Participation.

Please bear in mind that the TLO responsibilities are to deal exclusively with tournament-related matters and in no circumstances with team officials and players personal matters. In addition, TLOs will be available during normal daytime hours. Use of TLOs outside of this time should be only for tournament-related emergencies. Any abuse of the TLO role will be sanctioned

6.4. Post-tournament reception

Teams may be required to attend an official post-tournament function on invitation from the host union. Rugby Africa will work closely with the host union and team managers to identify details as early as possible and ensure that demands on players are carefully considered.

7. COMMUNICATION

7.1. Rugby Africa communication & media

In order to provide good communication services around the tournament, hosting unions will have to supply and organise the following:

7.1.1. Before the Tournament

For each tournament, unions will appoint a communication manager at least 1 month before the tournament to ensure information is properly circulated.

The communication manager will have to:

- Be in regular contact with Rugby Africa
- Make sure all communication material and commercial programmes are approved by Rugby Africa
- Supervise the accreditation of journalists and media of the tournament
- Supply as many contact details from journalists and local media as possible to Rugby Africa to circulate our press releases.
- Promote the tournament through all communication channels available (social networks, poster, radios, press releases...)
- Organise a press conference for the launch of the tournament.
- Ensure that adequate infrastructure is available at the stadium to allow accredited journalists and media to do their job.
- Give a photo of your team (in their official kits or not) at least 3 days before the tournament.
- Send the poster of the tournament at least 5 days before the tournament to be validated and shared on our social networks.
- Send the streaming link of the match when available at least 3 days before the beginning of the tournament.
- Ensure that perimeter branding is planned according to all contractual obligations towards Rugby Africa and/or its partners (blank stadium, no commercials other than Rugby Africa and its partners in the camera field unless pre-approved by Rugby Africa)
- Rugby Africa must approve at least 2 weeks prior to the beginning of the tournament any naming-right sold by the host union to a host-partner. The name of the competition exclusively belongs to Rugby Africa and the host partners may only be associated in this way: (name of the competition of Rugby Africa) hosted by Host-Partner.
- Make sure hospitality and visibility are offered to Rugby Africa's partners as per the instructions are given by Rugby Africa.

7.1.2. During the tournament

- Send at least one good photo of both team's captains in their match kit with a Gilbert match ball as well as a photo of all Rugby Africa's match officials with a Gilbert match ball
- Organise short interviews on the sidelines or at a designated interview area or press area at the stadium. All interviews are to be conducted in front of the interview backdrop which will have Rugby Africa's logo on it and/or the competition's logo and/or Rugby Africa's partners' logo.
- Safeguard the integrity of the tournament and the reputation of the game, by discouraging the journalists and media to make any political or religious comment or to linger over a fight or to film injured players.

- Welcome and assist the production tv teams by ensuring all their reasonable requirements have been met (camera platform, telephone, internet connection)
- Send live scores of the game for Rugby Africa
- Each host union will have to get a Rugby Africa’s and World Rugby’s flag to be displayed at the match venue.

7.1.3. After the tournament:

- Send photos and match sheet on the night of the match or at the latest the next day.
- The videos of the whole match and/or the highlights will have to be sent to Rugby Africa at the latest 2 days after the end of the tournament to be able to share it with television channels.
- Make sure that any equipment potentially lends by Rugby Africa goes back to Rugby Africa (bibs, backdrop, boards...)
- Send a report to Rugby Africa on the number of journalists and media present during the tournament and, if possible, some details about the media coverage of the tournament (before, during, after)
- Confirm the numbers of spectators who attended the tournament.

All information will be sent to :

coralie.vandenberg@rugbyafrique.com / +27 76 3000201

8. MINIMUM MEDICAL STANDARD

8.1. Introduction

As from September 1, 2015, the following terminology will be used by World Rugby when describing medical positions at World Rugby tournaments. This terminology will be used for consistency in Host Union Agreements (HUA) and also Terms of Participation (ToP) documents which are the legal documents used by World Rugby to outline service expectations and responsibilities at tournaments.

World Rugby recognises that differences in tournament medical coverage exist and that financial and medical restrictions on host union will also influence services supplied during a tournament but this terminology should be applied to all World Rugby tournaments. It is also acknowledged that one doctor may be responsible for more than one position outlined in this document.

The different medical terms include:

- Tournament medical manager
- Match-day doctor
- Immediate-care lead
- Tournament team doctor – specifically applies to SWS tournaments
- Immediate-care team

Also outlined in this document are minimum medical standards that should be applied by host unions.

8.2. Medical treatment terminology

The following terminology should be adopted for consistency across all World Rugby and elite tournaments:

8.2.1. Tournament medical manager (TMM)

- This person is ultimately responsible for the planning, co-ordination and governance of medical services provided by tournament medical staff to players, officials and team management during the tournament (both at the venue and at team hotels).
- The person appointed to this position must have a medical or healthcare professional qualification and should have experience working at an international tournament or competition.
- He/she may or may not personally deliver medical services in the other roles listed below (match-day doctor and/or immediate-care lead).
- The name and contact details of the holder of this role must be made clear to participating teams in advance of the tournament.

8.2.2. Match-day doctor (MDD)

This person is responsible for decisions on match day regarding a replacement for blood and head injury.

Ideally, in elite tournaments, this role should be separate from the immediate-care lead and where practical be independent of country and team.

- In tournaments where the provision of medical staff is limited the immediate-care lead and the match-day doctor may be the same person. This role or combined role may also be held by the tournament medical manager (TMM) if the TMM is appropriately qualified.

This name and contact details of the holder of this role are typically made clear to participating teams before game day.

8.2.3. Immediate-care lead

- At the tournament, his person is responsible for coordinating and providing on-field immediate medical care services on game day. They are also responsible for onward referral to secondary care where appropriate.
- The person(s) covering this position must be a medical practitioner and as a minimum have a Level 2 ICIR or equivalent accreditation.
- This role may be held by the tournament medical manager if they are a medical practitioner.
- The name and contact details of the holder of this role are typically made clear to participating teams before game day.

8.2.4. World Rugby tournament team doctor

- This person provides team doctor services during tournaments to all teams, away from the match/tournament. They can also provide off-field game-day support if requested by the team physiotherapists.
- It is expected that the tournament team doctor will liaise with the immediate-care lead regarding the appropriate follow-up of injured/ill players once they depart the tournament medical facilities.
- The name and contact details of the holder of this role must be made clear to participating teams in advance of the tournament.

8.2.5. Immediate-care team

The team must provide a list (not specific names) of all other available medical and paramedical staff (including the pitch retrieval team) providing on and off-field medical services at the game/tournament.

8.3. Minimum game-day medical coverage

8.3.1. Adult professional rugby matches

Ideally, as a minimum, a Health Care Professional with experience, skills in immediate pitch-side care and skills in managing sports injuries should be present at all adult professional rugby matches.

8.3.2. Elite World Rugby tournaments

The minimum game-day medical coverage should be:

- Team doctors or tournament team doctor;
- One other medical practitioner providing services as both match-day doctor and immediate-care lead;
- The ambulance stationed at the grounds* for emergency transfer of injured players to designated hospitals or trauma centres. The ambulance must provide advanced life support services and spinal evacuation services. The location of this ambulance must be provided to each team doctor.

**It is recognised that the legislation in some host countries prohibits the availability of an ambulance at sporting stadia and in these circumstances, emergency services capable of providing advanced life support services and spinal evacuation services must be available at the grounds.*

As a guide to minimum standards at elite World Rugby tournaments, the following capabilities must be covered by attending staff at matches. These requirements may be provided by an attending ambulance or pitch-side specialist coverage:

- Airways management – ability to intubate + oxygen & suction available
- Cardiac resuscitation – defibrillator + emergency drugs
- Spinal injury evacuation equipment and management (suitable for a player weighing 150 kg)
- Volume replacement – IV fluids plus cannulas & giving sets
- Analgesic control – narcotics including Entonox or equivalent
- Limb stabilisation splints – upper & lower limb splints
- Nebulizer + Ventolin

8.4. Minimum game-day medical coverage for elite World Rugby tournaments

The tournament medical manager (TMM) must provide to all teams prior to the tournament, the name and contact details of the following:

- The doctor responsible for providing non-match-day medical support, including prescriptions, general medical consultation co-ordination and priority radiology access.
- Dentist
- Physio supply company (tapes, braces etc.)
- The medical and surgical supply company
- Oxygen supply company
- Massage services
- The closest hospital to hotel and training grounds
- Closest swimming pool to hotel and training grounds

8.4.1. Payment and documentation

Insurance: All treatment provided away from the game will need to be paid for at the time of care. Players and Management will need to pay at the time of consultation and claim through their own insurance companies later.

Passport details: A list of passport names and numbers may be required by hospitals. It is recommended that managers have these available when accessing hospital and medical treatment.

8.5. Emergency medical equipment–

8.5.1. Stadium medical room for elite world rugby tournaments

The following is a guide for elite tournament and competition matches.

Long (Spinal) Board or Split longboard (EXL Scoop) with Head Immobiliser
Cervical collar stiff – 1 medium, 1 large
Oxygen – to include variable flow rate oxygen, bag valve mask, non-re-breathing mask, and purpose-made carrier
Pocket mask with on- way valve
IVI Fluids – Normal Saline 1 litre – 2 bags / Crystalloid 1 litre + IVI Giving sets – 2
IVI cannula 21 g x 5, 19 g x 5
Crutches with handles
The round ended scissors for removal of a tape
AED with manual override and monitor
Disposable suture kits with equipment minimum 10
Suture material – 3/0 and 5/0 – minimum 10 of each
Xylocaine 2%
Non-sterile gloves – Large
Splints (For immobilisation of the upper and lower limbs).
Stethoscope and Sphygmomanometer
Crutches with handles
Entonox with patient self-administration system (if available within the country)
Pethidine injection (100 mg / ml)
Morphine injections 15 mg / ml

8.5.2. Features & fixtures of the medical room – minimum

Stretcher access from the field and to the ambulance
PowerPoint
Wall light or portable lamp
Running water or full water container
Soap or hand wash
Towels x 6
Examination beds x 2 – fixed or portable
Chair x 1 (minimum) / Mirror – fixed or portable
Emergency phone number – local hospital/ambulance service
Blankets x 4
Sharps bin
Medical waste bin and bags (for bloodstained items)
Non-medical Equipment
Bag of ICE (5 kg) in Esky per day
Plastic bags for ICE

8.5.3. Hotel medical supplies

It is recommended in tournaments that host unions provide the tournament team doctor with the Stadium Emergency Medical Equipment kit for use in the hotel during the week leading into a match or tournament. This equipment should be retrieved by the match-day medical staff the night prior to the match or on the morning of the match. This equipment should supplement the medical equipment and supplies brought by visiting medical staff and would provide for most non-match medical emergencies.

This Stadium Emergency Medical Equipment kit is developed recognising that most team doctors or tournament team doctors have their own supplies that would include but not be limited to the following.

SWABS, DRESSINGS ETC.	
Gauze swabs 7.5 cm	1 packet
Alcohol swabs	1 packet
Betadine (Povidine-Iodine) swabs	1 packet
Band-Aids	1 box
Melolin (non-stick dressings)	5
TAPES, BANDAGES AND SLINGS	
Compression Bandages (7.5 cm)	2
Rigid tape 25mm	4 rolls
Cotton slings	2
Finger Tape (coban)	3 rolls
Electrical Tape	2
Crepe bandage	2
MEDICATION	
Salbutamol inhaler	2
Gastrolyte (electrolyte solution)	1 box
Rantadine 150 mg	1 box
Antihistamine	1 box
Cold & flu tablets (no pseudoephedrine)	1 box
Decongestant nasal spray	2
Aspirin 320 mg	1 box
Paracetamol 500 mg	1 box
Panadeine Forte	1 box
Immodium 2 mg	1 box
Amoxicillin 500 mg	1 box
Cephalexin caps (Keflex) 500 mg	1 box
Dicloxacillin 500 mg	1 box
Doxycycline 100 mg	1 box
Celebrex 200 mg	1 box
Diclofenac tabs 50 mg	1 box

8.6. Recommended minimum recovery standards – stadium

- Post-match ice-cold water therapy
- Post-match nutrition
- Private post-match stretching area

8.7. Recommended minimum recovery standards – hotel

At least one of following recovery modalities must be available at the hotel and be capable of use by multiple teams

- Access to ice-cold water therapy
- Access to massage
- Adequate gym facilities
- Swimming pool on the premises or within walking distance – a list of local pools should be provided to the teams with these pools in either proximity to the hotel or training fields
- Adequate nutrition

9. ANTI-DOPING

The anti-doping programme and procedures to be applied at the tournament are set out in these terms of participation in section 17 and are based on World Rugby Regulation 21.

Please refer to the following link to consult the regulation: <https://www.worldrugby.org/handbook/regulations/reg-21/reg-21>

You can consult the entire World Rugby Rules on our website (<http://www.rugbyafrique.com/information-and-rules/>).

10. DISCIPLINARY PROCEDURES

10.1. Introduction

This disciplinary section provides guidance on the role of the citing commissioner (CC) and the process of decision-making by the Judicial Officers. It also provides clarification on the parameters of the work of the CC. It outlines advice and recommendations on good practices to be adopted by match officials (and other stakeholders in the game), to enable the CCs to carry out their responsibilities in a fair and balanced manner.

This disciplinary section refers to the following resources:

- Regulations 17 and 20 of World Rugby;
- The Code of Conduct;
- Rule 9 of the Rules of the Game;
- The rules and manuals for World Rugby tournaments; and
- The Rule 17 Penalty Table from World Rugby for all Rule 9 infractions (attached as an appendix to this disciplinary section).

10.2. The basis for disciplinary proceedings

The rationale behind Regulation 17 of the World Rugby Handbook is:

- to support and promote the spirit of fair play,
- to protect the health and physical well-being of the players,
- to ensure that incidents of foul play are dealt with promptly and appropriately by independent parties within the Game,
- to ensure that the image and reputation of rugby are not negatively affected.

One of the most important principles of Regulation 17 is to minimise the risk of injury to players in a dynamic and physical sport. The onus is on players to ensure that they do not cause injuries to their opponents and do not expose them to the risk of injury. It is therefore presumed that any conduct prohibited by Rule 9 of World Rugby deserves to be sanctioned. The purpose of World Rugby's disciplinary regime is to sanction and punish non-accidental foul play by players. It is, therefore, the responsibility of the match officials and the Citing Commissioners to ensure that play that has been deemed unsafe, or any act of misconduct, is dealt with during or after the match.

The citing commissioner must pursue any level of violation by summoning the player to appear if he believes that the threshold (test) of the red card has been reached, that is to say, that the referee would have permanently sent the player off the field, if, during the match, he had had at his disposal all the information available to the citing commissioner.

The summons for dangerous play is initiated by the CC. However, it is up to the Legal Officer (Legal Panel / Disciplinary Commission) to determine whether the act was deliberate or reckless, when considering the imposition of a sanction.

10.3. Commitment of the unions to discipline

All unions participating in RA competitions must provide a written certificate to the match commissioner at the team directors meeting which indicates that they have undertaken all necessary verifications and are not aware of the existence of any of the reasons mentioned below that would prevent a player from participating in the competition (match):

- The existence of an ongoing disciplinary procedure concerning an act of foul play or misconduct;
- The existence of an ongoing appeal procedure concerning the reasons mentioned above;
- The existence of a confirmed suspension of the player, resulting from disciplinary proceedings, appeal proceedings or otherwise.

If a union is not able to provide this certificate, it must inform the match commissioner giving the reasons. The match commissioner will take the measures he deems appropriate.

Participating unions undertake to accept and comply with the provisions and disciplinary requirements, and accept that all decisions will be made in accordance with the provisions of this Manual. They acknowledge that they are responsible and will be accountable for the actions and / or omissions of any person officially representing the union.

10.4. The role of the citing commissioner (CC)

The citing commissioner is an independent official appointed by the organiser of the competition. He is responsible for summoning any players committing an act of foul play which would justify a red card sanction.

The CC may also summon players for an act of foul play detected by the match officials (referee, assistant referee or TMO) and which may have been the subject of action taken by the referee.

Teams may bring alleged violations to the attention of the citing commissioner for review within the time frame agreed for the competition.

The CC must:

- Ensure that the notification is submitted in writing and provides sufficient information as to the nature of the incident and the time it occurred.
- Ensure that it is presented within the time prescribed by the rules of the tournament.
- Ask the team manager to provide additional material such as statements, medical reports, videos, photographs etc.
- Inform those concerned of the decision once it is taken.

NB.

- *The parties cannot summon the player they have identified*
- *They can only notify/report an incident to the CC*
- *Notification by the parties does not automatically mean that the opposing player will be cited.*
- *It is up to the CC to assess the notification and make his own decision.*

The citing commissioner may request additional video clips from the broadcaster or from the teams to facilitate any investigation.

He may also interview the victim and other witnesses and obtain medical reports and other evidence, such as photographs of injuries.

The citing decision issued by a citing commissioner is sent in writing to the designated officer of the host union or the tournament organiser responsible for the match. (The time allowed for this may vary depending on the matches and tournaments. Usually, this happens within 12 hours and, at the latest, within 48 hours of the end of the match).

A cited player is usually called to a disciplinary legal hearing where he/she will be required to comply with the citation and, if appropriate, is allowed to explain why no penalty should be applied or why the citation should be rejected.

10.5. Warnings from the citing commissioner

A Citing Commissioner's Warning (CCW) has the same effect as a Yellow Card on the pitch. This means that any combination of three Yellow Cards or CCWs in a tournament requires a disciplinary hearing and that, similarly, any combination of two Yellow Cards or CCWs in a single match also requires a disciplinary hearing.

Once imposed, the CCW is entered into the player's disciplinary record, along with red cards and summons to appear.

NB. Apart from unfair or dangerous play on the pitch, any misconduct during the competition, on and off the pitch, may be subject to disciplinary proceedings (Regulation 20 and Code of Conduct Schedule 1 of the General Regulations of WR).

10.6. Management of competitions

- The host union is responsible for the hotel transport and accommodation of the CC.
- It provides the CC with detailed information on pre- and post-competition arrangements.
- It must ensure the arrival of the CC at the stadium at least 1h30 before kick-off.
- It should allow the CC to verify the location of the box or allocated space, the viewing screen and headphones, if they are available.
- It should confirm that accreditation provides access to all required areas.
- It should confirm the availability of all support staff (messengers, liaison, etc.).
- It should arrange for the CC to meet the team managers.
- It should arrange for the CC to meet the match officials.
- It should provide lists of the match officials.
- The CC should examine the pitch to detect any anomaly.
- After the match, the CC should go to the TV production truck to review any incidents and to obtain any images from broadcasting service providers.
- The CC should check any urgent matters with match officials.
- The CC should obtain statements/evidence about incidents from players, team officials and medical personnel.
- The CC should inform the tournament organiser / match officials of his decision to issue a citation or a CCW.
- The CC should give the citation notification form and relevant materials to the tournament organiser.

10.7. In case of a citation, the match commissioner must:

- Inform the player and the team involved.
- Organise the disciplinary hearing.
- Collect statements from the match officials.
- Gather relevant information regarding the official competition and the disciplinary record of the player.

The host union will provide the CC/OJ with all necessary equipment, such as a meeting room, photocopier, computer, printer, interpreter, etc.

The presence of the CC and/or of the OJ at the technical meeting is essential. This facilitates the exchange and sharing of information with other participants, and allows, if necessary, to specify the terms and conditions (time limits) for implementing disciplinary procedures.

Note: If there are no issues to report, the CC will indicate that their role is completed and that no disciplinary actions will be taken for the match.

10.8. Purpose of collecting information and investigations by the CC

The objective of the CC is to provide as much information as possible to the Legal Officer to assist in any subsequent disciplinary process. The OJ is the sole judge. He examines the depositions and decides whether or not to impose a sanction or if no other action is to be taken. He generally applies the sanctions recommended by WR for Illegal and/or Irregular Play taking into account any relevant aggravating and/or mitigating factors.

Note: The best time to gather the information is while the teams are still on the pitch. Once the teams have left the pitch, or even the stadium, it becomes more difficult to gather information within a reasonable time.

The best practice for collecting data and information is for the match commissioner, in conjunction with the match officials, to coordinate the collection. The team management and medical staff may also help. The referee, assistant referees and the TMO may also have important information to provide.

Statements made immediately after the incident are also preferable, as it adds to the credibility of statements, if they are made while memories are fresh.

10.9. Player statements

It may be necessary to complete the available images with the player's statement (s) so as to provide more information. Normally, the team manager can help and facilitate this. If possible, the CC can talk to the player himself to make sure his own words are correctly reported and not influenced by others.

If a player is **reluctant to provide a statement**, the CC will have to remind him of his obligations, including the provision of information and cooperation with the investigation into the alleged foul play. **Failure to comply will constitute a breach of the requirements of Regulation 17** and may qualify as misconduct.

Players' statements may be a brief and succinct summary of what they claim happened to them or, if they are a witness, of what they have seen, and will be made available to the Legal Officer for examination. The OJ has the right to call the player to testify at the disciplinary hearing. The statement should be a general summary of what they have seen (Use of a mobile phone to record a verbal statement is recommended).

10.9.1. Statement(s) from the victim's teammates

When a team receives a citation, they may wish to indicate that some of their players have observed the event and can provide information. This should be submitted in writing.

10.10. Team doctor's report

The medical report is an important source of information. It should include the details of any impact observed on the player, the effect that the incident has had on him and the likely recovery time. The medical report may also include comments on how the observed injuries match the player's statements.

Medical reports must be completed with photographs taken with a mobile phone.

10.11. Appeal

The player is entitled to all guaranteed rights to a defence. He can represent himself or be accompanied by a member of his union. He will receive a copy of the report(s) and will be informed of the date, place and time of the hearing with the Legal Officer. The auditions can be organised by video conference or phone call.

The sanctioned player may appeal against the decision of the Legal Officer provided that such an appeal is admissible, and made within 48 hours (notice) of the decision of the Legal Officer. The appeal must specify the specific reasons for the appeal and a deposit of €300 must be paid. This sum must be paid at the moment the appeal is filed.

The appeal does not have the power of suspension. The player cannot, therefore, participate in official matches of any level, in his country or abroad, as long as the appeal procedure is not completed.

11. APPENDICES

11.1. Appendix 1

(which may be updated from time to time, in line with any amendments to Regulation 17)

11.1.1. World Rugby sanctions for foul play (Regulation 17)

Note: Any act of foul play which results in contact with the head shall result in at least a mid-range sanction

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

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
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9.12 A player must not physically abuse anyone. Physical abuse includes, but is not limited to:

Biting	Low-end: 2 weeks	12	Mid-range: 6 weeks	18	Top-end: 10+ weeks	24+	Max: 52 weeks	208
Intentional Contact with Eye(s) (5)	Low-end: 2 weeks	12	Mid-range: 6 weeks	18	Top-end: 10+ weeks	24+	Max: 52 weeks	208
Reckless Contact with Eye(s) (6)	Low-end: 2 weeks	6	Mid-range: 6 weeks	12	Top-end: 10+ weeks	18+	Max: 52 weeks	208
Contact with Eye Area (7)	Low-end: 2 weeks	4	Mid-range: 6 weeks	8	Top-end: 10+ weeks	12+	Max: 52 weeks	52
Punching or striking with hand or arm (including stiff-arm tackle)	Low-end: 2 weeks	2	Mid-range: 6 weeks	6	Top-end: 10+ weeks	10+	Max: 52 weeks	52
Striking with the elbow	Low-end: 2 weeks	2	Mid-range: 6 weeks	6	Top-end: 10+ weeks	10+	Max: 52 weeks	52
Striking with shoulder	Low-end: 2 weeks	2	Mid-range: 6 weeks	6	Top-end: 10+ weeks	10+	Max: 52 weeks	52

Striking with head	Low-end: 6 weeks	Mid-range: 10 weeks	Top-end: 16+ weeks	Max: 104 weeks
Striking with knee	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks
Stamping or Trampling	Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 12+ weeks	Max: 52 weeks
Tripping	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
Kicking	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks

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
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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.

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

- a. 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.

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
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- b. A player must not make contact with an opponent above the line of the shoulders.
- c. 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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9.27 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

9.28 A player must not disrespect the authority of a Match Official.

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 6+ weeks	Max: 52 weeks
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9.28 A player must not verbally abuse a Match Official. 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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9.28 A player must not make physical contact with Match Officials.

Low-end: 6 weeks	Mid-range: 12 weeks	Top-end: 18+ weeks	Max: 52 weeks
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9.28 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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9.28 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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In respect of offences not referred to in Appendix 1 above, appropriate sanctions may be imposed at the discretion of the relevant Judicial Officer, Disciplinary Committee, Appeal Officer and/or Appeal Committee (as the case may be).

Notwithstanding the Sanctions in Appendix 1 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 and/or Disciplinary Committees may impose any period of suspension including a suspension for life.

11.2. Appendix 2

11.2.1. World Rugby Code of Conduct

All Participating Unions, Players, Team Members and other persons in attendance at the tournament in an official capacity with or otherwise under the jurisdiction of a Participating Union:

1. must ensure that the Game is played and conducted in accordance with disciplined and sporting behavior and acknowledge that it is not sufficient to rely solely upon the Match Officials to maintain those principles;
2. shall co-operate in ensuring that the spirit of the Laws of the Game is upheld and refrain from selecting players guilty of Foul Play;
3. shall not repeatedly breach the Laws of the Game;
4. shall accept and observe the authority and decisions of referees, assistant referees, Match Officials and all other rugby disciplinary bodies, subject to this Tournament Disciplinary Programme;
5. shall not publish or cause to be published criticism of the manner in which a referee or assistant referee handled a Match;
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, Laws of the Game and/or the Terms of Participation including, without limitation, this Tournament Disciplinary Programme;
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 or the Tournament or any aspect thereof (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;
8. shall not commit a breach of World Rugby Regulation 6 (Anti-Corruption and Betting);
9. shall promote the reputation of the Game and take all possible steps to prevent it from being brought into disrepute;
10. shall not commit an anti-doping rule violation as defined in the Tournament Anti-Doping Programme;
11. shall not abuse, threaten or intimidate a referee, assistant referee or other Match Official, whether on or off the field of play;
12. shall not use crude or abusive language or gestures towards referees, assistant referees or other Match Officials or spectators;
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, color or national or ethnic origin;
14. shall not do anything which adversely affects the Game of rugby football, World Rugby, the Tournament, any Union or any commercial partner of the Game (including, for the avoidance of doubt, of World Rugby, the Tournament and/or the Host Union).

Each Participating Union is under an obligation to comply with and to ensure that each of its Team Members and other Persons under its jurisdiction comply with this Code of Conduct and adopt procedures to monitor compliance with and recognize and enforce sanctions for breaches of the Code of Conduct imposed pursuant to action taken under this Tournament Disciplinary Programme.

11.3. Sanctions

World Rugby Recommended sanctions for offenses within the playing enclosure – Regulation 17. Refer to World Rugby rules regarding the sanctions details.

<https://www.worldrugby.org/handbook/regulations/reg-17>

12. DISPUTES

12.1. Disputes

12.1.1. Match commissioner

The match commissioner 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 match commissioner, of such a nature to the disputes committee in accordance with clause below.

12.1.2. Constitution of disputes committees and notification of complaints

- Subject to clause above, Rugby Africa shall appoint a disputes committee to deal with those disputes relating to the tournament. The disputes committee shall ordinarily comprise two (2) representatives appointed by Rugby Africa (one of whom shall also act as chair) 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 bye-laws, regulations relating to the game and/or the laws of the game 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 match commissioner 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 match commissioner shall pass copies of all such documentation and materials to the chair of the disputes committee.

12.1.3. Powers of disputes committee

In relation to disputes handled by the disputes committee, the disputes committee shall have the 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 Africa members of the teams, referees, the tournament director and all other persons, institutions and companies involved in the tournament.

12.1.4. 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.

12.1.5. Sanctions

The following sanctions shall be available to the disputes committee:

- To expel a participating union and its team from the remainder of the tournament; and/or
- To expel any member of a team from the remainder of the tournament; and/or

- To suspend or otherwise discipline a participating union and/or its team and/or any member of a team; and/or
- 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
- To cancel and/or vary the result of a match and/or the points awarded in relation thereto; and/or
- To caution, reprimand and warn as to future conduct any participating union and/or team and/or any member of any team; and/or
- To impose such other punishment, penalty, restriction or other terms as it considers the appropriate sanction.

12.2. Miscellaneous

The disputes committee may also carry out the following functions:

- Act as an appeal committee for decisions made pursuant to the provisions of the Disciplinary Manual and the Anti-Doping Manual; and/or
- Exercise such other powers necessary or incidental; and/or
- Hear and decide such other matters as Rugby Africa 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.

13. PARTICIPATING UNION AGREEMENT

THIS AGREEMENT dated the Day of 2019

BETWEEN:

Rugby Africa

And

(Insert Union and signature)

And

EACH TEAM MEMBER of the Team representing the relevant Participating Union named herein and who is also to enter into this Agreement by executing a Team Member Consent Form in the terms of Schedule 1.

RECITALS

- A. Rugby Africa is the owner of the Africa Women’s Sevens " The Tournament", the right to stage and organize the Tournament, the owner of the Marks, all rights associated with the Tournament including the right to any income from the exploitation of the commercial rights and any other rights connected with the Tournament.
- B. The Tournament is scheduled to be held in Lesotho and Rugby Africa have entered into an agreement with the Host Union to host and organize the Tournament, including arranging the Matches and Other Events during the Tournament (the "**Host Union Agreement**").
- C. The Participating Union has indicated its wish to participate in the Tournament on the terms and conditions of this Agreement and the Terms of Participation asset in the Tournament Manual and Hosting Agreement (together the "Terms of Participation") and has agreed that it and each Member of its Team shall adhere to the Terms of Participation. The Participating Union shall execute this Agreement and each Team Member shall execute a Team Member Consent Form and submit it with all other requested documents by the communicated deadlines.
- D. The Tournament has been approved by World Rugby and will be played according to the Bye-Laws and World Rugby Regulations Relating to the Game and the World Rugby Laws of the Game in force at the time of the Tournament and in accordance with the Terms of Participation or as advised by the Company from time to time.

14.DOCUMENTS

You will find all relevant documents on our website: <http://www.rugbyafrique.com/documentation/>

A copy of all the relevant forms is also available at the end of this Manual.

14.1. Team member consent form VII

Player and Team Member consents, acknowledgments and certification

For All

I confirm that my Union has provided hard-copy/portal access to full Team Member Consent and/or full Terms of Participation.

I have read and agree to the Anti-Doping Handbook and completed World Rugby E-Learning (See: keeprugbyclean.worldrugby.org/)

I have completed World Rugby Anti-Corruption & Betting education (See: integrity.worldrugby.org)

For Players

I acknowledge that the Company (and/or the Host Union and/or agents and/or processors acting on behalf of the Company and/or the Host Union) will collect and use my personal information (such as my passport details, contact details, playing history, date of birth, height, weight and team) and may also use Footage in which my image may appear for the following purposes:

for the investigation and reporting of breaches of any of the provisions contained in the World Rugby Regulations Relating to the Game; and

the use of Footage for the purposes of reviewing the performance of Match Officials and Citing Commissioners.

I acknowledge that the legal basis on which the personal data described above will be collected and processed is the legitimate interests of the Company in organising, administering and promoting the Tournament.

I hereby consent to the Company collecting (and/or the collection by team physiotherapists, team doctors, match day doctors and via its agents and/or processors on the Company’s behalf) and processing my personal data (which may also include information which may be considered sensitive personal information such as my medical information) for the following purposes:

for the investigation, reporting and reviewing the process in respect of a Head Injury Assessment;

for research purposes in the context of the Head Injury Assessment Study (“HIA”);

for research purposes in the context of the Injury Surveillance Study (ISS) and any other World Rugby medical survey study;

I acknowledge that the legal basis on which the personal data described above will be collected and processed is my consent.

I consent to such information being collected by and/or on behalf of World Rugby (including via team physiotherapists, team doctors, match day doctors and via its agents and/or processors) and to such data being processed, stored and used by World Rugby.

I have read and agree to the Anti-Doping Handbook and completed World Rugby E-Learning (See: keeprugbyclean.worldrugby.org/)

I hereby expressly consent to the collecting and processing (including disclosures) of my personal anti-doping data, as described in Sections 2 and 11 of the Team Member Consent Form, for the purposes set out in Sections 2 and 11 of the Team Member Consent Form. I acknowledge that the legal basis on which my personal anti-doping data will be collected and processed is my consent.

I hereby expressly consent to the collecting and processing (including disclosures) of my Anti-Corruption Related Data, as described in Section 3 of the Team Member Consent Form, for the purposes set out in such Section 3 and World Rugby Regulation 6. I acknowledge that the legal basis on which my Anti-Corruption Related Data will be collected and processed is my consent.

I consent to use of PMDs by either Team in any Match.

I understand that my personal anti-doping data will be retained in accordance with the retention periods described in Section 11 of the Team Member Consent Form and that my other personal data will be held for no longer than is necessary for the achievement of the purposes identified above.

World Rugby relies on the legal bases identified above to carry out the above processing activities and will process your personal data in accordance with Data Protection laws.

14.2. Team list – Africa Women’s Sevens 2019

	UNION:			
	Name on passport	Position e.g. Player/Doctor etc.	Signature of Player/Coach/Physio/Doctor/Other team management	Date
1		Player		
2		Player		
3		Player		
4		Player		
5		Player		
6		Player		
7		Player		
8		Player		
9		Player		
10		Player		
11		Player		
12		Player		
13		MANAGER		
14		COACH		
15		PHYSIO		

Manager :

Name _____

Signature _____

TO BE SUBMITTED TO THE MATCH COMMISSIONER DURING TECHNICAL MEETING

14.3. Match sheet

Africa Women’s Sevens 12 & 13 October 2019

Match sheet

Mark the starting 7 players by a cross in corresponding boxes;
Indicate 3 players in the Forwards columns and 4 in the Backs column

Team:

Forwards	Backs	N°	Players
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
Manager			
Coach			
Physio			
Opponent			
Match number			
Manager’s Signature			

14.4. Disciplinary certificate

I declare that having undertaken all necessary inquiries, I am not aware of any of the following in relation to the Players nominated for the Tournament Team:

- i. the existence of any outstanding disciplinary proceedings in respect of Illegal and/or Foul Play and/or Misconduct;
- ii. the existence of any outstanding appeal proceedings in relation to the above;
- iii. that the Player is 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 Match Commissioner of the reason for this and Rugby Africa shall take action as appropriate.

Participating Union:	
Union Representative (IN BLOCK CAPITALS):	
Title:	
Signed:	
Date:	

To be given to the match commissioner at the team managers’ meeting

14.5. Parental consent

I undersign, Mr / Mrs

Father / Mother / Legal guardian (underline the correct answer)

Authorizes my daughter Born on the

To take part in the which will take place in, from the To the 2019.

Moreover, in the event of my son suffering an injury, I authorize the union my son is a member of to undertake all necessary medical treatment and measures.

Signed at..... On the

Signature of the parent or legal guardian:

Signature and stamp from the unions:

14.6. Declaration of Eligibility

SCHEDULE 1. DECLARATION OF ELIGIBILITY OF A PLAYER TO PLAY FOR THE FIFTEEN-A-SIDE NATIONAL REPRESENTATIVE TEAM, THE NEXT FIFTEEN-A-SIDE NATIONAL REPRESENTATIVE TEAM OR THE NATIONAL REPRESENTATIVE SEVENS TEAM OF A UNION

DECLARATION OF PLAYER

I, (Name)
of (Address)

confirm that, I have read and understood the criteria for eligibility set out in Regulation 8 of the World Rugby Regulations Relating to the Game (World Rugby Regulations) and I hereby declare that I am eligible to play for Union because:

Tick applicable box(es)

- I was born in the country for which fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team, or the National Representative Sevens Team of the Union for which I intend to play; or
- One of my parents or grandparent was born in the country for which fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the National Representative Sevens Team of the Union for which I intend to play; or
- I have completed sixty⁸ consecutive months of Residence immediately preceding the time of playing in the country for which fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the National Representative Sevens Team of the Union for which I intend to play; or
- I have completed ten cumulative years of Residence preceding the time of playing in the country for which fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the National Representative Sevens Team of the Union for which I intend to play

AND

- I have not played for the fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or, having reached the age of twenty, the National Representative Sevens Team of any other Union and I have not participated in the Olympic Games or Rugby World Cup Sevens as a member of the National Representative Sevens Team of any other Union⁹.

I have attached to this declaration relevant documentation¹⁰ to prove my eligibility to play for the fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the National Representative Sevens Team of.....

Union and I understand and accept that if I am found to have played for the fifteen-a-side National Representative Team or next fifteen-a-side National Representative Team or the National Representative Sevens Team of a Union without satisfying the eligibility criteria set out in Regulation 8 of the World Rugby Regulations, and/or to have provided inaccurate information in this declaration then I and the Union concerned will be subject to sanctions.

Player’s signature:

Date:

Declaration of union

I, (Name)
(Position and Union) the of
hereby declare that (Name of Union) has made all such necessary inquiries in relation to the above Player's eligibility to play for the fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the Sevens National Representative Team of the Union. I further declare that the Union is satisfied that the information provided by the Player in his declaration is correct, that the documentation in support of the Player’s declaration is valid and that the Player is eligible to play for the fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team or the National Representative Sevens Team of Union. I understand and accept that if a Player plays for the fifteen-a-side National Representative Team or the next fifteen-a-side National Representative Team Union or the National Representative Sevens Team without satisfying the eligibility criteria set out in Regulation 8 of the World Rugby Regulations and/or the Union has provided inaccurate information in this declaration then the Union will be subject to the fixed penalty sanctions set out in Regulation 8.

Signed:

Date:

Players SHOULD provide copies of valid birth certificates, or other appropriate official documents as part of their declaration. Players may be required to provide additional documentation, if any, to demonstrate eligibility to represent the first or second National Team of a Union.

14.7. TUE

THERAPEUTIC USE EXEMPTION (TUE)



APPLICATION FORM

Schedule 3b

World Rugby fax: +353 1 2409 289

e-mail: TUE@worldrugby.org

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

SECTION A – Player Information - PLEASE PRINT CLEARLY IN CAPITALS

First Name: _____		Surname: _____		Date of Birth: ____ / ____ / ____	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Contact Telephone Number - Mobile: <input style="width: 150px;" type="text"/>			
National Union and level: _____ <small>(i.e. Nat 15's Squad/7's/U21's etc)</small>		Team/Club: _____			

SECTION B – Notifying Medical Practitioner and Medical Information

Name: _____		Medical Specialty: _____			
Business Address: _____					
Telephone Number - Business: <input style="width: 100px;" type="text"/>		Fax Number: <input style="width: 100px;" type="text"/>		Telephone Number - Mobile: <input style="width: 100px;" 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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STRICTLY CONFIDENTIAL

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

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

Last updated 1 January, 2015

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STRICTLY CONFIDENTIAL

15. DEFINITIONS AND INTERPRETATIONS

WR	World Rugby
RA	Rugby Africa
The Tournament	Africa Women’s Sevens 2019
The Team	The team of each Participating Union, as selected by such Participating Union to participate in the Tournament, which shall in each case comprise of up to three (3) officials at the Participating Union’s discretion, one of whom is to be the manager of the team (“Team Manager”) and one of whom is to be the doctor and/or physiotherapist and not more than twelve (12) players (including replacements). The Team will also include the local Liaison Officer and/or Interpreter (if any required) assigned to it. However, the Liaison Officer and/or Interpreter shall not be regarded as one of the three (3) officials;
The Team Manager	A representative appointed by the participating union to make sure that the rights and duties of the participating team and union are respected
Disciplinary Officials	Persons appointed by Rugby Africa to administer and implement disciplinary procedures pursuant to the Tournament Disciplinary programme;
Disputes Committee	The Committee responsible for adjudicating on disputes and/or matters referred to it by the Company and/or the Tournament Director
Appeal Committee	A commission appointed by Rugby Africa to arbitrate any appeal from the decision of a disciplinary official, the disciplinary committee or the dispute committee or any other matter brought forward by Rugby Africa.
Host Union	The territory where the match is held
Host Union Agreement	Agreement between Rugby Africa and the Host Union for the hosting of the tournament.
Illness	Medical disability arising during the Tournament Term
Injury	Physical disability arising during the Tournament Term
Interpreter	Such a person assigned to a Team in accordance with this Agreement
Internal Travel	Arranged by the host union = Local transportation
Team Manager’s Meeting	Meeting organized by Rugby Africa the day before the match to brief all participating unions. Can include disciplinary officials, referees, medical team and broadcasting team
Match	Match(es) to be played as part of the Tournament
Match Official	Referees, Assistant Referees and Touch Judges appointed by Rugby Africa for the conduct of the Match;
Medical	Medical and/or dental (and Medically shall be constructed accordingly);

Misconduct	Shall mean conduct, behaviour or practices, on or off the playing enclosure, (excluding illegal and foul play during a Match) that may bring the Tournament, and/or the game of rugby and/or the Rugby Africa and/or the Tournament's commercial partners into disrepute. Misconduct shall include, but shall not be limited to, abusive, threatening or intimidating behaviour towards referees, touch judges, spectators or other officials;
Media Manager	A person appointed by Rugby Africa in charge of communication around the tournament including news feed, data management, broadcasting, diffusion, any Public Relations initiatives, and crisis management.
Participating Union	Each of the national Rugby Unions of all nations who qualify to participate in the Tournament.
Team Kit	Each Team’s playing kit, bandages and strapping and any uniform to be worn on any Match occasion or Other Event;
Team Liaison Officer	A representative or representatives appointed by the Host Union for the purposes of ensuring that the legitimate requirements of any Team (including without limitation, the Referees team) World Rugby/ Rugby Africa Officials, Guests and Invitees, and Tournament Officials are met by the Host Union. For the avoidance of doubt in relation to teams, this shall include, without limitation, accompanying the Team prior to and during the Tournament, looking after the general interests and welfare of the Team, assisting in arrangements for the attendance of the team at functions and events, making all arrangements necessary to meet the training requirements of the team and members thereof on arrival at the venue and otherwise;
Tournament Anti-Doping Programme	The Anti-doping programme promulgated by World Rugby for the Tournament and set out in this Tournament Manual;
Tournament Director	A person appointed by Rugby Africa as being responsible for the administration and management of the Tournament;
Tournament Medical Officer	A representative or representatives appointed by the Host Union who shall have all the relevant and necessary qualifications and experience and who shall be the official Doctor(s) in attendance at each Match;
Tournament Officials	The Referees, Referee Manager, Referee Assessors, Judicial Officers, Judicial and Appeal Committee members, Citing Commissioners, Disciplinary Officials, Anti-Doping Officers, Sampling Officers, Tournament Director, and any other officials appointed by Rugby Africa following as necessary for the conduct of the Tournament;
Tournament Term	The period for each Participating Union between the start of the outward journey and the end of the homeward journey as notified by Rugby Africa;
Training Grounds	Training areas for each team to be used in relation to the Tournament in accordance with the provisions of this Agreement;

Match Grounds	The stadium, ground or place at which the Tournament is to be played for the Matches and all areas required by Rugby Africa The persons appointed by the Host Union to manage each Venue.
Match Grounds Manager	Person – appointed by Rugby Africa – in charge of match grounds management.
Tournament General Manager	A person appointed by Rugby Africa to manage and coordinate all stakeholders for the sake of the tournament's quality.