

FRU - UNION EVENT GUIDELINES

A. Championship EVENT GUIDELINES

1. The Executive Committee of FRU shall have the responsibility for awarding all FRU championship events, playoffs and other events. Preference shall be given to Full Members for hosting events.
2. Clubs desiring to host an event must file an Event Bid Application Form by the filing deadline set for that event, in general 2 months prior to event. All financial obligations to FRU must be current and the host club must be fully enrolled in CIPP (club and players) and in good standing in their CLUB, FRU, USA Rugby, and all associated rugby referee associations.
3. FRU will provide funding for Referee match fees and Trophies. A portion of the cost for on site medical personnel may also be provided. All other funding is the responsibility of the event host unless otherwise negotiated with the FRU.
4. If an item is to be reimbursed to the host, receipts must be presented to the FRU treasurer within 30 days of the event.
5. The host is responsible for field permits, field set up, lining, goals posts and pads, spectator ropes and field markers. The host shall also provide FRU with a clear map and directions to the event site.
6. The FRU Event Chair will work with the Host Club Event Coordinator to arrange any and all necessary services, facilities and equipment.
7. The FRU Executive Committee will appoint a Championship Commissioner for each Championship event.
8. The FRU Executive Committee reserves the right to request written clarifications on any bid and also reserves the right to reject any and all bids for any cause. If it deems it necessary, the Executive Committee can reject all bids and issue a new request for event bids.

HOST EVENT COORDINATOR RESPONSIBILITIES

The Union Event Chair will insure that the Host Event Coordinator has all the information necessary for the to perform the following:

- 1) The Event Coordinator shall be also responsible for the completion of any forms deemed necessary by the FRU Board of Directors or Executive Committee, i.e., (a) reports requested by match sponsors, (b) match reports, (c) incident reports.
- 2) The Event Coordinator will liaison with the Head Referee of the event.
- 3) The Event Coordinator will liaison with all participating teams.
- 4) The Event Coordinator is responsible for providing all participating teams and referees with directions and maps as needed.
- 5) The name, address, and phone number of the Event Hotel must be communicated to the participants and referees in a timely manner.

B. Championship Commissioner Responsibilities

- i. Check all paperwork related to each club/player's eligibility. He/she shall rule on all matters related to eligibility. Roster and eligibility requirements outlined in the Eligibility section of the Handbook shall apply unless they contradict USA Rugby eligibility requirements in place at the time.
 - a. All eligibility checking should be completed 1 or more hours prior to kickoff.
- ii. Retain the binders containing all eligibility information of any team advancing into national competition and forward those binders to the USA Rugby national office immediately upon conclusion of the event. All binders should have players listed in alphabetical order
- iii. Communicate all results of play to the FRU Competitions Chair and Webmaster at the conclusion of each day.

C. TOUCH JUDGES AND REFEREES

- a. Union Championship Matches (Semi-Finals and Finals)
 - i. All assignments (Referees and Touch Judges) will be made by the Union Chairman of Referees and/or his committee.
- b. Tied Matches
 - i. In the event of a tie after a full match, the following is the procedure:
 - 1. Referee will flip coin just as he would to start the match.
 - 2. This will be followed by two (2) ten-minute halves. Teams will switch ends at the half.
 - 3. If teams are still tied at the end of this twenty minutes, they will play sudden death in ten-minute periods, switching ends at the end of each ten-minute period. Every new ten-minute period will begin with a kickoff at mid-field, alternating kickoffs.

D. SPECTATOR ROPES

- a. At venues where there is not a fence around the pitch, a restraining rope must be erected. This rope must run from goal line to goal line on both sides of the pitch. It should be at least ten (10) yards from the touch line.
- b. When playing in a stadium or enclosure, reserve players will not be allowed on the field.

E. CANCELLATION/RESCHEDULING MATCHES

The **FRU** Events Chair is in charge of the event. Host Event Coordinators should be in close contact with the Events Chair whenever the possibility of a cancellation appears likely. However, once the match starts, only the Referee may stop the match. The team leading at that time will be declared the winner. If the match is tied, it will be rescheduled by the Event Coordinator and played in its entirety.

F. PARTICIPANT ENTRY FEES

No Union event host may charge entry fees to participating clubs for FRU championship events

G. Non-championship Events

- a. Clubs must submit a tournament application form to the FRU Executive Committee no later than 2 months prior to the event. Event dates may be reserved up to one year prior to the event
- b. Application Fee \$50
- c. The FRU reserves the right to deny an application due to any cause and to ask for clarification, the following are example reasons an event may be denied:
 - a. Already scheduled event for the date
 - b. Inadequate emergency plan
 - c. Application form not completed correctly
 - d. Lack of information regarding hotels, fields, or schedule
 - e. Lack of referee availability

