

League Match Cancellation Policy

Should any cancellation be necessary, provide the opposing team notification. The current fine policy applies to match cancellations. All match cancellations will be reviewed by and subject to suspension/probationary review by the Florida Discipline Committee.

Cancellation fines (day refers to those days prior to match)

\$100 less than 7 days prior to a match (Sunday thru Wednesday for a Saturday match)

\$200.00 2 days prior (Thursday for a Saturday match)

\$250.00 1 day prior (Friday for a Saturday)

\$350.00 game day cancel or no show.

In addition, -1 point will be assessed for league competition forfeits.

Forfeiting a Playoff Match to Include the 7's Championship

Senior Clubs: **\$500** and ineligible for the playoffs/championship the following year

4. THE REFEREE

- a. The Referee shall be the sole judge of fact and law during the match.
- b. The Tournament organizers shall not be responsible for any dispute regarding the Referee's decision on the field of play.
- c. The Referee shall be the sole judge of any dispute regarding the Touch Judges signals.
- d. The Referees for the FRU Sevens Qualifier and Championship Tournaments are the responsibility of the Host Event Director and should be provided by the Director of the Rugby Referees Association currently officiating matches within the CLUB of the host.

5. TOURNAMENT MATCHES

- a. Each match shall consist of two 7-minute periods with a 1-minute halftime interval except for the final, which shall consist of two 10 minute periods with a 1 minute halftime interval.
- b. Each team should be on the field and ready to play at their scheduled game time. At the qualifying competitions, the Host tournament rule(s) govern this situation. At the FRU Sevens Rugby Championships, a try will be awarded at 2-minute increments (without goal kicks), with a forfeit occurring at the elapsed time of the first period.
- c. In the case of round robin divisional scoring for advancement shall be as follows:
 - 2 points for a win
 - 1 point for a tie
 - 0 points for a loss
- d. In case of a tie at the end of divisional play, the following criteria shall be used in the order listed:
 - a. Results of head to head competition between tied teams.
 - b. Most points scored in divisional play.
 - c. Point Differential – points scored minus points allowed for all games played.
 - d. Most tries scored in divisional play.
 - e. Most converted tries scored in divisional play.
 - f. Toss of a coin.
- e. In case of a tie at the end of any knockout rounds, i.e. quarterfinals, semifinals, or final, there should be:
 - a. A rest interval not to exceed 3 minutes.
 - b. A coin toss to determine choice of kick or end.
 - c. Sudden Death, in rotating 5-minute periods with a 1 minute rest interval between periods.
- f. A maximum of three players may be replaced during a game.

- g. If a player leaves a game due to injury, he/she may not participate any further in that match. The injured player may participate in later matches for that team with approval of the Event Doctor.
- h. If a player is sent off for foul play, he/she may not participate any further in that tournament. The Referee will forward a Disciplinary Report to the FRU Disciplinary Chairman for review and action.

Formats for 7's Qualifiers

3 Teams

1 v 2
2 v 3
1 v 3

Top 2 Teams play for 1st and 2nd

4 Teams

1 v 2
3 v 4
1 v 3
2 v 4
1 v 4
2 v 3

Top 2 teams play for 1st and 2nd
Bottom 2 teams play for 3rd and 4th

5 Teams

1 v 4
2 v 3
4 v 5
3 v 1
2 v 5
3 v 4
1 v 2
5 v 3
4 v 2
5 v 1

Top 2 teams play for 1st and 2nd
Next 2 teams play for 3rd and 4th

6 Teams

There will be 2 Pools of 3 teams as above.

The winner of Pool A plays the 2nd place team of Pool B in one semi-final

The winner of Pool B plays the 2nd place team of Pool A in the other semi-final.

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A
The Number 2 team will play in Pool B
The Number 3 team will play in Pool B
The Number 4 team will play in Pool A
The Number 5 team will play in Pool A
The Number 6 team will play in Pool B

Teams that have not played in previous qualifiers will be placed in the pools randomly.

7 Teams

There will be one pool of 3 teams and one pool of 4 teams as above.
The winner of Pool A plays the 2nd place team of Pool B in one semi-final
The winner of Pool B plays the 2nd place team of Pool A in the other semi-final

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby.com

The Number 1 team will play in Pool A
The Number 2 team will play in Pool B
The Number 3 team will play in Pool B
The Number 4 team will play in Pool A
The Number 5 team will play in Pool A
The Number 6 team will play in Pool B
The Number 7 teams will play in Pool B

The number one team will always play in the pool with 3 teams.
Teams that have not played in previous qualifiers will be placed in the pools randomly.

8 Teams

There will be 2 pools of 4 teams as above.

The winner of Pool A plays the 2nd place team of Pool B in one semi-final

The winner of Pool B plays the 2nd place team of Pool A in the other semi-final

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool B

The Number 4 team will play in Pool A

The Number 5 team will play in Pool A

The Number 6 team will play in Pool B

The Number 7 team will play in Pool B

The Number 8 team will play in Pool A

Teams that have not played in previous qualifiers will placed in the pools randomly.

9 Teams

There will be 3 pools of 3 teams as above.

The winner of each pool will make the semi-finals.

The 4th semi-final participant will be determined by the team scoring the most points from the remaining 5 teams.

If 2 or more teams have the same number of points, the 4th semi-final will go to the team that allowed the least number of points. If 2 or more teams are still tied, there will be a coin toss. The tournament host will determine the method of the coin toss depending on the number of teams still tied.

The semi-finals will be Pool A winner v Wildcard Pool B Winner v Pool C winner.

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool C

The Number 4 team will play in Pool C

The Number 5 team will play in Pool B

The Number 6 team will play in Pool A

The Number 7 team will play in Pool A

The Number 8 team will play in Pool B

The Number 9 team will play in Pool C

Teams that have not played in previous qualifiers will placed in the pools randomly.

10 Teams

There will be 2 pools of 5 as above.

The winner of Pool A plays the 2nd place team of Pool B in one semi-final

The winner of Pool B plays the 2nd place team of Pool A in the other semi-final

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool B

The Number 4 team will play in Pool A

The Number 5 team will play in Pool A

The Number 6 team will play in Pool B

The Number 7 team will play in Pool B

The Number 8 team will play in Pool A

The Number 9 team will play in Pool A

The Number 10 team will play in Pool B

Teams that have not played in previous qualifiers will be placed in the pools randomly.

11 Teams

There will be 2 pools of 4 teams and one pool of 3 teams as above.

The winner of each pool will make the semi-finals.

The 4th semi-final participant will be determined by a flip of the coin between the 3 second place teams. All teams will flip at the same time and the odd team will advance.

The semi-finals will be Pool A winner v Wildcard Pool B Winner v Pool C winner.

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool C

The Number 4 team will play in Pool C

The Number 5 team will play in Pool B

The Number 6 team will play in Pool A

The Number 7 team will play in Pool A

The Number 8 team will play in Pool C

The Number 9 team will play in Pool B

The Number 10 team will play in Pool B

The Number 11 team will play in Pool C

Teams that have not played in previous qualifiers will be placed in the pools randomly.

The number 1 seed will always play in the pool with 3 teams.

12 Teams

There will be 3 pools of 4 teams as above.

The winner of each pool will make the semi-finals.

The 4th semi-final participant will be determined by a flip of the coin between the 3 second place teams. All teams will flip at the same time and the odd team will advance.

The semi-finals will be Pool A winner v Wildcard Pool B Winner v Pool C winner.

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool C

The Number 4 team will play in Pool C

The Number 5 team will play in Pool B

The Number 6 team will play in Pool A

The Number 7 team will play in Pool A

The Number 8 team will play in Pool B

The Number 9 team will play in Pool C

The Number 10 team will play in Pool C

The Number 11 team will play in Pool B

The Number 12 team will play in Pool A

Teams that have not played in previous qualifiers will be placed in the pools randomly.

13 Teams

There will be 3 pools of 3 teams and 1 pool of 4 teams as above.

The winner of each pool will advance to the semi-finals.

The semi-finals will be Winner of Pool A v Winner of Pool D Winner of Pool B v Winner of Pool C

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A

The Number 2 team will play in Pool B

The Number 3 team will play in Pool C

The Number 4 team will play in Pool D

The Number 5 team will play in Pool D

The Number 6 team will play in Pool C

The Number 7 team will play in Pool B

The Number 8 team will play in Pool A

The Number 9 team will play in Pool A

The Number 10 team will play in Pool B

The Number 11 team will play in Pool C

The Number 12 team will play in Pool D

The Number 13 team will play in Pool D

Teams that have not played in previous qualifiers will be placed in the pools randomly.
The number 1 seed will not play in the pool with 4 teams.

14 Teams

There will be 2 pools of 3 teams and 2 pools of 4 teams as above.
Pools A and B will have 3 teams. Pools C and D will have 4 teams.
The winner of each pool will advance to the semi-finals.
The semi-finals will be Winner of Pool A v Winner of Pool D Winner of Pool B v Winner of Pool C

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A
The Number 2 team will play in Pool B
The Number 3 team will play in Pool C
The Number 4 team will play in Pool D
The Number 5 team will play in Pool D
The Number 6 team will play in Pool C
The Number 7 team will play in Pool B
The Number 8 team will play in Pool A
The Number 9 team will play in Pool A
The Number 10 team will play in Pool B
The Number 11 team will play in Pool C
The Number 12 team will play in Pool D
The Number 13 team will play in Pool C
The Number 14 team will play in Pool D

Teams that have not played in previous qualifiers will be placed in the pools randomly.

15 Teams

There will be 1 pool of 3 teams and 3 pools of 4 teams as above.
Pool A will have 3 teams. Pools B, C and D will have 4 teams.
The winner of each pool will advance to the semi-finals.
The semi-finals will be Winner of Pool A v Winner of Pool D Winner of Pool B v Winner of Pool C

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby Union.com

The Number 1 team will play in Pool A
The Number 2 team will play in Pool B
The Number 3 team will play in Pool C
The Number 4 team will play in Pool D
The Number 5 team will play in Pool D
The Number 6 team will play in Pool C
The Number 7 team will play in Pool B
The Number 8 team will play in Pool A

The Number 9 team will play in Pool A
The Number 10 team will play in Pool B
The Number 11 team will play in Pool C
The Number 12 team will play in Pool D
The Number 13 team will play in Pool D
The Number 14 team will play in Pool C
The Number 15 team will play in Pool B

Teams that have not played in previous qualifiers will be placed in the pools randomly.

16 Teams

There will be 4 pools of 4 teams as above.
The winner of each pool will advance to the semi-finals.
The semi-finals will be Winner of Pool A v Winner of Pool D Winner of Pool B v Winner of Pool C

Seeding for the pools will be based on previous qualifier results. The results will be available on line at www.usarugby.com

The Number 1 team will play in Pool A
The Number 2 team will play in Pool B
The Number 3 team will play in Pool C
The Number 4 team will play in Pool D
The Number 5 team will play in Pool D
The Number 6 team will play in Pool C
The Number 7 team will play in Pool B
The Number 8 team will play in Pool A
The Number 9 team will play in Pool A
The Number 10 team will play in Pool B
The Number 11 team will play in Pool C
The Number 12 team will play in Pool D
The Number 13 team will play in Pool D
The Number 14 team will play in Pool C
The Number 15 team will play in Pool B
The Number 15 team will play in Pool A

Teams that have not played in previous qualifiers will be placed in the pools randomly.

XV ALL-STAR PROGRAM

A. DUTIES OF ALL-STAR OFFICIALS

1. COACH

1. Attain & maintain a minimum Level III USA Coaching Certification. Attend higher-level certification and other coaching seminars to maximize coaching skills.
2. Must be CIPP enrolled.
3. Member of Selection Committee.
4. Attend and conduct all practices.
5. Conduct all trials and attends all matches.
6. Develop selection guidelines.
7. Develop training program.
8. Develop testing guidelines.
9. Build a player pool ranking system to identify current or potential All-Star candidates, with the assistance of the Selectors and the Assistant Coach.
10. Choose Selectors from a representative cross section of CLUB's.
11. Convene the Selectors as required.
12. Stay in close working contact with the other All-Star coaches.

2. ASSISTANT COACH

1. Attain and maintain a minimum Level II USA Coaching Certification. Attend higher-level certification and other coaching seminars to maximize coaching skills.
2. Must be CIPP enrolled.
3. Member of Selection Committee.
4. Assist Coach in numbers 3 to 11 above

3. SELECTORS

1. Must have knowledge of what each position requires.
2. Must have knowledge of particular players' past history, i.e. attendance at past practices and matches, individual effort.
3. Attend all trials, practices and matches.
4. Responsible to contact players regarding selections.
5. Will be available to help the coaches with their duties, if requested.
6. Assist in the construction of a player pool ranking system to identify current or potential All-Star candidates.
7. Attend as many local club/college matches as possible to identify the progress of All-Star players and hopefuls.
8. All Selectors must be CIPP enrolled.

4. MANAGER

1. Must be CIPP enrolled.
2. Notify players of trials and practices.
3. Attend trials and practices to obtain players' contact information and take attendance.
4. Secure a pitch for trials, practices and home matches.
5. Contact the club whose field will be used for events. In writing, confirm that it is a proper-sized pitch, properly marked with correct goal posts and spectator barriers. In general, work closely and follow up with the club hosting All-Star activities.

6. Notify, in writing, the Referee Association of home matches so that referees can be assigned.
7. Contact other Union managers, in writing, for confirmation of matches, site, date, time, maps, medical coverage, etc.
8. Arrange transportation, if necessary, for away matches.
9. Collect any cost sharing funds.
10. Distribute maps/directions to players for away matches.
11. File match reports (line up, scoring, venue, referee, etc.) for all All-Star matches with the FRU Secretary.
12. Responsible for FRU Kit (storage, cleaning and repair).
13. Keep and update an inventory list of all jerseys, shorts, socks, balls, etc. (any FRU-owned equipment).
14. Keep and maintain a medical kit.
15. Assure proper medical coverage at home matches.
16. Assume overall responsibility of the side while on tour.

5. HOST CLUB

1. Responsible for all aspects of the field and surrounding area, obtaining party site, obtaining medical personnel to be at the pitch.
2. Must provide All-Star Manager with maps to pitch, location of showers and party site at least one month in advance.
3. Communicate with All-Star Manager on all pre and post-match activities/arrangements

6. PLAYER ELIGIBILITY

1. Players must be in good standing with their Club, their CLUB, FRU and USA Rugby.
2. Each player must be enrolled in the current year's Club and Individual Participation Program (CIPP).
3. Each player must possess medical insurance coverage of \$100,000 or more.
4. Each player must be a bona fide member of a club in good standing in their CLUB.

XVI TOUR PROCEDURES

A. CONSIDERATIONS

The Rugby tour is an integral part of a player's career and in the development and improvement of the game in the United States. Properly organized and conducted, it contributes both to the abilities of individual players and the welding of a team or club into a cohesive body on and off the field. It is a strong morale builder and offers an opportunity, unparalleled by any other sport, for travel and friendship. Indeed, all the unique features which draw people to the game are magnified and compressed into a relatively short period of time. However, if not properly planned, it can, at best, produce warranted friction, and at worst, unmitigated disaster.

There are two vital facts to keep in mind. First, whether your club is host or traveler, a touring fixture is the one time when Rugby in the United States is under the spotlight. If fixtures with foreign teams are involved home or away, there is that much more at stake. *You will be judged*, by the most exacting standards of *playing and social behavior*, not only as players, but as representatives of your club or college and as representatives of the U.S. sporting fraternity. You will also be judged by your fellow clubs who are not immediately involved, since disorganized hosting or mismanaged travel arrangements leaves a legacy inevitably magnified in the telling, which makes life much more difficult for those who come after you.

Second, whether looking after a visiting team for two or three days, or undertaking a two or three week tour, you have entered upon a business venture of considerable magnitude which can accumulate hundreds of man-hours in the planning.

The following notes have been assembled to give members guidelines and checklists on the things that you will need to do to tour or host a touring team.

A. Introduction

The rugby tour is an integral part of a player's career and in the development and improvement of the game in the United States. Properly organized and conducted, it contributes to both the abilities of players as well as the unification of a team/club into a cohesive body on and off the pitch. It is a strong morale builder and offers an opportunity for travel and friendship. If not properly planned, though, a tour can produce unwanted friction and problems for players, the club/team, the FRU, and United States rugby.

The FRU Tours Committee maintains these guidelines for the following purposes:

- 1. To allocate resources so as to balance the needs and abilities of all clubs with the needs of representative sides and tourists in order to both improve playing skills and gain recognition for rugby in the FRU.
- 2. To coordinate communication between the participating clubs and the Union.
- 3. To ensure the supervision and administration of social arrangements for visiting teams.
- 4. To ensure effective outfitting of Union representative teams.
- 5. To manage the supervision and integration of administrative arrangements for visiting teams.

It is imperative that the club recognize that touring brings your team and our union under the spotlight of many more people; this spotlight is more of a factor when the tour involves international players. Whether the tour is abroad or you are hosting a traveling team, you will be evaluated against the most exacting standards of play and social behavior.

Of course, you will be judged by your peers as well, as poorly organized tours (both hosting and traveling) leave a legacy which will be borne by all other clubs in the FRU.

The following notes have been assembled to give you guidelines and checklists on issues that you will need to be aware of and responsible for in order to have a successful tour, whether this is an outgoing or hosting tour.

B. Outgoing Tours

- 1. Rules and Procedures
 - a. Teams from the FRU planning to tour outside the jurisdiction of USA Rugby South must secure the approval of the FRU Tours Committee. Failure to receive approval may result in cancellation of matches by the FRU. Additionally, for many international unions, if you fail to tour with the necessary letters of approval, you may find yourselves in a foreign country with no team to play.
 - b. Each touring club shall have a central source of communication one person in charge, usually known as Tour Organizer. For select sides, this position can also be the Select Side Manager. All itinerary and financial arrangements for outgoing tours should be directed by the Tour Manager.
 - c. No collegiate club will be allowed to tour outside the continental United States unless accompanied by a responsible adult appointed by their university administration.
 - d. Generally, USA Rugby South and the FRU Tours Committee need one year prior to the tour to process tour applications. Final review and approval will occur within the last two months prior to departure. This time is necessary as after you club receives approval, you should send a copy of this letter to each team of club you are playing prior to your travel. The following information, as a minimum, must be submitted to the FRU Tours Committee Chairman initially in order to process the application:
 - 1. Travel itinerary; i.e. dates of departure and arrival, opposing club names and addresses, match dates, and travel dates (from one fixture to another) while on tour.
 - 2. The number of people in the touring party.
 - 3. Name, address, etc. of your club/team Tour Coordinator and the name of address of the travel agent of coordinator.
 - 4. Name, address, telephone numbers of the host clubs.
 - 5. Collegiate teams must provide the name, address, telephone number and position at the college of the person accompanying the tour.
 - 6. A summary of the finances for the tour, including the estimated expenses and the means by which these expenses will be paid (i.e., method of funding, individual funding and fund-raising events, etc.)
 - Included in this Handbook is a Tour Application Form. Please use this to provide the above information.
 - e. In order for your club to team to travel with permission of USA Rugby South, the FRU Tours Committee Chairman must notify the USA Rugby South Tours Committee; approval or disapproval may come from either.
 - f. As mentioned above, you should send a copy of the final approval by USA Rugby South and FRU to your host clubs. It is also a sound recommendation that you travel with a copy of the approval form.
 - g. Finally, after your tour we ask that you complete a Tour Report so that we can all learn more of the clubs that you played.
- 2. General Organization
 - a. The three key individuals involved in running a tour are the Tour Organizer, the Tour Manager and the Team Captain. The combination of any of these functions places increased burdens and responsibilities on any individual, and may result in problems. Generally, the duty of each is as follows:

- 1. **Tour Organizer:** This person is responsible for planning every facet of the tour off the field, whether he assumes the details himself or delegates them to assistants or travel agencies. This includes communication with hosts, airlines, hotels, etc. It is vital that all commitments be in writing, well in advance. During the tour the Tour Organizer should be able to maintain continued contacts regarding all travel and lodging arrangements; however, this should not extend to the daily functioning of the tour, as this is primarily the purpose of the Tour Manager.
- 2. **Tour Manger:** This person is in charge of overseeing the well-being of the members of the touring party, from departure to return. All facets of the tour are included: discipline, equipment, and even making sure all teammates are assembled before each game.
- 3. **Team Captain:** This person is responsible for the team on the field. It is suggested that the Captain be included in the selection process. Finally, both the Captain and Tour Manager should be expected to speak at public functions after the games, etc., so both must be prepared!
- b. Planning is absolutely essential for a successful tour. Outlined are common issues important to all tours.
 - 1. **Evaluation:** Before traveling, three general issues should be assessed:
 - a) Can the necessary funds be raised in time,
 - b) Can a strong and fit team be ready to travel for what may be an extended period of time
 - c) Are there enough responsible people available to share in the duties that are required to take on the considerable organization and efforts involved with travel?
Only when you are satisfied on all points should you approach the FRU Tours Committee.
 - 2. **Notification:** The Tour Organizer should notify the FRU Tours Committee Chairman of the team's plan to tour. The FRU Tours Committee must advise USA Rugby South and USARFU that the proposed touring team (and match opponents) are in good standing, and in return the USA Rugby South and USARFU provide the FRU with the necessary permission for the outgoing tour.
 - 3. **Finance:** A party of 30, going to Europe for two weeks will, without any difficulty, tally expenditures in excess of \$30,000. Most of this will have to be borne by the touring club and its supporters. You may be able to reduce this with contributions, arrangement of private accommodations, host meals, etc. Assess your needs at the very beginning and bear in mind that bills will have to be paid during the tour. In addition, extra funds should be taken for use in emergencies. Be liberal in your estimates of expenses!
 - 4. **Travel:** Consult a reputable travel agent whom you trust. For internal travel in European countries, public transportation is generally of a high standard and there are often incentives for foreign travelers. Cost and reservations can and should be obtained in advance. Many clubs also use a hired bus for the duration of their stay in a particular country.
 - 5. **Accommodations:** There are a variety of sources, ranging from private homes to student hostels or inexpensive hotels. Confirm reservations and cost in advance. You may also consult with your hosts or your travel agent for other sources.

- **6. Fixtures:** Mismatching of strengths in fixtures can ruin a tour. Some overseas unions have expressed concern about the scheduling of games that resulted in lopsided scores. There is no reason why games cannot be arranged with teams of comparable playing abilities. It is easy to overestimate one's own strength, particularly by overlooking normal tour attrition during a heavy program of matches and hospitality. While on the tour, seek advice after each game from your hosts and, if necessary, telephone ahead to your next hosts and let them know if you do not think you are strong enough to cope with the team they are putting out against you.
 - **7. Relaxation:** There is invariable a tendency to be too venturesome in planning fixtures. Playing on and off the field takes a considerable toll, with even more injuries and late nights sapping playing strength. Five matches in two weeks for a party of 25 players should be the absolute maximum, particularly when there is travel between fixtures. Rest days, therefore, are of great importance. Some sightseeing can be planned in advance, particularly as rest stops on long bus trips. Ask your hosts for suggestions.
 - **8. Kit:** A clean, well turned out team builds confidence, spirit and reputations. Take at least one full set plus five spares (jerseys, shorts, socks) for each team. Training kits (old jerseys, track suits, etc.) are the individual player's responsibilities. Take along black boot polish, brushes, spare laces, etc. Off the field, there will be official functions to which blazer, sportcoats, nonjeans, shirt and tie should be worn.
 - **9. Tour Brochure:** This is an excellent promotional piece that need not be too elaborate. Basically, it should contain profiles of your club and each player with photographs. Local advertisers should be vigorously canvassed with a view to recovering much of the costs before leaving. Some host clubs will allow you to sell copies at a nominal amount. Messages of good will from local rugby and community dignitaries should be included.
 - **10. Mementos:** It is customary to offer some record of your visit to each host club, the most common being a club or college crest in plaque form. Additional items can be badges, ties, etc. for those who play against you and for their officials. Gifts should also be given to families who host individual players: no cash, though!
 - **11. Insurance:** Some countries have national health programs under which visitors would be eligible for medical treatment. Despite this, it is vital that you carry adequate protection. Baggage and personal effects insurance can also be useful.
 - **12. Medical Kit:** This need not be too elaborate, but can save many minor irritations. Aspirin, ACE bandages, tape, Vaseline, gauze pads, disinfectant for cuts are obvious items. A complete list is available elsewhere in this Handbook. All items should be kept sealed to avoid difficulty in Customs clearance.
 - **13. Traveler's Checks:** For protection, funds should be in the form of traveler's checks. Checks in the local currency should be purchased prior to departure.
- 3. Checklist
 - a. Confirmation, in writing of the following:
 - 1. USA Rugby South and USARFU permission to tour (carry with you on the tour!).

- 2. Host club's confirm fixtures and permission from their own Unions.
 - 3. Air transportation payment dates.
 - 4. Ground transportation on tour, costs and payment dates.
 - 5. Accommodations and costs.
 - 6. Follow up your letters to hosts with a phone call just prior to departure.
 - b. Funds available for:
 - 1. Transportation costs air and ground/
 - 2. Accommodation costs.
 - 3. Meal costs.
 - 4. Emergency fund individually and as a team.
 - 5. Personal pocket money, in traveler's checks.
 - c. Kit:
 - 1. Matching uniforms (shorts, socks, jerseys)
 - 2. Training kit.
 - 3. Blazer and tie.
 - d. Tour Brochure:
 - 1. Program due dates, advertising copy.
 - 2. Incoming funds due date and payment of printer due date.
 - 3. Arrange delivery well before departure.
 - e. Mementos:
 - 1. For clubs/players/officials.
 - 2. Design, payment, and collection.
 - f. Passports, visas and vaccinations, as required.
 - g. Insurance
 - h. Medical Kit
- 4. Post-Tour Report

Within 30 days of the completion of the tour, a report must be sent to the FRU Tours Chairman. This report should discuss the tour, give highlights and any problems or recommendations. This report will also serve to help others who tour this same area in the future.

C. Incoming Tours

- 1. **General Rules**
 - a. Union teams bidding on a touring team game must indicate to the FRU Tours Committee what they are prepared to do in hosting a match with a touring team, i.e. reception committee on arrival, providing of directions to practice field, assistance in transportation to the match, and appropriate post-game festivities. The FRU Tours Committee decisions of approval/disapproval are final. Failure to receive permission may result in cancellation of referees or of the match.
 - b. Visiting teams must get permission to tour within the FRU jurisdiction from the FRU Tours Chairman.
 - c. The Tours Committee shall communicate approval/denial along with other pertinent details to teams wishing to tour within the jurisdiction of the Union.
 - d. Any team wishing to tour within the jurisdiction of the Union must present evidence to the Tours Committee of sanction to tour from their home Union. Deviation from this rule can result in game cancellation.
 - e. The Tours Committee determines who the opponents of touring teams shall be. In cases where a touring team requests a specific opponent and the Tours Committee deems that opponent to be unsuitable, the Committee may designate another opponent or withhold match approval, or both.

- f. The Union shall assume no financial or other level obligations relative to touring teams unless a) a Union team is playing the visitor or b) a specific request from a member club is put to the Tours Committee. In both cases, or in any other case, the Executive Committee must approve by a majority vote.
- g. Copies of all correspondence initiated by union teams relative to inviting touring teams to the FRU should be sent to the Union Secretary and the FRU Tours Committee as a matter of record.
- h. The Tours Committee, when informed of an internal tour arranged between an FRU team and a touring team may, if it feels it is necessary in order to avoid misunderstandings, communicate to the visitor's home Union any doubts which may exist as to the FRU's host club's ability to provide: a) adequate competition and b) accommodations, transportation, financial arrangements, etc.
- i. When the Union Select Side is acting as a host to a touring side, the President of Union shall appoint a Match Organizer and a Team Manager. Their respective duties are:
 - 1. Match Organizer: Arranges a venue, referees, and other duties pertinent and ancillary to the match and not covered in the nomenclature of the Team Manager's functions. Also includes fund raising duties in collaboration with the Chairman of the Finance Committee.
 - 2. Team Manger: Issues and collects uniforms, secures a team trainer and physician, training supplies, and injury contingencies.
- **2. General Procedures**
 - a. Incoming clubs and Select Sides must submit their itinerary including dates of matches, dates on which they move from one host to another, to the FRU Tours Committee for approval.
 - b. Provide the name, address and telephone number of the Tour Coordinator.
- **3. Pre-Tour Communication**
 - a. One member of the host club should be appointed the Tour Coordinator. It shall be their function to handle all arrangements with the touring side.
 - b. It shall be the duty of the Tour Coordinator to secure a copy of the itinerary of the touring team and work around that.
 - c. The Tour Coordinator should make clear to the touring side what the limits are of the host club's liabilities.
 - d. The Tour Coordinator should make clear to the touring side the extent to the host club's financial resources so that there are no misunderstandings of what the touring team can expect in the way of hospitality.
 - e. The Tour Coordinator should notify the FRU Tours Committee of the club's plans to host. As the FRU Tours Committee interacts with the USARS Tours Committee, the FRU Tours Committee must advise the USA Rugby South and ASARFU that the proposed hosting team (and match opponents) are in good standing, and in return, the USA Rugby South and USARFU provide the FRU with: a) notice that the touring club is in good standing with its home Union and has permission to tour, and b) the touring side has received USARFU approval to tour. USA Rugby South sanctions will be placed on clubs who allow incoming tours without having received proper approval.
- **4. Welcome**
 - a. A committee of the club numbers (the more the better) should meet the tourists at their arrival point, i.e. bus station, trains station or air terminal.
 - b. The host club should be prepared to offer the tour party a small reception with refreshments and snacks, etc. on the eve of their arrival.
 - c. A formal reception is appropriate for touring sides from outside the United States.
- **5. Transportation**

- 1. For touring sides without their own transportation, the host club shall make every effort to get the tourists to training sessions, the match, after-match socials, etc.
- 2. For touring sides with their own transportation, the Tour Coordinator shall see that the tourists have maps and directions to all functions and, if possible, have a host club guide.
- **6. Accommodations**
 - 1. If at all possible, and especially with the touring sides from outside the U.S., the host club should provide lodging in the club members' homes. The Tour Coordinator should have a list prepared in advance, matching the hosts with the tourists.
 - 2. The host club, through the Secretary or Tour Coordinator, should be prepared to communicate hotel and motel rates to the tourists so they may obtain the best possible accommodations dependent on their financial resources.
 - 3. This list should be made available to the Tour Manager so that in emergencies they may be able to contact quickly a player or players.
- **7. Match**
 - 1. The Tour Coordinator should show the match field to the Coach and Tour Manager well in advance of the game.
 - 2. The pitch must be properly marked and well-lined with appropriate flags or cones.
 - 3. If possible, there should be separate dressing rooms with showers, or arrangements for shower facilities.
 - 4. One person should be appointed to make sure that the dressing rooms are locked during the match.
 - 5. The touring side should have a choice of a maximum of 3 balls for the match. Both sides should agree on the selection; any disagreement to be settled with a decision by the referee.
 - 6. The arrangement of the referee's arrival should be such that he will be available before the game with enough time for questions or laws interpretations.
 - 7. Without exception, the referee should be invited to the post-game festivities.
 - 8. A trainer and physician should be available, along with transportation in the event of emergencies.
- **8. After-Match Functions**
 - 1. Social arrangements are a matter of style, but no touring side should be ignored following a matchwin or lose! Both liquid and food should be provided.
 - 2. Token gifts are usually exchanged, and the host team should be prepared to exchange pins, ties, t-shirts, etc.
 - 3. Mounted crests, banners, plaques, etc. are usually considered to be necessary and appropriate, and the host team should be prepared to offer of these to the Tour Manager, Captain, Coach, or club President. Other items that might be presented or exchanged are a rugby ball (autographed and with the score of the game), suitable touch-flags or a club jersey.
- **9. Extra to Be Considered**
 - 1. A match brochure of your game with names of players is good, especially for touring sides from outside the U.S.
 - 2. A sightseeing trip to points of local interest and/or to meet local dignitaries (a trip to the local Chamber of Commerce should be able to produce a tourist information packet that is usually much appreciated).
 - 3. A key to the city.
- **10. Post-Tour Report** Within 30 days of the completion of the tour, a report must be sent to the FRU Tours Chairman. This report should discuss the tour, give highlights and any problems or recommendations. This report will also serve to help others who may play the same club.

- **11. Forms and Questionnaires**
 - 1. Tour Application Form
Included in this section is a sample form that either outgoing or incoming teams should use when considering a tour (or hosting a traveling team). Please complete this entirely, and submit it with any other pertinent available information.
 - 2. Touring Side Questionnaire
For incoming tours: Please see to it that this form is given to the incoming team. We are interested in knowing what your opinions are of our Union, and what can be done to improve any problems.

XVII REFEREES SOCIETY

A. Recruitment, Training, Assessing, and Coaching

This is effected primarily through the recruiting efforts of Referee's Association members and Rugby Club members. Fundamentally, anyone desiring to referee who has the physical attributes to keep up with play, and the mental aptitude to read and understand the laws is open for recruitment, and should be referred initially to the Chairman of the FRRRA, who will then set in motion all the steps necessary to bring that person into membership. The Referee Program" is a program whereby every club is required to have a qualified referee" who is a club member, who then gains experience by refereeing the "B" games, and is coached by the full member referee assigned to the "A" game for that day.

Florida is governed by the IRB Laws under the direction of the USARU Laws Committee. An updated edition of the laws is published annually in July.

Grades are assigned starting at Novice, then C3, C2, and C1, by the Florida Grading Committee; B3 and B2 by the South and Eastern Referee's Grading Committee; and B1, A2, and A1 by the National Grading Committee.

Certain standards in law knowledge, application, fitness, and ability to travel are required at all grade levels.

Referees are paid in Florida according to their grade, and as professionals have certain obligations to the Florida Rugby Union, and duties to perform regarding CIPP compliance and Discipline Reports.

Referee training and coaching sessions are carried out at least once per year in the North and South, respectively. Any referee observing a game in which a lower graded referee is officiating, is expected to "coach" that referee in a positive, constructive manner. All C1 referees aspiring to the "B" Panel, and all "B" and "A" Panel referees are required to attend the National Referee's Coaching School held every summer at its publicized location. In addition, opportunities occur periodically for referees to attend seminars on how to be an effective referee coach; with this in mind, all C1 referees and above are considered by USARFU to be able to coach, and should therefore make every effort to improve their technique whenever possible.

B. Scheduling and Confirmation of Referees

Referees are assigned by the V.P. of Referee Development for all league games according to the Florida Published League Schedule, and on an ad hoc basis for friendly and tour matches. Home team secretaries are required to call their assigned referee no later than four days prior to the game, i.e. Wednesday before Saturday, to confirm the match and inform him/her of the venue, kick-off time, and directions to the field.

For tournaments, referees will be appointed by the Referee's Appointment Committee. This includes appointments for referees from associations other than Florida. Tournament Directors are required to inform the Referee's Association at least 4 weeks prior to the tournament date, as to the number of teams involved and the play format, so that the number of referees required can be mutually determined at that time. The significance of this timing is to enable the FRRRA to take advantage of 21 days advance air fares when necessary, and for the Tournament Director to know what expenses to budget per the current referees' daily rate.

C. Pre and Post Match Preparations and Requirements

The assigned referee must be at their appointed match venue at least 30 minutes prior to kick-off. He/she must carry out the following functions:

- 1. Pitch inspection. Marking and layout, flag positions, pads and goal posts, sideline restraining ropes (as per Florida requirements).
- 2. Players dress inspection. Boots (cleats), dress and headgear, medical supports and braces (per the current law directions).
- 3. CIPP rosters. Collect and show to opposing captains, have each sign off on opposing team's list.
- 4. Touch judges. Pre-match instructions.
- 5. Captains. Coin toss.

After the match, the referees must carry out the following functions:

- 1. CIPP rosters. Note winning team and score, note any cautions or send offs, sign the form, and give to the winning captain.
- 2. Discipline reports. Write a full account of the send offs, fax or mail copies to Discipline Chair, Player's Club Secretary, and Chairman of Referee's Association within 6 days of incident.
- 3. Availability. Be available for discussion on points of law.

D. Referee Conduct

Be professional, courteous and a credit to the FRRRA at all times while acting as its representative.

E. Referee Match Fees

Referee's expenses will be paid in cash, or check (as arranged with the referee in advance) directly to the referee prior to the start of the assigned game.

Payment chart is available from the Florida Rugby Referees Society

Grades will not be a factor at tournaments.

"Friendly" games will be paid as arranged between the Home Club and the individual referee assigned to the game.

APPENDIX 1: Event Bid Application

Event Bid Application

PROPOSED EVENT _____

Event Date _____ Date Submitted _____ Date Received _____

Submitting Organization: _____

Event Coordinator: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

EVENT LOCATION:

City and State: _____

Field Name: _____ Size of Pitch(es) _____

Florida rugby union pays for referee fees, trophies and a specific amount for medical support for each event except the 7's Qualifier/Championship. The 7's Qualifier/Championship requires a \$750 bid fee at the time bids are submitted.

The host is responsible for referee housing. This is normally free from the tournament hotel/motel but the host must negotiate with the hotel/motel.

APPENDIX 1: Event Bid Application

PLEASE PROVIDE THE FOLLOWING WITH THIS FORM:

1. A letter from the owner of the facility guaranteeing the use of the facility on the dates of the event.
2. Information about your organization's past experience hosting events of this type.
3. A letter of support from the medical organization that will be present at the event.
4. The name, address and phone number of the nearest hospital to the fields and distance.

PLEASE CHECK THE APPROPRIATE RESPONSE:

Yes No

- Are there stands for spectators? Seating capacity: _____
- Are rest rooms available?
- Are changing facilities available for players?
- Is it possible to restrict entrance so admission can be charged?
- Will another event be run in conjunction with this event? If so, what is the name and type of event? _____
- Is a scoreboard available for use?
- Is a public address system available for use?
- Are practice facilities available?
- Will water be available for players?
- Do any policies exist that would not allow the use of the field due to inclement weather?
- Can arrangements be made to have the matches videotaped if needed? If yes, please explain:

APPENDIX 2: Disciplinary Player Send-Off Report

Player Send-Off Report Date _____

Player _____ CIPP Number _____

Club _____ CLUB _____

Home Team _____ Visiting Team _____

Offense for which penalized: (cite law):

How incident occurred:

Player's reaction to being sent off:

In the Referee's opinion, the sanction for this offense should be (check one)

Minimal Moderate Severe

Additional comments:

Referee Name (Print) _____

Referee Signature _____

Society _____

Union disciplinary procedures require that this report be filed by the match referee in any match where a player has been ordered off, including other than A-side games. This report shall be sent to the FRU Disciplinary Chair.

APPENDIX 3 Permission to Tour Request

REQUEST FOR PERMISSION TO TOUR

Date: _____

To: _____, Secretary of Florida rugby union

From: _____

I have reviewed and approved the incoming outgoing tour of:

Name of Club: _____

Address: _____

City, State, Country: _____

for the following host clubs/unions (information required for each fixture):

Name of Clubs: _____

Addresses: _____

Cities/Countries: _____

Telephone #s: _____

The touring party will include the following number of persons: _____

Incoming tours: Medical coverage at all fixtures? Yes No
 Doctor EMT

Outgoing tours: Are you taking a referee with you? Yes No
Is s/he planning to officiate while on tour? Yes No
Is this her/his only function on tour? Yes No

Please inform the Director of Referees of your intention to take a referee

Arrival/departure dates and itinerary are as follows:

Should this meet with your approval, please sign three (3) copies and return two (2) copies to me within five (5) days, on or before _____, 19 _____. If this tour is not approved, please contact me immediately.

Approved by: _____

Approved by: _____

Date: _____

Date: _____
Secretary

Event Hosting Checklist

This checklist is a tool for you to use prior to and on game days to ensure that all details have been taken care of to provide a good venue and a positive experience for the visiting team(s). You should add any items that are specific to your college/university to insure all aspects are covered.

Please keep in mind that there may be other important items that are not listed.

I. Pre-Event Planning

A. Venue

- Field use permit(s) acquired
- Certificate of liability insurance acquired as necessary
- Additional permission/permits acquired (vendors, concessions, etc.)
- Field checked for debris or harmful areas and corrected
- Setup and breakdown crews assigned
- Tents acquired
 1. Match Officials
 2. Medical
 3. Administration
 4. Teams
- Scoreboard acquired
- Sideline benches acquired
- Spectator seating acquired
- Provision made for adequate bathroom facilities
- Adequate parking available and well marked
- Cell phones or walkie-talkies acquired
- Provision for adequate water and ice made
- Prepare fields for play (line fields and setup barriers)

B. Medical

- Confirm all trainer, EMT, Physician, Ambulance Services (time and place)
- Create an emergency response plan with medical support personnel

C. Match Officials

- Confirm dates, match times and length of games as soon as possible with the referee association responsible for officiating the matches.
- Confirm all parties responsible for covering referee expenses.

D. Media and Promotion

- All media outlets – TV, Radio, Newspaper, others appropriate to the venue
- Fliers and Posters
- Field Signage
- Game Day Programs with rosters and advertising

E. Trophies

- Order trophies well in advance of the event
- Provide a display location at the venue

F. Equipment

- PA System
- Scoreboard
- Game Balls
- Goal Post Pads
- Sideline Flags
- Spectator Restraining Barriers/Ropes

G. Information Packet

Create an information packet to be distributed to all parties containing at a minimum the following:

- Hotels and Restaurants
Secure reduced-rate packages at a number of hotels adequate to handle the teams, officials, sponsors, administrators, spectators and media anticipated at the tournament/event. Accommodations should be offered at the lowest available rate to anyone staying at these hotels during the event time period.
Publish a list of restaurants ranging from high to low cost, which are easily reached from all hotel/motels and the event site. It is important that some of these restaurants are open later in the evening (10:30 PM to midnight), giving players who play in the later matches dining options following their matches
- Directions to the fields from all points including the airport.
- Directions from the fields to the suggested hotels
- Directions from the fields to the hospital that will be used in case of injury
- Preliminary itinerary for the event.
- Any other items that would be of local interest.

II Game Day

- Ensure all fields are ready for play
 1. Proper marking
 2. Flags
 3. Goal Post Pads
 4. Spectator Restraining Barriers/Ropes
 5. Balls
- Distribute Programs
- Post results and report results to all media outlets as soon as possible

- Break down fields
- Clean all trash/debris
- Service portable bathrooms if necessary

III Playing Area

Note: The following bulleted items are standard for tournaments/events. Exceptions to these standards may result in a less-than-desirable playing surface and competition experience.

- One regulation size Rugby pitch equipped with standard goal posts, and goal post pads, for every four (4) teams attending the event.
- The Rugby pitches should be on even ground with or without a grade pitch for drainage. It should have green and properly cut grass, as well as proper irrigation prior to event to ensure a soft playing surface. The goal posts should also have the minimum required padding as per the IRB handbook.
- All pitches are to be lined with regulation field chalk or paint.
- Maintenance and upkeep of the venue-playing surface should be sufficient for the conduct of a safe, high level competition.
- Pitches must have rope or other appropriate demarcation or separation of the playing field areas accessible only to players and officials.
- Specific field marking and size requirements for this event are described in the following picture. Field dimensions should be as close as possible to full sized.
- Dimensions for goal posts and cross bars is 5.6 meters between goal posts, the cross bar is 3 meters from the ground, and the minimum height of the goal post is 3.4 meters.
- In addition to the required Rugby pitches needed for the event, an additional pitch should be provided for a practice area for participating teams. This Rugby pitch should be on even ground with or without a grade pitch for drainage. It should have green and properly cut grass, as well as proper irrigation prior to the event to ensure a soft playing surface. It is best if the Event Host schedules the practice times so there is no confusion.
- Nearby to each field should be restroom facilities (permanent or temporary) easily accessed by the players. The use may be shared with the public, but must be in numbers sufficient to meet mass gathering permit requirements of the local jurisdiction.
- There should be several trash receptacles located around the venue. These receptacles should be emptied as often as needed.
- Medical personnel who are available on-call at the venue within ten (10) minutes during the event and/or practice for the treatment and support of participating athletes, coaches, referees and spectators.
- Tent or office space, furnishings, office supplies and office equipment at the venue for use as an Operations Center/Headquarters and Media Center during tournament/event.

THE PLAYING AREA

— INDICATES POST WITH FLAG (MINIMUM HEIGHT 1.2 METRES ABOVE GROUND)



