

RUGBY AFRICA WOMEN'S SEVENS – 2018 Season

Tournament Manual



CONTENTS

1.	RUGBY AFRICA CONTACTS.....	4
2.	PARTICIPATING TEAMS AND OFFICIALS.....	5
2.1.	Participating teams.....	5
2.2.	Tournament Officials.....	5
3.	THE MANUAL.....	6
4.	TOURNAMENT STRUCTURE.....	9
4.1.	General principles.....	9
4.2.	Teams composition	9
4.3.	Team announcement	9
4.4.	Disputes.....	10
4.5.	Miscellaneous.....	11
4.6.	Insurance.....	11
5.	TOURNAMENT PROGRAM.....	12
5.1.	Pools.....	12
5.2.	Match schedule	13
6.	REGULATIONS.....	15
6.1	Pool matches.....	15
6.2	Ranking after pool stage.....	15
6.3	Tie teams (pool stage).....	15
6.4	Tie games (playoff games).....	16
6.5	Cancelled or Abandoned Matches	16
6.6	Team Jerseys – Colour Clashes	17
6.7	Young players.....	17
7	DISCIPLINARY PROCEDURES	19
7.1	When a player is ordered off:.....	20
7.2	When a player is cited:	21
7.3	Suspension	22
7.4	Sanctions	23
8	ELIGIBILITY PROCEDURES	24
9	ANTI-DOPING	25
10	MINIMUM MEDICAL STANDARD	26
10.1	Introduction.....	26
10.2	Medical treatment terminology	26
10.3	Minimum Game Day Medical Coverage.....	28
10.4	Minimum non--game day medical coverage for elite world rugby tournaments.....	28

10.5	Payment and documentation:.....	29
10.6	Emergency medical equipment.....	30
11	COMMUNICATION.....	34
11.1	Kwese Sports	34
11.2	Rugby Africa Communication & Media	34
12	DOCUMENTS	36

1. RUGBY AFRICA CONTACTS



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2. PARTICIPATING TEAMS AND OFFICIALS

2.1. Participating teams

- ✓ Kenya
- ✓ Tunisia
- ✓ Uganda
- ✓ Madagascar
- ✓ Senegal
- ✓ Zimbabwe
- ✓ Morocco
- ✓ Botswana
- ✓ Mauritius
- ✓ Zambia

2.2. Tournament Officials

Referee	Precious Pazani (ZIM)
Referee	Sudah Adiru (UGA)
Referee	Aina Razafimanonjy (MAD)
Referee	Ashleigh Murray (SARU)
Referee	Lusanda Mtiya (SARU)
Citing Commissioner 1	Nasser Bougja (MOR)
Citing Commissioner 2	Mudiwa Mundawarara (ZIM)
Judicial Officer	Bradley Basson (NAM)
Match Commissioner 1	Denver Wannies (SA)
Match Commissioner 2	Mostafa Jelti (MOR)
Tournament Director	Colleen de Jong (ZIM)
Tournament Doctor	
Match Officials Managers	Johnbosco Muamba (KEN)
Match Officials Local coordinator	

3. THE MANUAL

This Manual has been prepared to assist the Unions, the Tournaments 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.

WR	World Rugby
RA	Rugby Africa
The tournament	Rugby Africa’s Sevens tournament named “Africa Women’s Sevens”; to be held on the 26 th and 27 th of May 2018, in Gaborone, Botswana.
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	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 which shall comprise such personnel as advised to the Host Union from time to time and pursuant to Section 6 of the Participation Manual
Appeal Committee	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	Botswana, 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 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	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 (or Members of the/its 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;
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	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	Person appointed by Rugby Africa to manage and coordinate all stakeholders for the sake of tournament’s quality.
Pool matches	Round robin (no extra time) matches to be played during pool stage between members of the two groups.
Playoff games	Ranking games (quarters, semi, final) which shall determine a winner and a loser and even if it implicates going to extra times.

4. TOURNAMENT STRUCTURE

4.1. General principles

- ✓ Rugby Africa is the sole owner of the Africa Women’s Sevens, of its rights and brands and of the right to organize the tournament.
- ✓ The tournament will be played as per World Rugby’s rules and regulations and as per the Laws of Game as stipulated by World Rugby.
- ✓ Each participating union and each member of the participating teams will sign a team consent form with Rugby Africa.
- ✓ Tournaments will be played over two match days and the winner will be the tournament’s champion.
- ✓ The winner of “Africa Women’s Sevens” will be 2018 African Champion.
- ✓ Other participating teams will be ranked from 2 to 10 based on their results.
- ✓ The Host Union will arrange accommodation for 12 players and 3 officials for 4 nights; It will also be liable for meals as per the following requirements:
- ✓ 2 meals per day + 1 breakfast from the arrival to departure date (included) as per flights plans communicated by Rugby Africa’s staff.
- ✓ Any other additional delegate brought by the union will have to be taken care of directly by the union (flights, accommodation, meals, local transportation).
- ✓ The Host union will be liable for local transportation and full board accommodation for appointed Match officials.
- ✓ International transportation for teams and match officials will be taken care and paid for by Rugby Africa.
- ✓ Local transportation for teams and match officials will be arranged by the host union.
- ✓ Security will be duly arranged at the match venue, the hotel, training grounds or any other suitable venue.
- ✓ Teams are to arrive on 2018 May 24th (unless otherwise agreed).
- ✓ Team’s departure is on 2018 May 28th.

4.2. Teams composition

- ✓ 12 players
- ✓ 3 officials of whom one must be a duly certified doctor or physio.

4.3. Team announcement

Team managers must communicate:

- ✓ A team of 12 players maximum on the template attached to this tournament manual.
- ✓ A list with jersey numbers of each player to be brought to the technical meeting.
- ✓ The team member consent form duly signed by players and staff members to be brought to the technical meeting.
- ✓ Should a player be injured within boundaries of 24 hours before the first game of the tournament and 7pm the day before the first game, then the union can substitute this player with a new one at its own costs; this provided that TMM has certified the substituted player as injured.

- ✓ Team manager must provide their match team list with 7 players and 5 substitutes at last 30 minutes before the kick off.
- ✓ Team managers must make sure that their players respect eligibility criteria as per WR rules.

4.4. Disputes

4.4.1. 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.

4.4.2. 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 Chairman) and one representative of the Tournament.
- ✓ The host union 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 Chairman of the Disputes Committee.

4.4.3. 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. .

4.4.4. 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.

4.4.5. 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 appropriate sanction.

4.5. 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.

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

maelys.thompson@rugbyafrique.com

Mostafa.jelti@rugbyafrique.com

5. TOURNAMENT PROGRAM

5.1. Pools

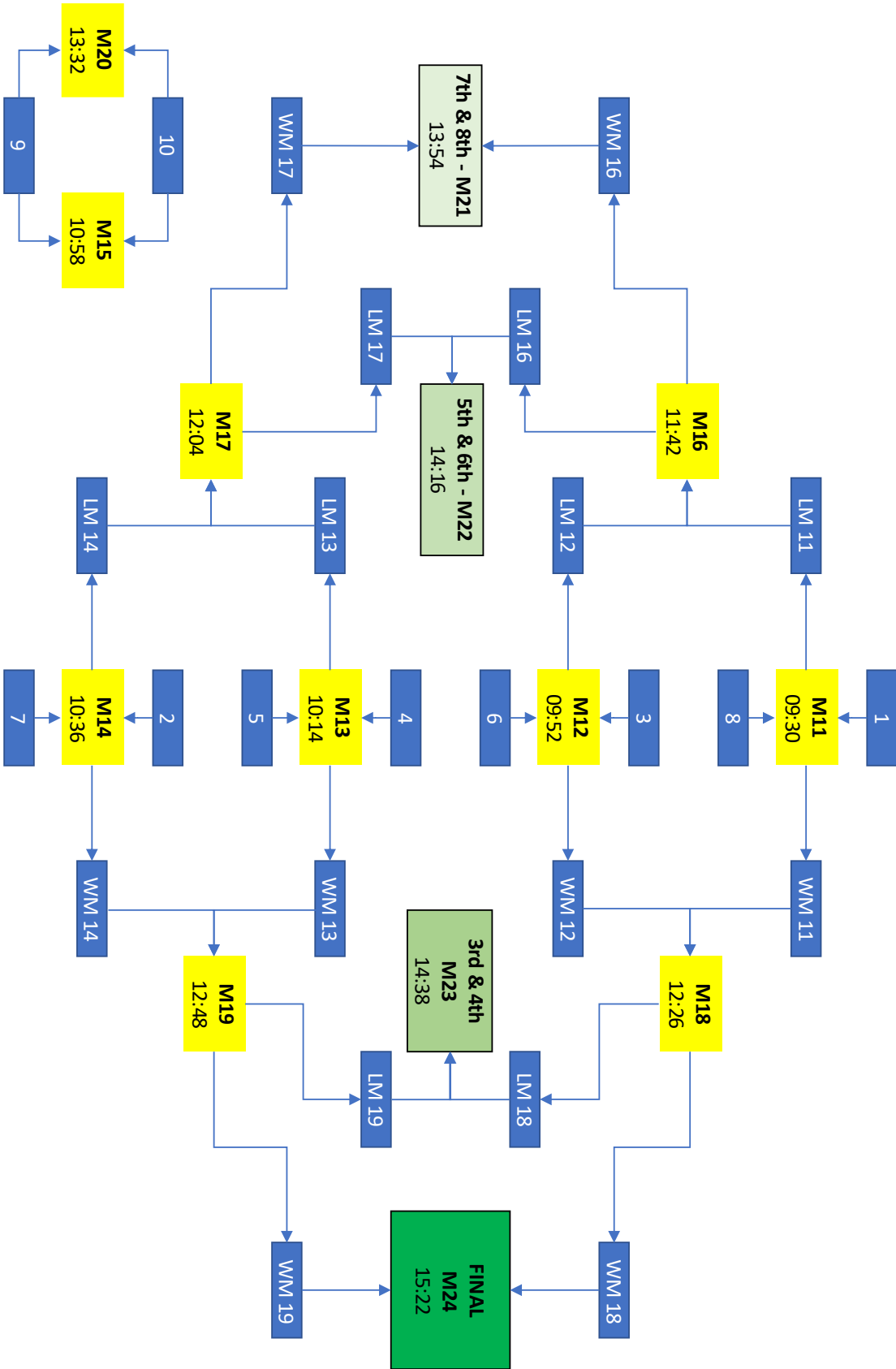
N	Pool A	Pool B	Pool C
1	Kenya (KEN)	Tunisia (TUN)	Morocco (MOR)
2	Madagascar (MAD)	Uganda (UGA)	Botswana (BOT)
3	Senegal (SEN)	Zimbabwe (ZIM)	Mauritius (MAU)
4			Zambia (ZAM)

Match table is available below.

5.2. Match schedule

DAY 1								
Match	Pool	Match	Team A	Team B	Score TA	Score TB	KO Time	Match duration
M 1	P1	2 vs 3	MAD	SEN			10:08	0:22
M 2	P2	2 vs 3	UGA	ZIM			10:30	0:22
M 3	P3	1 vs 4	MOR	ZIM			10:52	0:22
BREAK							11:14	0:30
M 4	P1	1 vs 3	KEN	SEN			11:44	0:22
M 5	P2	1 vs 3	TUN	ZIM			12:06	0:22
M 6	P3	2 vs 3	BOT	MAU			12:28	0:22
BREAK							12:50	0:30
M 7	P1	1 vs 2	KEN	MAD			13:20	0:22
M 8	P2	1 vs 2	TUN	UGA			13:42	0:22
M 9	P3	W M3 vs W M6	WM 3	WM 6			14:04	0:22
M 10	P3	L M3 vs L M6	LM 3	LM 6			14:26	0:22
End of Day 1							14:48	0:22
DAY 2								
Match	Pool	Match	Team A	Team B	Score TA	Score TB	KO Time	Match duration
M11	1/4	1 vs 8					9:30	0:22
M12	1/4	3 vs 6					9:52	0:22
M13	1/4	4 vs 5					10:14	0:22
M14	1/4	2 vs 7					10:36	0:22
M15	RG 9th	9 vs 10					10:58	0:22
Break							11:20	0:22
M16	RG	L M11 vs L M12					11:42	0:22
M17	RG	L M13 vs L M14					12:04	0:22
M18	1/2	W M11 vs W M12					12:26	0:22
M19	1/2	W M13 vs W M14					12:48	0:22
Break							13:10	0:22
M22	RG 9th	10 vs 9					13:32	0:22
M20	RG 7th	L M16 vs L M17					13:54	0:22
M21	RG 5th	W M16 vs W M17					14:16	0:22
M23	RG 3rd	L M18 vs L M19					14:38	0:22
Break							15:00	0:22
M24	Final	W M18 vs W M19					15:22	0:22
Trophy ceremony							15:44	0:22
End of Day 2							16:06	

Day 2 : Chart



6. REGULATIONS

Africa Women’s Sevens will be organized over two match days, the first one will be for pool matches and the second one for play-off games, ranking games and final.

Match duration is 7 minutes with a 1-minute break at half time (2 minutes for the final).

6.1 Pool matches

Pool matches for pool A and B will be round robin games with no extra time. Teams will collect log points as per the following table:

Victory	3 points
Draw	2 points
Loss	1 point
No show	0 point

For the pool C, teams will first play semi final and then a pool final (Should there was a draw after regular time, then there will be two extra times of 2 minutes each – sudden death).

6.2 Ranking after pool stage

Ranking of the pool stage will be calculated based on competitions points cumulated by teams.

1	
2	
3	
4	
5	
6	
7	M9 Winner
8	M9 Looser
9	M10 Winner
10	M10 Looser

6.3 Tie teams (pool stage)

In case teams end up with the same number of points upon completion of all pool games and that they played in the same pool, ranking will be in favour of the team meeting the following criteria:

- a) The victorious team of the match opposing the two tied teams, and if there is still a draw:
- b) The team having scored the highest number of tries during the match between the two teams, and if there is still a draw:
- c) The team having the highest difference between points scored during the pool matches and points conceded during the pool matches, and if there is still a draw :
- d) The team having scored the highest number of tries during the tournament and if there is still a draw :

- e) The team with the least number of suspended players following red cards on the field or citings during the tournament, and if there is still a draw :
- f) The team having received the least number of temporary suspensions (yellow cards) during the tournament.
- g) If after all these criteria, there is still a draw between teams, the winner will be declared with a coin toss organized by Rugby Africa’s staff.

In case teams from different pools end up with the same number of points upon completion of all games, ranking will be in favour of the team meeting the following criteria:

- a) The team having the highest difference between points scored during the pool matches and points conceded during the pool matches, and if there is still a draw :
- b) The team having scored the highest number of tries during the tournament and if there is still a draw :
- c) The team with the least number of suspended players following red cards on the field or citings during the tournament, and if there is still a draw :
- d) The team having received the least number of temporary suspensions (yellow cards) during the tournament.
- e) If after all these criteria, there is still a draw between teams, the winner will be declared with a coin toss organized by Rugby Africa’s staff.

6.4 Tie games (playoff games)

For playoff games (1/4 final, semi-final, ranking games and fine), in the eventuality of a tie game at the end of the official match time, there will be extra times (2 minutes each) until a team scores a match point. After each extra time, teams will change sides and there will be no “half time” breaks. The first team to score will be the winner of the game.

6.5 Cancelled or Abandoned Matches

Except for deliberately given up matches or team expulsions, the following procedure should apply should a game be stopped:

6.5.1 Pool stage

- ✓ 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.
- ✓ 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.
- ✓ Where a match must be officially stopped during the game, for this match only, 2 tournament points will be granted to each team and match points or tries scored by both teams will be added to their account.

6.5.2 Playoff games

- ✓ 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. Should the teams be tied, then the team with more tournament points will be declared winner (except in the eventuality that one of the two teams has won during the pool stage at least one game by abandon; in that eventuality, the issue will be submitted to dispute committee who will have to determine the winner).
- ✓ 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 should one of the teams concerned by abandonment has win a game by abandon in the group stage, then the issue must be submitted to dispute committee.

Note: 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.

If a team is excluded of the tournament, then:

It will be considered that this team have scored no tournament points, nor try or match points during pool matches, and all matches played against such a team shall be considered as non-existing. In other words, all match points, tournament points, tries ... scored during matches against such a team will be cancelled.

6.6 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:
- ✓ For all matches where there is a colour clash, the team wearing the alternate kit will be determined by coin toss.

6.7 Young players

For the sake of player welfare, it’s strongly advised not to have underage players involved in a senior competition. However, should a union insist to do it for one or more player then it should comply with the following:

- ✓ Provide a written player consent document saying that she is fully aware of risks involved by playing with seniors.
- ✓ Provide a written parent’s consent document (template attached). To be filled by parents or by the legal tutor.
- ✓ Provide a medical consent document to be done by a doctor who has a good knowledge of Rugby and its risks.

- ✓ A written confirmation from the coach that the player is fit enough to play with the senior team.
- ✓ Any other legal document which could be require in such situation.
- ✓ Should an underage player willing to play with the senior team can't provide any of those documents; then she won't be authorized to play.

Note: Underage players can't play in the front row.

7 DISCIPLINARY PROCEDURES

The Tournament Disciplinary Programme is based on the World Rugby Regulations Relating to the Game, specifically Regulation 17 of the World Rugby Regulations.

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

Each Participating Union and Team Member agrees to be bound by and comply with the provisions and requirements of this Tournament disciplinary programme and any decisions made thereunder. Each Participating Union also acknowledges its responsibility and accountability for the acts and/or omissions of other persons in attendance at the Tournament in an official capacity with the Union.

All Participating Unions are required to provide certification in writing to the Tournament Director by the Team Managers' Meeting that having undertaken all necessary enquiries, they are not aware of any of the following in relation to the Players scheduled to participate in the Tournament:

- ✓ The existence of any outstanding disciplinary proceedings in respect of Foul Play and/or Misconduct;
- ✓ the existence of any outstanding appeal proceedings in relation to the above;
- ✓ that the Player is subject to any suspension from the Game because of disciplinary proceedings, appeal proceedings or otherwise.

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

7.1 When a player is ordered off:

Referee and where applicable, Assistant Referee, prepare a written report of the incident. Such Reports shall ordinarily be provided to a Designated Disciplinary Official within 2 hours of the conclusion of the Match.

The Player Ordered Off will be provided with a copy of the applicable report (s) and notified of the date, place and time of the Judicial Officer hearing.

The Judicial Officer hearing will take place as soon as reasonably practicable following the Match. The Player and witnesses will attend the hearing to give evidence.

The Judicial Officer shall consider the evidence. He may decide to impose a sanction or take no further action. Judicial Officers shall apply the World Rugby’s recommended sanctions for Illegal and/or Foul Play subject to relevant aggravating and/or mitigating factors.

A Player may appeal against the decision of the Judicial Officer provided such appeal is competent and made within 48 hours of notification of the Judicial Officer’s decision. The appeal must state the specific grounds of appeal and a deposit of no more than 300€ must be paid upon the lodgement of an appeal.

The appeal will be heard by an Appeal Committee as soon as reasonably practicable after the appeal is lodged. Pending the appeal the Player is not entitled to play.

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

7.2 When a player is cited:

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

Citing Commissioners shall be entitled to issue a Citing Commissioner Warning (CCW) to a Player who has, in his opinion, committed an act(s) of Foul Play which falls just short of warranting that the Player concerned be ordered off in circumstances where the act of Foul Play was not subject to a Temporary Suspension or Ordering Off. Citing Commissioner Warnings will form part of the totting up process along with yellow cards such that any combination of five Citing Commissioner Warnings and/or yellow cards in the Tournament and/or two in one Match (which is the equivalent to a red card) will require the Player to appear before a Judicial Officer.

Citing Complaints must be made by the Citing Commissioner to a Designated Disciplinary Official within 24 hours of the completion of the Match in which the Illegal and/or Foul Play is alleged to have occurred.

Participating Unions are not entitled to cite Players, but they may refer acts of Illegal and/or Foul Play through a Designated Disciplinary Official to the Citing Commissioner for consideration, provided such reference is made within 12 hours of the conclusion of the Match. The Citing Commissioner decides whether or not to pursue a citing complaint and his decision is final.

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

A Judicial Officer will hear the citing complaint as soon as reasonably practicable and will consider evidence from the Player and other relevant witnesses. It is recognised that the hearing may be held by way of a video conference or teleconference.

The Judicial Officer shall consider the evidence. He may decide to impose a sanction or take no further action. Judicial Officers shall apply the IRB’s recommended sanctions for Illegal and/or Foul Play subject to relevant aggravating and/or mitigating factors.

A Player may appeal against the decision of the Judicial Officer provided such appeal is made to a Designated Disciplinary Official within 48 hours of notification of the Judicial Officer’s decision. The appeal must state the specific grounds of appeal.

The appeal will be heard by an Appeal Committee as soon as reasonably practicable after the appeal is lodged. A Player Ordered Off or cited by a Citing Commissioner may not take part or be selected for any further Match until his case has been dealt with by a Judicial Officer. Player who is subject to an Ordering Off or citing in a Match is not entitled to play the Game (or any form thereof) or be involved in any on-field Match day activities anywhere in the world until his case has been finally resolved. A suspended Player or Team Member who elects to appeal may not take part or be selected for any further Match until his case has been dealt with by an Appeal Officer or Appeal Committee or until the expiry of his suspension, whichever occurs earlier.

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

7.3 Suspension

- ✓ A Player Ordered Off or cited by a Citing Commissioner may not take part or be selected for any further Match until his case has been dealt with by a Judicial Officer.

- ✓ Player who is subject to an Ordering Off or citing in a Match is not entitled to play the Game (or any form thereof) or be involved in any on-field Match day activities anywhere in the world until his case has been finally resolved.

- ✓ A suspended Player or Team Member who elects to appeal may not take part or be selected for any further Match until his case has been dealt with by an Appeal Officer or Appeal Committee or until the expiry of his suspension, whichever occurs earlier.

7.4 Sanctions

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

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

8 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 new website (<http://www.rugbyafrique.com/information-and-rules/>)

9 ANTI-DOPING

The Anti-Doping program 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 new website
(<http://www.rugbyafrique.com/information-and-rules/>)

10 MINIMUM MEDICAL STANDARD

10.1 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 exists and that financial and medical restrictions on Host Union will also influence services supplied during a Tournament but this terminology should be applicable 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:

1. Tournament Medical Manager
2. Match Day Doctor
3. Immediate Care Lead
4. Tournament Team Doctor – specifically applies to SWS Tournaments
5. Immediate Care Team

Also outlined in this document are minimum medical standards that should be applied by Host Unions.

10.2 Medical treatment terminology

The following terminology should be adopted for consistency across all World Rugby and Elite Tournaments:

10.2.1 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.

10.2.2 Match Day Doctor (MDD)

This person is responsible for decisions on Match Day regarding 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 is typically made clear to participating teams before game day.

- 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.

10.2.3 Immediate Care Lead

- This person is responsible for coordinating and providing on-field game day immediate medical care services and onward referral to secondary care if appropriate at the Tournament.

- 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 is typically made clear to participating teams before game day.

10.2.4 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.

10.2.5 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.

10.3 Minimum Game Day Medical Coverage

10.3.1 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.

10.3.2 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.

Ambulance stationed at the ground* for emergency transfer of injured players to designated hospitals or trauma centres. The ambulance must be able to 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 ground.*

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 player weighing 150 kg)
- Volume replacement -- IV fluids plus cannulas & giving sets
- Analgesic Control -- narcotics including entonox or equivalent
- Limb stabilization splints -- upper & lower limb splints
- Nebulizer + ventolin

10.4 Minimum non-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:

- Doctor responsible for providing non-match day medical support including prescriptions, general medical consultation coordination and priority radiology access.
- Dentist

- Physio supply company (tapes, braces etc)
- Medical and surgical supply company
- Oxygen supply company
- Massage services
- Closest hospital to hotel and training grounds
- Closest swimming pool to hotel and training grounds

10.5 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.

10.6 Emergency medical equipment

10.6.1 Stadium medical room for elite WR tournaments

The following is a guide for elite Tournament and Competition matches

Long (Spinal) Board or Split long board (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 one 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
Round ended scissors for removal of 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

10.6.2 Features & fixtures of medical room -- minimum

Stretcher access from field and to ambulance
Power point
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 blood stained items)
Non--Medical Equipment
Bag of ICE (5 kg) in Esky per day
Plastic bags for ICE

10.6.3 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 recognizing 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	
Salbutermol inhaler	2
Gastrolyte (electrolyte solution)	1 box
Rantadine 150 mg	1 box
Antihistamine	1 box
Cold & flu tablets (no pseudoephridine)	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
Amoxycillin 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 mb	1 box

10.6.4 Recommended minimum recovery standards–stadium

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

10.6.5 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 premise 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

11 COMMUNICATION

11.1 Kwese Sports

The Rugby Africa Gold Cup matches will be filmed and broadcasted by Kwese Sports. Generally speaking it is requested that host and participating unions comply with the requirements and protocols of Kwese Sports. These will be explained by the production crew leader during the team’s managers meeting.

At the end of each match, the team manager can collect a copy of the match from the production crew if he brings a hard drive or flash disk with 16 GB free space minimum. This copy is for technical review and archiving purposes only. **It is strictly forbidden to circulate the footage to any other media without prior authorization from Kwese Sports and / or Rugby Africa.**

11.2 Rugby Africa Communication & Media

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

11.2.1 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’s communication manager
- ✓ Make sure all communication material and commercial programs 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 is offered to Rugby Africa’s partners as per the instructions given by Rugby Africa.

11.2.2 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 side lines 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 medias 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 live tweet via WhatsApp at the following number: +27 76 493 7593
- ✓ Each host union will have to get a Rugby Africa’s and World Rugby’s flag to be displayed at the match venue.

11.2.3 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 lend by Rugby Africa goes back to Rugby Africa (bibs, backdrop, boards...)
- ✓ Send a report to Rugby Africa on the number of journalists and medias 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 Maëlys Thompson, Rugby Africa Event Manager.

Maelys.thompson@rugbyafrique.com / +27 76 493 7593

12 DOCUMENTS

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