

# U20 BARTHES TROPHY – 2018

---

*Tournament Manual*



## **A WORD FROM THE PRESIDENT:**

Rugby Africa opens its 2018 competitions season with the U20 Barthes Trophy. This tournament will be held at two different venues located in two different countries and two different hemispheres.

The north group will be held in Monastir with the participation of teams from Senegal, Côte d'Ivoire, Morocco and Tunisia. The south group will bring together in Windhoek, the young people of Namibia, Kenya, Zimbabwe and Madagascar. It's for now an 8-team competition, but it is my sincere conviction that if we want to bring african rugby up to the next level, this tournament will soon need to regroup the 38 teams of our 38 members unions. Please be sure that Rugby Africa is doing its best to reach this objective. In 2018 we will try to organize a final between winners of the pool phase.

In the eventuality that we can't afford to organize this final, the winner of the U20 Barthes Trophy will be designated at the end of the competition according to the results obtained, the number of points scored or even the disciplinary part.

In all scenarios, the winner of the tournament will be directly qualified to the World Rugby Junior Trophy which will be held in august 2018 in Romania.

This tournament manual and participation agreement is a basic tool and reference framework. It includes a contact list of the tournament's main staff, Rugby Africa and the host federation. In addition, you will find the tournament rules, disciplinary procedures, anti-doping regulations and cards that must be completed for the competition. It is therefore important that the participating federations take full knowledge of the rules and regulations arising from this manual.

I would like to thank the Tunisian and Namibia Rugby federations who are working hard to make this tournament a success and to offer the participating teams good conditions of stay and competition.

I wish you a rewarding tournament and I hope that the competition will be as intense as it is loyal. I count on you to be great ambassadors of our sport and its values.

Good tournament to all

Abdelaziz Bougja  
Rugby Africa president

## Table of Contents

1.	RUGBY AFRICA CONTACTS.....	5
2.	PARTICIPATING TEAMS AND OFFICIALS.....	6
2.1.	Participating teams.....	6
2.2.	Tournament Officials.....	6
3.	THE MANUAL.....	7
3.1.	Definitions and interpretations.....	7
4.	TOURNAMENT STRUCTURE.....	10
4.1.	General principles.....	10
4.2.	Tournament Squads.....	10
4.3.	Declaration of Squads.....	10
4.4.	Disputes.....	11
4.5.	Miscellaneous.....	12
4.6.	Insurance and Medical Provisions:.....	12
5.	TOURNAMENT PROGRAM.....	13
5.1.	Tournament schedule.....	13
6.	REGULATIONS.....	14
6.1.	Ranking.....	14
6.2.	Tied ranking.....	14
6.3.	Delayed, stopped or Abandoned Matches.....	15
6.4.	Players structures.....	15
6.5.	Outfit - Team Jerseys – Colour Clashes.....	16
6.6.	Toss.....	16
6.7.	Match Officials.....	16
6.8.	Ordering Off.....	16
6.9.	Match Commissioners.....	16
6.10.	Age limits.....	17
7.	DISCIPLINARY PROCEDURES.....	18
	When a player is ordered off:.....	18
	When a player is cited:.....	19
7.1.	Suspensions.....	21
7.2.	Sanctions.....	21
8.	ELIGIBILITY PROCEDURES.....	24
8.1.	Eligibility to play for national representative teams.....	24
8.5.	Responsibility, breach and penalties for a breach of regulation 8.....	24
8.6.	Explanatory guidelines on the implementation of regulation 8.....	25
9.	ANTI-DOPING.....	30
9.5.	Team Member Consent Form and copy of Player passport.....	30

9.6.	Therapeutic Use Exemptions (TUEs).....	30
9.10.	Nutritional Supplements & Medications .....	31
9.11.	In Competition Testing .....	31
9.12.	Out of Competition Testing .....	32
9.13.	Provision of the Sample.....	32
9.14.	Player Representative and interpreters.....	32
9.15.	Anti-Doping Education.....	33
9.16.	Outstanding Anti-Doping Matters .....	33
9.17.	Further Information / Questions .....	34
10.	MINIMIM MEDICAL STANDARD.....	37
10.5.	Medical treatment terminology .....	37
10.6.	Minimum Game Day Medical Coverage.....	38
10.7.	Minimum non--game day medical coverage for elite world rugby tournaments.....	39
10.9.	Emergency medical equipment--.....	39
10.9.2.	Features & fixtures of medical room -- minimum .....	40
10.9.3.	Hotel medical supplies .....	41
10.10.	Recommended minimum recovery standards--stadium .....	42
10.11.	Recommended minimum recovery standards--hotel .....	42
11.	COMMUNICATION.....	43
11.1.	Rugby Africa Communication & Media .....	43
	Template team list.....	45
	Template disciplinary form.....	46
	Template parental consent .....	47
	Team Member consent form template.....	48

## 1. RUGBY AFRICA CONTACTS



**Abdelaziz Bougja**

**Rugby Africa President**

**Phone:** +33 6020 63 10 08

**Mail:** [Abdelaziz.bougja@veolia.fr](mailto:Abdelaziz.bougja@veolia.fr)



**Coralie van den Berg**

**General Manager**

**Phone:** +27 76 3000 201

**Mail** : [Coralie.vandenberg@rugbyafrique.com](mailto:Coralie.vandenberg@rugbyafrique.com)



**Maelys Thompson**

**Event Manager**

**Phone:** +27 76 493 7593

**Mail:** [Maelys.thompson@rugbyafrique.com](mailto:Maelys.thompson@rugbyafrique.com)



**Mostafa Jelti**

**Phone:** +212 661 36 61 19

**Mail :** [Mostafa.jelti@rugbyafrique.com](mailto:Mostafa.jelti@rugbyafrique.com)

## 2. PARTICIPATING TEAMS AND OFFICIALS

### 2.1. Participating teams

- ✓ TUNISIA
- ✓ IVORY COAST
- ✓ MOROCCO
- ✓ SENEGAL
- ✓ NAMIBIA
- ✓ ZIMBABWE
- ✓ MADAGASCAR
- ✓ KENYA

### 2.2. Tournament Officials

- ✓ Directeur du tournoi : Mostafa Jelti (RA)
- ✓ Communication Manager : Maelys Thompson (RA)

Position	Groupe Sud	Groupe Nord
Judicial officer	Richard Omwela (RA)	Said Chikaoui (RA)
Citing commissioner	Mudiwa Mundawarara (ZIM)	Mostafa Jelti (RA)
Match commissioner	Denver Wannies (RA) + Harry van Niekerk	Adama Bakhoun (RA)
TMM (Tournament Medical Manager)	Aiden Fredericks (NAM)	Imed M'Rabet (TUN)
Referees	Saudah Adiru (UGA) Victor Oduor (KEN) Precious Pazani (ZIM) Nicardo Pienaar (NAM) Oscar Lambert (NAM) Zaid Isaacs (NAM)	Youness Marfoq (MOR) Ignace Ndri Kan (CIV) Sylvain Mane (SEN) Stephane Rakotonirainy (MAD) Heykel Bahroun (TUN) Montassar Charfi (TUN) Aymen Jriji (TUN)

### 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.

#### 3.1. Definitions and interpretations

<b>WR</b>	World Rugby
<b>RA</b>	Rugby Africa
<b>The tournament</b>	Rugby Africa Trophy Barthes U20 2018 to be held the 28 <sup>th</sup> and the 31 <sup>st</sup> of March 2018 in Windhoek and Monastir.
<b>The team</b>	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 (23) 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;
<b>The team manager</b>	Representative appointed by the participating union to make sure that the rights and duties of the participating team and union are respected
<b>Disciplinary Officials</b>	Persons appointed by Rugby Africa to administer and implement disciplinary procedures pursuant to the Tournament Disciplinary programme;
<b>Disputes Committee</b>	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
<b>Appeal Committee</b>	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.
<b>Host Union</b>	The territory where the match is held
<b>Host Union Agreement</b>	Agreement between Rugby Africa and the Host Union for the hosting of the tournament.
<b>Illness</b>	Medical disability arising during the Tournament Term
<b>Injury</b>	Physical disability arising during the Tournament Term
<b>Interpreter</b>	Such person assigned to a Team in accordance with this Agreement
<b>Internal Travel</b>	Arranged by the host union = Local transportation

<b>Team Manager’s meeting</b>	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
<b>Match</b>	Match(es) to be played as part of the Tournament
<b>Match Official</b>	Referees, Assistant Referees and Touch Judges appointed by Rugby Africa for the conduct of the Match;
<b>Medical</b>	Medical and/or dental (and Medically shall be constructed accordingly);
<b>Misconduct</b>	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;
<b>Media Manager</b>	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.
<b>Participating Union</b>	Each of the national Rugby Unions of all nations who qualify to participate in the Tournament.
<b>Team (or Members of the/its Team)</b>	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 (25) 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;
<b>Team Kit</b>	Each Team’s playing kit, bandages and strapping and any uniform to be worn on any Match occasion or Other Event;
<b>Team Liaison Officer</b>	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;
<b>Tournament Anti-Doping Programme</b>	The Anti-doping programme promulgated by World Rugby for the Tournament and set out in this Tournament Manual;
<b>Tournament Director</b>	Person appointed by Rugby Africa as being responsible for the administration and management of the Tournament;



<b>Tournament Medical Manager (TMM)</b>	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;
<b>Tournament Officials</b>	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;
<b>Tournament Term</b>	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;
<b>Training Grounds</b>	Training areas for each team to be used in relation to the Tournament in accordance with the provisions of this Agreement;
<b>Match Grounds</b>	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.
<b>Match Grounds Manager</b>	Person – appointed by Rugby Africa – in charge of match grounds management.
<b>Tournament General Manager</b>	Person appointed by Rugby Africa to manage and coordinate all stakeholders for the sake of tournament’s quality.
<b>Playoff games</b>	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 owns the tournament, and the right to organize this same tournament and the brands;
- ✓ The tournament will be played according to the World Rugby regulations.
- ✓ Each participating union and each team members will sign with Rugby Africa a participation agreement;
- ✓ The tournament is composed of 8 teams.
- ✓ 8 matches will be played over 2 match days: the 28th and the 31st of March 2018.
- ✓ The 2018 edition of the U20 Barthes Trophy will be played between two pools. The North Pool gathers Tunisia, Ivory Coast, Morocco and Senegal. The South Pool gathers Namibia, Kenya, Madagascar and Zimbabwe. There will be 4 matches by pool.
- ✓ The winner of the tournament (North and South combined) will be chosen at the end of the competition based on all results, points scored and discipline.
- ✓ The team ranked 8<sup>th</sup> will be relegated in 2019 and a substitute will be picked from other african unions based on merit.
- ✓ The host union will be responsible for the accommodation: 25 players and 3 officials per team for 6 nights; for the restauration: 2 meals and 1 breakfast per day per person (28 persons maximum) from the day of arrival to departure.
- ✓ Any person beyond the 28 planned by this regulation will be at the expense of the union (flights, food, internal transportation).
- ✓ The host union will have to pay a full board accommodation to the match officials appointed by RA. Any other costs will be at the expense of Match officials.
- ✓ RA will subsidize the international transportation of the participating teams and their accommodation as well.
- ✓ RA will subsidize the international transportation of Match officials and their local costs as well.

### **4.2. Tournament Squads**

All teams will be entitled to have the following squads in attendance at Rugby Africa Gold Cup Tournament:

- ✓ 25 players;
- ✓ 3 managers/officials;
- ✓ Teams will be entitled to bring a properly certified doctor or physiotherapist (among the above 3 management persons)
- ✓ A delegation cannot contain more than 4 players playing in a foreign championship.

### **4.3. Declaration of Squads**

The team manager shall be required to submit:

- ✓ The formal acceptance form (joined to the tournament manual) filed and signed by all the players no later than the end of the technical meeting held the day before the match.
- ✓ A squad (maximum 25 players) for the match on the form contained in this section. The squad shall be submitted no later than the end of the technical meeting held the day before all the matches.

- ✓ Should a player become injured within the 24-hour period up until 7.00pm on the night prior to the start of the tournament then the player may be replaced at the Participating Unions cost provided he is certified as injured by the tournament doctor.
- ✓ The Team Manager must submit his Team of 15 players and 8 replacements no later than 60 minutes prior to each match to the match commissioner.
- ✓ Team managers must ensure that all players representing their Union are eligible to do so in accordance with World Rugby Bye Laws and Regulations.

#### **4.4. 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 Tournament's host 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.
- ✓ The host union will organize and plan to hand over to the match commissioner at the latest two (2) hours after the game a copy of the match video.
- ✓ 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 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](mailto:Coralie.vandenberg@rugbyafrique.com)**

**[Maelys.thompson@rugbyafrique.com](mailto:Maelys.thompson@rugbyafrique.com)**

**[Mostafa.jelti@rugbyafrique.com](mailto:Mostafa.jelti@rugbyafrique.com)**

## 5. TOURNAMENT PROGRAM

### 5.1. Tournament schedule

U20 NORTH	28-mars-18	Monastir	Stade Mustapha Ben Jannet	M1 Tunisia	Ivory Coast
U20 NORTH	28-mars-18	Monastir	Stade Mustapha Ben Jannet	M2 Senegal	Morocco
U20 NORTH	31-mars-18	Monastir	Stade Mustapha Ben Jannet	M3 Looser Match 1	Looser Match 2
U20 NORTH	31-mars-18	Monastir	Stade Mustapha Ben Jannet	M4 Winner Match 1	Winner Match 2
U20 SOUTH	28-mars-18	Windhoek	WHS – Vegkop Stadium	M5 Namibia	Zimbabwe
U20 SOUTH	28-mars-18	Windhoek	WHS – Vegkop Stadium	M6 Kenya	Madagascar
U20 SOUTH	31-mars-18	Windhoek	Hage Geingob Stadium	M7 Looser Match 1	Looser Match 2
U20 SOUTH	31-mars-18	Windhoek	Hage Geingob Stadium	M8 Winner Match 1	Winner Match 2

## 6. REGULATIONS

### Preamble:

The 2018 edition of the U20 Barthes Trophy will be held at two different venues, in two different countries and in two different hemispheres. The north group Tournament will be held in Tunisia with the participation of teams from Senegal, Côte d'Ivoire, Morocco and Tunisia. The south group will bring together in Windhoek the young people of Namibia, Kenya, Zimbabwe and Madagascar. In each pool, 4 matches will be played. The winner of the two tournaments A and B merged will be designated at the end of the competition according to the results obtained, the number of points scored and even the disciplinary part.

The last ranked (of the 8 teams) will be relegated to make way, next season, to a new team which would be selected on application and on evaluation of the level of development of the federation by the RDO and the RTM.

Please note that Rugby Africa may want to organize a final between the two groups winners. Should it be confirmed, then the two teams ranked 1<sup>st</sup> of their respective group will be forced to send their team to the event. Should a union refuse to send its team, then it will automatically be ranked 2<sup>nd</sup>.

### 6.1. Ranking

- ✓ Within a same group, every game is eliminatory and will have a winner and a loser. In the eventuality of a draw after regulation time, two extra-times of 10 minutes each will be played. The first team who scores win the match. Should the tie persist after extra-times, then the referee will organize a penalty session as per World Rugby regulations.
- ✓ The ranking of the two pools will be made, at the end of all the matches. Teams will be ranked based on the following criteria:
  - **Victory: 3 points**
  - **Loss: 1 point**
  - **Abandon or refuse to play: 0 point**

Winner of the U20 Barthes Trophy will be directly qualified for the 2018 edition of the World Rugby Junior Trophy.

If a team refuses to play or abandons a match or was expelled from the tournament, its opponent will be declared the winner of the match opposing both teams (unless different decision made by Rugby Africa) and will received 3 points (+20 points scored)

### 6.2. Tied ranking

To rank two teams rank at the same position on their respective group, the following criteria shall be used in the following order until one of the Teams can be determined as ranked higher than the other:

- a) The Team with the highest difference between points scored and points conceded in all its Matches shall rank higher;
- b) The Team having scored the highest number of points in all its Matches shall rank higher;
- c) The Team having scored the highest number of tries in all its Matches shall rank higher;
- d) 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:
- e) The team having received the least number of temporary suspensions (yellow cards) during the tournament.

- f) Should the tie be unresolved after steps 1 to 6, the winner will be declared by a Toss organized by the representative of Rugby Africa in the presence of representatives from the teams.

### **6.3. Delayed, stopped or Abandoned Matches**

#### *Delayed Matches*

Where a Match cannot be started at the scheduled time, it will be considered delayed. Decisions on the delay of Matches will be taken as early as possible on the Match day and be communicated to Teams by the Match Commissioner.

#### *Stopped Matches*

Where a Match is stopped (force majeure) following commencement, and cannot be completed the same day, it will not be rescheduled to the following day.

In such situations, the following procedures shall apply:

Where a Match has to 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 match is stopped on a tied score, then the time which scored the most tries is declared winner; if the tie persists it's the team which has received the less red and then yellow cards which will be the winner; should the tie persists, then the youngest team will be declared the winner.

#### *Abandoned matches*

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

### **6.4. Players structures**

A match shall be played by no more than fifteen (15) players in each team on the playing area.

- ✓ A delegation cannot contain more than 4 players playing in a foreign championship.
- ✓ A player may be replaced because injury or substituted.
- ✓ A team cannot nominate more than eight (8) replacements/substitutes;
- ✓ Up to eight players may be replaced or substituted.
- ✓ Temporary replacement for a blood injury to a player is permitted.
- ✓ A player who has been replaced through injury cannot play again in the same match unless he had been replaced temporarily because of a blood injury.  
A player who had been substituted for tactical reasons cannot play again in the same match unless he is temporarily replacing a player out because a blood injury.
- ✓ No replacement or substitution may be made except with the permission of the Referee, and only during a stoppage in play.

Only players, the referee, touch judges and medically trained persons may enter the playing area to tend to an injured player. During the interval coaches, water boys and camera crews may enter the playing area, but they must leave it before resumption of play and must not do anything to delay the punctual resumption of play.

A player sent from the field, under Law 10, will not be permitted to play again until the matter has been dealt with, in accordance with the applicable Tournament Disciplinary rules.

### **6.5. Outfit - 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.
- ✓ During matches, substitutes of each team must wear at any time a bib which is of a different colour than their match jersey. Same for water carriers, medical staff and the coach. Coach must also wear an arm band clearly indicating that he is the coach.

### **6.6. Toss**

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

### **6.7. Match Officials**

Rugby Africa shall nominate and appoint the Tournament Referees and Assistant Referees for all matches and the Host Union shall appoint the number 4, 5 and 6.

The Official Table - for all matches an Official table comprising the Match Commissioner, Referee Manager and the Number 4 Official shall be constituted.

Substitutions/Replacements – The Host Union shall print and hand the required substitute cards to the Match Commissioner no later than the morning of the day of the match.

### **6.8. Ordering Off**

(i) Sin Bin (yellow Card) – Players ordered off temporarily shall sit at the Number 4 Referee during the sin bin period. The time keeper only may inform the Referee when the sin bin period has expired but the decision to let the player back into the field is the sole responsibility of the Referee.

(ii) Definite Ordering off (Red Card): The Match Commissioner and the Number 4 Referee shall assist the Referee when a Player has been shown a Red Card for such player to leave the field of play.

### **6.9. Match Commissioners**

Rugby Africa shall nominate a Match Commissioner for each match. He will be responsible for matters related to the playing enclosure, the conduct of the Match and the elements related to teams in the organisation of each match.

Such responsibilities shall include decisions related to the delay of matches and the completion of the official forms



**6.10. Age limits**

Front Rows	
Born between the 1 <sup>st</sup> of Jan and the 31 <sup>st</sup> of Dec. 1998	Can play
Born between the 1 <sup>st</sup> of Jan and the 31 <sup>st</sup> of Dec. 1999	Can play but must provide the documents 2, 3 and 4 listed below*
Minor of age	, Cannot play
Other positions	
Born between the 1 <sup>st</sup> of Jan and the 31 <sup>st</sup> of Dec. 1998	Can play
Born between the 1 <sup>st</sup> of Jan and the 31 <sup>st</sup> of Dec. 1999	Can play
Minor of age	Can play but must provide all the following documents*
<p><b>*Document to be provided:</b></p> <p>1 - A formal and in written acceptance of risks inducted by the fact of playing with stronger adult players signed by the player;</p> <p>2 - Duly signed parental consent;</p> <p>A formal certificate signed by a competent doctor stating that the player is physically apt to play with adult players;</p> <p>3 - A letter from the coach stating the player is apt to play with adult players.</p> <p>Any other document or formal certificate which could be required by the player’s union to comply with local laws.</p> <p>4 - The union shall keep a comprehensive file containing every certificate and procedure undertaken in order to have a minor of age player playing with adults.</p> <p>Upon request from Rugby Africa or World Rugby, the union shall provide any necessary document to prove that its player is apt to play with adult players.</p> <p>Eighteen (18) years old is the official adult age according to World Rugby regulations.</p>	

## 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.

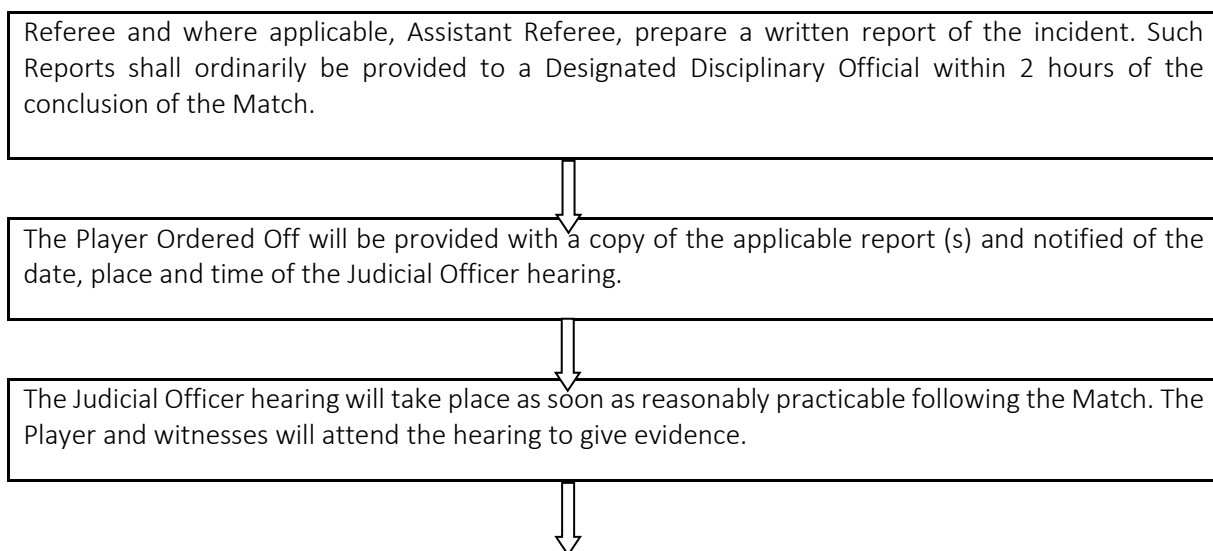
Participating Unions are reminded that they are responsible and accountable for the conduct of their Players, Team Members and other persons in attendance at the Tournament in an official capacity with the Union and must ensure that their conduct is of the highest standard and that Matches are played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

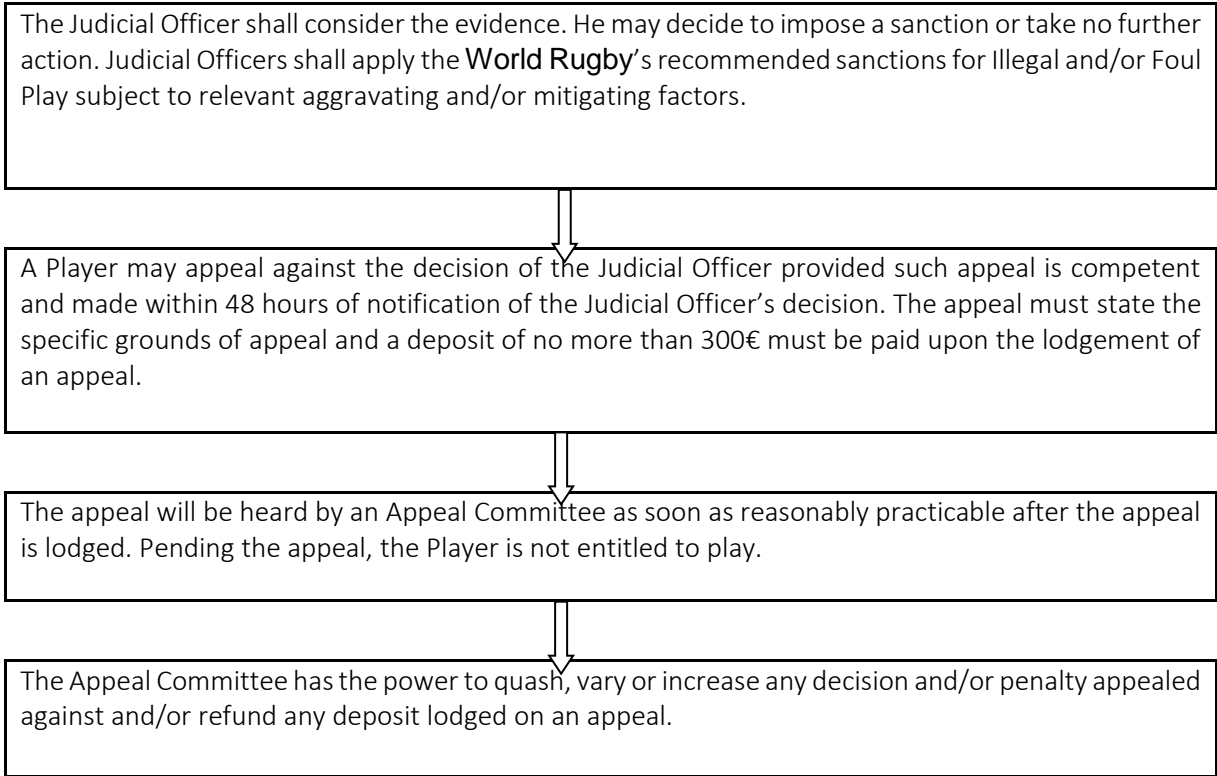
Each Participating Union and Team Member agrees to be bound by and comply with the provisions and requirements of this Tournament disciplinary programme and any decisions made thereunder. Each Participating Union also acknowledges its responsibility and accountability for the acts and/or omissions of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

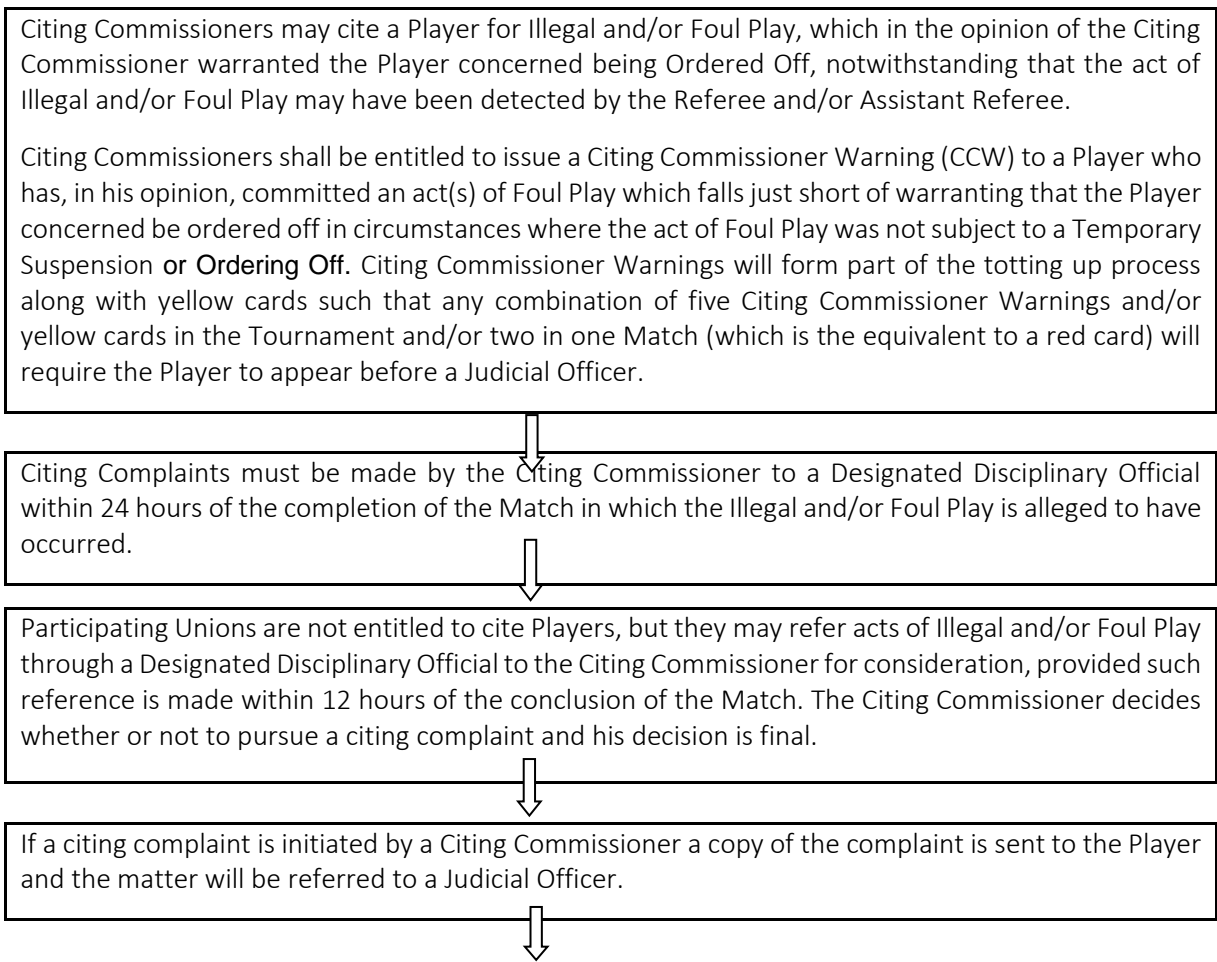
- ✓ The existence of any outstanding disciplinary proceedings in respect of Foul Play and/or Misconduct;
- ✓ the existence of any outstanding appeal proceedings in relation to the above;
- ✓ that the Player is subject to any suspension from the Game because of disciplinary proceedings, appeal proceedings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

### When a player is ordered off:





**When a player is cited:**



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.

### 7.1. Suspensions

- ✓ 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.

### 7.2. Sanctions

World Rugby Recommended sanctions for offences within the playing enclosure – Regulation 17)

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

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
------------------	--------------------	-------------------	---------------

#### 9.12 A player must not physically abuse anyone. Physical abuse includes, but is not limited to:

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

<sup>1 & 7</sup> The “eye” involves all tissues including the eye lids within and covering the orbital cavity and the “eye area” is anywhere in close proximity to the eye.

**9.12** A player must not verbally abuse anyone. Verbal abuse includes, but is not limited to, abuse based on: religion, colour, national or ethnic origin, sexual orientation.

Low-end: 6 weeks	Mid-range: 12 weeks	Top-end: 18+ weeks	Max: 52 weeks
------------------	---------------------	--------------------	---------------

**9.13** A player must not tackle an opponent early, late or dangerously. Dangerous tackling includes, but is not limited to, tackling or attempting to tackle an opponent above the line of the shoulders even if the tackle starts below the line of the shoulders.

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks	A dangerous tackle which results in a strike to the head shall result in at least a mid-range entry point sanction
---------------------	-----------------------	-----------------------	------------------	--

**9.14** A player must not tackle an opponent who is not in possession of the ball.

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
------------------	--------------------	--------------------	---------------

**9.15** Except in a scrum, ruck or maul, a player who is not in possession of the ball must not hold, push, charge or obstruct an opponent not in possession of the ball.

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 6+ weeks	Max: 52 weeks
------------------	--------------------	-------------------	---------------

**9.16** A player must not charge or knock down an opponent carrying the ball without attempting to grasp that player.

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
------------------	--------------------	--------------------	---------------

**9.17** A player must not tackle, charge, pull, push or grasp an opponent whose feet are off the ground.

Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks
------------------	--------------------	--------------------	---------------

**9.18** A player must not lift an opponent off the ground and drop or drive that player so that their head and/or upper body make contact with the ground.

Low-end: 6 weeks	Mid-range: 10 weeks	Top-end: 14+ weeks	Max: 52 weeks
------------------	---------------------	--------------------	---------------

**9.19** Dangerous play in a scrum.

- i. The front row of a scrum must not form at a distance from its opponents and rush against them.**
- ii. A front-row player must not pull an opponent.**
- iii. A front-row player must not intentionally lift an opponent off their feet or force the opponent upwards out of the scrum.**
- iv. A front-row player must not intentionally collapse a scrum.**

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
------------------	--------------------	-------------------	---------------

**9.20** Dangerous play in a ruck or maul.

- i. A player must not charge into a ruck or maul. Charging includes any contact made without binding onto another player in the ruck or maul.**
- ii. A player must not make contact with an opponent above the line of the shoulders.**

**iii. A player must not intentionally collapse a ruck or a maul.**

Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 8+ weeks	Max: 52 weeks
------------------	--------------------	-------------------	---------------

**9.25 A player must not intentionally charge or obstruct an opponent who has just kicked the ball.**

Low-end: 2 weeks	Mid-range: 6 weeks	Top-end: 10+ weeks	Max: 52 weeks
------------------	--------------------	--------------------	---------------

**9.26 A player must not do anything that is against the spirit of good sportsmanship including but not limited to:**

Hair pulling or grabbing	Low-end: 2 weeks	Mid-range: 4 weeks	Top-end: 6+ weeks	Max: 52 weeks
Spitting at anyone	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks
Grabbing, twisting or squeezing the genitals (and/or breasts in the case of female players)	Low-end: 12 weeks	Mid-range: 18 weeks	Top-end: 24+ weeks	Max: 208 weeks
Other	Low-end: 4 weeks	Mid-range: 8 weeks	Top-end: 12+ weeks	Max: 52 weeks

**9.27 A player must not physically abuse Match Officials.**

Low-end: 24 weeks	Mid-range: 48 weeks	Top-end: 96+ weeks	Max: Life
-------------------	---------------------	--------------------	-----------

**9.27 A player must not use threatening actions or words towards Match Officials.**

Low-end: 12 weeks	Mid-range: 24 weeks	Top-end: 48+ weeks	Max: 260 weeks
-------------------	---------------------	--------------------	----------------

**9.27 A player must not make incidental physical contact with Match Officials.**

Low-end: 6 weeks	Mid-range: 12 weeks	Top-end: 18+ weeks	Max: 52 weeks
------------------	---------------------	--------------------	---------------

In respect of offences not referred to in Appendix 1 above, appropriate sanctions may be imposed at the discretion of the relevant Judicial Officer, Disciplinary Committee, Appeal Officer and/or Appeal Committee (as the case may be).

Notwithstanding the Sanctions in Appendix 1 and/or the provisions of Regulation 17.19 in cases where the player’s actions constitute mid-range or top end offending for any type of offence which had the potential to result and, in fact, did result in serious/gross consequences to the health of the victim, the Judicial Officers and/or Disciplinary Committees may impose any period of suspension including a suspension for life.

## **8. ELIGIBILITY PROCEDURES**

### REGULATION 8 OF THE WORLD RUGBY REGULATIONS

#### **8.1. Eligibility to play for national representative teams**

A player's eligibility can be proven by:

- presenting his **passport** or **national identity card** for the country he is playing for

If he can only present a foreign passport he must:

- fill in and sign the eligibility form and
- bring a proof of his country of birth or
- prove that his parents / grand-parents are from the country he is playing for with official documents or
- bring a certificate of residence or consular card proving he has been residing in the country he is playing for 36 consecutive months or more immediately preceding the time of playing
- prove that he has completed ten years of cumulative residence preceding the time of playing

#### **8.5. Responsibility, breach and penalties for a breach of regulation 8**

Regulation 8 is a strict liability offence and shall be construed in accordance with the principles of strict liability under English law. It is not, therefore, necessary that fault or intent on the part of a Union be shown for a breach of Regulation 8 to be established.

Nor is lack of fault or intent on the part of a Union a defence to a breach of Regulation 8. For the avoidance of any doubt (and without limiting a Union's other obligations and responsibilities for the conduct, acts or omissions of its members and Persons under its jurisdiction pursuant to any other Regulation) Unions are responsible and accountable for the conduct of their Players and all Persons under its jurisdiction in relation to compliance with the provisions of Regulation 8 and any breach of Regulation 8 by such Player(s) or Person(s) shall be deemed to be a breach of Regulation 8 by the Union concerned. Each breach of Regulation 8 by a Union, howsoever arising, will result in a minimum fixed fine being imposed on the Union concerned. The minimum fixed fines for each breach of Regulation 8 are as follows:

(a) For a Union that is represented on the Council £100,000 sterling;

(b) For all other World Rugby Member Unions £25,000 sterling.

Based on the facts and circumstances of any breach of Regulation 8 the applicable minimum fixed fine as set out above may be increased. In addition, other penalties as set out in Regulation 17.6 may also be imposed on the Union concerned.

In exceptional circumstances, a Union in breach of Regulation 8 may make submissions to the relevant disciplinary body appointed under Regulation 17 to adjudicate on the case as to why the Union should not be subject to the applicable minimum fixed fine. For the avoidance of any doubt, however, the relevant disciplinary body shall only be entitled to reduce the applicable minimum fixed fine set out in this Regulation where the Union is able to provide clear and indisputable evidence that truly exceptional circumstances exist, and that the Union concerned had taken all necessary steps to comply with Regulation 8. In exceptional circumstances,



## **8.6. Explanatory guidelines on the implementation of regulation 8**

### 8.6.1. Eligibility to play for national representative teams

Following its deliberations on the question of Player eligibility, the Working Party has produced these Explanatory Guidelines on the implementation of Regulation 8. These Explanatory Guidelines must be read in conjunction with the terms of Regulation 8.

#### **1. What is the Rationale/Philosophy of Regulation 8?**

The rationale/philosophy of Regulation 8 is to ensure that Players selected to represent either the senior and next senior fifteen-a-side National Representative Teams of a Union or a Union's senior National Representative Sevens Team have a genuine, close, credible and established national link with the country of the Union for which they have been selected. Such a national link is essential to maintain the unique characteristics and culture of elite international sporting competition between Unions. The integrity of International Matches between Unions depends upon strict adherence to the eligibility criteria set out in the Regulations.

#### **2. Who establishes the eligibility criteria in Rugby Union?**

The World Rugby will continue to establish the criteria by reference to which a Player's eligibility to play for the senior or next senior fifteen-a-side National Representative Team of a Union or a Union's senior National Representative Sevens Team will be determined. Citizenship of a country and/or whether a Player holds a passport of a country are not, of themselves, determinative in identifying which Union a Player is eligible to represent. This will be determined solely in accordance with the World Rugby's eligibility criteria.

#### **3. What is the eligibility criteria in Rugby Union?**

The existing World Rugby eligibility criteria set out in Regulation 8.1 will be maintained. This is based on the following:

(a) The country in which the Player was born; or

(b) The country in which one parent or grandparent of the Player was born; or

(c) The country in which the Player has completed thirty-six consecutive months of Residence immediately preceding the time of playing. Residence means the place or location in which a Player has his primary and permanent home and Resident shall be construed accordingly.

#### **4. What is the age of majority?**

For the purposes of the Regulations (including, but not limited to Regulation 8), the age of majority is deemed to be acquired on a Player's 18th birthday.

5. Does the eligibility criteria apply to all forms of Rugby?

The eligibility criteria applies to the fifteen-a-side Game at senior and next senior National Representative level and in respect of a Union's senior National Representative Sevens Team.

6. Does the eligibility criteria apply to all Unions in membership of the **World Rugby**?

Yes, all Unions in membership of the World Rugby are obliged to comply with the eligibility Regulation.

7. What does place of birth mean?

This should be the most straightforward criterion to apply. A Player's place of birth shall be the country within whose geographical borders he was born. However, difficult scenarios can arise even in relation to this criterion. For example, where a Player was born within the geographical borders of one country, but in a part of that country deemed by the law of the country concerned, to be the sovereign territory of another, or where a Player was born in a military hospital. In such circumstances the matter should be referred to the Regulations Committee for a ruling. The Regulations Committee would need to establish the legal position together with other relevant facts and circumstances. In exceptional circumstances it may be possible for a Player to demonstrate, to the satisfaction of the Regulations Committee, that he is eligible to play for the Union within whose sovereign territory he was born, even though that sovereign territory may be within the geographical borders of another country.

8. What does Parent mean?

The term "parent" in the Regulations is limited to either a blood parent or a parent that has formally adopted a Player in accordance with the applicable legal requirements of the country concerned. Unless a Player has been adopted in accordance with the formal, legal requirements of the country concerned, the application of this criterion will be based on a Player's blood parent. When a Player has been formally adopted in accordance with the applicable legal requirements of the country concerned, the birth place of the Player's blood parent will no longer be relevant for the purposes of establishing the Player's eligibility pursuant to Regulation 8.1(b). The relevant parent will be the parent that has formally and legally adopted the Player. For the avoidance of any doubt, stepparents and fostering parents will not be considered to constitute a Player's parent for the purposes of Regulation 8.1(b). These relationships are deemed to constitute care and custody only. It is not possible under Regulation 8.1 (b) to acquire eligibility via adoption through a grandparent.

14. How is the Residence criteria satisfied?

Regulation 8.1(c) requires a Player to complete 36 consecutive months of Residence immediately preceding the time of playing. Regulation 8(d) requires a Player to complete 10 years of cumulative Residence preceding the time of playing. Residence is defined as "the place or location in which the Player has his primary and permanent home" and Resident shall be construed accordingly. Regulation 8.1(c) constitutes a sporting naturalization procedure, based on a geographical/presence test. As in any naturalisation process, many factors will influence the determination of what constitutes a Player's permanent and primary home. Such factors include, but are not limited to, the actual time spent in a country and the purpose of any absences during the qualification period. By being Resident in a country for a period of 36 consecutive months immediately preceding the time of playing for a Union, a Player is deemed to acquire a credible, close and established national link with a country/Union that entitles him to participate in sporting competitions for that Union. Based on the overriding rationale of the eligibility Regulations, in cases where a Player's eligibility is uncertain the Regulations Committee will consider that Player's eligibility by reference to the facts and circumstances of his case to establish if the Residency test, in the context of the overall rationale of the eligibility Regulations, has been satisfied.

The principles set out in responses to the questions below will act as guidelines to the Regulations Committee when it is asked to consider any cases pursuant to this criterion.

15. Whose burden of proof?

In all cases where a Player is seeking to establish eligibility by reference to the Residency criteria in Regulation 8.1(c) (and, indeed, in relation to Regulation (or 8.1(a) and (b)), the burden of proof is on the Player and the Union that he wishes to represent to prove that Player's eligibility. Under Regulation 8.1(c), the Player and his Union must be able to demonstrate that, during the relevant period, the country in which he claims he has been Resident was, genuinely, the country that the Player treated as his home and is clearly the country in which the Player has his primary and permanent home. If a Player has moved from one country to another, and is seeking to establish Residence in that new country, then he must also be able to demonstrate that he is clearly no longer Resident in the country in which he lived previously and that he no longer treats that country as his home. For the avoidance of any doubt, a Player cannot nominate a country as his home without demonstrating that he has satisfied the geographical commitment/presence test enshrined in Regulation 8.1(c). The geographical commitment/presence test will be vigorously upheld and applied to avoid abuse of the Residency criteria. For example, a Player that acquired/leased property in a country and who nominated that property as his permanent and primary home (even though he may only be present at that property and in that Union on a short term/temporary basis) would not satisfy the Residency test.

16. Will short breaks interrupt a period of Residence?

Short breaks in Residence, for example, for holidays, attending family/friends in other countries who may be ill etc, are unlikely to change the place/location of a Player's primary and permanent home and are, therefore, unlikely to interrupt a Player's period of Residence. By way of a guideline, however, as a minimum requirement, it is likely that, save in exceptional circumstances, at least 10 months actual physical presence of the Player in the country concerned throughout any qualifying year of the Residency period, will be required to demonstrate that the country is the place where the Player has his primary and permanent home.

17. Does the 36-month period of Residence have to immediately precede playing for a Union?

Save in exceptional circumstances, the 36 months Residence will be expected to have been completed consecutively and be achieved immediately before the Player represents a Union. This is designed to create a contemporary national link with the country of the Union concerned. This factor will be particularly significant if a Player has moved to make a "new" country his Residence having been Resident in another country previously. In such circumstances, the Player, as well as demonstrating his commitment to a new country, must also be (and seen to be) relinquishing his ties with the country in which he lived previously. For the avoidance of any doubt, seeking to rely on short periods of Residence as a child in a country, combined with a short period of Residence in that same country prior to playing for a Union, is likely to create a link that would be too tenuous to satisfy the underlying intentions of establishing a contemporary, permanent, national link with a Union. However, each case will be assessed on its overall merits to establish if a Player is able to demonstrate a genuine, close, credible and established national link by reference to the amount of time the Player can demonstrate that he has treated the "new" country as his home and other relevant factors.

18. What is the position of students?

As far as students are concerned, particularly those that are not financially independent, being resident, as a full-time student, in another country, is likely to be considered as a series of temporary

absences from the parental home. It is anticipated that in most of cases involving students the parental home is likely to continue to constitute the student's permanent and primary home. Accordingly, attendance at college/university in such circumstances is unlikely to break a Player's consecutive period of

Residence. However, as in all matters of eligibility, the overriding concern of the Regulations Committee in assessing any such case will be to ensure that there remains a close, credible and established link with the country in which the Player claims to have retained his primary and permanent home. There could be circumstances in which a student living in another country may be deemed to have interrupted his Residency period.

19. Who is responsible for compliance with the eligibility criteria?

In accordance with Regulation 2.1.2, each Union is responsible for ensuring compliance with all Regulations Relating to the Game This includes, but is obviously not limited to, Regulation 8. Accordingly, it is the responsibility of each Union to ensure that all Players it selects are properly eligible within the provisions of Regulation 8 and, in the event of any uncertainty, to ensure that the position is clarified before the Player is selected. Unions must have in place all necessary procedures and internal controls to ensure compliance with the eligibility Regulations.

20. What must Unions do to ensure (and demonstrate) compliance with the eligibility Regulations?

Unions must ensure that before a Player is selected for the first time for its senior or next senior fifteen-a-side National Representative Team or its senior National Representative Sevens Team the Player completes the standard form declaration attached to these Explanatory Guidelines at Schedule [1]. In addition, before selecting a Player, Unions must ensure that they obtain valid/authentic documentation and such other evidence that may be necessary to prove, definitively, a Player's eligibility to play for that Union. Each Union must notify the World Rugby of the names of all Player's selected for its senior and next senior National Representative Team and its senior National Representative Sevens Team on an annual basis. The World Rugby shall maintain a database of all such Players. If requested, by the Chairman, or his designee, Unions must supply copies of the completed declaration forms of a Player(s) together with supporting documentation relied on to demonstrate the Player's eligibility. On 1 December each year, each Union must certify to the World Rugby that each Player selected to represent the senior or next senior fifteen-a-side National Representative Team of the Union or its National Representative Sevens Team during the past year has completed, in full, the declaration form and that each Player was eligible to represent the Union in accordance with the provisions of Regulation 8.

The World Rugby may, through the Chairman, or his designee, of his own motion or on receipt of a complaint undertake an investigation into a Union's compliance with Regulation 8. Unions, Players and officials must aid with any such investigation and disclose such information and documents deemed necessary by the Chairman, or his designee, for the purposes of that investigation.

21. What are the consequences of a breach of the eligibility Regulations?

Compliance with Regulation 8 is of fundamental importance in maintaining the integrity of international Rugby Union at senior National Representative level. Any breach of such a fundamental Regulation, howsoever arising, has a detrimental impact on the image and reputation of the sport. Unions must, therefore take all necessary steps to put in place comprehensive review/compliance procedures to ensure that a breach of the eligibility provision does not occur whether negligently or otherwise. Alleged breaches of Regulation 8 may be investigated and handled in accordance with Regulation 17 (Disciplinary and Judicial Matters). However, a breach of the eligibility Regulations constitutes a strict liability offence. This means that a failure by a Union to fulfil its obligations and to comply with the eligibility Regulations will be regarded as a serious breach of the Regulations, howsoever such breach may have occurred. As a reflection of the seriousness with which any breach of the eligibility Regulations will be treated by the World Rugby, it has been agreed by Council to establish a minimum fixed penalty to be imposed on a Union that has breached

Regulation 8. These minimum fixed penalties will appear in Regulation 8 and, for ease of reference, are also set out below.

→ 8.5 Responsibility, breach and penalties for a breach of regulation 8

## 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.

### 9.5. Team Member Consent Form and copy of Player passport

Each Player nominated in the Participating Union's squad travelling to the Tournament is required to read and sign the Team Member Consent Form included in these Terms of Participation.

A copy of all participating Player passports is also required. The picture page of the Player is the only page required to be provided and must be clear. The copy of each Player's passport and the signed Team Member Consent Form must be completed and submitted no later than the administration day to be held in the host city.

Any new Player that replaces another within your squad during the Tournament must also complete and return the Team Member Consent Form with a copy of the picture page of their passport.

Capitalized terms used in this Section 10 not otherwise defined in these Terms of Participation have the meanings given to them in the Tournament Anti-Doping Program (Rules) outlined in Section 11.

### 9.6. Therapeutic Use Exemptions (TUEs)

This is the process whereby a Player can apply to World Rugby in conjunction with his prescribing physician to take a specific Prohibited Substance which is required to treat a legitimate medical condition the Player has. All Team doctors are urged to consult with every individual Player in a preliminary training squad and discuss what medications they have or are currently taking to ensure that this process is complied with and where necessary the relevant TUE is applied for. An Adverse Analytical Finding for a Prohibited Substance that was used to treat a medical condition which does not have a valid TUE in place is considered an Anti-Doping Rule Violation and is an offence that may result in a sanction.

### 9.7. TUE Application

A TUE application requires supporting medical information to be provided along with the application form. This includes a comprehensive medical history, results of all examinations, laboratory investigations, specialist medical reports and if relevant imagery studies to support the application.

The application will be reviewed by the World Rugby TUE Committee against the WADA International Standard for Therapeutic Use Exemptions to determine if the application receives approval. This process must occur **before** a Player is authorized to take the Prohibited Substance that he has applied for to treat his medical condition unless emergency situations or exceptional circumstances occur preventing this in which case the Player must apply for retroactive TUE approval. A retroactive TUE application must be lodged to the TUE Committee within 48 hours of such circumstances occurring this includes pre- or during the Tournament.

Any TUE application for Players participating in the Tournament must be received by the World Rugby TUE Committee **no later than 30 days prior to the start of the Tournament** to allow the World Rugby TUE Committee time to review the application.

Further information and the TUE application form can be found under Schedule 3a & 3b of the Tournament Anti-Doping Program.

Details for TUE submissions:

All TUE applications may be submitted by either fax +353 1 2409 289 or email [TUE@worldrugby.org](mailto:TUE@worldrugby.org) If any part of the application is not suitable for transmission via these means then the application and/or accompanying supporting evidence may be posted to Chairman of the TUE Committee, 8-10 Pembroke Street Lower, Dublin 2, Ireland.

#### 9.8. Players that currently have a valid TUE from World Rugby

Any Player that has a current and valid TUE issued to them from the World Rugby TUE Committee which is valid is not required to apply for a new TUE specifically for the Tournament provided the current TUE is valid for the duration of the Tournament and the conditions (such as the substance, route of administration and/or dosage etc.) have not changed.

#### 9.9. Mutual Recognition of TUEs

Any Player who has been granted a TUE approval by another Anti-Doping Organisation's TUE Committee (i.e. a National Anti-Doping Agency) that is current and valid must submit a copy of the application and the certificate of approval to the Chairman of the World Rugby TUE Committee. This must be submitted in accordance with the timeline set out above i.e. 30 days prior to the start of the Tournament. The World Rugby TUE Committee reserves the right to review any TUE application where prior approval has been made by another Anti-Doping Organization's TUE Committee.

#### 9.10. Nutritional Supplements & Medications

Following many recent Adverse Analytical Findings from Rugby Players involving nutritional supplements containing Prohibited Substances, all Participating Unions are urged to advise their Players of the dangers and risks of Prohibited Substances appearing as part of a mixture within nutritional supplements and to check the supplements their Players are taking. Participating Unions are reminded of the strict liability principle that applies to the Tournament Anti-Doping Program, the effect of which is that Players are responsible for any Prohibited Substances found in their system.

All Players and Team management are referred to World Rugby's policy on nutritional supplements and a fact sheet on MHA contained within the World Rugby Anti-Doping educational handbook or on World Rugby's Anti-Doping website [www.keeperugbyclean.com](http://www.keeperugbyclean.com)

This also applies to the use of medications and all Players should be consulted by the Team physician prior to taking any medication (whether over the counter or prescribed) to ensure such medication does not contain Prohibited Substances which may result in an Adverse Analytical Finding or that requires a Therapeutic Use Exemption.

#### 9.11. In Competition Testing

In Competition testing takes place immediately after a Match. Testing may occur after any Match during the Tournament. The selection process may either consist of a random draw and/or target testing.

##### Random Selection Process

If selections are random then the random draw will ordinarily take place before kick-off of the Match in the Doping Control station and will be conducted in the presence of each nominated Team representative (normally Team Manager), the Anti-Doping Commissioner (if present) and the Doping Control Officer from the contracted Anti-Doping agency. The Anti-Doping Commissioner or the Doping Control Officer will seek the Team representatives if they are required for the draw process.

For the avoidance of doubt, if a selected Player is injured or is replaced for any reason prior to the start of a Match, he shall remain selected for testing unless they require immediate hospitalization. If the Player does require immediate hospitalization then one of the reserve selections shall be used.

The selections, whether random or targeted will not be made known to the Team Manager or any other party outside of the authorized Sample Collection Team until the end of the Match.

#### Target Testing

Target testing may also take place either in conjunction with or in place of the random draw. If target testing occurs in conjunction with the random draw the Team representatives will be advised at the time of the random draw that target testing is also taking place. If no random draw is taking place and target testing is, the Team representatives will be advised at the end of the Match that target testing is taking place and the number of Players that have been selected.

### **9.12. Out of Competition Testing**

Any Player that is selected or scheduled to participate at the Tournament may be tested Out of Competition at any time or place during the Tournament Anti-Doping Period.

The Tournament Anti-Doping Period is the period from the date of the Squad Announcement as defined in Section 4 of the Terms of Participation for the Tournament to the end of the Tournament Term as defined in Section 1 of the Terms of Participation for the Tournament inclusive.

Those Players that may also be part of the World Rugby's Registered Testing Pool or Testing Pool for Out of Competition Testing remain subject to the whereabouts requirements and consequences as outlined in World Rugby Regulation 21.10 during the Tournament Anti-Doping Period. All such Players are advised to keep their Player whereabouts information up to date at all times.

All Testing shall be conducted with No Advance Notice by an authorized Doping Control Officer. A Player may be selected for Out of Competition testing by either random or target selection.

### **9.13. Provision of the Sample**

The Player shall be required to provide a minimum urine Sample of 90ml; however, the Player should attempt to provide a greater amount if possible.

Once the Player has provided their Sample, they shall keep control of the Sample always until the Sample is sealed. The Doping Control Officer shall keep the collection vessel in sight at all times. Additional assistance may be provided in exceptional circumstances to any Player by the Player's representative or Doping Control Officer during the Sample collection session where authorized by the Player and agreed to by the Doping Control Officer / Anti-Doping Commissioner.

Blood testing may also be conducted in conjunction with urine testing or on its own. A qualified blood collection official will be responsible for the collection if the blood testing is conducted. Further information of blood collection can be found in Schedule 1, Section 25 of the Tournament Anti-Doping Program.

### **9.14. Player Representative and interpreters**

Any Player selected for Doping Control during the Tournament is entitled to have a representative present with them during the Doping Control process in the Doping Control station. All Participating Unions are urged to provide a representative to sit through the process (except the Sample provision) with their Players.



If the Player does not speak English, then his Team will be responsible for the provision of a person who can interpret and assist in the communication of the Doping Control process between the Player and the Doping Control staff.

This may be the same person who acts as the Player representative or an additional person to the representative.

#### **9.15. Anti-Doping Education**

World Rugby will provide anti-doping educational information and resources to each Participating Union in advance of the start of the Tournament.

All World Rugby anti-doping educational information and resources are also available in English, French, Spanish and other selected languages in the resources section of the World Rugby Anti-Doping website [www.keeperugbyclean.com](http://www.keeperugbyclean.com). It is the responsibility of each Participating Union to ensure that each Player, Team Manager, Team Coach and medical support personnel who participates in the Tournament has either received or been given access to (in hard copy, electronic, or any other means) the World Rugby Anti-Doping educational resources in particular the World Rugby Anti-Doping Handbook.

The Participating Union is responsible for ensuring that any new Players, Team Managers, Team Coaches and/or medical support personnel who join its squad during the Tournament also receive a copy of the handbook.

##### *Anti-Doping E-Learning*

Further to the World Rugby Anti-Doping Handbook, an Anti-Doping e-learning program is available on [www.keeperugbyclean.com](http://www.keeperugbyclean.com) and it is compulsory that all Players, Team Managers, Team Coaches and medical support personnel who participate in the Tournament complete this program prior to their participation in the Tournament. Unions must ensure that all of their Team Members access the website, register and complete the program which should take about half an hour. The program is currently available in 6 languages (English, French, Spanish, Italian, Romanian and Russian) Unions are requested to assist Teams which do not speak one of those languages to complete the program.

##### *Anti-Doping Outreach Session*

An Anti-Doping Representative and Anti-Corruption Representative will also visit each Team in their Team hotel during the Tournament to conduct the World Rugby Outreach education session. This session will take approximately one hour to deliver.

The World Rugby's Anti-Doping representative will be in contact with each Union in advance of the tournament to schedule the outreach session.

#### **9.16. Outstanding Anti-Doping Matters**

In accordance with Clause 34 of the Program, it is the responsibility of each Participating Union to ensure that there are no outstanding Sample results, anti-doping rule violation cases and/or ongoing investigations in respect of Players or Persons (relating to possible anti-doping rule violations) who form part of or are intended to form part of the Participating Unions Team in respect of the Tournament.

All Participating Unions shall not select a Player or Players to participate in the Tournament if they are aware of any of the following in relation to the Player or Players:

The existence of any Samples provided pursuant to drug tests in respect of which analysis results have yet to be provided. Participating Unions should contact their National Anti-Doping Organization to advise them of Clause 34.2 to avoid where possible any outstanding results prior to the departure of a Team to the Tournament. Participating Unions are encouraged to arrange for expedited analysis of any Sample/s

collected by a National Anti-Doping Organization in relation to Players scheduled to participate in the Tournament in the weeks prior to the departure of a Team to the Tournament where possible;

- ✓ The existence of any outstanding disciplinary proceedings in respect of any anti-doping matters including but not limited to anti-doping rule violations and/or investigations;
- ✓ The existence of any outstanding appeal proceedings in relation to the proceedings referred to in (b) above;
- ✓ Any period of suspension from the Game in force during the Tournament Term as a result of any anti-doping rule violations.

If a Participating Union selects a Player or Players and subsequently discovers any of the items listed in (a) – (d) above the Participating Union shall advise the World Rugby Anti-Doping Manager immediately. In circumstances where such advice is not provided or not provided immediately World Rugby shall be entitled to take such steps as it deems appropriate including but not limited to requiring that the relevant Participating Union(s) and/or the relevant authority expeditiously has the matter dealt with and/or provisionally suspends the Player(s) or other Person(s) from any involvement in the Tournament and/or the Game pending the final determination of the matter. World Rugby may bring disciplinary action against a Participating Union under this Clause where appropriate.

#### **9.17. Further Information / Questions**

If any Participating Union requires any further information or has any questions on the Tournament Anti-Doping program, please contact David Ho at [david.ho@worldrugby.org](mailto:david.ho@worldrugby.org) or +353 1 2409209 or Ross Blake at [ross.blake@worldrugby.org](mailto:ross.blake@worldrugby.org) or + 353 1 2409231.

# THERAPEUTIC USE EXEMPTION (TUE)



**APPLICATION FORM**  
Schedule 3b

World Rugby fax: +353 1 2409 289  
e-mail: TUE@worldrugby.org

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

## SECTION A – Player Information - PLEASE PRINT CLEARLY IN CAPITALS

First Name: _____	Surname: _____	Date of Birth: ____ / ____ / ____
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Contact Telephone Number - Mobile: <input style="width: 100%;" type="text"/>	
National Union and level: _____ <small>(i.e. Nat 15's Squad? U21's etc)</small>	Team/Club: _____	

## SECTION B – Notifying Medical Practitioner and Medical Information

Name: _____		Medical Specialty: _____
Business Address: _____		
Telephone Number - Business: <input style="width: 150px;" type="text"/>	Fax Number: <input style="width: 150px;" type="text"/>	Telephone Number - Mobile: <input style="width: 150px;" type="text"/>
Email: _____		
Diagnosis with sufficient medical information (see note 1): _____		
Has the national Unions Chief Medical Officer / Doctor been notified of this application? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## SECTION C - Medical Details

Prohibited Substance – Generic Name	Dose of Administration	Route of Administration	Frequency of Administration
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Intended duration of treatment: Once only  Emergency  Weeks  Months  Years

If a permitted medication can be used to treat the medical condition, provide clinical justification for requested use of prohibited medication:  
\_\_\_\_\_

## SECTION D - Medical Practitioner's Declaration

I, _____ certify that the above mentioned treatment is medically appropriate and that the use of alternative medication not on the Prohibited List would be unsatisfactory for this condition.	
Signature of Medical Practitioner: _____	Date: ____ / ____ / ____

## SECTION E -- Previous or Current TUE Applications

Have you submitted any previous TUE application: Yes <input type="checkbox"/> No <input type="checkbox"/>	What date?: ____ / ____ / ____
If Yes, for what substance/s? _____	
TUE Body who provided TUE Decision: _____	TUE Decision: Attach copy of previous TUE application and Certificate of Approval if for same Prohibited Substance

Last updated 1 January, 2015

455  
**STRICTLY CONFIDENTIAL**

## THERAPEUTIC USE EXEMPTION (TUE)



**APPLICATION FORM**  
Schedule 3b

World Rugby fax: +353 1 2409 289  
e-mail: [TUE@worldrugby.org](mailto:TUE@worldrugby.org)

### SECTION F - Player's Declaration

I, ..... certify that the information under Section A & B is accurate and that I am requesting approval to use a Prohibited Substance or Method from the WADA Prohibited List. I authorise the recording (whether electronically or otherwise) and/or storage by release of personal medical information to the Anti Doping Organisation, relevant Tournament Organisers as well as to WADA staff and to the WADA TUEC under the provisions of the Code. I understand that if I ever wish to revoke the right of the relevant TUEC or WADA TUEC to obtain my health information on my behalf, I must notify my medical practitioner in writing of that fact. I also understand that if I withdraw my consent to the release of my personal medical information, I may not receive approval for a TUE or the renewal of an existing TUE, since no TUE can be granted or renewed without the disclosure of comprehensive medical data.

I am aware that an application for a TUE requires the processing (for example transmission, disclosure, use and storage) of all data pertaining to such application through relevant anti-doping administration/data management systems including but not limited to ADAMS\* to ensure harmonized, coordinated and effective anti-doping programs for detection, deterrence and prevention of doping. Signing this form will indicate that I have been so informed and that I give my express consent to such processing of data.

I understand and agree that my application for a TUE will only be considered following the submission in ADAMS or otherwise, by myself or by my Anti-Doping Organisation (ADO), of the present completed application form, as well as all relevant documents related to the application.

I understand and agree that my TUE related data will be made accessible through ADAMS and/or any other relevant anti-doping administration/data management system, to the authorized ADO, to WADA and to the Therapeutic Use Exemption Committee. I understand and agree that if a TUE is granted, such TUE and the related information will be stored electronically in ADAMS (and/or in any other relevant anti-doping administration/data management system) for a minimum period of 10 years, the period of 10 years being the period within which an action can be commenced following a violation of an anti-doping rule contained in the WADA Code/World Rugby Regulation 21.

WADA, ADOs and Therapeutic Use Exemption Committees will not disclose any of my TUE related information beyond those persons within their organisation with a need to know for doping control purposes according to the Code.

I understand that if I believe that my personal information is not used in conformity with this consent and the International Standard for the Protection and Privacy and Personal Information I can file a complaint to WADA or CAS.

#### RELEASE

I hereby release WADA as well as ADOs and TUE Committees from all claims, demands, liabilities, damages, costs and expenses that I may have arising in connection with the processing of my TUE related data through ADAMS and/or any other relevant anti-doping administration/data management system.

#### WITHDRAWAL OF CONSENT

I understand that I may at any time revoke my consent for the processing of my TUE related data through ADAMS and/or any other relevant anti-doping administration/data management system. I also understand that as a consequence of such withdrawal of consent, I will not receive approval for a TUE or a renewal of an existing TUE.

Player's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(If a Player is a minor a parent or guardian shall sign together with or on behalf of the Player)

(Day/Month/Year)

\* ADAMS is the Anti-Doping Administration and Management System, which has been developed to enable athletes and anti-doping organisations to enter and share data related to doping control. ADAMS is an on-line, web-based system, which allows restricted sharing of data only with those organisations with the right to access such data in accordance with the World Anti-Doping Code.

### SECTION G – Application Notes

**Note 1** *Diagnosis: Evidence confirming the diagnosis must be attached and forwarded with this application. The medical evidence should include a comprehensive medical history and the results of all relevant examinations, laboratory investigations and imaging studies (where applicable). Copies of the original reports or letters should be included where possible. Evidence should be as objective as possible in the clinical circumstances and in the case of non-demonstrable conditions independent supporting medical opinion will assist this application.*

### World Rugby TUEC Contact Details

**World Rugby**, World Rugby House, 8-10 Lower Pembroke Street, Dublin 2, Ireland  
Tel: +353 1 2409 212 Fax: +353 1 2409 289 Email: [tue@worldrugby.org](mailto:tue@worldrugby.org)

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

Last updated 1 January, 2015

456

**STRICTLY CONFIDENTIAL**

## **10. MINIMUM MEDICAL STANDARD**

### 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:

- ✓ Tournament Medical Manager
- ✓ Match Day Doctor
- ✓ Immediate Care Lead
- ✓ Tournament Team Doctor – specifically applies to SWS Tournaments
- ✓ Immediate Care Team

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

### **10.5. Medical treatment terminology**

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

#### 10.5.1. 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.

#### 10.5.2. 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.

#### 10.5.3. 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.

#### 10.5.4. Tournament 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.

#### 10.5.5. 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.

### **10.6. Minimum Game Day Medical Coverage**

#### 10.6.1. 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.

#### 10.6.2. Elite world rugby tournaments

The minimum game day medical coverages 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.

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

**10.7. 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

**10.8. 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.

**10.9. Emergency medicalequipment--**

**10.9.1. stadiummedicalroomforeliteworldrugbytournaments**

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
Crutches with handles
Entonox with patient self--administration system (if available within country)
Pethidine injection (100 mg / ml)
Morphine injections 15 mg / ml

**10.9.2. 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

### 10.9.3. 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

**10.10. Recommended minimum recovery standards–stadium**

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

**10.11. 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. Rugby Africa Communication & Media**

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

#### 11.1.1. Before the tournament

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

The communication manager will have to:

- ✓ Be in regular contact with Rugby Africa'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.
- ✓

#### 11.1.2. During the tournament

- ✓ Send at least one good photo of both team's captains in their match kit with a Gilbert match ball as well as a photo of all Rugby Africa's match officials with a Gilbert match ball

- ✓ Organise short interviews on the 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.

11.1.3. After the tournament:

- ✓ Send photos and match sheet on the night of the match or at the latest the next day.
- ✓ The videos of the whole match and/or the highlights will have to be sent to Rugby Africa at the latest 2 days after the end of the tournament to be able to share it with television channels.
- ✓ Make sure that any equipment potentially 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](mailto:Maelys.thompson@rugbyafrique.com) / +27 76 493 7593

**Template team list**

PLEASE PRINT CLEARLY IN BLOCK LETTERS

<b>Match:</b>		<b>vs.</b>	
<b>Union:</b>		<b>Date:</b>	
<b>Contact (E-MAIL Address):</b>			

SHIRT NUMBER	FIRST NAME	SURNAME
1. LOOSEHEAD PROP		
2. HOOKER		
3. TIGHTHEAD PROP		
4. LEFT LOCK		
5. RIGHT LOCK		
6. LEFT FLANKER		
7. RIGHT FLANKER		
8. NUMB EIGHT		
9. SCRUM HALF		
10. FLY HALF		
11. LEFT WING		
12. LEFT CENTRE		
13. RIGHT CENTRE		
14. RIGHT WING		
15. FULLBACK		
16. FRONT ROW		
17. FRONT ROW		
18. FRONT ROW		
19.		
20.		
21.		
22.		
23.		
PLEASE INDICATE CAPTAIN WITH A "C" IN FRONT OF HIS NAME		
TEAM MANAGER'S SIGNATURE:		
TO BE COMPLETED AND SIGNED BY THE TEAM MANAGER BY <b>NO LATER THAN 24 HOURS PRIOR TO THE KICK-OFF OF THE MATCH</b>		

**Template disciplinary form**

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

the existence of any outstanding disciplinary proceedings in respect of Illegal and/or 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 as a result of disciplinary proceedings, appeal proceedings or otherwise.

If a Participating Union is unable to provide such certification, then the Participating Union shall inform the Match Commissioner of the reason for this and Rugby Africa shall take action as appropriate.

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

To be given to the match commissioner at the teams managers' meeting

**Template parental consent**

I undersign, Mr / Mrs .....

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

Authorizes my son ..... Born on the .....

To take part in the Rugby Africa Gold Cup which will take place in ....., from the ..... To the ..... 2018.

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

Signed at..... On the .....

Signature of the parent or legal guardian:

Signature and stamp from the unions:

Team Member consent form template



**Form C: TEAM MEMBER CONSENT FORM – PLAYERS**

Qualifiers 2018 Match:	Team:	Date:					
Player Name (As on Passport)	Anti-Doping Handbook Received and completed World Rugby E-learning (See: <a href="http://worldrugby.org/ke">worldrugby.org/ke</a> <a href="http://eprugbyclean.com">eprugbyclean.com</a> )	Completed Anti-Corruption & Betting education (See: <a href="http://worldrugby.org/int">worldrugby.org/int</a> )	Consent to Injury Surveillance Survey (ISS) or other studies being undertaken	Read/Access to: Tournament Manual	Consent to use of GPS devices by either Team in any Match	Player Signature	
	(Player ✓)	(Player ✓)	(Player ✓)	(Player ✓)	(Player ✓)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

The above signatures have been witnessed by the following person:

Name of Witness (CAPS): \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

I hereby certify that having examined all Player's declared in the Squad, that each Player is mentally, physically and mentally fit to participate in the Qualification Process:

Team Doctor Name (CAPS): \_\_\_\_\_

Signature of Team Doctor: \_\_\_\_\_

Where necessary I agree to provide all injury data as requested and required to satisfy the World Rugby Injury Surveillance Survey (ISS) or other World Rugby driven/controlled Player Welfare Studies that are being undertaken during the Qualification Process:

Team Manager Name (CAPS): \_\_\_\_\_

Team Manager Signature: \_\_\_\_\_

I am not aware of any outstanding disciplinary proceeding in response of Foul Play and/or Misconduct, any outstanding appeals or any suspension from the Game related to same for the above-named players:

Team Manager Name (CAPS): \_\_\_\_\_

Team Manager Signature: \_\_\_\_\_

**ALL SECTIONS MUST BE FULLY COMPLETED AND RETURNED TO THE TOURNAMENT DIRECTOR AT THE TEAM MANAGERS' MEETING TO BE ELIGIBLE TO PARTICIPATE IN THE TOURNAMENT**





## Form C: TEAM MEMBER CONSENT FORM – TEAM MANAGEMENT

<b>Qualifiers 2018</b>		<b>Team:</b>		<b>Date:</b>	
<b>Match:</b>					
	<b>Team Management Name (As on Passport)</b>	Anti-Doping Handbook Received and completed World Rugby E-learning (See: <a href="http://worldrugby.org/ke">worldrugby.org/ke</a> <a href="http://eprugbyclean.com">eprugbyclean.com</a> )	Completed Anti-Corruption & Betting education (See: <a href="http://worldrugby.org/integrity">worldrugby.org/integrity</a> )	Read/Access to: Tournament Manual (to ✓)	<b>Team Management Signature</b>
1		(to ✓)	(to ✓)	(to ✓)	
2					
3					
4					
5					
6					
7					
8					
9					
<i>The above signatures have been witnessed by the following person:</i>		<b>Name of Witness (CAPS):</b> _____  <b>Signature of Witness:</b> _____			