



UNIT 1

A GUIDE

TO TOURNAMENT ORGANISATION



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INTRODUCTION

This Unit is a guide to the basic requirements needed in producing successful Fifteen and Seven a side Tournaments.

The information contained within has been based on the experience gained in organising tournaments, such as Rugby World Cup, IRB Under 21 and Under 19 World Championships, various Regional Competitions and the IRB Sevens. Other information has been provided as a result of insights received from successful tournament hosts and feedback from Team Managers.

The most successful tournaments are those that provide the service indicated within this document while still creating an individual spirit and atmosphere for their respective tournaments.

The information provided in this section can be adapted to local, regional or national level. Whatever the size of tournament competition, as a general rule it is important to ensure that when allocating facilities or provisions to the teams, it is conducted in an equitable and fair manner. The teams are the most important component of any tournament, therefore it is important that their requirements remain your number one priority.

When creating a tournament, it is important to consider what you want to achieve from the competition i.e. Champions, participation, development, or all of the above.

Other consideration will be the number of games to be played. Should the games be closely contested? Do lopsided results matter? Do you need an overall ranking ie. 1, 2, 3, 4, 5 etc?

Other considerations include time facilities, available budget, likely revenues, potential, and limits to expenditure.

Once consideration to the tournament type has been established, it is important that the teams are seeded correctly. In certain instance this seeding may also take into account geographical considerations. It also should try and ensure the best two teams meet in the final. Secondly all teams should have similar opportunities in terms of who they play.

Factors when deciding seeding can be previous tournaments results, performances in other recognised competition ranking systems. In any event whatever system is used, the process should be clearly detailed with an acceptable rationale for the decision.

The third area for consideration once the format is detailed, is the setting out of clear tournament rules and a process for dispute resolutions. The tournament rules should be clearly written and take into account the following issues;

Laws of the Game, eligibility, declaration of teams, tournament format, deciding knockouts, issues concerning tied matches, abandonment etc. As an example, a copy of the Tournament Rules for the IRB Under 21 World Championship and IRB Sevens Series follow. Use these as your basic template and modify to suit.

A book providing further information and tournament templates is:
Organizing Successful Tournaments by John Byl; Human Kinetics Publishers, ISBN 0880119551.

RULES FOR IRB UNDER 21 WORLD CHAMPIONSHIP

All Matches shall be played according to the current Laws of the Game as framed by the IRB. In cases of difference in interpretation, the English text of the IRB Laws of the Game and the IRB Handbook shall be authoritative and final.

To ensure uniformity, white footballs will be used in all Matches. The specified ball will conform with the Laws of the Game. Each Participating Union will be supplied with a number of practice balls for the Tournament.

Eligibility

Player Eligibility is determined in accordance with tournament rules.

Best Players

The Participating Union will use its best endeavours to ensure that the players representing the Union in the IRB Under 21 World Championship shall be the best players available to the Participating Union to take part in the Tournament.

Capped full international players shall be permitted to participate in the Tournament.

1.1 Tournament Structure

1.1.1 The 12 teams competing in the IRB Under 21 World Championship are allocated to four pools of three. Matches shall be played on:

Day 1	11th June	Pool Matches
Day 2	15th June	Pool Matches
Day 3	19th June	Pool Matches
Day 4	23rd June	Semi-finals
Day 5	27th June	Finals/Ranking Positions

1.1.2 Teams will be seeded into pools on the following basis:

Performances in the 2003 IRB Under 21 World Championship
Performances in the 2004 Under 21 6 Nations Championships
Other Competitive performances at Under 21 Level
Seedings will be confirmed by Friday 2nd April 2004



Pool Matches will be played on the following basis

Day 1

Match No		Match No	
1	Pool A1 v Pool D5	4	Pool B2 v Pool C6
2	Pool A8 v Pool D 12	5	Pool B7 v Pool C 11
3	Pool A9 v Pool D4	6	Pool B10 v Pool C3

Day 2

Match No		Match No	
7	Pool A1 v Pool D12	10	Pool B2 v Pool C11
8	Pool A8 v Pool D4	11	Pool B7 v Pool C3
9	Pool A9 v Pool D5	12	Pool B10 v Pool C6

Day 3

Match No		Match No	
13	Pool A1 v Pool D4	16	Pool B2 v Pool C3
14	Pool A8 v Pool D 5	17	Pool B7 v Pool C6
15	Pool A9 v Pool D5	18	Pool B10 v Pool C11

1.1.3 Pool Matches will be played across the pools and match points will be awarded on the following basis:

- Win 4 points
- Draw 2 points
- Loss 0 points

Bonus points will be awarded in the pool Matches for Teams scoring 4 tries or more and to Teams if it loses by 7 points or less.

Points will be awarded at the completion of the Match and no extra time shall be played.

After the completion of the pool Matches Teams shall be ranked 1-12 on the basis of the most Match points.



1.1.4 In the event of two Teams being equal on Match points for any position then such position shall be determined by the winner of the Match between the two Teams.

If this does not produce a result or the two Teams did not meet, then the ranking shall be produced on the following basis:

- (i) best differential between points scored for and points scored against. If this does not produce a result then
- (ii) best differential between tries scored for and against. If this does not produce a result then
- (iii) most points scored in all its pool Matches. If this does not produce a result then
- (iv) most tries scored in all its pool Matches. If this does not produce a result then
- (v) toss of a coin.

1.1.5 In the event of more than two Teams being equal on points then points (i) – (v) shall be used.

1.2 Knock Out Matches

(A) The knock-out Matches shall then be drawn on the following basis:

	Match		
19	1st	v	4th
20	2nd	v	3rd
21	5th	v	8th
22	6th	v	7th
23	9th	v	12th
24	10th	v	11th

(B) The second knockout round of Matches shall be played on the following basis:

	Match		
25	Winner Match 19	v	Winner Match 20 for 1/2 place
26	Loser Match 19	v	Loser Match 20 for 3/4 place
27	Winner Match 21	v	Winner Match 22 for 5/6 place
28	Loser Match 21	v	Loser Match 22 for 7/8 place
29	Winner Match 23	v	Winner Match 24 for 9/10 place
30	Loser Match 23	v	Loser Match 24 for 11/12 place



1.3 Draw after no side in the knock out rounds (other than final).

If after no side the Teams have tied, the winner shall be determined by the following method:

- a) after an interval of 5 minutes, extra time of 10 minutes each way shall be played (with an interval of 5 minutes); if no winner can be declared then,
- b) the team to score the most tries in that particular match; if no winner can be declared then,
- c) the team to score the most converted tries in that particular match; if no winner can be declared then,
- d) penalty shoot-out between the two teams
- e) a penalty shoot out shall take place as follows:
 - i) The kicks at goal should be part of the match and be the responsibility of the referee. The touch judges and match Commissioner may help the referee. Before the kicks at goals, the two captains shall toss a coin to decide which goal posts and again to decide who will kick first.
 - ii) The first series will consist of 5 placed kicks taken on the 22-metre line in front of the posts.

The kicks at goal will be taken, for each team, by each of the five players, nominated by the Captains, who were on the field of play at the end of that match. In the event of an injury, a player initially nominated to kick, may be replaced however his replacement shall be a player who was on the field of play at the end of that match. For the avoidance of doubt players sent off or sin binned at the completion of the match shall not be eligible to participate. Blood bin players shall be permitted to participate.

The five players shall take it in turns to kick at goal. Teams will alternate: Team A, Team B, Team A, Team B, etc.

- iii) In the event of a tie after the first series of kicks at goal, additional kicks shall be taken, still from the 22-metre line in front of the posts, alternatively by each team, until one team has an advantage for the same number of kicks taken.
- iv) Each of these additional kicks shall be taken by a different player who did not participate in the first series of kicks.

1.4 For the final

If after no side the teams have tied, the winner shall be determined by the following method:

- a) after an interval of 5 minutes, extra time of 10 minutes each way shall be played; if no winner can be declared then
- b) the team to score the most tries in that particular match; if no winner can be declared then,
- c) the team to score the most converted tries in that particular match; if no winner can be declared then,
- d) if this does not produce a result then both finalists shall become joint cup holders.



1.5 Abandonment

A. Match Abandoned

If a team refuses to play or abandons a match in progress without the prior consent of the referee, that team will score no match points and its opponent will be given four match points as winner of the match. The team declared winner will keep its score for and will have no points scored against. The team declared loser will keep its points scored against and will have no points scored for. The Disputes Committee will decide upon the further participation of the refusing/abandoning team in the tournament.

B. Match Stopped Under the Provision of Law 5.7(d)

If a match is stopped by the referee the following procedure will apply:

- (i) Where a match is stopped either at half time or during the second half the result will stand.
- (ii) Where a match is stopped in the first half:
 - a) if the match can be played the following day, then it will resume with the outstanding scores and time to play,
 - b) otherwise the result of the first half will stand, or
 - c) in the knock-out rounds if the teams are drawn the winner shall be determined in accordance with tournament provisions.

1.6 Declaration of Squads, Teams and Replacements

- (i) The composition of the team to represent each Participating Union (to comprise of no more than 26 players) shall be advised by the Participating Union to the Company in the form set out in the appropriate form not later than __ / __ / __ [insert date] or such other date nominated by the Company. Each player is also requested to compete and return the Personal Information Sheets by __ / __ / __ [insert date] (the expanded squad may submit these forms).
- (ii) **Included in the squad of 26 players shall be a minimum of 6 players capable of playing in front row positions.**
- (iii) Once the Tournament Term has commenced, if a player is injured such that he cannot continue in the Tournament and this is certified by the Tournament Medical Officer, the Participating team can call up another player from the Participating Union.
- (iv) A Union may call a player from its own nominated reserve squad (at its own expense) but such a player will not be allowed to participate in the Tournament until 48 hours have elapsed since the team has exercised the option. The time that a Union exercises such option must be communicated to the Tournament Director, or his nominee, together with evidence of such communication. The called up player shall utilise the accommodation of the injured player. The injured player shall be returned home on the next available flight or as soon as practicable.
- (v) If a player is banned for the duration of the Tournament or in the event of extenuating circumstances eg. bereavement, then a team, subject to the agreement of the Tournament Director may also apply to replace a player in accordance with these regulations.
- (vi) The co-ordination and registering of a Union's replacement players – including timings shall be through the Tournament Director or his nominee.

- (vii) The Participating Union Team Manager shall complete match Team Declaration Sheets.
- (viii) The numbering of players, shall be in accordance with the Regulations Relating to the Game and as shown on the match Team Declaration Sheet.
- (ix) The team manager must provide to the Tournament Director or his representative a full team list on the match Team Declaration Sheet 24 hours before the start of any Match in which the team is involved.
- (x) 45 minutes before kick off in a match the official briefing, uniform check and coin toss, shall take place.

1.7 Appointment of Officials

1.7.1 The Company upon consultation with the IRB shall appoint or procure the appointment of relevant officials and agencies for the Tournament in respect of the following matters;

For the Tournament

- (a) For the administration and implementation of the Tournament Anti-Doping Programme;
- (b) For the administration and implementation of the Tournament Disciplinary Programme;
- (c) For Refereeing Duties and related matters;

Referees, Touch Judges, Playing enclosure referees, Referee Assessors, Referee Team Manager:

- (d) For Other Duties in relation to the Tournament;
 - (i) Tournament Director;
 - (ii) Match Commissioner(s) ;
 - (iii) A Media Manager.

1.7.2 For each Venue / Match:

- (i) The Match Officials

1.7.3 The Host Union shall appoint:

- (i) For the Tournament:
 - (a) The Tournament Administrator approved by the IRB (and support structure); and
 - (b) A Tournament Medical Officer (and support structure); and
 - (c) Such other persons as from time to time deemed by the Company to be reasonably required for an event of the reputation and stature of the Tournament;



1.7.4 For each Venue/Match:

- (a) A nominee of the Tournament Medical Officer; and
- (b) A Venue Manager;

1.7.5 For each Team (including, without limitation, the Referee's Team):

- (a) A Liaison Officer (who should where possible speak the language of the team to whom they are designated); and
- (b) A doctor and/or physiotherapist (when necessary); and
- (c) An Interpreter (where applicable).

1.8 Role of Officials

- (a) Liaison Officers
Liaison Officers will be regarded as a Member of the Team during the Tournament for the purposes of:
 - (i) ensuring that the legitimate requirements of the team are met by the Host Union, and
 - (ii) looking after the general interests and welfare of the Team.
- (b) Doctor/Physiotherapist
The Host Union will, on request from a Participating Union, make available at reasonable times a local doctor and/or physiotherapist who, for administrative purposes, shall be under the full control of the Liaison Officer and whose expenses shall be a charge to the Participating Union. No player shall be entitled to such physiotherapy or massage treatment, except as provided by the Host Union, or with the prior consent of both his Team Manager and the Liaison Officer.
- (c) Interpreters
The Liaison Officer may act as Interpreter.

1.9 Requests by Officials

- (a) The Participating Union and each member of the team will comply with the reasonable requests of the Tournament Officials.
- (b) No other matches than those comprised in the Tournament shall be played by the Participating Union during the Tournament Term.
- (c) The Company may appoint a Disputes Committee to deal with complaints and/or disputes and/or appeals. The Disputes Committee shall have the power to determine all issues of any nature arising in connection with the Tournament, including but not limited to, disputes, disagreements, the interpretation or performance of this Manual.

1.10 Variations

1.10.1 Subject to Clause 10.2 below, the Company reserves the right from time to time before and during the Tournament to make or vary rules and give directions as to the conduct of the Tournament, the conduct of the Participating Union and each Member of the Team. All such rules and directions when made and communicated will become binding on the Participating Union and each Member of its Team.

1.10.2 This Clause is intended to allow the Company to take such action as it considers necessary in the best interests of the Tournament to maintain the integrity of the Tournament and to respond to events. This clause shall be implemented in accordance with the following provisions:

- a) Variations of the Terms of Participation, rules or directions shall not be retrospective and shall apply uniformly across all Participating Unions and Team Members. Variations of the Terms of Participation, rules or directions in accordance with this Clause 5.17 shall be binding on the Company.
- b) Where it is practicable to do so, the Company shall seek to consult with Participating Unions in relation to variations of the Terms of Participation, rules or directions, but such consultation shall not limit the rights of the Company under the Terms of Participation.
- c) The IRB Bye-Laws, Regulations Relating to the Game, the Laws of the Game, the Series Disputes Rules and the Disciplinary Procedures shall not be varied save by decision and/or direction of the IRB Council.

RULES FOR IRB SEVENS

All matches shall be played according to the International Rugby Board (IRB) Bye Laws, Regulations and Laws of the Game with Seven-a-side variations as framed by IRB.

The overall winner of the IRB Sevens will be determined by the team with the most IRB Sevens points as set out below.

1.1 IRB Sevens Ranking Points

		16 Team Tournament	24 Team Tournament
Cup	Winner (1)	20 points	30 points
	Runner Up (1)	16 points	24 points
	Semi Final (2)	12 points	18 points
	Quarter Final (4)		8 points
Plate	Winner (1)	8 points	4 points
	Runner Up (1)	6 points	3 points
	Semi Final (2)	4 points	2 points
Bowl	Winner (1)	2 points	1 points

1.2 In the event of two or more teams being equal on IRB Sevens points for any position on the IRB Sevens table, such position shall be determined on the margin of points scored for and against the team, with the highest margin of points scored for and against being considered the leading team in the respective position.

1.3 In the event of 2.1.2 above not providing a decision, the position on the IRB Sevens table will be determined on the basis of the team scoring the most tries in the IRB Sevens.

1.4 In the event of 2.1.3 above not providing a decision, the position on the IRB Sevens table will be considered equal (i.e. a tie)

1.5 In the event of a tournament being abandoned, there will be no IRB Sevens points allocated.

2.1 Tournament Squads

2.1.1 All teams will be entitled to have the following squads in attendance at IRB Sevens Tournaments:

- up to 12 players;
- up to 2 management;
- teams will be entitled to also bring a properly certified doctor or physiotherapist;

2.3 Declaration of Squads

- 2.3.1 The team manager shall be required to submit a squad (max 12 players) for the tournament on the form contained in this section. The squad including shirt numbers shall be submitted no later than 72 hours prior to the start of the tournament.
- 2.3.2 Should a player become injured within the 72 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.
- 2.3.3 If a participating team sends a player home (for any reason) after 7.00pm on the night before the tournament then a replacement player must come from the Reserve Pool.
- 2.3.4 If a participating team prior to squad declaration sends a player home (for any reason) the participating team can bring another eligible player into his squad at the expense of the participating team.
- 2.3.5 No later than 30 minutes prior to each match the Team Manager must submit his team of 7 players and up to 3 replacements from the squad.
- 2.3.6 Team managers must ensure that all players representing their Union are eligible to do so in accordance with International Rugby Board (IRB) Bye Laws and Regulations.
- 2.3.7 Players must retain the same shirt number throughout the Tournament and Series.

2.4 Tournament Replacements

If a player is injured or suspended such that he cannot continue in the Tournament and in the case of injury this is certified by the Tournament Medical Officer, then;

- 2.4.1 The participating team can call up a player from the Tournament Reserve Squad provided by the Host Union.
- 2.4.2 The player shall be selected by the Team Manager and endorsed by the Tournament Director or his nominee, having regard to the playing position of the participating team's injured/suspended player.
- 2.4.3 A Tournament Reserve Squad player can only take the field (in the playing Seven) in a match if the participating team through injury or suspension has no other players available from its nominated twelve players.
- 2.4.4 Once the Reserve Squad player takes the field then the player that he replaced may no longer take any further part in the Tournament.
- 2.4.5 The replacement player must then stay with that team until the Tournament ends.
- 2.4.6 For the avoidance of doubt, if, during the Tournament pursuant to this section 7.5, a Tournament Reserve Squad player is called up for and plays for a Participating Union in the Tournament, such player's eligibility under Regulation 8 of the IRB Regulations Relating to the Game (Regulations) shall not be affected. In addition, the Union calling on such a player shall not be deemed to be in breach of Regulation 8.
- 2.4.7 The co-ordination and registering of the tournament replacement players (including timings) shall be through the Tournament Director or his nominee.

- 2.5 Each Tournament is required to conduct a meeting of team representatives at least 12 hours prior to the commencement of the Tournament.

Each team is required to send at least one representative to the meeting.

2.6 Disputes

2.6.1 Tournament Director

The Tournament Director 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 Tournament Director, of such a nature to the Disputes Committee in accordance with clause 7.7.2.

2.6.2 Constitution of Disputes Committees and notification of complaints

- (a) Subject to clause 7.7.1 above, IRB shall appoint a Disputes Committee to deal with those disputes relating to the Tournament. The Disputes Committee shall ordinarily comprise two representatives appointed by IRB (one of whom shall also act as Chairman) and one representative of the Tournament. The Tournament shall provide and/or arrange such facilities as are necessary for the Disputes Committee such as typing, meeting room, interpreter.
- (b) 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 IRB Bye-Laws, Regulations Relating to the Game and/or the Laws of the Game as may be appropriate.
- (c) Formal notice of any complaint and/or dispute and all relevant documentation and materials relating thereto should be lodged with the Tournament Director 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 7.7.1 above, the Tournament Director shall pass copies of all such documentation and materials to the Chairman of the Disputes Committee.

2.6.3 Powers of Disputes Committee

In relation to disputes handled by the Disputes Committee, the Disputes Committee shall have 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, IRB, Members of the Teams, Referees, the Tournament Director and all other persons, institutions and companies involved in the Tournament.

2.6.4 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.



2.6.5 Sanctions

The following sanctions shall be available to the Disputes Committee:

- (i) to expel a Participating Union and its Team from the remainder of the Tournament; and/or
- (ii) to expel any Member of a Team from the remainder of the Tournament; and/or
- (iii) to suspend or otherwise discipline a Participating Union and/or its team and/or any Member of a Team; and/or
- (iv) 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
- (v) to cancel and/or vary the result of a match and/or the points awarded in relation thereto; and/or
- (vi) to caution, reprimand and warn as to future conduct any Participating Union and/or Team and/or any Member of any Team; and/or
- (vii) to impose such other punishment, penalty, restriction or other terms as it considers appropriate sanction.

2.6.6 Miscellaneous

- (a) The Disputes Committee may also carry out the following functions:
 - (1) exercise such other powers necessary or incidental; and/or
 - (2) hear and decide such other matters as IBT may from time to time refer to the Disputes Committee for adjudication.
- (b) The decision of the Disputes Committee shall be final and binding immediately upon notification to the parties.



TOURNAMENT SQUAD DECLARATION

TO BE COMPLETED AND SENT TO THE DESIGNATED TOURNAMENT OFFICIAL **72 HOURS** BEFORE THE START OF THE TOURNAMENT

TOURNAMENT: _____ **PLEASE PRINT IN CAPITALS**

TEAM: _____ **PLEASE PRINT IN CAPITALS**

SQUAD DECLARATION

	Shirt No.	First Name	Family Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

1. All players listed above are eligible to represent the above named Union, in accordance with the IRB Bye Laws, and Regulations.
2. The above shirt numbers will be retained by the designated players for the duration of the Tournament and Series. Failure to adhere to this requirements can lead to referral to the disputes committee and the imposition of fines.

Team Manager: _____ **Date:** _____

Signature: _____

DECLARATION RECEIVED:

Tournament Manager: _____ **Date:** _____

Signature: _____

RULES FOR SEVENS - 16 TEAMS

3.1 The 16 Teams competing will be grouped into four pools of four as follows:

Pool A	Pool B	Pool C	Pool D
A1 = 1st seed	B1 = 2nd seed	C1 = 3rd seed	D1 = 4th seed
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4		D4

Pool Composition will be determined by the IRB Sevens Organisers with reference to seedings for each cluster of tournaments based on the IRB Sevens Rankings from the previous 6 tournaments.

3.2 Play on the first day of the tournament will consist of matches between teams in the same pool on a round robin basis. No extra time will be played in pool matches. Points will be awarded for these matches on the following basis:

Win	=	3 points
Draw	=	2 points
Loss	=	1 point
No show	=	0 points

3.2.1 If a Team wilfully refuses to play, or wilfully abandons a match in progress, without the prior consent of the Match Referee, then, subject to confirmation by the Disputes Committees, that Team will be expelled from the Tournament.

3.2.2 If a Team has been expelled from the Tournament, for whatever reason, then

- that Team shall be deemed to have been awarded no pool competition table points and to have scored no tries or points in the pool matches; and
- for the purposes of determining standings in the pool competition table, all match results against such Team shall be deemed null and void. This means that all pool competition table points awarded in matches against the expelled Team and tries and points scored or conceded in matches against such Team will not be taken into account in determining standings in the pool competition table.

3.3 Determining Pool Table Standings

3.3.1 Position in the pool competition table shall be determined by competition points as set out in 8.2 above.

3.3.2 If at the conclusion of the pool stage two Teams are equal on competition points for any position in the pool, such position in the pool competition table will be determined on the result of the match between the two equal Teams. The Team that won that match shall be deemed to have finished higher in the pool competition table.

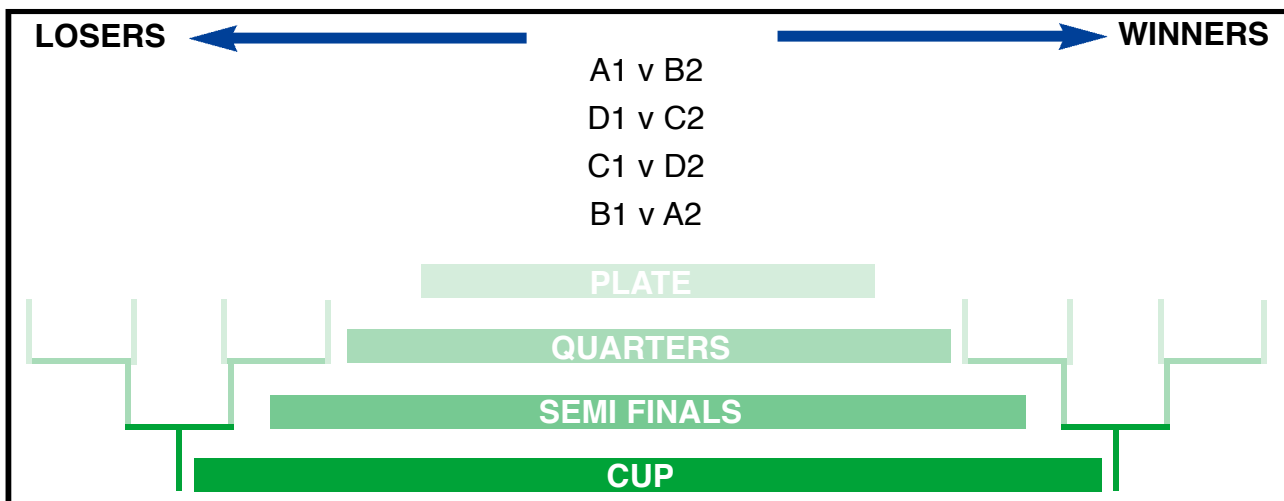
3.3.3 If the match between the two Teams equal on competition points at the end of the pool stage was a draw, then the following process shall be used to determine the placings.

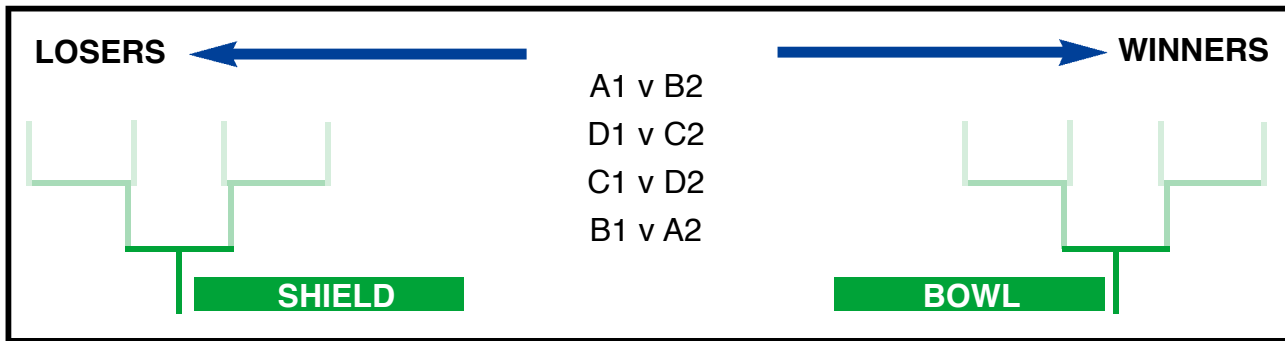
- (i) The margin of points scored for and against a Team in all pool matches shall be considered. The Team with the highest positive margin of points shall be ranked higher in the pool competition table:- if the tie remains unresolved then:
- (ii) The margin of tries scored for and against a Team in all pool matches shall be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (iii) The Team that has scored the highest number of points in the pool matches shall be ranked higher in the pool competition table: if the tie still remains unresolved then;
- (iv) The Team that has scored the highest number of tries in the pool matches shall be ranked higher in the pool competition table: if the tie still remains unresolved then:
- (v) The tie will be resolved by the toss of a coin between the Team Mangers concerned

3.3.4 If at the end of the pool stage more than two Teams are tied on points then the following process shall be used to determine the placings:

- (i) The margin of points scored for and against a Team in all pool matches will be considered. The Team with the highest positive margin of points shall be ranked highest in the pool competition table: if the tie remains unresolved then:
- (ii) The margin of tries scored for and against a Team in all pool matches will be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table, if the tie remains unresolved then:
- (iii) The Teams concerned shall be ranked by reference to the number of points scored in all pool matches. The Team with the highest number of points scored in the pool matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (iv) The Teams concerned shall be ranked by reference to the number of tries scored in all pool matches. The Team with the highest number of tries scored in the pool matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (v) The tie will be resolved by the toss of a coin between the Team Managers concerned

3.4 Following the completion of the pool games, the Group winners and the second placed teams will progress to the Cup and Plate Competition. The third and fourth placed teams will progress to the Bowl and Shield Competition. Details of the knock-out structure are detailed below:





3.5 During the Knock-out Competitions, in the event of a match being drawn at the end of normal time, extra time will be played until a winner is determined. Extra time will be in periods of five minutes. After each period the Teams will change ends without interval. In extra time the Team which scores first will immediately be declared the winner without further play.

The Team that first kicked off will do so again in the first period of extra time, and subsequent kick-offs will alternate between the two sides.

3.6 The duration of matches, other than the finals of the Cup, Plate and Bowl and Shield, will be seven minutes each half with a two-minute half time interval. The duration of the three finals will be 10 minutes each half with a two-minute half time interval.

3.7 Apart from the wilful abandonment of a match and subsequent expulsion under 8.2 in the event of a match having to be stopped after its commencement under the provisions of the Laws of the Game, then subject to confirmation by the Disputes Committee, the following procedure shall apply:

3.8 Pool Matches

- (i) Where a pool match has been abandoned either at half-time or at any time in the second half the result and any points and tries scored by each team in the match shall stand.
- (ii) Where a pool match has been abandoned during the first half the result shall be declared a draw.
- (iii) Where a pool match has been declared a draw then for that match each Team will be awarded two match points and any points and tries scored will count towards the total points and tries scored by each Team in all their pool matches

3.9 Knock Out Matches

- (i) Where a match has been abandoned either at half time or at any time in the second half the result shall stand. If both Teams are tied then the Team having scored the most tournament points shall be declared the winner. If this does not produce a winner then the provision within clause 8.3 shall be used to ascertain a winner. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason, then the matter will be referred to the Disputes Committee which shall decide the most appropriate method for determining the winner of the tied knock out match.
- (ii) If a match has been abandoned during the first half the result shall be declared a draw and the provisions within clause 8.3 shall be used to ascertain the winner. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason,



then the matter will be referred to the Disputes Committee which shall decide the most appropriate method for determining the winner of the tied knock out match.

- 3.10** A match shall be played by no more than seven players in each team on the playing area. A player may be replaced on account of injury or substituted. A team cannot nominate more than three replacements/substitutes, up to three 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 may not resume play in the same match except if temporarily replaced for a blood injury. A player who has been substituted may not resume play in the same match except as a temporary replacement for a player with a blood injury. No replacement or substitution may be made except with the permission of the Referee, and only during a stoppage in play.
- 3.11** Only players, the referee, touch judges and medically trained persons in order to tend to an injured player may enter the playing area. During the interval coaches, waterboys 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.
- 3.12** The Standard Set of Variations for the Seven-a-Side Game in relation to Law 10 Kick-Off, Law 13 Kick at Goal After a Try, and Law 27 Penalty Kick apply, except that all infringements at a Kick-Off by the kicking team as specified below will result in a Free Kick at the centre of the half-way line awarded to the non-offending team.
- a) Ball not reaching opponents' 10 metre line, unless first played by an opponent;
 - b) Ball kicked directly into touch;
 - c) Players of the kicker's team in front of the ball when it is kicked;
 - d) Ball kicked into in-Goal where it is immediately made dead by the non-kicking team, or the ball becomes dead by crossing the Touch-in-Goal or Dead Ball lines.
- 3.13** 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.
- 3.14 Team Jerseys – Colour Clashes**
- (i) 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.
 - (ii) 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.
 - (iii) Where pre-determined colour clashes do occur, the alternate colours must be registered.
 - (iv) 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.
- 3.15 Toss**
- (i) The toss to decide who will kick off and to chose ends will take place at half time in the preceding match. The toss shall be conducted by the match referee with a representative of each team in attendance.



TOURNAMENT LOGISTICS

Detailed below are the requirements as they relate to logistical side of a tournament.

Naturally, as with the tournament structure, these can be amended to suite local, regional, national or international tournaments, and the budgets associated with the respective tournaments.

There is specific mention of Sevens in this part of the Unit. Most information is applicable to both Sevens and 15-a-side tournaments, with other information that can be applied and modified as appropriate.

1. AIR TRAVEL

- Bookings should be made as early as possible to ensure that the teams are accommodated on the most direct flights available between the participating and host countries. This is particularly important for the long haul teams.
- The most convenient and cost effective departure point for teams should be agreed at least 3 months in advance of the Tournament.
- Arrangements should ensure that the teams leave the day after the completion of the Tournament. It should be made clear to all teams that the costs of any deviations in the outward or homeward journeys that are not agreed with the host union are the responsibility of the participating team.
- Where possible, arrangements should be made for the long haul teams to have access to Business Class lounges when there is a particularly long transfer period.
- Where possible, the up grading of teams (particularly long haul teams) to Business Class seats, even if Business Class catering is not provided.
- Tournaments will have a commercial relationship with an airline. They should discuss with the airlines the position in respect of excess baggage. It should be noted that a Sevens teams can bring up to 55 pieces of luggage weighing in total approximately 800 kgs, which is well in excess of business class allowance. A 15 a-side squad may bring well over the designated number pieces of luggage

2. ACCOMMODATION

- Teams and officials should be accommodated in at least 4 Star hotels.
- All members of a team must be located on the same floor of the hotel. The physio's, manager's and coach's rooms should be as close as possible to the players' rooms.
- The physio's room should be large enough to accommodate the physio table and equipment. Very often a suite is provided for this purpose.
- Exercise in a swimming pool now forms an integral part of training and recovery for the teams. The hotel should have a gym and pool. These facilities should be provided free of charge to teams and officials.
- All teams should be accommodated in the same hotel. Where possible the match officials should also be accommodated in the same hotel.
- When it is not possible to accommodate the match officials in the same hotel then they should be accommodated in a hotel of comparable standard.
- The hotels should be located within 40 minutes of the match venue and within 20-30 minutes of the training ground.
- Consideration and appropriate action should be taken regarding the security and privacy of players and their belongings.
- A Tournament office should be located in the team hotel. In this room a computers with email, a photocopier and fax should be available.
- At least two team meeting rooms with TV, video and writing board should be available in the hotel and booked through the Tournament office. A referees' meeting room should also be made available for their exclusive use as and when required.
- Players and match officials increasingly require internet and e-mail access. If possible a separate area should be arranged for this purpose with a minimum of two computer terminals. The players and match officials will be responsible for any charges associated with the use of this facility.
- Players' and match officials' rooms should be non-smoking.
- As well as size of rooms and service, consideration should be given to entertainment facilities for the players, i.e. games room.
- Hotels should also be made aware of the extra towels required for training and by the physio.
- All rooms should be away from the hotel bars or nightclubs and any areas that are prone to excessive noise.
- Mini bars should be removed from the players' rooms.
- Players must settle all personal room bills prior to departure. It is the team manager's responsibility to ensure that there are no outstanding charges due by any of his team members.



For 15 a-side Tournaments the following is recommended:

- Hotels should be preferably 4 star although some 3 star hotels will do and sometimes helps as not all teams can afford the higher rates. The rate negotiated should be for full board.
- Where ever possible no more that 3 teams should be accommodated in each hotel.
- Each hotel should have a swimming pool and gymnasium.
- Each team should be provided with its own team room which should be able to accommodate a minimum of 32 persons. This is a host union cost. White board, video etc is to be provided. If a team want to bring in a table tennis table, pool table etc then this is at their own cost.
- Each team is to be provided with its own physio room which is again a Host Union cost. This should be located next to the physio and preferably have interlocking doors.
- Meals should either be in a private room or in a private area of the dining room. They should cater for athletes - high protein & carbohydrates, low fat with plenty of variety and be served buffet style. This help with quantities preferences etc.
- Good access for buses etc.
- Where ever possible one team should be located on the same floor (13 twin rooms, 6 singles plus physio room). It is preferable for the beds all to be doubles. Away from the bars and noisy areas of the hotel. Where possible, managers should have a bigger room or even a junior suite.
- If there is an area where the team could walk about then this also helps as they will be there for three weeks. Therefore a Holiday Inn by the zoo would be ideal but I wouldn't recommend going to the Airport hotels.

3. HOTEL CATERING

- Catering at tournaments forms an integral part of a team's preparation. It is imperative therefore that the meals offered are of a high standard and suitable for international athletes.
- Meals should be served buffet style in a private room or dining room.
- As a general guideline meals should be available at the following times:

Breakfast	7.00am	–	9.30am
Lunch	12.00pm	–	2.00pm
Dinner	6.00pm	–	9.00pm

- These times are subject to change depending on the Tournament and team training schedules.
- Meals should be high in carbohydrates and protein and low in fat.
- Food should be baked, grilled or boiled. No food should be fried.
- Plenty of variation should be offered together with fresh fruit and vegetables. Bananas in particular should be made available throughout the day.
- Two days from the start of the tournament the amount of red meat offered should be reduced and chicken and fish meals increased.
- Meals should include chicken, fish, pasta, potatoes, vegetables, salad, fruit and bread.
- Where possible the sauces should be low in fat and, in the case of pasta, served separately.
- For breakfast, scrambled eggs, omelettes, fruit juice, cereals, yoghurt, baked beans, bread, fruit, and milk – full fat and skimmed should be available.
- At all meals there should be water, fruit juice and soft drinks available, tea, coffee.
- Consideration should also be given to regional diets and religious restrictions on food.
- Tournament organisers should ensure that a sufficient amount of food remains for teams finishing at the end of the tournament day. On match days it is particularly important that food is available for players who have been detained at the ground for anti-doping purposes following the completion of play. This can sometimes run to two or three hours past the official evening meal completion time.

4. CATERING AT THE GROUND

- It is preferable that each team is allocated an area or hospitality box within which meals can be served. Where hospitality boxes are not available, meals for players and officials should be served in a private room and buffet style.
- There should be large quantities of pasta or rice based meals together with fruit (especially bananas), sandwiches and bread. Sauces should be served separately to the pasta or rice.
- These meals should be available throughout the tournament day.



5. WATER

- Still bottled water should be provided at the ground throughout the tournament and on training days at the hotel.
- Each player will consume at least 4 litres of water per day.
- Water should be made available to teams and officials on arrival at the airport.

6. ICE

- Arrangements should be made for sufficient quantities of ice to be available at the ground and hotel.
- It should be noted that teams require significant quantities of ice for ice baths on both training days and match days.

7. LAUNDRY

- Arrangements should be made for each team's training kit (shorts, socks, jerseys, t-shirts etc) to be cleaned once a day. These should be returned via the Liaison Officer in time for the next day's training session.
- Playing kit should be laundered following the completion of Day 1 of the Tournament.
- It is imperative that suitable arrangements are made to ensure that the kit is secure while being laundered.

8. TRAINING GROUNDS

- In an ideal situation it is preferable for all teams to each have a training pitch.
- Where this is not possible a timetable should be produced to ensure equitable allocations of time.
- It is usual for teams to train twice a day. Typically sessions would last between 1 to 2 hours in both the morning and afternoon.
- It is important that the pitches are suitably grassed and even and marked for rugby.
- It should be noted that football pitches could be used where there is a limited supply of rugby pitches.
- Time allocations would normally be:

• 9.00am – 10.30am	• 10.30am – 12.00pm
• 3.00pm – 4.30pm	• 4.30pm – 6.00pm
- Each team should have a minimum of 4 training balls being the same as those used in the Tournament. Marker cones should also be provided.
- Training grounds should have suitable first aid facilities available.
- Training grounds should be no more than 20-30 minutes away from the hotel.
- Water and ice must be made available to the teams either at the training ground or at the hotel prior to departure to the training ground.

9. LOCAL TRANSPORT

- For transfers between the airport and hotels each team must be allocated a bus. It is not acceptable for teams to share buses as this inevitably cause delays and confusion. It should also be noted that each team could have up to 50 pieces of luggage.
- For transport on training and match days each team should be allocated its own bus.
- Transport should be available between 7.30am – 9.00pm (non match days) and should be available for a reasonable amount of local sightseeing and shopping trips. On match days transport should be available until after the last match of the day.
- Transport should also be available for the match officials, Citing and Judicial Officers, drug testing officials and IRB and Host Union Tournament officials throughout the Tournament period.
- The team manager via the Liaison Officer should make arrangements for collections and returns.
- Transport must be made available for players who have been detained at the ground for anti-doping purposes. In this instance it is acceptable for players and officials to share transport.

10. LIAISON OFFICERS

- Each team including the match officials should be allocated a Liaison Officer, who preferably should also speak the respective team's language.
- Unlike 15-a-side Tournaments, the Liaison Officer is expected to have a very hands-on role in helping the manager with kit, laundry, water, ice, etc.
- As well as these roles the Liaison Officer should have good local knowledge of the area concerned.
- The Liaison Officer should be contactable at all times and preferably staying in the team hotel.
- A full list of Liaison Officer contact numbers should be provided to the IRB Tournament Manager and contained in the Managers handbook



11. MATCH VENUE

- The match venue should be of a suitable standard and conform to the Laws and regulations of the International Rugby Board. Approval of the pitch must be obtained from the IRB prior to the start of the Tournament.
- It is imperative that every effort is made to keep to the playing schedule and that the tournament runs to time. Even the slightest variation of start times can cause disruption to television companies, teams, entertainment co-ordinators and spectators.
- In selecting a venue, consideration should be given to the provision of warm-up areas away from the main pitch.
- Where possible warm up areas should also be provided behind each in-goal area.
- Where it is not possible to provide each team with a changing room then the teams will share. However, a minimum of 4 changing areas should be available with shower and toilet facilities.
- A changing room, shower and toilet facilities should also be available for the referees.
- As well as changing rooms a private rest area for match officials and players should be available. This provision is best provided for with a hospitality box for each team.
- Where this is not available then a large room should be provided. The players' and match officials' meals can also be served in this room.
- Access to this area should be restricted to players, match officials and the appropriate Tournament and IRB officials
- Where a hospitality box is not available, arrangements should be made for the safe storage of kit.
- Where hospitality boxes are not used, then a shaded seating area in the stand should be provided for the players. It is important that this area is secure and access is restricted to teams and officials only.
- The area around the tunnel and changing areas should be restricted to players, match officials and necessary Tournament officials. The Tournament must provide a designated official to police this area.
- Two seating areas either side of the half way line should be available for the two teams playing in the match (see technical area guidelines below).
- Table and chairs should also be available for the fourth and fifth official and sin binned players.
- Two minutes prior to the start of the match teams should assemble in the players' tunnel or the designated "teams out" point. It is essential that either the Tournament or the Host Broadcaster provides a floor manager to ensure that the games run to schedule and that the teams are assembled and ready to enter the playing area when given the signal to do so by the Broadcast Director.

12. MATCH TIMINGS

- The Host Union is reminded that in accordance with the Laws of the Game the referee is responsible for time and any injury time that may occur.
- Matches must be played in accordance with the match schedule provided by the IRB. The match schedule must never be altered without the prior express written approval of the IRB.
- Wherever possible the Host Union will appoint a timekeeper who on the signal of the referee will stop and start time. In Sevens, at the completion of 7 minutes playing time and when the ball is next dead, the timekeeper will sound the bell or hooter.

13. TECHNICAL AREA PROTOCOL

- For IRB Sevens Tournaments, two technical areas shall be provided on the same side of the pitch, each one on either side of the halfway line and outside the field-of-play. The technical areas must be clearly marked on the ground. The line nearest the touchline must be parallel to the touchline. The technical areas commence five metres from the halfway line. The technical areas must not exceed nine metres in length and three metres in width and must not be less than two metres from the touchline.
- The team personnel permitted in the technical area include the team manager, coach, a maximum of two medical attendants, three reserve players and the two non-playing personnel who will act as water carriers. The medical personnel may enter the field of play in accordance with Law at any time a player is injured.
- Water may be taken during stoppages in play (injuries and when a try is scored) in the playing area. The water carriers are not permitted on the playing area during penalty kicks at goal. The water carriers must remain in the technical area at all times unless they enter the playing area to provide water. The IRB will provide technical area bibs that must be worn at all times by the Physio and water carriers. Players may come to the touchline adjacent to the technical area to receive water. Water bottles must not be thrown on to the field of play. Under no circumstances may the coach or the manager enter the playing area during play.
- The 6th and 7th officials will manage the technical area. If there is a transgression of the protocol the matter will be reported to the match referee. The match referee will caution the offender and warn that future transgressions will result in expulsion from the playing enclosure. Should any person be expelled from the playing enclosure they must be reported by the match referee to the IRB Representative in accordance with Regulation 17.1.2. for behaviour prejudicial to the interests of the Game. The IRB representative may refer the incident to the Tournament Judicial Officer.
- If replacements require to warm-up and there is not an area outside the playing enclosure or playing area, they may warm up in the opposition in-goal area.
- Where warm-up areas encroach the in-goal area, it is important that an appropriate official is put in place to ensure that players warming up are aware of the approaching playing teams and stay away from the cameras etc.
- Where the warm-up area is away from the main pitch, then a marshall should be appointed in radio contact with the floor manager.
- Note that there is no Technical Area in the 15-a-side game.



14. SUBSTITUTIONS

- Due to the limited amount of playing time in Sevens it is imperative that substitutions happen quickly. Care however must be taken to ensure that 8 players do not end up on the pitch.
- For each match an official (6th and 7th officials) will be allocated to each team for the purposes of managing the substitution process. These officials should make themselves known to the respective team managers prior to the start of the game.
- When a substitution is required the manager will write the number of the player to be substituted and the number of the substitute on a board provided by the Tournament. He will show this board to the substitute official that will ensure that the substitution takes place in a speedy and orderly manner.
- The referee must be wired to the substitution official or touch judges by radio or by a talking flag
- Provided the referee is happy for the substitution to take place it should take place at a suitable interval and as quickly as possible e.g. at conversions or at the time of an injury.
- The substitution process for the 15-a-side game should be an appropriate modified version of the template above.

15. CITING OFFICER

- The Citing Officer shall have attended the IRB Citing Commissioner Training Course.
- The Citing Officer shall be appointed by the IRB.
- The Citing Officer should be allocated a private room in view of the pitch. Often a hospitality box or private commentary booth will be appropriate for this facility.
- The room should be equipped with a table and chairs for up to 4 persons.
- Arrangements should be made for a direct television feed to be available in the room. This feed is arranged with the host broadcaster.
- Two video recorders and televisions should be provided capable of recording and playing a direct feed signal.
- Videotape covering the length of the tournament should also be provided.
- The Host Union should appoint a suitably experienced deputy to assist the Citing Officer in any way as may be required.
- Arrangements should be made for the Citing Officer to meet and have access to the television director.
- The Citing Officer should have a direct communication link with the IRB Representative, the Tournament Director and the Judicial Officer. Radios or mobile phones should be provided for this purpose.

16. JUDICIAL OFFICER FACILITIES

- The Judicial Officer will be appointed by the IRB.
- Due to the enhanced nature of the competition it is imperative that any disciplinary hearing can take place immediately after any sending off or citing.
- The disciplinary room should be located in the stadium and be private.
- The room should be equipped with table and chairs for up to 8 persons.
- The room should be equipped with a video and television monitor capable of playing tapes that have been recorded from a direct feed signal.
- The Host Union should make available translators, secretarial support and electronic facilities to record hearings.
- The Judicial Officer should have a direct communication link with the IRB representative and the Tournament Director. Radios or mobile phones should be provided for this purpose.

17. MEDICAL

- The Host Union should ensure that appropriate medical facilities are available at the match venue.
- This shall include an appropriate room or area for use by players and officials who are injured or ill.
- Such a facility shall include:
 - a) resuscitation equipment, IV fluid, essential drugs
 - b) oxygen and suction
 - c) stiff neck collars
 - d) standard stretcher, Jordan Frame spinal board
 - e) scoop stretcher
 - f) readily available telephone with a list of ambulance, rescue helicopter (where available) and local hospital contact numbers
 - g) adequate lighting including wall light for suturing
 - h) sink and hand washing facilities
 - i) facility for disposal of used needles, syringes and contaminated dressings
 - j) facility for sterilising instruments
- Access to all facilities shall be such that there is unobtrusive access for a stretcher from the field of play and ready access for an ambulance.
- An ambulance should be present at the ground throughout the Tournament.
- Each dressing room should have access to a sink and hand washing facilities, a physiotherapy table and adequate facilities for the disposal of used needles, syringes and contaminated dressings.
- A suitably experienced doctor should be present at the ground throughout the Tournament.
- Suitable access to first aid facilities should be made available at each training ground.
- Each Liaison Officer should be issued with appropriate information on doctors, local hospitals etc.
- Due to the number of players and officials involved in a Tournament it is imperative that there is access to a doctor 24 hours a day. Where possible, the Tournament doctor should stay at the team hotel or hold daily clinics at the hotel to an agreed schedule.

18. DATA GENERATOR REQUIREMENTS

The IRB requires the Data Generator (DG) to provide electronic Information Management and Match Tracking services for the nominated IRB Sevens Tournament.

The DG is required to provide time, manpower, software and equipment to:

- Process team and player information in the week prior to Tournament for the Tournament Office.
- Attend the Team Managers' Meeting at a time and venue to be decided, for final verification and processing of player details.
- Produce a list identifying the confirmed squad of 12 players for each team participating in the Tournament.
- Produce Media Pack inserts for Head to Heads, Squad Career Summaries, IRB Sevens Leading Scorers and Player Profiles.
- Manage the flow of match information in Tournament Control by:
 - Inputting Team Lists as declared by Team managers at Tournament Control
 - Processing and printing Team Sheets for 4th Official
 - Processing and printing of Referee's appointments for each day
 - Tracking each match for team and player statistics
 - Printing match, player and tournament summaries for media distribution
 - Printing IRB Match Report for each and every match
- Produce a schedule of matches for the Knockout Stages as determined by Qualification Criteria provided by the IRB.
- Provide a comprehensive television graphics service to meet the IRB Sevens broadcast requirements.



19. DELIVERABLES

To fulfill the IRB Sevens requirements the Data Generator must agree to deliver the following:

- A project manager and TV/Media Liaison consultant.
- Time, manpower and materials in support of the Tournament Office prior to the Tournament starting. This operation will include site-visits and the inputting and processing of the match schedule, team and player information. The Data Generator will produce Squad Lists for the Team Managers' Meeting, which will be used as the final document for clarification of all squads.
- Time, manpower and materials to install (and de-install) cables and equipment at the Stadium. The Data Generator will provide all appropriate laptops, desktops, network cabling and at least two printers.
- Time, manpower and materials to support team input and report generation at Tournament Control. Staff assigned to this duty during the event will require power, furniture and fax/phone links to successfully complete their assignments. Teams must be declared by the Team Manager no later than 30 minutes before the team is due to play.
- Time, manpower and software to produce a qualification list at the end of the Pool Matches for progress to the Knockout Stages. This report should be available on-line for the Tournament Director to sign-off and printed immediately the last pool match finishes and copies made for distribution.
- Time, manpower and materials to conduct timely and accurate Match Tracking for each match in the Tournament.
- Time, manpower and materials to provide copies of Team Sheets to the appropriate people prior to every match.
- Time, manpower and materials to generate the IRB Match Report and Media Match Report after each match. Other reports will be generated at the end of each day and are listed as:
 - Top Scorers – All-Time IRB Sevens, Current Series, Tournament
 - Tournament Summary – Tackles, Passes, Errors, Percentages and Scores
 - Team Summaries – Average Errors, Turnovers, Tackles and Scores
 - Pool Tables
 - Schedule with Previous Encounters (Head to Heads)
 - Progression Charts – Shield, Cup, Plate and Bowl
 - Schedule and Referees' assignments
- Time, manpower and materials to provide a data feed for the Commentator's Information Channel.
- Time, manpower and materials to service Host Broadcaster TV Graphics requirements:
 - Two Video Caption Generators plus two operators
 - Match Schedules and Pool Tables
 - Match Analysis
 - Score lines and Scorers
 - Head to Heads
 - Interviews

The following is a list of the basic reporting requirements for an IRB Sevens Tournament:

Report	Delivery	Distribution
Final confirmed Squad Lists	Before Event	IRB, HU, TV, Doping, DG
Individual Team Lists	Before Event	Liaison Officers (LO), HU
Match Team Sheet	30 mins before each game	4th Official, HU, TV, Media, Disciplinary, Doping Control
IRB Match Report	After each Game	IRB, HU, TV, Media, DG, LO
Pool Tables	On demand	IRB, HU, TV, Media, DG, LO
Knockout Charts	On Demand	IRB, HU, TV, Media, DG, LO
Leading Scorers	End of each day	IRB, HU, TV, Media, DG, LO
Schedule and Referees List	Start of day / on demand	IRB, HU, TV, Media, LO
IRB Sevens Table	End of Event	IRB, HU, TV, Media
Eligibility Report	Before Event	IRB
IRB Sevens Summaries	After event by DG	IRB

- Consideration should be given to producing electronic versions of these reports directed towards the IRB website.
- Host Union receives multiple copies of each report for administration, archiving and hospitality boxes.
- TV requires copies for Commentators and Production Scanner.
- Runners provided by the Host Union need to be organised in shifts and be available on demand all day. They will take copies for re-production to the Media Centre and then optionally, to TV Commentary Positions, TV Production Area, 4th Official and HU Hospitality.
- DG/IRB database requires a complete set of results. For each and every match the complete 10-man team list plus scorer details comprising number of tries, conversions, penalty and drop goals. In addition, a complete list of the confirmed 12-man squads must be emailed to IRB/ before the Tournament starts and any changes notified immediately.
- Liaison Officers will deliver team sheets and collect the Match Summary Report from the Tournament Office.



20. HOST UNION PARTICIPATION

A successful IRB Sevens Event depends on close co-operation between the Host Union and Data Generator with one managing and administering the Tournament and the other managing the flow of information. It is expected that the HU's participation in the DG's activities be kept to a minimum but will include:

- Identification and introduction of key HU contacts/counterparts and staff co-operation reasonably required for DG to deliver its services.
- Close liaison between HU and DG ensuring Team Managers meet team declaration deadlines and that players retain a unique squad number throughout the Tournament.
- Provision of adequate facilities (including power, furniture and positions) to enable DG to carry out its obligations.
- Provision of fax/telephone links between DG positions.
- Provision of Printers at the Media Centre and consumables such as toner and Event stationary. DG will provide a printer for generating reports in Score Control and Tournament Control.
- Provision of runners and/or fax machines to distribute DG information to areas where electronic information has not been budgeted.
- Provision of Schedule and Qualification Criteria.
- Provision of appropriate Accreditation Passes for the personnel already identified.

21. HOST BROADCASTER PARTICIPATION

It is expected that the Host Broadcaster's ("HB") participation in DG's activities will include:

- Identification and introduction of key HB contacts/counterparts and staff co-operation reasonably required for DG to deliver its services.
- Provision of appropriate video cables for two video character generators.
- Provision of TV monitors for Transmission, Replays and Wide Angles.
- Provision of two way switched talkback between Tournament Control, Score Control and TV Graphics.
- Provision of appropriate sound links for commentary.
- Provision of video cable and resources to distribute the Commentator's Information Channel.

22. DOPING CONTROL REQUIREMENTS

The following is a list of requirements to enable an effective Anti Doping Programme to be delivered at each selected Tournament.

1. A lockable Doping Control Station

Please see the attached outlay for the breakdown of space and furniture. A room can be adapted with the aid of screens to provide the break up of space required. There must be enough space for a minimum of 12 persons. The Host Union is to provide an overview of the suggested doping control space to the IRB Anti Doping Manager in the lead up to a Tournament.

2. Signage

Is to be provided on the Doping Control Station and around the player areas to assist in the location of the station. The sign located on the entrance to the station shall read.

"Doping Control"

"No entry without authorisation"

The remaining signage shall be "Doping Control" with directional arrows.

3. Sealed Drinks

Sealed bottles of isotonic drinks and sealed bottles of water are required to assist selected players hydrating in the Doping Control Station. The number of drinks to be provided shall be confirmed by the IRB Anti Doping Manager.

4. Cooler box or Fridge

A cooler / esky with ice or a fridge to keep the sealed drinks cool is required.

5. Doping Control Staff

The IRB will attempt to contract with a National Anti Doping Organisation if available to provide doping control staff (Two Doping Control Officers (DCO's) and Chaperones). If such an organisation is not available nationally or if there are no local testing staff due to the Tournaments location then the IRB will arrange and cover the costs for two (2) Doping Control Officers to be flown in, their accommodation and wages for the duration of the Tournament.

In the case that DCO's are flown in the Host Union shall be required to recruit 8-10 local male volunteers to perform the role of Doping Control Chaperone during the Tournament. The IRB Anti Doping Manager shall provide criteria as to the type of person required for this position and will provide the training. If this occurs the Host Union will be responsible for the provision of a meeting room inclusive of a TV and video within the Hotel to conduct the training.

Volunteer chaperones will be provided with training by the IRB Anti Doping Manager and will receive an IRB uniform. Accreditation and meals during the Tournament for the DCO's and volunteer Chaperones will be at the expense of the Host Union.

A chaperone notifies the player of their selection and requests their signature on the doping control form at the conclusion of a match. The chaperone then accompanies the player until they arrive to the Doping Control Station.

6. TV in the Doping Control Waiting Room

As players may have to wait for some time in the Doping Control Area a TV is requested. If the Tournament has a live broadcasters feed then this should be provided into the Doping Control Waiting Area for the player's comfort.

7. Doping Control Kits and Equipment

The Host Union is requested to cover the costs of the Doping Control Kits/Beakers and Partial Sample Kits used for doping control at the Tournament. The IRB can source the Kits and Beakers on behalf of the Union or the Union may source them directly from a National Anti Doping Agency. The Doping Control Kits must be of Berlinger brand. The IRB Anti Doping Manager will confirm the number of kits and beakers required. The approximate cost of one kit/beaker is \$12 euro. If the Host Union requests the IRB to provide the testing equipment the cost for couriering the equipment will be a Host Union expense.

8. Courier of Samples

The IRB will cover costs for transporting the collected samples to an appointed IOC Accredited Laboratory.

9. IOC/WADA Accredited Laboratory

The IRB will cover the costs of the analysis for all samples at the appointed IOC Accredited Laboratory.

10. IRB Anti Doping Representative

The IRB will provide one Anti Doping Representative to act on its behalf to oversee the anti doping programme to ensure it is conducted as per IRB Anti Doping Regulations and to deal with any anti doping issues from participating Unions.

11. Tournament Match Team Lists

A copy of all Tournament match team start lists is to be made available to the DCO or IRB Anti Doping Representative. This is required for the selection of players.

12. Team Liaison Officer and Team Manager List

A list of all Team Managers, Team Liaison Officers and their contact numbers are required.

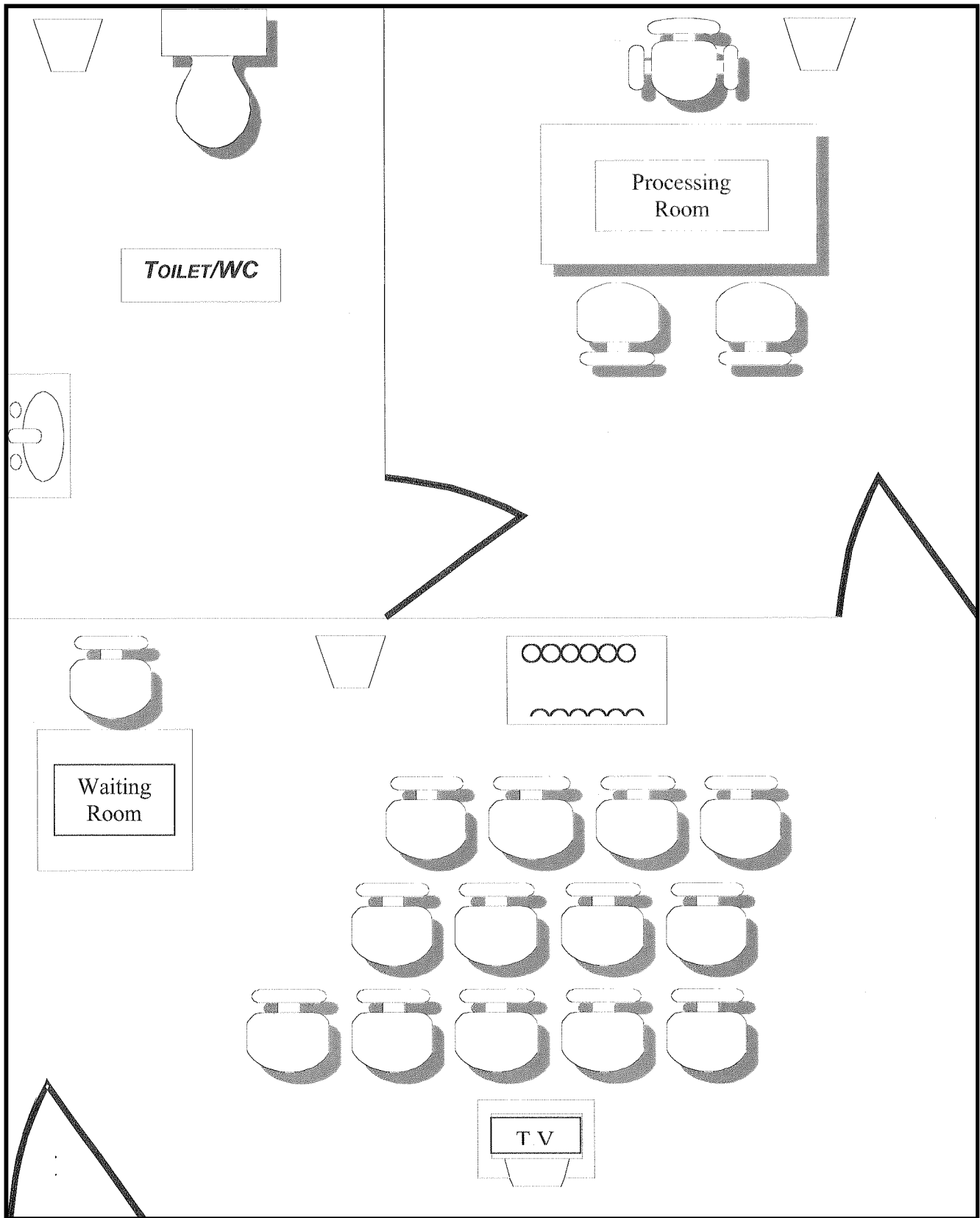
13. Accreditation

Doping control staff requires access to all areas of the venue where a player may be located or required to go after a match is completed. This includes Change rooms, Player meal/relaxation areas, Press Conference, Field of Play and any other appropriate area.

14. Reserved Seating

Approximately 10-12 reserved seats for Chaperones and Doping Control Officers is required close to the Field of Play exit. This allows doping control staff to identify selected players and notify them as they exit the field at the end of a match and keeps the staff in a confined space out of the tunnel exit area. The IRB Anti Doping Manager will confirm the actual number of seats required.

23. DOPING CONTROL STATION LAYOUT



↑ Secure entrance to Doping Control Station



24. TEAM VIDEOS

- It is essential that each team be provided with a video of all its matches immediately following the end of each game. Teams require the videos for match analysis and training purposes.
- Arrangements should be made with the Host Broadcaster to provide a feed to an area where the games can be recorded. The Tournament should provide a person and the necessary equipment (normally two video recorders connected to one monitor) to record the games. Each team should be given one 3-hour tape to record all its matches in the Tournament. Each team is responsible for the delivery and collection of the tape from the designated recording area.

25. RESERVE POOL

- 10 players of suitable Sevens experience should be provided for the reserve pool.
- These players are to be from the national Sevens squad and not currently selected for the Tournament. It is not a requirement that they be eligible to play for the hosting country.
- A manager should be appointed to look after the players and give advice to the team managers on the experience of the reserve pool players available.
- The reserve pool manager should be available and contactable at all times during the tournament.
- A designated area should be allocated for the reserve players to wait until called upon.
- Prior to the start of the Tournament a list should be produced detailing all the reserve pool players' names, height, weight, club and Sevens and 15s experience.

26. MEDIA

- Suitable viewing and reporting facilities should be available for journalists.
- A room should be available for journalists to prepare reports. This room should include access to a fax machine, a photocopier and telephone point for both internet and telephone access.
- This room should also be provided with copies of team sheets, result sheets and match statistics.
- A suitable area/room should also be available for post match interviews and end of Tournament press conferences.



27. TROPHY PRESENTATION

- Trophy presentation should take place immediately following the end of each final to keep the attention of the crowd and to assist the television producers in getting appropriate pictures.
- Delays in the presentation can lead to expensive costs associated with satellite time and impromptu filling for commentators.
- This is also important for sponsors, as they naturally will want to gain as much exposure through photographs and television pictures as possible.
- The schedule is structured in such away that the trophy presentation will take place after each final.
- Where a podium is being used, it is preferable that it be situated off the playing pitch.
- The runners up should be presented first followed by the winners of the appropriate final.
- A running schedule detailing the names of the people presenting the trophies should be available the day prior to the start of the Tournament.

28. MATCH FUNCTIONS

- Functions for players must not be organised on the night prior to the start of the Tournament.
- Host Unions should also be aware that a lot of the teams would have private functions organised during the 3 days leading up to the Tournament.
- The after match function should be a relatively informal affair with a buffet rather than a formal sit down meal the preferred option of the players.
- It is recommended that any speeches take place relatively early in the proceedings and are kept to a minimum.