

# **PARTICIPANT PACKET**

## **2004 WOMEN'S CLUB CHAMPIONSHIPS**

as of April 20, 2004

### **Area Maps**

Area maps have been provided by the hosts. They are located on the web site.

### **Captains Meetings**

Information on the time and location of the meeting may be found in the Schedule for the event.

The meeting is **MANDATORY** for at least one representative from each participating team, the assigned officials, the host organization, and a representative from the Western Rugby Union. The meeting serves to review the weekend activities, resolve any open issues, answer questions about the officiating and the laws, and answer any questions about the event. There is a fine for failure to attend this meeting.

### **Discipline**

Please download the Discipline Regulations from the web site. Review the regulations with your club members. Ignorance of the regulations is not an acceptable excuse.

If an *ad hoc* Disciplinary Committee is needed, it will be assembled and chaired by the representative of the Western Rugby Union in attendance at the event.

### **Eligibility Regulations**

Current USA Rugby Eligibility Regulations should be downloaded from the web site. Each club is expected to fully understand the regulations, and to complete all required documentation. Failure to do so may result in the disqualification of any player in question.

On site questions, interpretations, etc. of these regulations will be handled by the Western Rugby Union representative.

If your team has questions about the eligibility of any player or players on your team, you should immediately address the questions or concerns to the Chairman of the USA Rugby Eligibility Committee. Questions should be addressed to him in care of the USA Rugby National Office 719-637-1022.

No exceptions to these rules will be made on site by the Western representative.

### **Event Roster - Do This ASAP \*\*\***

The form may be downloaded from the WRFU web site.

This form must be completed and faxed to the Western Administrative Office at 719-477-9157 no later than:

**Close of business Monday, 19 April 2004**

NOTE: Failure to preregister your team's event roster by the scheduled dates will result in:

1. A much longer on-site check-in process with your team required to bring extra proof of "good standing." You also suffer the possibility that some of your players will be declared ineligible at the event.
2. A \$100 fine levied against your club.

The office will compare your roster of players to lists provided by USA Rugby, and the Western Rugby Union. You may ONLY list players who have paid their dues to both organizations. Other names will not be eligible to participate in the event. Clubs will be notified of players that are ineligible. Such players may NOT be replaced on the Event Roster. Clubs which no longer have enough eligible players will be disqualified.

The roster for club events is 28 players . If you need additional copies of the form, please feel free to make them.

Players' names must be clearly legible and in **alphabetical** sequence by the last name. Illegible names will be disqualified from participation in the event.

The Event Roster contains columns to be completed as follows:

*Last Name, First* - see above. In alpha sequence.

*Residency Status/Academic Yr.* - Residency Status = US Citizen, Green Card, Citizen of XXXX

*CIPP#* - CIPP # from USA Rugby.

*Position* - What position does the player usually play? Center, Wing, Lock

*DOB* - Date of Birth.

*USA \$* - Office Use Only

*W\$* - Office Use Only

*L\$* - Office Use Only.

*Res Proof* - Office Use Only

*Ins.* - Office Use Only.

*Regist List* - Office Use Only

### **Club Check-In Schedule (React to this Proposed Schedule)**

A schedule of on site check ins is included in the Schedule for the event. Please refer to it and confirm your club's ability to make the scheduled time. If you prefer a different time or your travel schedule makes it impossible for you to meet the assigned period, please call the Administrative Office at 719-477-9157 or email [wthaffner@aol.com](mailto:wthaffner@aol.com).

Each team is assigned 15 minutes to complete the check-in process. If you have your paper work and players organized that is sufficient. If you have neither, it will take longer and you will be asked to return to the meeting room after the last team is finished to complete your check-in.

Note that the Western board has approved the imposition of a \$100 fine against clubs who fail to check in their full roster of players. Note also the new regulations regarding the use of ineligible players including the use of players not of the event or match rosters.

### **Player Check In Process (Understand this Process!)**

***Each player must have proof of citizenship, and a current photo ID. Clubs not abiding by the USA Rugby eligibility regulations during the pool or final matches will be disqualified from further competition.***

We suggest that a club administrator gather the required information, copy for each player, and mount the various forms on the sheets of stock paper. Put the information for each player on one side of a page, with another player's information on the back side. Place the completed sheets in a three-ring binder. The player sheets should be in alphabetical sequence.

At check in, line up your players in alphabetical sequence. Each player's information will be checked, and if complete and current, the player will be approved for participation in the event — assuming that all dues have been paid. See Event Roster above for the process to verify that dues have been paid.

Teams that have not pre submitted their event roster must bring the following additional information:

1. Proof of Club CIPP membership
2. Proof of CIPP payment for each player
3. Proof of Western dues payment for each player
4. Proof of LAU dues payment for each player.

### **Match Roster**

These forms may be downloaded from the web site. They are to be filled out for **each** match during the competition. **You will need to make three copies of each match roster at your hotel or a local copy shop.** About 30 minutes before a kickoff you should have someone on your team - preferably not a starting player - give one copy to the #4 Official or Referee, one copy to the Western Representative, and the third copy to a member of the opposing team.

The Match Roster lists the players by their jersey number. Reserves after #21 should be listed alphabetically. You must highlight the two players who are your alternate front row players if the starters cannot finish the match.

### **Kick Off Schedule**

See the Schedule for this event on the web site. Please download same. We suggest making copies of at least the KO schedule for the members of your traveling party.

Note the Regulations - on the web site as well - that requires a team to be ready to play within ten minutes of the scheduled kick off or face a forfeit loss. Familiarize yourself with the regulations in the event of ties. Have a plan ready should this eventuality occur.

### **Kit Colors**

Each team will be asked to describe the kit they will be using during the event. Please note the procedure that will be used to determine which team will be required to change kit should there be a conflict in kit colors. The Referee and/or the Western representative will determine whether a conflict does exist. See Event Regulations on the web site.

### **Event Fees**

The Western Rugby Union is authorized to assess a \$150 fee for participation in this event. Please make your check payable to "Western Rugby Union" and forward it to the office or give it to the Western Representative at the event. Clubs must have their fee paid before the beginning of competition. There are no exceptions to this rule.

## **Western Representatives at Events**

The Event Schedule includes this information

## **Water/ Half Time Refreshments**

Your team is responsible for bringing the necessary supplies to the field. Since the usual object is to refresh as many players as possible in the shortest period of time, it is suggested that you serve water in small bottles. You may wish to purchase half gallon jugs of water to save money, but you should have at least a half dozen smaller containers to serve the water.

## **Trainers**

Trainers will be on a site for both days of the competition.

## **Hospitals**

While there will be trainers on a site for the event, as well as local access to the on base/campus emergency treatment center, there are several local hospitals available should serious injuries occur.

## **Ice**

It is suggested that you purchase an inexpensive cooler and fill it with a few bags of ice for each of your matches. Coolers and ice may be purchased at:

There is a Seven Eleven across the street from the hotel.

## **Laundry**

It is suggested that you organize team members to launder your playing kit after the first match. Playing in a dry, clean kit will be an advantage. Two laundry facilities are noted on the map provided.

## **Restaurants**

Your host has provided the names of the following restaurants in the area:

### **Not provided**

**Remember you are representing your club and our sport while at any public place.**

## **Hotels**

The host has provided information on the event hotel. Note that the Le Baron is the “official” hotel for the event.

Lodging: The facilities listed below have been contacted and will support the 2004 Western RFU Women’s Club Championships. When listed, please contact the individual named in the description and mention the tournament.

**Le Baron Hotel**  
**314 West Bijou Street**  
**Colorado Springs, CO 80905**  
**1-800-477-8612**  
**1-719-329-7444**

## **Match Officials**

All officials have been appointed by the Western Rugby Union's Referee Committee. The names of the officials assigned to these matches maybe found in the Event Schedule documentation.

## **Player Exchanges**

Substitutes for injury, "blood," or tactics are allowed by the laws of the game. Please see Event Regulations on the web site for further information on substitutions. Law # 3 provides additional information. All player exchanges will be handled by the #4 Referee who will be conveniently stationed near the fields during **all matches**.

## **Medical Support**

Further information regarding the nearest hospital will be available on site. There are hospital facilities few minutes from the rugby fields.

Each team should have a procedure in place in case emergency services are required for an injury. Who will travel with the player? How and when should family members be notified?

## **Uniforms and Equipment**

The following is from USA Rugby and will be enforced during all matches in this competition:

### **Jerseys**

- a. Cotton and synthetic blends are permitted
- b. Must be collared, of full length, with sleeves of at least 2" when measured from the insert seam. Body and sleeve must be hemmed or banded. No T-shirts will be allowed.
- c. May be of any color or pattern, but all players must be of the same or approximately matching color and pattern.
- d. Must be clean and in good repair and free from holed, tears, and rips.
- e. Must be numbered 1-15 in not less than 4" size, numbers assigned to the proper position, in contrasting color, located in mid-center back. Jerseys worn by reserves need not be numbered.
- f. No "mesh" jerseys (open weave) will be allowed.
- g. No tearaway jerseys will be allowed.

### **Shorts**

- a. Must be of cotton or cotton blend of at least 50%.
- b. May be of any color or length between 2" and knee length, but all players must be of the same or approximately matching color, pattern, and length
- c. Must be clean and in good repair and free from holes, tears, and rips.

### **Socks/Stockings**

- a. Cotton, wool, synthetic materials, and blends are permitted.
- b. Must be of at least over the calf length.
- c. Any color or pattern permitted, but all players must be of the same or approximately matching color and pattern. Different colors may be worn on each leg provided all players do so.
- d. Must be clean and in good repair and free from holes, tears, and rips.
  - I. It otherwise conforms to the laws.
  - ii. No portion extends beyond the sleeve or shorts hem (no bike shorts)

- e. In exceptional and extraordinary climate conditions, for players safety, additional garment or accessories may be authorized by the referee. Such authorization shall be rarely given.