

Western Rugby Union

PARTICIPATION PACKET

2007 Men's Collegiate Championships

Divisions I and II

Women's Collegiate Championships

as of March 9, 2007

Web Addresses

The Host Organizing Committee has established a web site specifically for this event. The address is: <http://www.unco.edu/campusrec/Club%20sport/WestRegionals.htm>. Much of the information reference in Western documentation may be found on this site including hotels, restaurants, maps, etc.

The West also has a web site with additional information about the event. The address is: www.wrfu.org

Area Maps

Area maps have been provided by the hosts. They are located on the above web site and in the Schedule documentation

Captains Meeting

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 \$100 fine for failure to have a representative attend this meeting.

Discipline

Please download the Discipline Regulations from the West or USA Rugby 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 USA Rugby or West web site. Each club is expected to fully understand the regulations, strictly abide by them, and to complete all required documentation. Failure to do so may result in the disqualification of any player in question or the entire team.

On site questions, interpretations, etc. of these regulations will be handled by the Western Rugby Union representative. On site responses to eligibility questions will tend to focus on the letter of the regulations and to narrowly interpret any of the regulations.

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 303-539-0300. Questions on Eligibility may also be addressed to the National Office to Kim Brock on extension 100 or

Lindsay Tiernan on extension 106. Requests for waivers on Eligibility issues should be sent to the office where they will be forwarded to the Eligibility Committee.

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

Eligibility Binder (This is NEW!!!!)

USA Rugby has reconfirmed the responsibility of confirming all eligibility requirements to the TUs and LAUs. The West will continue to be responsible for insuring that all clubs and players meet the current requirements to participate in Championship Events. Almost all of the requirements of USA Rugby have been long standing requirements of the Western Rugby Union. **However the West is going to formalize some of these requirements by requiring all teams in Western championship events to produce required documentation in a three ring binder at check in time. These binders will be reviewed during and after check in and returned to the submitting teams during the first day of competition. The contents of the binder are as follows:**

- Tab 1. Current CIPP Roster for the club**
- Tab 2. A completed Participation Agreement. The Western Representative will sign the form at the conclusion of the event for the teams advancing to the USA Rugby event. This form is available on the USA web site.**
- Tab 3. A completed Event Roster for this event. A blank copy of the roster should also be included for the club's use should they advance to the USA Rugby level. See below for additional information about completing this form. The Event Roster for the West event is on the West web site. The Event Roster for the USA events is on the USA Rugby web site. The completed West Event Roster and the blank USA Event Roster should be included in this section.**
- Tab 4. A completed Registrar's Form. See below for additional information about completing this form.**
- Tab 5. Copies of the photo IDs to be used by each of your players. Copies must be clear. Illegible copies are not acceptable. Players submitting illegible copies of IDs may be disqualified. Copies should be in alphabetical sequence by last name. This should match the sequence of your players during the check in process.**
- Tab 6. Copies of the match rosters for EVERY competitive match your club has played this competitive season (back through 1 September 2006). It is a requirement that every player on your event roster has played in at least two competitive matches prior to playing in the Western Championships. Players who cannot show they have played in at least two competitive matches during the season will be disqualified if they do not have an approved waiver from USA Rugby. The working definition of competitive match is any A or B-side match that has 40 minute halves and was played a week apart from another such match. Playing is defined as participating as a starter, a reserve who enters the match for ANY amount of time, or a blood replacement who enters the match for ANY amount of time. These rosters should be in chronological sequence. A club may choose only to present enough match rosters to verify that all Event Roster players have played in a minimum of two competitive matches. However, we recommend that ALL such match rosters be presented in case any of the rosters is deemed illegible or otherwise not valid.**
- Tab 7. Copies of any eligibility waivers for any of your event roster players that were approved by USA Rugby. These forms should be in alphabetical order by last name.**
- Tab 8. The original and legibly completed Waiver and Release Form for each Event Roster player.**

Collegiate Eligibility Form

This form is also available on the West web site. It is essential this form be completed by the college

Registrar and include every player on the Event Roster. This can be a slow process, so we recommend the Registrar's office be contacted ASAP to arrange for the form to be completed.

NOTE #1 : The Registrar's Form must be dated by the Registrar any where between 23 March and 6 April. If you have completed the form prior to 23 March you must have the Registrar resign, date stamp and include the embossed school seal a second time. An original of the form must be presented at team check in at the event. Please note the SPECIFIC requirements for the completion of this form included on the form itself. The columns labeled: Date Student first enrolled at this college; If transfer, date first enrolled in college; Is student enrolled full time?; Is student an undergraduate? ALL must be completed by the Registrar. Also note that a supervising agent of the University must sign the form in addition to the Registrar. Officers of the rugby club may NOT sign the form.

There are NO acceptable alternatives to the above form.

Note #2: Please see the Combined Regulations documentation on the web site for additional information on procedures to be followed in the event a team fails to provide a completed Registrar's Form at check in. Essentially such a team will play all its matches, but the results of each will be a forfeit loss.

Event Roster - Do This ASAP ***

The form may be downloaded from the West web site.

This form must be completed and emailed to the Western Administrative Office at WTHaffner@aol.com no later than:

Close of Business - Monday 2 April 2007

NOTE: Failure to pre-register 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 CIPP Registration Rosters lists provided by USA Rugby. 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 collegiate events is open -- i.e., there is no limit to the number of players a club may include on their Event Roster. You may need to use two pages for your roster. 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. - Academic Year

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
Regist List - Office Use Only

Club Participation Agreement

The form may be downloaded from the West or USA web site. The section dealing with Western RFU signatory is covered above.

Waiver and Release Form

This form may be downloaded from the West or USA Rugby web site. It must be completed legibly for every player on the Event Roster.

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 719-687-0219 or email 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 a valid and current student ID, and/or a current photo ID.

A Collegiate Club must present its completed Registrar's form at the beginning of the check in process. The Western rep will confirm that all the event roster players are listed on the form and are still eligible to participate in collegiate rugby events. A student may NOT have started any college any time before September 1, 2002 in order to maintain eligibility. Students who started at any college prior to this date may either have been granted an extension of eligibility by USA Rugby or will be declared ineligible to participate in the event. USA Rugby's letter of extension must be presented at check in or the player will not be eligible to participate.

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. See above for content and format of the required binders for the presentation of information.

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.

Advancement to USA Rugby Championship Events

From the event this weekend in Greeley, five Western teams will advance to the USA Rugby Championship series. The documentation required by the West is essentially the same as that required by USA Rugby. Most of the forms used by the West are the same as those used by USA Rugby. Almost all of the work already done can be resubmitted to USA Rugby for their championship series. A random check of teams participating in the USA Rugby series will be announced about twelve days before the USA Rugby playoffs. Clubs that are informed they will be checked will be **required** to submit the above three ring binder to the National Office in Boulder. Teams undergoing the random check will be notified twelve calendar days in advance of the USA event and will have three days to get the binder to the office. There will be a zero tolerance for late, missing or incomplete information.

In addition, ALL clubs qualifying for participation in the USA Rugby series are required to submit a completed Event Roster. That form is downloadable from either the West or USA Rugby web sites. On the USA web site it can be found under Collegiate Roster/Checklist. Please note the completed form must be signed by a representative of the West - either President Bill Sexton or Administrator Bill Haffner. The completed and signed form must be in the National Office in Boulder by close of business Friday 13 April 2007. There are no exceptions to this time line. Neither Western officials will sign anything but a completed Event Roster.

There will be severe penalties to the West and to offending teams for failure to provide complete, accurate and timely information to USA Rugby.

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 four copies of each match roster at your hotel or a local copy shop or on the copier available at the Western tent at the event.** 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. **Each team keeps a copy. During the match they add the names of reserves they have used and the names and method of scoring for all their points. The completed form is delivered to the Western RFU rep within 30 minutes of the end of the match. There is a \$50 penalty for failure to submit the forms.**

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 has eliminated the entry fees. The West recognizes the high cost of participation in championship events. In a continuing effort to assume more of the costs of the events, the West Board approved a motion to eliminate the entry fees for 2007.

Western Representatives at the Event

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 site for all three days of the competition.

Hospitals

While there will be trainers on site for the event, as well as local access to the 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:

Several stores along the streets around the campus

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. Laundry facilities are available at:

TBA

Restaurants

Your host has provided the names of local restaurants in the area. See the above web site for further information.

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

Hotels

The host has reserved a block of rooms at the Best Western as noted in the above web site. Alternate hotels in Greeley and Fort Collins are noted as well. You are encouraged to reserve hotel space as soon as possible. **As a reminder any inappropriate behavior in hotels does a disservice to our sport and your University. Any reported discipline problems at hotels will be dealt with under existing discipline procedure.**

Match Officials

All officials have been appointed by the Western Rugby Union=s Referee Association.

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 midpoint of each field during all matches.

Medical Support

Further information regarding the nearest hospital will be available on site. There are hospital facilities a 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 University officials be notified? 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

1. Cotton and synthetic blends are permitted
2. 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.
3. May be of any color or pattern, but all players must be of the same or approximately matching color and pattern.
4. Must be clean and in good repair and free from holes, tears, and rips.
5. Must be numbered 1-22 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 are numbered 16-22.
6. No mesh jerseys (open weave) will be allowed.
7. No tear-away jerseys will be allowed.

Shorts

1. Must be of cotton or cotton blend of at least 50%.
2. 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
3. Must be clean and in good repair and free from holes, tears, and rips.

Socks/Stockings

1. Cotton, wool, synthetic materials, and blends are permitted.
2. Must be of at least over the calf length.
3. 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.
4. 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)
5. In exceptional and extraordinary climate conditions, for player's safety, additional garment or accessories may be authorized by the referee. Such authorization shall be rarely given.