

Host Responsibilities for Western RFU Events

Men's Division I, II and III Club Championships

Women's Club Championships

Men's Division I and II Collegiate Championships

Women's Collegiate Championships

Men's Collegiate All Star Championships

Challenge Matches for Men's Division II Clubs

Boy's High School Championships

Men's Club Sevens Championships

Revised March 14, 2005

Pending Board Approval

1. Facilities

- a. Provide two or more full size rugby pitches with proper field markings, goal posts with padding, and crowd control ropes on appropriate sides of the field. These requirements are detailed in the current Laws of the Game book. The number of fields required for an event will be specified by the West and agreed to by the host prior to an announcement that a host has been selected. The West may require a host to reline the field to be used for event finals the day of the finals. The West will detail this requirement on a case by case basis.
- b. The Western RFU will provide a set of field flags for each field specified for an event, two sets of goal post pad **covers**, and Western RFU banners for sideline display for the following events:
 - i. Men and Women's Club Championships final weekend
 - ii. Men and Women's Collegiate Championships final weekend
 - iii. Men's Collegiate All Star Championships
 - v. Boy's High School Championships

The Host agrees they are responsible for returning the above Western materials to the Western Administrative Office, or elsewhere as determined by the Western Rugby Union. Failure to do so will subject the Host to the cost of replacing all non returned equipment

- c. Provide a suitable public address system for the prime field for the event, and an announcer who can announce players, results, standings, and other items of interest to the participants and spectators.
- d. Provide a results board for posting of all match results.
- e. Provide a scoreboard for each field and an individual to track the match score.
- f. Provide staff to ensure the playing areas are accessible **only** to players, officials, and trainers. **All** others are to remain behind the crowd restraint ropes and/or in the stands.
- g. Provide adequate and convenient space for the officials to meet near the prime playing field. Provide a tent with sufficient tables and chairs for use by the assigned officials
- h. Provide an area within easy walking distance from the playing field for participating teams to warm up before their matches. If appropriate, such facilities will be scheduled for use by each team. Sufficient space must be provided so that teams

competing in up coming matches do not conflict for the space. In no case will teams warming up be allowed to encroach on fields in use for matches.

- i. Provide an off-playing area for replacement players from both teams to observe the matches. Replacement players and non playing members of the participating teams are **not** allowed to stand on the sidelines during the match.
 - j. Provide an area at both fields for the #Four official to sit and monitor the use of replacement players. These areas should have access to the playing area and be accessible by the reserve players from both teams.
 - k. The West will provide three balls for each match field to be used in the event. The host organization will keep the balls after the event.
 - l. Provide at least one ball boy for each side of the field for the semifinals and finals of all competitions.
 - i. Attire of the ball boys should match and not conflict in anyway with the playing attire of the competing teams or other match officials.
 - ii. The assigned match officials will have the responsibility to educate the ball boys in their duties and to ensure the balls meet the specifications on the Laws of the Game.
 - iii. Each ball boy will be given a suitable match ball for use in a match.
 - iv. Match officials are responsible for any equipment they need to carry out their duties such as ball pressure gauges, touch judge flags, etc.
 - m. Provide all match officials and ball boys with suitable half time and full time refreshments.
 - n. At all times during the scheduled matches of the event have available a suitably sized cooler with ice cubes and/or crushed ice. A suitable supply of ice bags of various sizes will also be available.
 - o. Provide appropriate clean and equipped rest room facilities for the numbers of players and spectators expected at the event. If permanent facilities are not available, port-a-johns are acceptable, but must be in sufficient numbers for the expected attendees.
2. Emergency Preparations
- a. Provide a trained medical doctor and/or paramedic on-site during all matches.
 - b. Provide immediate access to a cell phone during all matches to call for emergency equipment/services, should they be necessary.
 - c. Have available on-site several copies of a document that provides the name, address, and directions to the nearest hospital should medical attention be required.
 - d. Before the weekend, contact the nearest hospital and emergency service providers such as EMT, ambulance, etc. Notify them of the competition, the location, and kick off times in the event any such services are required.

3. Tournament Information

- a. At least six weeks before the match provide to the Western Rugby Union's Administrative office the following information:
 - i. name and address of the venue,
 - ii. names and addresses of several mid price range motels near the field or airport (include phone numbers, reservation contact name, amenities, and

- rates),
- iii. a detailed, clearly readable first generation copy or original MAP of the area showing the fields, the airport, recommended motels, etc.,
- iv. the names and locations of laundry facilities near the hotels and/or playing fields,
- v. the names and location of stores near the fields where teams may purchase water and/or other half time and post match refreshments,
- vi. the names and locations of a variety of restaurants suitable for team meals for breakfast, lunch and dinner,
- vii. This information is due six weeks prior to the dates of the subject event. The dates of Western events are posted on the Western web site www.wrfu.org. Such documentation is listed under Calendar or Event Schedule or similar title.

4. Tournament Hotel

- a. The host will designate one hotel as the “official” accommodations for the event, and will encourage all match officials and guests to utilize this facility.
- b. The West strongly prefers that team check-ins and the Captains meeting be scheduled for the “official” hotel, as well. However, the West may utilize a location on or near the playing facilities for team check in purposes. The host will provide a tent with sufficient tables and chairs for this purpose at the playing facility. The West will arrange for the use of a meeting room in the “official” hotel for its use in holding the Captain’s meeting. A representative of the host must attend this meeting.

5. Team and Player Check-in

- a. Provide a suitable meeting room or on field tent or tents for the representatives of the Western Rugby Union to check-in players from the participating teams.
- b. The area and process will be usually be scheduled the evening before and/or the morning of the competition at a time appropriate for the day’s match schedule. This facility will also be used for a meeting of the representatives from each participating team, a representative of the officials and the host. This “Captain’s” meeting will also be scheduled the morning before the competition begins. Any changes to this schedule will be communicated to the host and the participants by the Western office.
- c. Any fees for this room(s) are the sole responsibility of the host.
- d. The Western representative has final authority on any disagreements regarding player eligibility. Subsequent actions on eligibility issues will be taken according to the regulations established by USA Rugby. Current eligibility regulations are included on the Web site of USA Rugby. Eligibility questions should be resolved with USA Rugby before any Western competition. Western officials cannot decide to alter or defer any USA Rugby regulation.

6. Match Officials

- a. All match officials will be appointed by the Western RFU Referee and Laws Committee. The current contact for WRFU officials is noted on the Western web site and will be included in other documentation prepared for the participating clubs.

7. Tournament Entry Fees

- a. Unless specifically authorized by the Western RFU, no fees or levies may be assessed to any participating team or player for participation in these events.
- b. Entry fees are collected by the West.

8. Referee Expenses

- a. The West is required to pay the Western Rugby Referees Association a fee to cover the costs of supplying officials for all matches in the competition. The host is not involved in these fees.

***Note that the host of any challenge match is required to provide pre paid accommodations, meals, and local travel for all match officials assigned to these matches. The host is NOT responsible for paying any expenses for Western officials assigned to monitor the event, check in players and teams, etc.**

9. Trophies

The West will provide all trophies for all events. The host has no responsibilities for trophies or other awards.

10. A write-up on the event - A written report, covering at a minimum, the results of each match, must be forwarded to the Western office within 24 hours of the conclusion of the event. Upon acceptable review, the report will be forwarded to USA Rugby, RugbyRugby, and Rugby Magazine for publication.

11. Merchandise

- a. The host assumes full responsibility to ensure that no USA Rugby merchandise is sold or otherwise available at the venue unless it is sourced from an official supplier of USA Rugby.
- b. The host is solely responsible for the production and sale of any T-shirts or other merchandise and food during the event. The WRFU assumes no responsibility.

12. Communications

- a. All seeding and match pairings will be provided by the West.
- b. The Western Administrative Office communicates with the participating teams and the officials regarding match schedules, regulations and requirements for the event. It is not necessary for the host to do so.
- c. The host agrees to provide a contact with e-mail capability and further agrees that e-mail will be the preferred method of communication among the West, the officials, the participants, and the host.

13. Revenue and expenses - The host assumes full and sole responsibility for any expenses as outlined herein. Any profits realized from the event are the sole property of the host.

14. Collegiate / High School Events
 - a. Under no circumstances will any alcoholic beverages be served or otherwise made available to any participant in these events under the legal drinking age established by state authorities. Regardless of age, no alcoholic beverages will be served anytime or place at the event site to any person wearing rugby kit.
 - b. Further no advertizing for any alcoholic or tobacco products will be featured at the event site unless approved by the host university. Even if permitted, no photographs of this signage and the participating teams and/or players will be permitted.
 - c. No “official” party is permitted in conjunction with a collegiate or high school event. A host may provide a social event for the participating teams, players, and officials. No alcoholic beverages may be served, or otherwise made available, at such a social event. No mandatory fees may be charged for such an event.

15. Host Compensation

The West will provide successful hosts with financial compensation for their efforts. The West will have sole authority to determine the amount of compensation a host will receive. The compensation amounts are”

 - a. Men’s DI and DIII Club Championships - \$500
 - b. Men’s DII Club Championships - \$500
 - c. Women’s Club Championship - \$500
 - d. Boy’s High School Championships - \$500
 - e. Men’s DI Collegiate Championships - \$500
 - f. Men’s DII Collegiate Championships - \$500
 - g. Women’s Collegiate Championships - \$500
 - h. Men’s Collegiate All Star Championships - \$500

16. Facility Rental Fees

By prior approved agreement, the West will pay all or part of the fees charged by facility owners for the usage of the field or fields for the event. The West will pay these fees directly to the facility owners upon the presentation of an invoice.