

EASTERN PENNSYLVANIA RUGBY UNION

PROCEDURE FOR CONFIRMING MATCH DAY ARRANGEMENTS

Rev. 7 – March 11, 2008

In order for the 31 persons (that is, 2 teams of 15 players and the referee) who take to the rugby pitch to do so in an atmosphere in which they can enjoy themselves, a number of basic considerations and communications - prior to the match - must take place.

First, it is a requirement of the EPRU that all sanctioned matches (including "A", "B", etc. sides) must be refereed by a person who has obtained a minimum of a USA Rugby Referee Certification Level 1. Each club that steps onto the pitch has an obligation to ensure this is done.

Next, all arrangements are typically the responsibility of the club's match secretary. However, it is the ultimate responsibility of the club president to ensure that these arrangements are completed. Once the season has started all changes to your schedule or match arrangements, shall be immediately brought to the attention of your league coordinator and the East Penn Rugby Referees Society (EPRRS) Match Secretary for your area (see below for which area your team is in). Once a referee is assigned to your home match, all changes shall be communicated directly to the referee and EPRRS Match Secretary, as appropriate.

Thank you for your cooperation in making this aspect of the game we all love go smoothly.

Step No. 1

MATCH CONFIRMATION

Home Team - NO LATER than 6 days before your match [or even earlier], you should confirm with your opponents by phone that the match is still on, how many matches will be played, what times and where. PLEASE email clear directions to your field to your opponents...DO NOT rely on verbal directions. Too often there are miscommunications and players get lost and do not arrive on time. You know this is true!

Please provide – to your opponents and referee - the name of a person and their cell phone number who can be contacted in case travelers get lost or are unexpectedly delayed.

Visiting Team - if you have NOT heard from the home side by 5 days before the match, contact them right away and get the details confirmed, as identified above.

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Step No. 2

REFEREE CONFIRMATION

With the above match details confirmed between the two teams, the **HOME team** shall confirm this information with the referee(s) ASAP, BUT PLEASE DO SO NO LATER THAN WEDNESDAY before the match. IF YOU DO NOT make confirmation with the EPRRS-assigned referee(s) by Wednesday, he or she CAN be reassigned to a different team. In addition, be sure to arrange for your club's certified referee(s) to officiate any scheduled matches that do not have an EPRRS-assigned referee, such as "B" side. The Referees Society will not officially appoint referees for **Alumni or Old Boys** matches (due to general lack of CIPP enrollment by Alumni and Old Boys). Clubs may "hire" certified referees as they so choose. All matches played within the EPRU as to be played with a certified referee.

Referee assignments identifying match, location and KO time, will be posted at the EPRRS website, usually no later than 3 days before the match at the following website under "Assignments":

<http://www.eastpenrugby.org>

Please confirm with the referee his or her fee for the match. Information on referees fees, contact information, and basis for fines by the EPRRS can be found at the above website. In the event referee assignments are not posted on the website, please continue to review throughout the week and make contact as soon as you see the assignments. The Referee Society is aware when late assignments are made and will not reassign.

Clubs are not to ask referees for their Social Security Number. If this is required by a college or university, arrangements should be made to send the check to EPRRS Treasurer, Mike Cook. In these cases, the EPRRS Taxpayer Identification Number will be utilized. Teams will also be required to pay a \$20.00 administrative fee on top of the match fee. The assigned referee should be made aware of these payment situations as they arise.

Teams that are on the EPRRS pre-payment plan should inform the referee of this in the mid-week contact.

CRITICAL: Confirmation with the EPRRS-assigned referee(s) shall preferably be done by telephone contact. If the referee is not directly reachable by phone, please leave a message (if possible) for a call back, and ALSO follow-up with an email* providing all of the details requesting a return email confirming that the arrangements are acceptable or speak directly to the referee – no other confirmation method is acceptable. If you are having trouble reaching your assigned referee by Thursday (for a weekend match) or 2 days before any other match day, please contact your area's EPRRS Allocations Secretary at once.

* To email a referee, please follow the rules set forth by the EPRRS requiring you to log-in to their site (by simply registering). Just sending an email is not consideration confirmation.

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Who assigns my referee? If you have any questions about the assignment of your referee, please contact:

For Philadelphia (East EPRU) area teams*:

Dave McHugh, Allocations Secretary (East) of the East Penn RRS
Cell phone is: 973-207-0186; Email is: david.mchugh@reuters.com

For Keystone (West EPRU) area teams**:

Sherry Magnuson, Allocations Secretary (West) of the East Penn RRS
Home phone is: 717-834-5610; Email is: oschist@hotmail.com

* Philadelphia area teams including all teams not listed below as Keystone area teams.

** Keystone area teams include the following:

Senior and Collegiate Clubs

- Bloomsburg University Men and Women
- Bucknell University Men and Women
- F&M College Men and Women
- Gettysburg College Men and Women
- Harrisburg Men and Women
- Lancaster Men
- Lock Haven University Men and Women
- Millersville University Men and Women
- Old Gaelic Men
- Shippensburg University Men and Women
- Susquehanna University Men and Women
- York College Men and Women
- York and Lancaster Women

High School Clubs

- Carlisle Boys
- Cumberland Valley Boys and Girls
- Harrisburg Boys
- Hempfield Boys and Girls
- South Penn Boys and Girls
- State College Boys and Girls
- Upper Dauphin County Boys and Girls
- Warwick Boys and Girls
- West Shore United Boys and Girls

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Step No. 3

MATCH DAY ETIQUETTE FOR HOME SIDE

Field Preparation - Be certain that the field is properly lined, goalposts are padded and spectator rope [running from goal line-to-goal line] is safely installed on both sides of the pitch. Be careful in making certain the field is free from rocks, debris, etc. There must be proven access to a phone close to the field for use in case of a medical emergency requiring an ambulance or a qualified medical person is present to care for injured players. The referee can delay kickoff if these requirements are not met (see below).

Opponents - Upon their arrival, please have someone greet them and advise them with regard to any special requirements from the school regarding parking, information on post-match party, etc. All teams should be at the field begin match preparation at least 1 hour before the kickoff!

Referee - Upon the referee's arrival, please have someone greet him or her and advise them with regard post-match party, shower availability, and also give him an envelope with his or her fee enclosed. The referee will provide a written receipt if requested (if receipt is desired, please inform the referee when making mid-week contact). As a courtesy, please offer the referee refreshments both at half-time and after the match.

The referee has been instructed to not start the match until:

- **Payment is made (unless club has prepaid under EPRRS Advance Payment Plan)**
- **Goalposts are padded (padding MUST be a min. of 2" thick and 5 ft. high)**
- **Medical physician, Certified Athletic Trainer or other qualified medical person is present or access to a nearby phone for emergency medical use is proven.**
- **Field, as determined by the referee, is safe to play on; this is based on presence of dangerous objects or any other unsafe field conditions.**