

# EASTERN PENNSYLVANIA RUGBY UNION

## PROCEDURE FOR CONFIRMING MATCH DAY ARRANGEMENTS

Rev. 10 – August 22, 2009

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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.

It is a requirement that all sanctioned matches (including "A", "B", etc. sides) must be refereed by a USA Rugby certified referee. Each club that steps onto the pitch has an obligation to ensure this is done.

Confirmation of match arrangements is 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) Allocations 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 Allocations 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.

**Know the EPRU "Adverse" Weather Policy** at <http://www.epru.org/rules/weather.php>  
*It designed to guide teams when bad weather can affect whether a match is played or not.*

Rain or bad weather in and of itself is an insufficient reason to cancel a match. However, field policies and player safety (both traveling to and playing in the match) must be considered when making a game decision regarding inclement weather. **Either before or during the match, the referee has the power to cancel the match due to existing unsafe playing conditions in his or her opinion.**

Each home team should be aware of the rules governing use of its home pitch by the Owner of the field (i.e. Fairmount Park, University, Township, etc.) during adverse weather conditions. Any field restrictions should be communicated to opponents when scheduling and referees when confirming matches. For League matches, please contact your League Coordinator to reschedule the match.

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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 **3 days before the match**. IF YOU DO NOT confirm details with the EPRRS-assigned referee(s) within 3 days of match (i.e. Wednesday for Saturday match), he or she CAN be reassigned to a different match.

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 are to be played with a certified referee.

Referee assignments will be posted by at the following EPRU / EPRRS collaborative website, usually no later than 4 days before the match:

<http://www.eprugames.com>

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 EPRRS website at [www.eastpennrugby.org](http://www.eastpennrugby.org). In the event referee assignments are not posted when you check for them, please continue to review throughout the week and make contact as soon as you see the assignment posted. If the Referees Society is posts an assignment later than Tuesday – please contact referee at once – they will not reassign if contact is not made by 3 days before the match per above. When confirming match arrangements with the referee, the team contact should discuss kickoff time, directions, whether or not there will be a second match, if the referee would be able to referee that match, and any other relevant information about the match.

Referee information can be located by accessing the **Refs Info** tab on the EPRRS website ([www.easpennrugby.org](http://www.easpennrugby.org)). **IMPORTANT** – If a referee cannot be located on the initial search, it may be necessary to change the drop-down box from Society Members to Site Users. Users will need to Register for the site and Log In to obtain certain information about the referee, such as phone number.

Referees have been instructed to not provide their Social Security Number to clubs. If it is required by a college or university, arrangements should be made to send the check payable to “EPRRS” to the EPRRS Treasurer. In these cases, the EPRRS Taxpayer Identification Number (23-2754564) is to 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.

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---

---

**CRITICAL:** Confirmation with the EPRRS-assigned referee(s) shall 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 (email alone is not acceptable). The email should provide all of the details and request a return email confirming that the arrangements are acceptable. **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.

**Who assigns my referee?** Contact your Allocations Secretary with questions.

For Philadelphia (East EPRU) area teams\*:

**Len Borcky**, Allocations Secretary (East) of the East Penn RRS

Cell phone is: 484-919-5352; Email is: [lennyb6@comcast.net](mailto:lennyb6@comcast.net)

For Keystone (West EPRU) area teams\*\*:

**Sherri Magnuson**, Allocations Secretary (West) of the East Penn RRS

Home phone is: 717-834-5610; Email is: [oschist@hotmail.com](mailto:oschist@hotmail.com)

\* Philadelphia area teams include 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
- McDaniel College
- 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 /U15 Clubs

- Carlisle Boys
- Central Dauphin 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 Carroll Marauders Girls
- West Shore United Boys and Girls

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### Step No. 3 \*MATCH DAY PREPARATION\*

**Field Preparation and Sideline Policy** - 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).

***Effective Sept. 1, 2008 for all matches played in the EPRU. All clubs are expected to adhere to this important Policy aimed at improving the playing environment and enhancing the enjoyment of the match by everyone.***

This Policy is available at <http://www.epru.org/pdf/08EPRU-field-prep.pdf>.

If rugby is to become a more respected athletic endeavor in this country, we all must work together to provide the best experience and environment for those that play, officiate and watch a match. The EPRU has issued this policy as part of a means to that end.

All matches are expected to be played and conducted in accordance with disciplined and sporting behavior. These principles cannot be upheld solely by the referee or other match and Union officials but must also be upheld and observed by players and those who manage, administrate, coach or teach the game as well as the spectators who observe a match.

**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! They and the Referee are to be provided with a copy of your club's Emergency Action Plan for medical care of injured players.

**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.**