



**2014-2015 USA RUGBY
COMPETITION MANAGEMENT HANDBOOK**
Team Management Edition – Senior Clubs

Last Revised: 26 August 2014

USA Rugby
2500 Arapahoe Ave. #200
Boulder, CO 80302



INTRODUCTION & TABLE OF CONTENTS

Competition management is a critical component of every successful rugby competition. To assist with this important element, USA Rugby has created a competition management system (CMS), also known as USA Rugby Stats, to manage rosters, capture match information, generate standings, and provide valuable player data. In due course, it is USA Rugby's goal to provide CMS services to all its member clubs for use across all competitions, including league/conference play, regional and national playoffs, and even friendly matches.

Currently, the CMS can be used by any computer, tablet, or smartphone, which enables teams to update their live matches as they progress. Once a match is complete, its data can be instantly added to a competition's standings. Additionally, the iFrame features of the system enable teams and competitions to have these results instantly update to their websites. For the purposes of this handbook, we have divided the competition management instructions into several important sections:

▪ Logging In & Account Set-Up	pg. 3
▪ Team Set-Up & Editing	pg. 5
▪ Roster Management & Match Detail Editing	pg. 7
▪ Collecting Match Data	pg. 9
▪ Results Management	pg. 10
▪ Expanded Features	pg. 13
▪ Competition Resources Center	pg. 15
▪ Team Information Updates/Submissions	pg. 16
▪ USA Rugby Club Naming Standards & Policies	pg. 17
▪ Competition Management Checklist	pg. 18
▪ Appendix 1: Running Score Form	pg. 19
▪ Appendix 2: Player Movement/Substitution Form	pg. 20
▪ Appendix 3: USA Rugby Technical Zone Guidelines	pg. 21

If you have any questions regarding use of the competition management system, please contact Erik Geib at USA Rugby by e-mailing egeib@usarugby.org or calling 720-508-8009.

The competition management system is free to use for USA Rugby members during their participation in sanctioned USA Rugby competitions.



LOGIN & ACCOUNT SET-UP

To begin, you should receive your username and password from your local rugby administrator. Once you have received your login information, proceed to the USA Rugby competition management system located at: <http://www.usarugbystats.com>. If you are having difficulty logging in, it is recommended that you clear your browser's cookies and cache.

To begin, you should receive your username and password from your local rugby administrator. Once you have received your login information, proceed to the USA Rugby competition management system located at:

<http://www.usarugbystats.com>

Once you've logged in, you'll be able to edit your account and attach it to an e-mail address of your choosing. *You'll also be able to change your password, which USA Rugby recommends all clubs do upon first entering the system.*

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	0 - 22	League
Aug 23rd	vs. Droids Rugby	0 - 5	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

USA Rugby Demo Competition		
Sith Lords Rugby	2-0-0	8
Smugglers Rugby	1-0-1	7
Stormtroopers Rugby	1-0-0	5
Wookiees Rugby	0-0-1	2
Rebels Rugby	0-0-1	2
Droids Rugby	0-1-1	2

To edit your account, click your username at the top of the page and select 'Your Profile' from the dropdown menu.

You may be tempted to click 'Edit Team,' but team set-up and editing is covered in the next section of this manual. For now, it is important that you review the details associated with your account.



LOGIN & ACCOUNT SET-UP (cont.)

USA RUGBY CMS

Wookiees Demo Competitions Menu

Your Profile

ACCOUNT DETAILS

Account ID: 90611

Display Name: Wookiees Demo

Username: wookiees

Email: wookiees@usarugbystats.com

MEMBERSHIP DETAILS

First Name:

Last Name:

Telephone Number:

CHANGE YOUR PASSWORD

Password:

Password Verify:

Leave fields blank to keep current password.

Save Changes

Now that you're on your account page, you'll be able to update the details associated with your account. Items available to edit include e-mail address, password, first name (of team contact), last name (of team contact), and telephone number (of team contact). There are also options to edit 'Personal Stats,' but these are account features more generally associated with the athletes on your team. Advanced updates to the CMS will enable you to edit these features for the players on your roster.

Once you've entered your updates, click 'Save Changes.' If you're not redirected back to your team page, you may re-navigate there by clicking the 'USA Rugby CMS' button in the top-left corner of the screen.

Pro Tip: It's important to enter an e-mail address associated with your account. This is the e-mail address that will be used to unlock your account if you should lose your username and/or password. Additionally, your account details (name, phone #) will be the items that USA Rugby uses to assist you should you call to ask about the system.

Pro Tip: If the system is saying your e-mail address is already being used, that's because it's associated with your individual player/coach/admin account that has been synced into the system from the USA Rugby Membership Database. **E-mail addresses should be unique to the team and not personal e-mail addresses.**



TEAM SET-UP & EDITING

Now that you've set up your user account, there are a number of options you can edit for public display on your team page. It'll also benefit your club to do an initial roster sync before you enter match rosters.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Your Profile
Logout

USA RUGBY

SMITHS FORGE
HARD CIDER

Wookiees Rugby Atlanta, GA

Edit Team

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	0 - 22	League
Aug 23rd	vs. Droids Rugby	0 - 5	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

USA Rugby Demo Competition		
Sith Lords Rugby	2-0-0	8
Smugglers Rugby	1-0-1	7
Stormtroopers Rugby	1-0-0	5
Wookiees Rugby	0-0-1	2
Rebels Rugby	0-0-1	2
Droids Rugby	0-1-1	2

To edit your team display information and run a roster sync, click the 'Edit Team' button on your landing/team page.

On the next page ('Update Team'), you can enter your city/state information, as well as link to your team's preferred e-mail, website, Facebook, and Twitter addresses.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Wookiees Rugby > Team Management

Run Roster Sync Save Changes

TEAM DETAILS	
Team Name	Wookiees Rugby
Union	USA Rugby
City	Atlanta
State	Georgia

CONTACT INFORMATION	
Email Address	
Team Website	
Facebook Handle	
Twitter Handle	

TEAM IMAGES	
Team Logo	

TEAM MEMBERS	
Player	Membership Status
Bailey, Carlyse	Current
Bauder, Justine	Current
Breckenridge, Tamara	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
DAdamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Gelb, Erik	Current

If you need to update your team logo, you may do so by filling out the CMS Team Update form online. You may also submit a cover image for your club via this form, but please note that USA Rugby reserves the right to approve/deny items in the cover photo space.

Team names are entered under USA Rugby's naming standards and may be adjusted by petition. For more information on USA Rugby's team naming standards, please see page 17 of this document.

Please remember to click 'Save Changes' when editing your team information.



TEAM SET-UP & EDITING (cont.)

The first time you login to your account, it is important that you sync your club's roster to the USA Rugby membership database. Subsequent synchronizations will occur nightly (after the first sync), but the account must be synced in order to populate your roster. If a player has registered within 24 hours of your match, you will also want to sync the roster to make that player appear in your management portal.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Wookiees Rugby > Team Management

TEAM DETAILS

Team Name

Wookiees Rugby

Union

USA Rugby

City

Atlanta

State

Georgia

CONTACT INFORMATION

Email Address

Team Website

Facebook Handle

Twitter Handle

TEAM IMAGES

Team Logo

Run Roster Sync

Save Changes

TEAM MEMBERS

Player	Membership Status
Bailey, Carlyse	Current
Bauder, Justine	Current
Breckenridge, Tamera	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
D'Adamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Geib, Erik	Current

To sync your club's roster, click 'Run Roster Sync' on the 'Edit Team' page. The initial sync may take up to 5 minutes to complete. If your roster sync fails to add players to your CMS roster, please contact USA Rugby.



ROSTER MANAGEMENT & MATCH DETAIL EDITING

If you haven't edited your user account and/or team information pages, please consult pages 3-6 of this document before beginning roster management.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Your Profile
Logout

USA RUGBY

SMITH HOFORGE
WARD CIDER

Atlanta, GA

Wookiees Rugby

Edit Team

SCHEDULE

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	22 - 22	League
Aug 23rd	vs. Droids Rugby	0 - 0	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

STANDINGS

USA Rugby Demo Competition

Team	W	L	T	Pts
Sith Lords Rugby	2	0	0	8
Smugglers Rugby	1	0	1	7
Stormtroopers Rugby	1	0	0	5
Wookiees Rugby	0	0	1	2
Rebels Rugby	0	0	1	2
Droids Rugby	0	1	1	2

Upon logging in and being directed to your club's landing page, you'll see your team's schedule on the left side of the page. To open a match, click the **Date**, **Result/Time**, or **Type** of match. If you click your opponent, you will be directed to your opponent's page.

Note: Unless your specific match time was submitted alongside your schedule by your local competition manager, USA Rugby has selected 1:00 PM by default. You can edit your match time within the system, however.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Update Match Details

Date: 2014-08-30

Time: 2:00 PM

Timezone: Mountain

Location:

Location Details: Boulder, CO

Close

Save changes

This match has not yet started

Wookiees Rugby

LHP #1 - Bailey, Kariyise (FR)

H #2 - Bauder, Justine (FR)

THP #3 - Breckenridge, Tamara (FR)

L1 #4 - Case, Ryan

L2 #5 - Cornelius, William

BSF #6 - Cortez, Richard

OSF #7 - Cox, Brendan

N8 #8 - Cutrell, Nicholas

SH #9 - D'Adamo, Nick

FH #10 - Daly, David

W1 #11 - Emery, Shannon

Once you've opened the 'match view' of your match, you will be presented with several available options.

First, be sure to click the 'Edit' button on the top line (under the score) to verify that the match details are correct. Here you can edit the **Date**, **Time**, **Timezone**, and **Location** of your match. If the **Location** of your match isn't available from the dropdown menu, you may enter the match's address in the 'Location Details' area. By default, most match addresses are the city the home club is based in. Contact an administrator if you would like your home ground to show up in the list of available (selectable) **Locations**.



ROSTER MANAGEMENT & MATCH DETAIL EDITING (cont.)

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Rebels Rugby 0 0 Wookiees Rugby

Date: 2014-08-30 Competition: USA Rugby Demo Competition Kickoff: 2:00 PM Location: Map Edit

This match has not yet started [Start it now](#)

ROSTERS

[Edit Roster](#)

Rebels Rugby	Wookiees Rugby
—	LHP —
—	H —
—	THP —
—	L1 —
—	L2 —
—	BSF —
—	OSF —
—	N8 —
—	SH —
—	FH —
—	W1 —
—	IC —

After you've verified that the match details are accurate, you can proceed to edit your roster. To begin editing your roster, click the 'Edit Roster' button on the right side of the screen.

You'll be able to enter your players by Jersey Number, Name, and Front Row capability. If you do not see a registered member of your club in the dropdown, please either run the 'roster sync' in your team profile (Section 2 of this document) or see the Pro Tip below.

Note: For the purposes of data collection, please enter only the number worn by the actual player – not the number associated with his position. If players are wearing duplicate numbers, make sure the #4, the ref, and the opposition is aware.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Rebels Rugby 0 0 Wookiees Rugby

Date: 2014-08-30 Competition: USA Rugby Demo Competition Kickoff: 2:00 PM Location: Map Edit

ROSTERS

[Save Changes](#) [Cancel](#)

Rebels Rugby	Wookiees Rugby			
—	Loose-Head Prop (P)	1	<input checked="" type="checkbox"/> FR	Bailey, Karlise
—	Hooker (H)	2	<input checked="" type="checkbox"/> FR	Bauder, Justine
—	Tight-Head Prop (P)	3	<input checked="" type="checkbox"/> FR	Breckenridge, Tamara
—	Lock 1 (L)	4	<input type="checkbox"/> FR	Case, Ryan
—	Lock 2 (L)	5	<input type="checkbox"/> FR	Cornelius, William
—	Blind Side Flanker (F)	6	<input type="checkbox"/> FR	Cortez, Richard
—	Open Side Flanker (F)	7	<input type="checkbox"/> FR	Cox, Brendan
—	Number 8 (N8)	8	<input type="checkbox"/> FR	Cutrell, Nicholas
—	Scrum Half (SH)	9	<input type="checkbox"/> FR	DAdemio, Nick
—	Fly Half (FH)	10	<input type="checkbox"/> FR	Daly, David
—	Wing 1 (W)	11	<input type="checkbox"/> FR	Emery, Shannon

When you are done entering your roster information, be sure to click 'Save Changes.' It is important that you list your players by starting XV and then in immediate reserve order. As such, please adjust the numbers in the left hand column as you fill in your players in the 'Position' column (Loose-Head Prop, Hooker, etc.).

Once you're done entering your roster and have clicked 'Save Changes', you may elect to print your roster from this screen to turn in to the match officials and your opponent. Please be sure to review your roster for any mistakes before handing it to others.

Pro Tip: Remember that players can only be rostered to your team if they are registered members of your club in USA Rugby's membership database. If one of your players is currently on another team's roster, you must fill out a Transfer Request at usarugby.org and/or seek an Eligibility Waiver. Please contact eligibility@usarugby.org if you have any questions regarding eligibility.



COLLECTING MATCH DATA

Match Data Collection

Written Forms and the Competition Management System

For accuracy in match reporting, it's important that you track your data as your match progresses. At high levels of play (international, Super Rugby, national championships, etc.), "4th referees" are generally assigned to track scoring, player movement/substitutions, etc. as a match progresses. However, most matches in the U.S. do not have formal "4th referees." As such, you may wish to select a member of your club to serve in the role of a "4th referee." For club play, this is a fairly easy function to perform, and most people can be trained up on this task within a few minutes. For the purpose of this document, the person serving in the role of "4th referee" will henceforth be known as the 'Match Tracker' (as they may not possess referee certification).

Before kickoff, give printed copies of the match rosters to your opponent, the match official(s), and the person you've designated as your sideline Match Tracker. The rosters should include player names and position numbers, and should be an accurate reflection of each club's submitted match card. If changes have occurred between submission of the match card and kickoff, coaches or club administrators should let the Match Tracker know what changes occurred (name and number). The Match Tracker will then keep the rosters next to the Running Score Form and Player Movement/Substitution Form throughout the match. You may hand the match tracker and the Match Official(s) either the printed roster out of the CMS or the more traditional written/typed roster.

As a best practice, USA Rugby advises using both written forms and the competition management system while the match is in play. If the Match Tracker struggles to use both, it is advised that they focus on the written forms and enter the online CMS results after the match has concluded. If two people are available to serve in the Match Tracker role, it is advisable to let one person handle the written forms while the other handles the online system. In that situation, the written form should still be the first place that match data is entered.

Ideally, in addition to the Match Tracker, clubs should keep written track of their scores and substitutions, including times for both. This will ensure accuracy in post-match reporting, as well as aid the sideline Match Tracker should he or she have any trouble keeping track of scores and substitutions from the match.

Since you've already checked to make sure that your printed rosters are accurate to the lineups on the field, the quickest way to record match information is to write in a player's team and number on the forms. It's best to write in player names during stoppage in play or after the match so as not to miss anything that occurs on the field. Looking up and writing in names for every action can be time-consuming while the match is taking place, and can sometimes even distract the game tracker from scores or movements on the pitch. As such, it is generally a best practice to check that names and numbers line up prior to the match, and then just use teams and numbers as the match progresses.

After the match has concluded, both teams and the match official should sign the Running Score Form, Player Movement/Substitution Form, and the Roster Form(s) Both clubs should be sure to have plenty of blank copies of the Running Score Form, Player Movement/Substitution Form, and the Roster Form in their team management notebooks at all times.



RESULTS MANAGEMENT

If you did not submit your roster prior to your match, please make sure to enter it prior to entering the match results. Similarly, your opponent needs to have submitted their roster as well. If your opponent has not submitted its roster, contact your local competition manager immediately.

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	22 - 22	League
Aug 23rd	vs. Droids Rugby	0 - 0	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

Team	Points
Wookiees Rugby	2
Rebels Rugby	2
Droids Rugby	2
Sith Lords Rugby	7
Stormtroopers Rugby	5
Smugglers Rugby	1

As before, click into your match to enter the results data associated with the game played. To open a match, click the **Date**, **Result/Time**, or **Type** of match. If you click your opponent, you will be directed to your opponent's page.

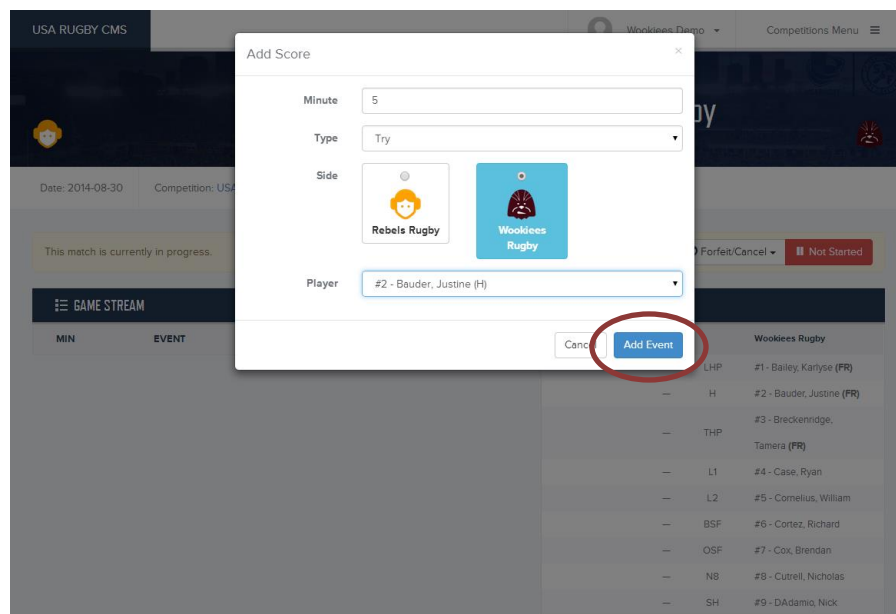
As you open the page, you should be able to see the rosters as entered before the match. If there are any changes to a roster, or a roster was not entered properly prior to your match, you should use the printed/written copies of the roster from your match to update the rosters on this screen.

Team	Player
Rebels Rugby	LHP
Rebels Rugby	H
Rebels Rugby	THP
Rebels Rugby	L1
Rebels Rugby	L2
Rebels Rugby	BSF
Rebels Rugby	OSF
Rebels Rugby	N8
Rebels Rugby	SH
Rebels Rugby	FH
Rebels Rugby	W1
Wookiees Rugby	#1 - Bailey, Karlise (FR)
Wookiees Rugby	#2 - Bauder, Justine (FR)
Wookiees Rugby	#3 - Breckenridge, Tamera (FR)
Wookiees Rugby	#4 - Case, Ryan
Wookiees Rugby	#5 - Cornelius, William
Wookiees Rugby	#6 - Cortez, Richard
Wookiees Rugby	#7 - Cox, Brendan
Wookiees Rugby	#8 - Cutrell, Nicholas
Wookiees Rugby	#9 - D'Adamo, Nick
Wookiees Rugby	#10 - Daly, David
Wookiees Rugby	#11 - Emery, Shannon

To begin entering date for the match, click the 'Start it now' button. This notifies the system that the rosters are correct and the match results will thus be accurate.

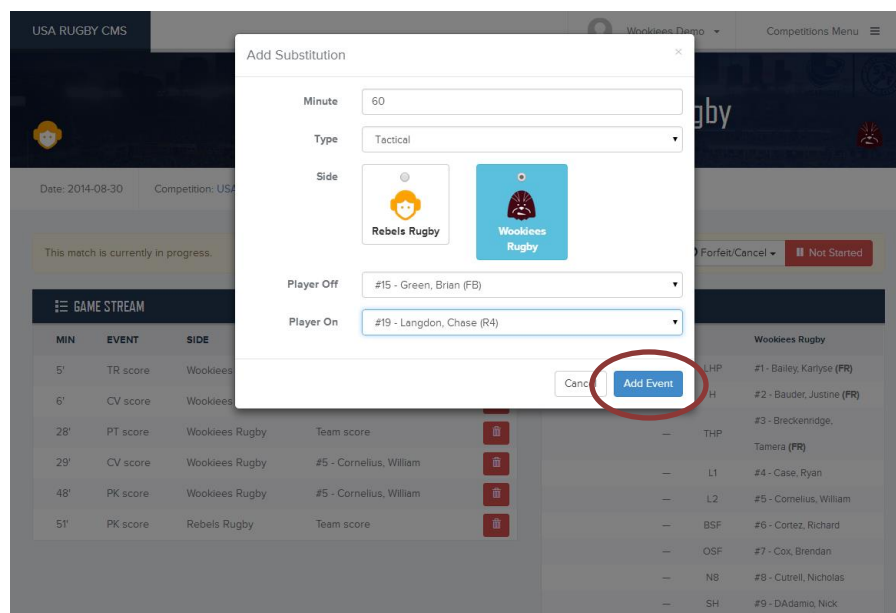
Note: It is advisable that you log in and check that rosters have been submitted for both teams at least one hour prior to kick off. If rosters are not entered at that time, it is critical that the Match Tracker(s) enter the rosters before attempting to use the online system.

RESULTS MANAGEMENT (cont.)



To add a score, click the score button and type in the minute, the type, the team, and the player who scored. A dropdown for the players will populate after you've selected the team.

If you do not know who scored, you may select the team itself (e.g. –Rebels Rugby--). Later, when you find out the identity of the scoring player, you can delete the team score and add in the player score in its place. Scores recorded to individual players will add to the team's total, which is reflected at the top of the match page.



In a similar fashion, record all the substitution and card information for the match. Notably, substitutions and cards must be specific to the affected players.

For substitutions, please be sure to note the type of substitution being made:

- Blood
- Front Row Card
- Injury
- Tactical

This data will now display in the 'Game Stream' section on the left side of the screen.



RESULTS MANAGEMENT (cont.)

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Rebels Rugby 3 20 Wookiees Rugby

Date: 2014-08-30 Competition: USA Rugby Demo Competition Kickoff: 2:00 PM Location: Map Edit

This match is currently in progress.

Mark: **Completed** Forfeit/Cancel Not Started

GAME STREAM

MIN	EVENT	SIDE	DETAILS
5'	TR score	Wookiees Rugby	#2 - Bauder, Justine
6'	CV score	Wookiees Rugby	#5 - Cornelius, William
12'	Y card	Wookiees Rugby	#8 - Cutrell, Nicholas
28'	PT score	Wookiees Rugby	Team score
29'	CV score	Wookiees Rugby	#5 - Cornelius, William
48'	PK score	Wookiees Rugby	#5 - Cornelius, William
51'	PK score	Rebels Rugby	Team score
60'	TC sub	Wookiees Rugby	Off: #15 - Green, Brian On: #19 - Langdon, Chase

ROSTERS

Rebels Rugby		Wookiees Rugby	
—	LHP	#1 - Bailey, Carlyse (FR)	
—	H	#2 - Bauder, Justine (FR)	
—	THP	#3 - Breckenridge, Tamera (FR)	
—	L1	#4 - Case, Ryan	
—	L2	#5 - Cornelius, William	
—	BSF	#6 - Cortez, Richard	
—	OSF	#7 - Cox, Brendan	
—	N8	#8 - Cutrell, Nicholas	
—	SH	#9 - D'Adamo, Nick	

When a match is over and the data is verified as accurate, please turn the match to 'Completed.'

After you turn the match to 'Completed,' the status of the match will automatically update without the screen refreshing.

Before you change the status of your match it is **critically important** that you verify all match information is correct, especially the score at the top of the screen.

As such, it is important that you verify the score, including number of tries, with the head match official before you enter data or change the status of the match to 'Completed.'

If you need to make roster edits, or enter your roster after the match has started and been marked completed, select 'Not Started' on the screen. You can then edit your roster, start the match, and mark it as completed again when all data is complete.

'Away Forfeit' and 'Home Forfeit' will automatically dock the away/home team 1 league point (PTS) in the standings. However, you must log the recorded score as designated by your competition in order for it to calculate in the standings as such (forfeits are usually 20-0 or 28-0). 'Canceled' lets your supporters know that this match never took place due to weather, travel, etc. 'Started' is key to letting people know that the 0-0 scoreline is not because the match hasn't started – it's because there hasn't been a score yet. 'Completed' lets everyone know that the match is over and triggers the system to add your data to your league's standings. **DO NOT CLICK 'COMPLETED' UNTIL ALL MATCH DATA IS ENTERED.** If the final score is not accurate, clicking 'Completed' will enter inaccurate data into your competition's standings. Doing so may result in a fine from your local competition manager.

After the match has concluded, both teams and the match official should sign the Running Score Form, Player Movement/Substitution Form, and the Roster Form. Please keep these for record keeping should any conflict/dispute arise at a later date.

If you cannot access your match due to it being locked, please contact your local competition manager. Competition managers will typically lock matches within 48 hours of them concluding and/or as soon as results have been entered for both teams and a match has been turned to 'Completed.' The locking of matches prevents teams from altering match data after the fact, and is a built-in safeguard to the system.



EXPANDED FEATURES & FUTURE DEVELOPMENT

The competition management system is designed to capture data that can be seamlessly incorporated into the websites of USA Rugby, your local union/competition, and your club. iFrame technology is built-in throughout the system to allow for teams to frame schedules, rosters, match data, and standings without having to replicate the results seen elsewhere. This also allows websites to have instantly-up-to-date information. All one has to do is place the appropriate frame code into their webpage, which can be done before or after matches occur. These features also give web stories additional 'pop,' as a match write-up can feature the rosters, scoring information, and resulting standings of an event. Additionally, all frames are built to scale down as necessary to fit the spaces of your website.

Date	Opponent	Result/Time	Type
Aug 16th	@ 🍌 Rebels	D 0 - 0	League
Aug 23rd	vs. 🍌 Wookies	5 - 5	League
Aug 30th	@ 🍌 Smugglers	2:00 pm PDT	League
Sep 6th	vs. 🍌 Stormtroopers	2:00 pm PDT	League
Sep 13th	@ 🍌 Death Stars	2:00 pm EDT	League
Sep 20th	vs. 🍌 Sith Lords	2:00 pm PDT	League
Sep 27th	@ 🍌 Bounty Hunters	2:00 pm CDT	League

An example of a team schedule in iFrame mode.

Date	Opponent	Result/Time	Type
Aug 16th	@ 🍌 Rebels	D 0 - 0	League
Aug 23rd	vs. 🍌 Wookies	5 - 5	League
Aug 30th	@ 🍌 Smugglers	2:00 pm PDT	League
Sep 6th	vs. 🍌 Stormtroopers	2:00 pm PDT	League

An example of a team schedule compressed to a small space.

Date	Opponent	Result/Time	Type
Aug 16th	@ 🍌 Rebels	D 0 - 0	League
Aug 23rd	vs. 🍌 Wookies	5 - 5	League
Aug 30th	@ 🍌 Smugglers	2:00 pm PDT	League
Sep 6th	vs. 🍌 Stormtroopers	2:00 pm PDT	League

An example of a team schedule compressed to an even smaller space.

If you or your webmaster are unfamiliar with framing technology, please use this simple html code to drop CMS features into your website:

```
<iframe src="http://www.example.com/gallery/index.html" width="800" height="600"  
frameborder="0" scrolling="no"></iframe>
```

In using that code, please remember to change the URL (bold/red), width (bold/blue), and height (bold/green) to reflect the space available on your page(s). You should also remember to not have bold or colored text in your code (it is bolded and colored above to emphasize areas to change). A developed code will look like this, for example:

```
<iframe src="http://192.155.94.102/standings?comp_id=178" width="705" height="850"  
frameborder="0" scrolling="no"></iframe>
```




EXPANDED FEATURES & FUTURE DEVELOPMENT (cont.)

Team	GP	R	PF	PA	PD	BT	BL	FF	PTS
Wookiees Rugby	3	2-0-1	50	30	20	0	0	0	10
Sith Lords Rugby	2	2-0-0	21	11	10	0	0	0	8
Smugglers Rugby	2	1-0-1	33	22	11	1	0	0	7
Stormtroopers Rugby	1	1-0-0	25	9	16	1	0	0	5
Droids Rugby	3	0-2-1	5	19	-14	0	1	0	3
Rebels Rugby	2	0-1-1	3	20	-17	0	0	0	2
Bounty Hunters Rugby	2	0-2-0	15	32	-17	0	1	0	1
Death Stars Rugby	1	0-1-0	5	14	-9	0	0	0	0

An example of a team standings iFrame prior to being dropped into a website.

If you would like your club's schedule, standings, or individual match rosters/results frames, please contact Erik Geib at USA Rugby (egeib@usarugby.org or 720-508-8009).


Future Development

As the competition management system continues to evolve, additional developments will be made throughout the system that enhance the system's usage for teams, players, fans, and coaches.


Individual stats are a large component of that development. As the system currently exists, data is being captured for individual players throughout all matches those players participate in. These statistics will continue to evolve in the way they're presented and compared, and teams will soon be able to upload player photos, eligibility/citizenship status, individual metrics (bench press, 40 time, etc.), among other abilities.

Additionally, USA Rugby will be seeking ways to upload videos, photos, and other features that enhance match presentation. If you would like to be a part of the development dialogue, please contact USA Rugby today.

USA RUGBY CMS

 Wookiees Demo

Competitions Menu

 Cornelius, William

PLAYER STATISTICS

	Points	Tries	Cons	Pens	DGs	YC	RC
All-Time	15	1	2	2	0	0	0
2014-2015	15	1	2	2	0	0	0

TEAM STATISTICS

Team	Season	Points	Tries	Cons	Pens	DGs	YC	RC
Sith Lords Rugby	All-Time	5	1	0	0	0	0	0
	2014-2015	5	1	0	0	0	0	0
Wookiees Rugby	All-Time	10	0	2	2	0	0	0
	2014-2015	10	0	2	2	0	0	0

OPPONENT STATISTICS

Team	Season	Points	Tries	Cons	Pens	DGs	YC	RC
Bounty Hunters Rugby	All-Time	5	1	0	0	0	0	0
	2014-2015	5	1	0	0	0	0	0
Death Stars Rugby	All-Time	10	0	2	2	0	0	0
	2014-2015	10	0	2	2	0	0	0

TEAMS PLAYED FOR

[Sith Lords Rugby](#)

[Wookiees Rugby](#)

Individual statistics as they currently exist. These statistics will become more robust as the system develops.



COMPETITION RESOURCES CENTER

Forms & Documents

[USA Rugby Disciplinary Procedures](#)

[USA Rugby Player Movement/Substitution Form](#) (also included in this document)

[USA Rugby Running Score Form](#) (also included in this document)

[USA Rugby Team Information/Update Form](#)

[USA Rugby Technical Zone & Sideline Management Guidelines](#) (also included in this document)

2013-2014 Data

Archived competition management system data (from the 2013-2014 competitive season) can be found here: <http://192.155.94.102/>

If you are having trouble populating 2013-2014 results in your iFrames, please change the 'usarugbystats.com' portion of your URL(s) to '192.155.94.102' and/or contact USA Rugby for assistance.



TEAM INFORMATION UPDATES/SUBMISSIONS

If you would like to change your team's logo, cover image, or name, please fill out the CMS Team Information Update Form located here:

<http://tinyurl.com/usarcms>

Please note that USA Rugby reserves the right to approve/deny items in the cover photo space, and will not accept team logos that are difficult to clean (i.e. remove the background from).

Team names are entered under USA Rugby's naming standards and may be adjusted by petition. For more information on USA Rugby's team naming standards, please see page 16 of this document. If your team has changed its overall club name, please make sure you also inform your geographic union and the USA Rugby Membership Department.

Notably, teams are able to update their team e-mail address, website URL, Facebook address, Twitter handles, and geographic location by clicking the 'Edit Team' button on their landing page. Improper use or abuse of these functions will subject teams and users to fines, discipline, and/or possible legal procedures against those responsible. Please note that the system is designed to track which account makes any and all changes while a user is logged in.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Wookiees Rugby > Team Management

Run Roster Sync

Save Changes

TEAM DETAILS

Team Name

Wookiees Rugby

Union

USA Rugby

City

Atlanta

State

Georgia

CONTACT INFORMATION

Email Address

Team Website

Facebook Handle

Twitter Handle

TEAM IMAGES

Team Logo

TEAM MEMBERS

Player	Membership Status
Bailey, Carlyse	Current
Bauder, Justine	Current
Breckenridge, Tamera	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
D'Adamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Geib, Erik	Current

Cover images may be altered for presentation purposes, including branding of USA Rugby and/or USA Rugby's sponsors. If your team, competition, or union would like to sell this space for advertisement or sponsorship, please contact Erik Geib at USA Rugby (egeib@usarugby.org | 720-508-8009).



USA RUGBY CLUB NAMING STANDARDS & POLICIES

A common inquiry to USA Rugby is, “Why is my team named the way it is in your CMS / on your website / at your events?” The answer, quite simply, is that USA Rugby follows an adopted set of naming standards whenever possible.

When USA Rugby first began implementing competition management systems several years back, there were many stated preferences among teams as to how their identity would be displayed. Unfortunately, individual preferences often create confusing and non-uniform displays for those without knowledge of a team, area, or specific competition. As such, USA Rugby developed a set of standards for displaying team information in a (mostly) uniform manner. Notably, these display standards do not reflect any actual change to the name of your club, nor do they reflect a desire of USA Rugby or any other party to change the identity of your club. Quite simply, they are in place to provide a uniform way to display information for the casual observer.

No acronyms. Acronyms don’t convey much information to the uninformed, and several teams often try to use the same or similar acronyms (‘PAC,’ etc.). As such, USA Rugby breaks down acronyms to reflect the relevant information for observers, while removing unnecessary words such as ‘Club,’ ‘Rugby Club,’ or ‘Rugby Football Club’ whenever possible.* For example, in the CMS, the Houston-based club commonly known as ‘HARC’ becomes ‘Houston Athletic’ (Houston Athletic Rugby Club).

Names should have a geographic indicator and a nickname. Club names are often long endeavors and some clubs want to have full representation of their name while others are satisfied with just a city, a nickname, or some combination therein. While the Denver Harlequins Rugby Football Club may have a preference to be known as ‘Denver,’ ‘Denver Harlequins RFC,’ or ‘Denver Harlequins Rugby Football Club,’ it is more presentable to display them as ‘Denver Harlequins.’

‘Rugby’ as part of the name. If a club does not have any sort of geographic indicator (example: Old Gaelic), USA Rugby defaults to calling the club by its name and the word ‘Rugby’ (e.g. Old Gaelic Rugby). Similarly, if a club is only known as a geographic location and the words ‘Rugby Football Club,’ ‘Rugby Club,’ etc., USA Rugby defaults to that geographic indicator and the word ‘Rugby’ (example: Boston Rugby).

Examples:

Metropolis RFC, a Minnesota-based Division I team in the Midwest Conference, is known as ‘**Metropolis Rugby**’ in the CMS. The team is not known as Minnesota Metropolis (or similar), so Metropolis takes the place of the geographic indicator and ‘Rugby’ takes the place of the nickname.

OMBAC, a San Diego-based team in Southern California, is known as ‘**Old Mission Beach Athletic**’ in the CMS. The word ‘Club’ is unnecessary and makes the club name too long in the system. The word ‘Athletic’ takes the place of the nickname and ‘Old Mission Beach’ is the geographic indicator.

Cleveland Eastern Suburbs RFC, a Cleveland-based Division II team in the Midwest Conference, is known as ‘**Cleveland Eastern Suburbs**’ in the CMS. The ‘Eastern Suburbs’ bit suffices as a nickname.

Dallas RFC, a Dallas-based Division I team in the Red River Conference, is known as ‘**Dallas Rugby**’ in the CMS. Though the team is popularly nicknamed the Reds, Dallas has previously requested to go by ‘Dallas RFC,’ as it is the owner and original proprietor of the named association with Dallas. As USA Rugby does not use ‘RFC,’ it has entered ‘Rugby’ in its place.



COMPETITION MANAGEMENT CHECKLIST

When initially logging in...

1. Received username and password from local competition manager _____
2. Logged in to usarugbystats.com to test that username and password work correctly _____
3. Updated user account information, including password change & e-mail address submission _____
4. Synced roster & updated team information, including media URLs and team location _____

Before every match...

5. Logged in to usarugbystats.com and submitted roster electronically* _____
6. Printed 3 copies of the match roster and/or created 3 copies of the match roster form _____
7. Printed 2-4 copies of the running score form & 1-2 copies of the player movement/sub form _____

After every match...*

8. Had match official(s) and opposition sign the rosters, running score, & player sub forms _____
9. Logged in to usarugbystats.com and verified final rosters are correct** _____
10. Changed match status to 'Started' to enter match data** _____
11. Entered scoring, substitution, and disciplinary information for the match** _____
12. Verified that match data is complete for both teams before marking match as 'Completed' _____
13. Add your 'match signature' to verify that you have submitted the info. to be correct _____

* Checklist items 9-12 may be completed during a match if one or both teams has designated a fourth official or Match Tracker to enter data live. Step 8 is still a recommended step, however, to have a referee and the teams physically sign off on designated paperwork.

** Be sure to verify with your local competition manager the deadlines by which your team is required to complete these items. Generally, most competitions require rosters to be submitted no later than 24 hours before a match and match data to be entered no later than 24-48 hours after a match has concluded.

Pro Tip: If you need to change incorrectly entered data after your competition manager has locked the match, please e-mail that person with a verifiable explanation for why they should unlock the match and/or make corrections for you.



USARUGBY

USA RUGBY RUNNING SCORE FORM

Home _____

vs. Visitor _____

TIME	TEAM	TYPE	PLAYER	SCORE (H-V)

SCORE TYPES: T=Try (5 pts.); PT= Penalty Try (5 pts.); C= Conversion (2 pts.); PK= Penalty Kick (3 pts.); DG= Drop Goal (3 pts.)

Home Signature _____

Away Signature _____

Ref Signature _____

#4 Signature _____



USARUGBY

USA RUGBY PLAYER MOVEMENT/SUBSTITUTION FORM

TEAM A:

v

TEAM B:

PLAYER OFF	PLAYER ON	REASON	TIME

PLAYER OFF	PLAYER ON	REASON	TIME

Reason Codes:

RI Replacement Injury
ST Substitution Tactical
TRB Blood and / or Open Wound
BPR Player returns after blood

SIN
SBR
SO
SBALT
SBALTR

Sin Bin
Player Returns
Send Off
Player off for a front row player during Sin Bin
Player Returns after front row Sin Bin

Referee _____

TJ1 _____

TJ2 _____

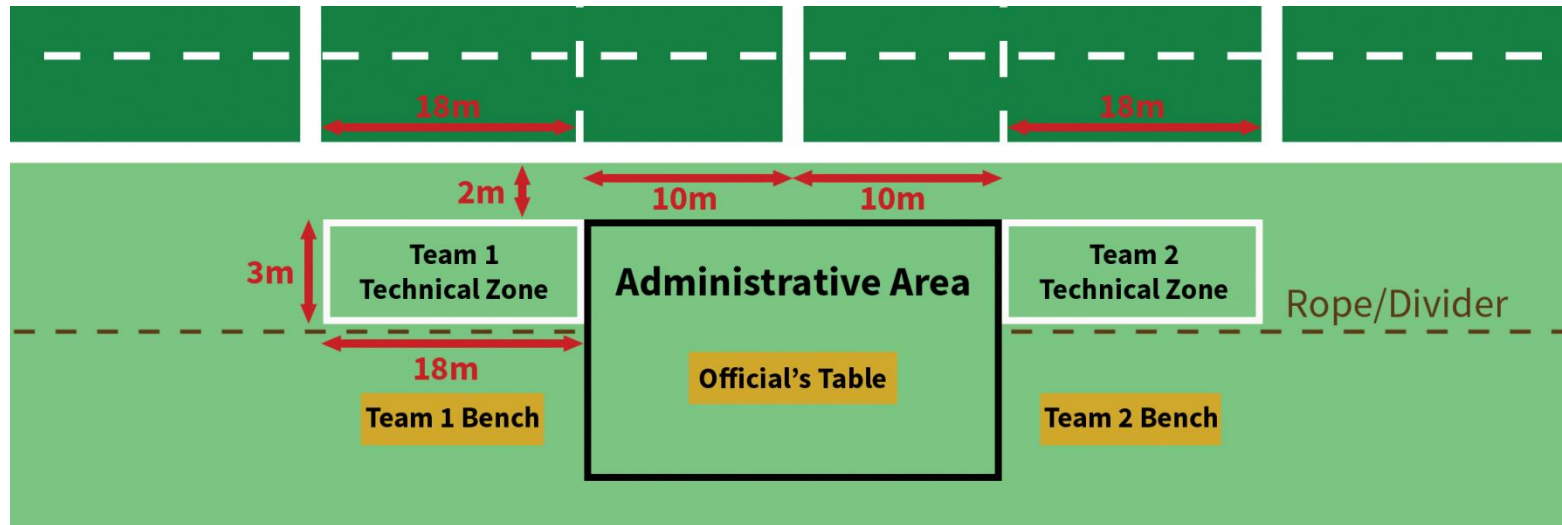
4th Official _____

Signature _____

Date _____



USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES



- Technical zone (TZ) defined as space in front of the rope/barrier between the 10m line and 22m line*
- Technical zone ends 2m from the touch line to give room for ARs & touch judges
- Coaches may not cross into the other team's TZ or leave their own TZ
- No more than 2 coaches are allowed in the technical zone
- Coaches should not stand in/near the try zone or anywhere on the field of play
- Uncertified coaches should not be in the TZ
- #4 (Fourth Official) or Match Manager (data tracker) occupies the space between the 10m lines (Administrative Area)
- Chairs may be set up in the Administrative Area for disciplinary/sin bin purposes
- No coach or player is allowed in the Administrative Area except when petitioning for a substitution
- Teams may have two medical professionals "in front of the rope"
- Medical professionals may roam either sideline and are not confined to the TZ*
- Only one (1) medical professional per team is allowed per side of the field*
- Second medical professional must be across from first medical professional on opposite sideline*
- Coaches are not allowed onto the field with medical personnel unless explicitly allowed by the match official
- Medical personnel should always introduce themselves to the match official(s) before the match begins
- Team benches should also be between the 10m line and 22m line* but "behind the rope" and not in the technical zone
- Spectators should be on the opposite sideline from the teams unless a second rope is present to prevent mixing of spectators with players/staff/administrators
- Water carriers must stay "behind the rope"* unless the match official signals that they may enter the playing field
- Water carriers should endeavor to wear a top that clashes with players on the field
- Coaches may not serve as water carriers
- Water carriers should not be in the TZ*
- Coaches should not huddle with teams on the field after scores
- Teams must warm up in the end they are attacking into, not the end they are defending
- Players warming up must wear a contrasting top to the players on the field (e.g. a penny)
- Teams should not warm up with balls, cones, or other equipment (e.g. ruck pads)
- Teams should not warm up within 5m of the field of play
- If space demands it, teams may warm up in the try zone but only if they access the try zone by staying "behind the rope" to and from

*Variance specific to USA Rugby that differs from the IIRB standard



USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES

