

# New England Wide Collegiate Rugby Conference

## Tournament Application Form

*This form must be completed and submitted to the NEWCRC President prior to your tournament becoming approved. Approval may take 1-3 weeks, and is mandatory for a tournament to be sanctioned or for referees to be assigned. Incomplete forms will be returned.*

*Please email completed form to [president@newcrc.org](mailto:president@newcrc.org)*

Today's date: \_\_\_\_\_

Hosting club: \_\_\_\_\_

Official name of tournament: \_\_\_\_\_

Length of tournament: \_\_\_\_\_

Date(s) scheduled: \_\_\_\_\_

Kickoff time (1st day): \_\_\_\_\_ Kickoff time (2nd day): \_\_\_\_\_

Alternate date(s) \_\_\_\_\_

Is this an annual event? \_\_\_\_\_ # of years held: \_\_\_\_\_

Purpose of tournament: \_\_\_\_\_

15's or 7's: \_\_\_\_\_ # of teams: \_\_\_\_\_ # of fields: \_\_\_\_\_

Tournament format: \_\_\_\_\_

Tournament location (address): \_\_\_\_\_

Find your tournament location on googlemaps and paste the link in the box below:

Width & length of each pitch: \_\_\_\_\_

Field owner(s): \_\_\_\_\_

Restrictions on use (insurance, weather, etc.) \_\_\_\_\_

# of referees requested (hosting club is required to submit requests for assignment): \_\_\_\_\_

Amount of entry fee: \_\_\_\_\_ When Due: \_\_\_\_\_

What does fee cover? \_\_\_\_\_

All players must have current CIPP cards.

Who is responsible for compliance? \_\_\_\_\_

Is water provided? \_\_\_\_\_ Are shower and changing facilities provided? \_\_\_\_\_

If facilities are provided, where are they located? \_\_\_\_\_

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What is available to the public (e.g. sanitary facilities, bleachers, concessions)?

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What arrangements have been made for clean-up of the tournament site?

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What awards are given to winners? \_\_\_\_\_

List tournament sponsors (and what they cover)

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Who receives the proceeds  
from the tournament? \_\_\_\_\_

Will there be a tournament party? \_\_\_\_\_ Where? \_\_\_\_\_

What food will be served? \_\_\_\_\_

What beverages will be served? \_\_\_\_\_

NOTE: No alcoholic beverages are permitted at NEWCRC sanctioned tournaments or events.

Tournament Director's Name: \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Checklist

\_\_\_\_\_ I have read and understand the "Tournament Guidelines & Responsibilities" (attached) and will abide by such.

\_\_\_\_\_ I have obtained the necessary insurance as required

\_\_\_\_\_ I have completed the "Tournament Medical Plan" (attached) and will follow it as indicated.

\_\_\_\_\_ I understand that final sanctioning of the tournament by NEWCRC is contingent upon approval of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Club Position: \_\_\_\_\_

### For NEWCRC Use Only

Tournament is: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_



# New England Wide Collegiate Rugby Conference

## Tournament Guidelines & Responsibilities

### Guidelines

1. The President of New England Wide Collegiate Rugby Conference shall have the responsibility for sanctioning all tournaments held within the jurisdiction of the Conference. A "tournament" shall include all festivals, invitationals and competitions where three (3) or more teams participate. Only Full Members of the NEWCRC can host tournaments.
2. Clubs desiring to host a tournament must file a Tournament Approval Form, along with a Tournament Medical Plan with the NEWCRC President. All financial obligations to the NEWCRC must be current and hosts MUST be fully enrolled in the current USA Rugby CIPP Program.
3. All tournaments must carry liability insurance coverage. ALL players and reserves must carry at least \$100,000 medical coverage and clubs must have liability coverage for a minimum of \$1,000,000. A healthcare professional must be present for the duration of the tournament. All players must be enrolled in CIPP prior to the start of the tournament. Tournament host is responsible for checking the USA Rugby CIPP database and not allowing anyone to play who is not CIPP enrolled.
4. The NEWCRC, after sanctioning a tournament, will contact the Referee Director to inform them of approval, and contact should be made with them regarding referee arrangements.
5. The NEWCRC will notify the host club, in writing, as to the acceptance or denial of sanctioning for the tournament.
6. The Disciplinary Committee shall have the additional responsibility for taking appropriate action against individuals and/or teams that:
  - a. Do not honor tournament commitments
  - b. Act in any manner which is detrimental to the tournament or the spirit of rugby
  - c. Attempt to play any ineligible players Note: Any player sent off the field during a tournament is ineligible to play for the rest of the tournament.
7. On receiving acceptance from a team outside the NEWCRC jurisdiction, the Club's Tournament Director/Committee MUST notify the NEWCRC Referee Director promptly. The Referee Director will then contact the home union of the outside team to determine if any discipline reports have been filed against the team or any of its members. They will also determine if the club is "in good standing" within that Union. If discipline reports have been filed or the club is not in good standing, the NEWCRC Disciplinary Committee will make an appropriate recommendation to the Club's Tournament Director or Committee.
8. The NEWCRC President may refuse to sanction a tournament for failure to follow the Disciplinary Committee's recommendation.

9. It is the responsibility of the Club's Tournament Director or Committee to invite only members in good standing from any Union/League. There will be NO recourse through the Union/League should a club allow non-members to participate in their tournament and an incident, or incidents, occur that would normally warrant disciplinary action.
10. The list of participating teams in the tournament MUST be sent to the NEWCRC President and the Referee Director NO LATER THAN TWO WEEKS BEFORE THE TOURNAMENT.
11. It is recommended that teams try to schedule tournaments early in the playing season, or out of season, in order to secure referees.
12. Any scheduling conflicts will be decided by the NEWCRC Competition Director.
13. Teams holding and/or attending any unsanctioned tournaments will be subject to disciplinary action and fines.

## **Responsibilities**

NEWCRC and NERRS will assist in the supply and arrangements for referees for all NEWCRC-sanctioned tournaments provided that the following policies are adhered to by the host NEWCRC club:

1. Your Tournament Director will be assigned a Head Referee along with other referees as availability allows. Close contact with the Head Referee shall be maintained regarding all referee business during the final weeks of preparation.
2. The final format including tournament rules, pairings (brackets) showing teams, kick-off times and assigned field number, along with a clear map/directions to the tournament site must be received by the Head Referee no later than 2 weeks before the tournament or as soon as a Head Referee has been designated. All teams planning to compete should have registered by now (with payment of the tournament fee) or else should be dropped. Again, close contact, preferably by phone, is urged to avoid any unforeseen complications or miscommunications.
3. The host club must inquire as to costs for referees when planning a tournament.
4. The host club is responsible for providing each referee with comfortable accommodations (preferably a motel/hotel) for an overnight stay during a two-day tournament (this may include Friday and Saturday).
5. The host club is to provide each referee, by email, with all information regarding directions to the tournament site and housing along with a set of the tournament rules.
6. All scheduling of referees for the tournament games and official local society referee liaison with the host club during the tournament (for expenses, rulings, etc.) will be the responsibility of the Head Referee.

7. A meeting of tournament officials, referees and team captains should be held prior to the start of the tournament (usually about an hour before first game kick-off). All questions about rules, pairings, or any other concerns should be answered at that time. Proof of insurance and CIPP can also be verified at this meeting.
8. All participating clubs should be asked (in your communications with them) as to the availability of any of their players or associates as referees during the tournament. The Head Referee should be kept informed as the information is known.
9. All participating clubs should be advised that they must be prepared to provide a competent touch judge for each game they play.
10. All participating clubs are to be reminded that their club must carry liability insurance and all players/reserves must have adequate medical/health insurance per USARFU requirements.
11. Once approved all fields must be lined/marked in accordance with Law #1 "The Ground."
12. The host club should provide high quality game balls for use at each field.
13. The host club should know, in advance, the jersey colors of all participating clubs. This will avoid conflicts in similarity.
14. All participating clubs should be advised, in advance, of how many games (win or lose) they are expected to play. They should also be advised that failure to play in any of these games (especially in the consolation bracket) will subject them to NEWCRC disciplinary action. Any player ordered off may not play in any remaining tournament games and is subject to disciplinary action.
15. The host club must provide a 5 meter spectator rope (on both sides of the field) during the Championship match. This will allow free movement for the touch judges, avoid spectator interference and reduce the chances of injury to players and spectators.
16. The host club must provide proper medical services; a medical kit and healthcare professional must be available on-site.
17. The host club should check the USA Rugby CIPP Database as teams register to insure the club and its players are fully CIPP enrolled. It is incumbent upon the Tournament Director (or other host club official) to promptly notify any teams who are not fully CIPP registered or do not meet minimum requirements. Enrollment can be done on-site, BUT must be through the online registration process with a credit card. The host club will need to make arrangements to have computer and internet access at the site. If this is not feasible, all teams and players must be enrolled and appear in the USA Rugby CIPP database prior to the start of the tournament. Players and or Clubs not fully CIPP enrolled are not eligible to play.