



A Full Member of the World Rugby, Asia Rugby,
Philippine Sports Commission and Philippine Olympic Committee

EVENT SANCTIONING GUIDELINES & HOST REQUIREMENTS

Date: September, 2020 (updated)

Introduction

All rugby union events, tournaments, festivals and matches conducted outside regular Philippine Rugby Football Union (PRFU) competitions and/or other representative matches are required for formal sanctioning under the consideration of the PRFU. The Event Sanctioning Guidelines and Host Requirements ensure that all PRFU events, tournaments and matches played in the Philippines are conducted in a safe and professional manner.

The purpose of this document is to provide detailed information about the requirements for sanctioning, what is required to satisfy the guidelines and how a Tournament/Event Organiser can meet these standards.

Requirements for Sanctioning

There are a number of basic requirements that must be met as part of the sanctioning process. These include, but are not limited to:

- A suitably experienced Event Organiser to ensure that the tournament can be run in a safe and competent manner.
- A safe and suitable Event Venue(s) for all tournament related events.
- Appropriate Medical and Safety Requirements are present throughout the duration of the event
- A set of Tournament Rules that adhere to, and comply with, the World Rugby Laws of the Game & Regulations
- A documented list of Team and Participant Registrations (players, coaches and support staff) for each participating Team.
- Insurance cover that provides adequate protection for all Participants, Officials, and Event Organisers
- Appropriate Judiciary Procedures to deal with circumstances or conduct requiring investigation and or decision.
- Referee appointments to include suitably qualified and accredited rugby Match Officials.
- Notification of receipt of the PRFU's endorsed Code of Conduct, and to be made available to all stakeholders of the event.
- All items above, are the responsibility of the Tournament/Event Organiser

Application Process

The Tournament/Event Organiser is to forward the completed Event Sanctioning Application together with all attachments to the Philippine Rugby Football Union within 30 days prior to the start date of the event, tournament or match.

The Philippine Rugby Football Union will review and assess each application and provide formal sanctioning approval, or a request for additional information, in writing to applicants within 10 business days of receipt of application and/or tournament date.

The Tournament/Event Organiser shall be responsible for providing any additional information/documentation requested by the PRFU in a timely manner. Sanctioning approval will not be provided until the PRFU is satisfied all criteria have been adequately addressed.

Event Organiser/Club

All events, tournaments and matches must be organized and managed by either:

- a. A Rugby Club affiliated to the PRFU; or

b. A Legal Entity approved by PRFU.

The Tournament/Event Organiser remains solely responsible and liable for any prize money on offer and liable to all actions involved on competition days

Safety

The safety and wellbeing of players is the overriding influence on how PRFU events, tournaments and matches are to be conducted in the Philippines. Whilst organizational and administrative arrangements are important to the outcome of tournaments, player safety and player welfare must remain paramount at all times. It is the responsibility of the Tournament/Event Organiser to ensure the safety of all participants is adhered to.

Event Venue

- The venue must be safe and suitable for the event, tournament and/or matches to be conducted and must be consistent with World Rugby Law 1: The Ground (<http://laws.worldrugby.org/?law=1&language=en>)
- The playing area is to be adequately prepared for matches to include the provision of field dressing (goal post pads, sideline markings, corner posts, etc.) and field of play markings, as a minimum.
- The playing enclosure must be clearly set out, including perimeter area not less than 5 meters, where practicable.
- The playing surface must be clear of obstacles and safe for training & matches. Cricket pitches and watering systems shall be properly covered.
- The Event Organisers are to complete a Match Day Inspection Checklist.
- The venue must have adequate changing facilities, shower and toilet facilities to cater for the participation teams and match officials, and public amenities for spectators.
- If night matches are scheduled, then the venue lighting must be adequate to allow these matches to be conducted safely.
- All items above, are the responsibility of the Tournament/Event Organiser

Medical & Safety Requirements

The Tournament/Event Organiser must ensure the provision of medical support for all events, tournaments and matches meet the requirements outlined below, including:

- Trained medical support (minimum qualified first aid certification or higher) including knowledge of first aid skills and procedures for all matches
- First aid kit
- Ice for injuries
- Stretcher (preferable scoop stretcher) for use by trained personnel
- Emergency contacts for nearest hospital, doctor, dentist, etc.
- Telephone (for use in emergency)
- Emergency vehicle access for Ambulance providing clear entry
- There are adequate onsite provisions for treating injuries at the venue, as a minimum, this is to include a first aid room, tent or similar.
- Local ambulance service and the nearest hospital are advised of the event and confirm any special arrangements in place for the duration of the event.
- All serious injuries are reported to PRFU, including:
- Any head or neck injury that results in a player being treated at an emergency department, hospital or after-hours medical center, or
- Any injury that results in the admission of a player into hospital
- For assistance you can contact medical@prfu.com
- All items above, are the responsibility of the Tournament/Event Organiser

Tournament Rules



The Tournament Rules that apply must be included as part of the application for sanctioning, and will include, but are not limited to:

- a. Laws of Game [including any Law variations e.g. 7-a-side, Ten-a-side, U19s]
- b. Registration of Teams and Participants
- c. Rules [including draw, points, ladders, forfeits, postponed/abandoned matches, disputes resolution, etc.]
- e. Judicial Procedures

Model Tournament Rules may be available from the PRFU. Any variations must be clearly identified; reasons for the variations provided and are approved by the PRFU.

Team Registration Form

All Participating Teams must complete a Team Registration Form and submit to the Event Organiser prior to participation in a sanctioned event, including:

- a. Team Name,
- b. Participant details (First Name, Surname, Date of Birth, Registered club or school),
- c. Coaches, and
- d. Manager / Team Contact (including mobile and e-mail contacts).

The Tournament/Event Organiser are required to submit copies of Team Registration Forms to the sanctioning Union if required

Participant Registration

All Participants must be one of the following:

- a. A registered participant of a PRFU affiliated Rugby club or sanctioned Rugby Body;
- b. A registered participant of an Overseas Touring Team/Rugby Club and /or Union that has appropriate inbound tour approval from their Home Club/Union
- c. Must be at least 18 years of age to play in an Open Age Division. Any player younger is required to sign a waiver to allow their participation. The Tournament/Event Organiser is responsible for these matters.

Insurance

The Tournament/Event Organiser is required to have Public Liability Insurance in place for a sanctioned event. No sanctioning approval will be provided until confirmation of insurance cover is provided.

The Tournament/Event Organiser shall advise all Participating players/teams of the following recommendations, including:

- a. It is recommended that all participants take out private health insurance, salary contingency insurance and life insurance, as required for their individual circumstances;
- b. It is recommended that all participants not covered by Medicare/PhilHealth (including nonresidents of Philippines) take out medical insurance covering those costs that would otherwise covered by Medicare/PhilHealth

Judicial Procedures

All matches must have appropriate judiciary procedures in place reflecting the adequate Rugby disciplinary rules. Any acts of misconduct are to be governed by Tournament/Event Organiser. Assistance can be provided by PRFU where requested.



Any Judiciary findings against any participant must be advised to the PRFU, and such findings will be communicated to respective Home Clubs to enforce any penalty handed down because of an event related judiciary hearing.

Referee Appointments

All rugby matches are to be refereed by a suitably qualified referee, considering the age of the players and the standard of the tournament.

The name of the referee appointing authority, including any request for the appointment of referees is to be outlined in the Event Sanctioning Application.

The Tournament/Event Organiser may request for referees for the sanctioned events, costs may apply. No referee appointments will be made until relevant sanctioning has been approved.

I have read and understand my responsibilities as the Tournament/Event Organiser and I will abide by the PRFU-sanctioned tournament guidelines listed above.

Name of Tournament/Event Organiser: _____

Club/Recognised Entity: _____

Signature: _____

Date: _____

PRFU Competitions Manager:

Signature: _____

Date: _____

