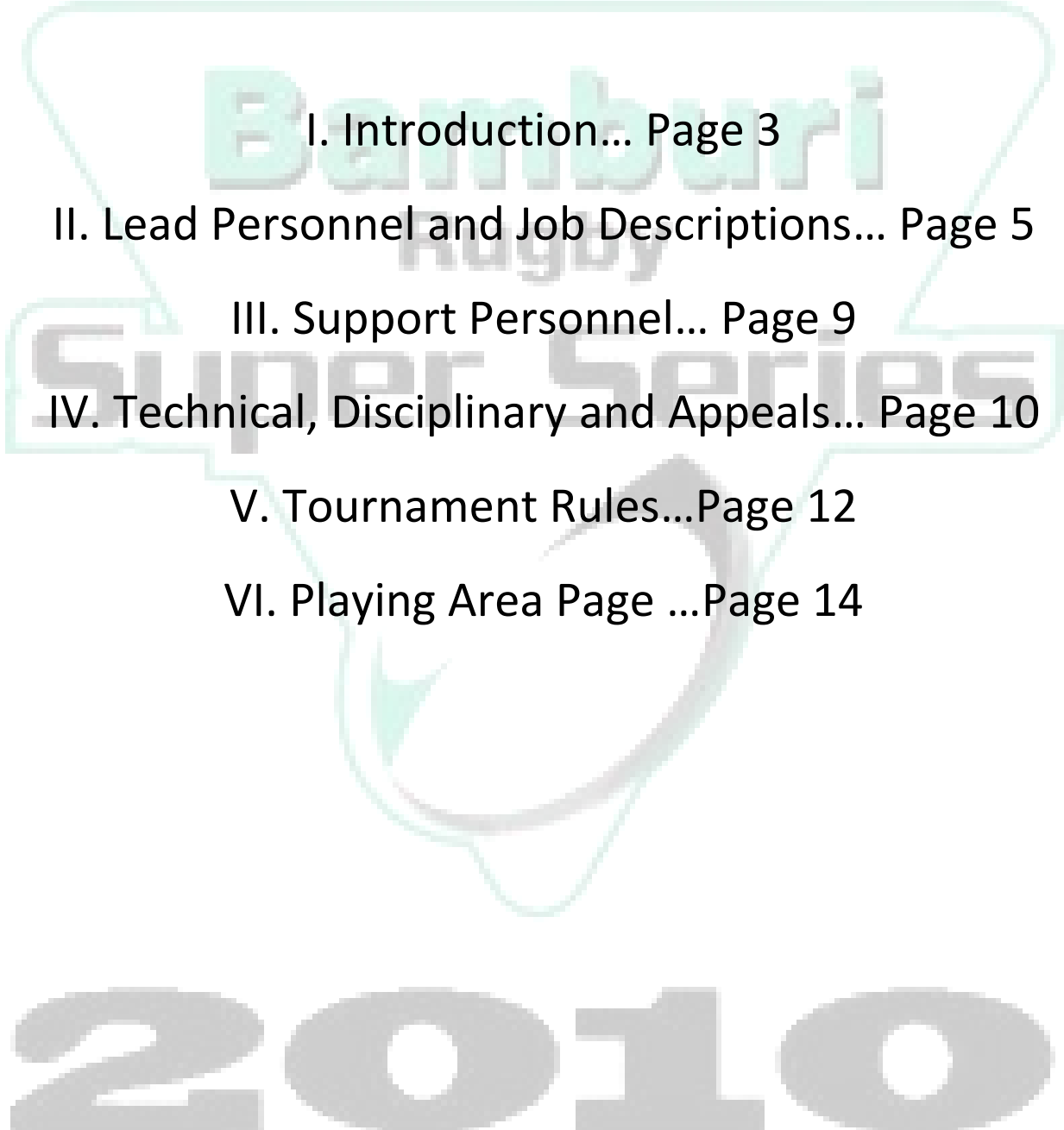




# The Tournament Handbook

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# I. Introduction

The goal for the Rugby Super Series Tournament Organizing Committee is to host a high-quality, competitive Rugby event.

## **Just what is the Rugby Super Series?**

The Rugby Super Series is a brand of the Kenya Rugby Union (KRU) that has over the years grown to become East Africa's premier fifteens' rugby event. It was started with the intention of bringing the best rugby players from Kenya onto one stage in several uninterrupted weekends of first class rugby, easing the work of the national fifteens rugby team selectors. The tournament also brings to the spot light, the long version of the game. As mentioned earlier in this text, it has grown to encompass Uganda and Tanzania. It could then be said, and rightly so, that the main aim of the Rugby Super Series is development of the fifteens version of the game in Kenya and the wider East African region. We can rightfully say that the **Rugby Super Series is the future of fifteens rugby** within the East African region. The RSS aims to become the highest level domestic competition in the region i.e. A provincial championship comparable to the Currie Cup in South Africa, the National Provincial Championship (NPC) in New Zealand and, with the inclusion of teams from Uganda and Tanzania, the Super 14, a championship featuring franchises from Australia, New Zealand and South Africa.

## **Franchise composition**

Several rugby playing clubs are merged into different franchises that take part in the Rugby Super Series. We currently have eight franchises; Buffaloes, Cheetahs, Lions, Rhinos and Sharks from Kenya, Rwenzori and Victoria from Uganda and Twigas from Tanzania.

## **Franchise selection**

Each franchise holds joint trials that see the best 30 players being picked to represent the team in the tournament. This process instills the virtues of team work and co-operation amongst players. Players from different clubs put their rivalries aside and play for the same team, with one objective in sight, success at the RSS and beyond.

## Objectives of the Rugby Super Series

To create an environment for excellent playing by developing, promoting and managing rugby in a commercially sustainable way, while making rugby the game of choice for all East Africans by:

- a. Improving standards of play for the top players and teams
- b. Providing a gateway for selection to the national fifteens teams of the participating unions
- c. Improving the standards of match officials and coaches
- d. Compliance with the International Rugby Board (IRB) charter and code of conduct
- e. Managing the game in a professional and commercially viable manner
- f. Creating a conducive environment that provides exciting entertainment for the entire family
- g. Development of the franchises into provincial teams
- h. Development of sustainable community social responsibility programs

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## II. Lead Personnel

The Rugby Super Series Organizing Committee is the lead personnel. These will be the primary organizers for the event. A list of those personnel follows:

- Rugby Super Series Chairman
- Tournament Coordinator
- Tournament Director
- Tournament Medical Director
- Tournament Media Director
- Tournament Security Director
- Tournament Information Technology Director
- Tournament Marketing Director
- Tournament Finance Director
- Accreditation Director

### JOB DESCRIPTIONS

#### 1. Combined Tournament Coordinator/ Tournament Director Roles

- Reporting to the Rugby Super Series Chairman and by extension the RSS Organizing Committee, the Tournament Co-coordinator (TC) will liaise with the Tournament Director (TD). Together they will be the main organizers of the event.
- Provide the Tournament Organizing Committee with planning process, guidelines, timelines, advice and assistance
- Provide Tournament Committee with direction for the tournament
- Coordinate with Tournament Committee on all issues related to promotion, sponsorship and the operation of the non-competition elements of the tournament
- Coordinate with the Kenya Rugby Union (KRU) and the Kenya Rugby Referees Society (KRRS) to ensure full and complete compliance with all KRU and KRRS guidelines, rules and regulations on field and facility use and all other aspects of the tournament.
- Liaise with Rugby Super Series chairman to oversee implementation of all sponsor fulfillment programs

## **Specific Roles**

### **Tournament Coordinator**

Work in conjunction with the Tournament Director, Competition and Tournament Committee to oversee the planning and administration of the tournament according to the guidelines, rules and regulations of the Kenya Rugby Union (KRU) and the International Rugby Board (IRB).

Ensure compliance with all legal requirements pertaining to the staging of a public event such as the Rugby Super Series.

### **Tournament Director**

- i. Assumes ultimate responsibility for all competition and team-related issues at the tournament/event
- ii. Oversees eligibility and other disciplinary and competition matters and standards of the game at the tournament/event
- iii. Coordinates with Kenya Rugby Referees Society on assignment and allocation of adequate number of referees and touch judges
- iv. Liaises with other lead personnel staff where need arises
- v. Specific duties outlined in more detail in "Personnel"

### **Medical Director**

Oversee the provision of medical services during the duration of the event. Tournament Medical Director will ensure the provision of medical services/first aid

A. For both spectators and teams. A physician or physicians will be provided by the Tournament committee. The Medical Director will ensure that the tournament is always staffed for immediate medical assistance.

b. A site dedicated ambulance.

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## **Media Director**

Oversee the formulation of the Rugby Super Series media strategy in liaison with the Tournament Media manager and communications team from the title sponsors.

The Tournament Media Director will delegate to the Media Manager the following tasks:

- Execution of the Rugby Super Series media strategy
- Liaise with the Information Technology Director in the establishment and management of tournament media center
- Recruitment of match media officers
- Development of content for the Rugby Super Series website
- Fusion of the Rugby Super Series media plan with that of the sponsors

## **Security Director**

The Security Director will be tasked with ensuring the safety and security of every person within the location(s) where the Rugby Super Series shall be held.

The Security Director will do this by

- Liaising with the local police department/division and the appointed security service provider for the provision of policing and related services.
- Liaising with the Medical Director to ensure the provision of rapid response emergency and evacuation services in the form of fire engines, ambulances and casualty management units.
- Liaising with appointed security service provider for the provision of crowd control solutions

## **Information Technology Director**

The Information Technology Director will in conjunction with the Media Director/ Manager be responsible for the establishment and smooth running of the tournament media center.

The Information Technology Director will also assume overall responsibility for the Rugby Super Series website and all content posted on it.

## **Marketing Director**

The Marketing Manager will assume overall responsibility for marketing the Rugby Super Series with the express aim of eliciting the interest of organizations with a view to taking up the various Rugby Super Series sponsorship packages that are on offer.

Liaise with the Media and Communications team in ensuring that sponsor visibility is attained through the placement of their messages (advertisements) on the various Rugby Super Series communications media available.

## **Finance Director**

- Responsible for the management of all finances at the disposal of the Rugby Super Series.
- Reconciles these finances on a regular basis on behalf of the organizing committee.

## **Accreditation Director**

Responsible for the issuance of accreditation to various parties associated with the Rugby Super Series. The Accreditation Director will work in tandem with the other lead personnel to ensure that this process carried out in a synchronized and smooth manner.

## **Director, Logistics**

To coordinate all matters pertaining to transport, accommodation and the general movement of players and tournament officials and volunteers.

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## III.Support Personnel

### Team Liaisons

The team liaison officers will work as links between the Rugby Super Series organizing committee and team management in the implementation and execution of administrative issues at team level.

They will ensure access to warm up areas and training facilities for their respective teams.

They will also ensure access to training equipment, Scrummage machines et al

### Media Liaison

Media Liaison will serve as the bridge between the Media Director and the media fraternity through the facilitation of pre-match and post match interviews as well as the provision of any other information and/or related services.

### Security Liaisons

To liaise with the Security Director, Police and Security Service provider to ensure absolute safety and security during the duration of the actual tournament.

### Venue Manager

The Venue Manager will be responsible for the preparation and implementation of plans

Pertaining to the competition:

- a. The field(s) of play
  - i. Preparation
  - ii. Maintenance
- b. Player and team facilities at the venue
- c. Oversee Ball boys/girls
- d. Scorekeepers/statisticians
- e. In conjunction with the Media Director/Manager oversee roster coordination: Tournament task that requires the securing of copies of match rosters from all teams. These rosters must be reviewed for Eligibility for players. These rosters are to be submitted to the Tournament Director and the media staff
- f. Liaise with Medical and Security teams to ensure that player and crowd safety as well as emergency response capabilities are at an optimum level.

## IV. Technical, Disciplinary and Appeals

The Bamburi Rugby Super Series Organizing Committee will be responsible for the handling of all technical and disciplinary matters arising during the duration of the event.

To this end, the Organizing Committee will set up a Technical, Disciplinary and Appeals Committee that will sit and operate under the laws and regulations of the International Rugby Board (IRB). This committee will be required to hear appeals and arrive at decisions within 48 hours.

Technical issues to be communicated to Coaches/Captains and Managers of the participating teams will include

- Medical Emergency Plans.
- Medical Support Personnel
- Jersey Colors (identify any conflicts and inform referees)
- Logistics of Game Day
- A review of competition rules and guidelines
- Confirmation of Kickoff Times
- Extra time Policy
- Tiebreaker Policy for Teams Advancing
- Length of Games, etc.
- Substitution Policy
- Review Water/Ice Policy (i.e., will any be provided or are teams responsible?)

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This committee is also responsible for the points scoring system to be used during the tournament as follows:

Win by four or more tries	5 points
Win by less than four tries	4 points
Draw	2 points
Loss by less than seven points	1 point
Loss by more than seven points	0 points
Failure to honor fixture	-2 points

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## V. Tournament Rules

These rules will apply during the entire duration of the 8<sup>th</sup> edition of the Rugby Super Series running from 24<sup>th</sup> April 2010 to May 22<sup>nd</sup> 2010. Any disputes or complaints arising during the tournament and forwarded to the disputes committee will be determined upon the basis of these rules.

1. The tournament is organized under the auspices of the Kenya Rugby Union and will be played at venues in Arusha, Kampala, Mumias, Nairobi and Nakuru.
2. All matches will be played according to the laws of the game as framed by the International Rugby Board with any other local variations as adopted by the Kenya Rugby Union and the Bamburi Rugby Super Series Organizing Committee.
3. The first stage of the tournament will be a three weekend round robin league phase with the top two teams in each pool advancing to the knock out stages on weekends four and five.
4. Duration of all matches will be 40 minutes each half with a five minute interval between halves.
5. In the event of a tie at the end of regulation time, the referee will play two ten minute halves with the game ending immediately a team scores. Where the teams are still tied after extra time, play will continue until one team scores. If the tie persists at the expiry of a time frame totally at the referee's discretion, play will end and a winner determined by
  - Drop kick shootout between the two sides
  - A toss of a coin between the team managers/captains concerned
6. If a match is interrupted due to acceptable reasons and after lapse of reasonable time to be determined at the discretion of the referee and play cannot be continued or in case of abandonment of a match due to acceptable reasons e.g poor playing surface or low visibility, the disputes committee will convene and rule on whether the match will be replayed and on which day the replay will take place.
7. Each team will consist of 30 players and 5 officials whose names must be given to the Tournament Committee before the tournament kicks off. Team Manager must submit names of 15 players taking the field and 7 reserves at least 20 minutes before kick off.
8. Teams must report for games at least half an hour to kick off for among other reasons pre-match inspection of teams by match officials. An allowance of 30 minutes will be given for lateness thereafter the match officials can award a walkover at their discretion depending on the circumstances. A team losing a game by way of a walkover has the right to lodge their appeal.

9. Use of a card system will be enforced during the tournament:

- A player will receive a yellow card as a warning for breach of the laws and will be penalized accordingly. A player receiving a second yellow card during the tournament will automatically miss the next game. A player receiving a second yellow card during the same game will automatically be expelled from the field of play and will not play again depending on the magnitude of the punishment meted out.

10. There shall be a disputes committee chaired by the Tournament Administrators which shall include a representative from the Kenya Rugby Referees Society, the Kenya Rugby Union, a Press Representative and other individuals to be picked by the Tournament Committee. It's duties and responsibilities shall include inter alia:

- Hearing any disputes or complaints that may arise during the tournament and forwarded to it and determine them on the basis of the rules of the tournament
- To cite players for offences on the pitch and recommend suitable action against the offender during the tournament and if necessary refer the offender to the Kenya Rugby Union Disciplinary Board for further action.

All disputes and appeals will be communicated within reasonable time. All decisions shall be final with no recourse.

11. Any amendments or clarifications to the "rules of the tournament" as outlined in this or any other document for the purposes of this tournament, which may arise prior to the start of the tournament, will be communicated in writing to each team.

12. The Organizing Committee reserves the sole right to alter the format of the Tournament or shorten the game durations in the event of unusual weather or any other unexpected circumstances.

13. The rules of the tournament, including their interpretation and application are at the sole discretion of the Disputes committee who decision shall be final.

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## VI. Playing Area

### Note:

The following bulleted items are standard for tournaments/events. Exceptions to these standards may result in a less-than-desirable playing surface and competition experience. Match venues for the Bamburi Rugby Super Series 2010 will consist of

- One regulation size Rugby pitch, equipped with standard goal posts, and goal post pads.
- The Rugby pitch will be on even ground with or without a grade pitch for drainage. It will have properly cut grass, as well as proper irrigation prior to the event to ensure a soft playing surface. The goal posts will also have the minimum required padding as per the IRB's requirements
- The pitch will be lined with regulation field chalk or paint.
- The BRSS Organizing Committee will ensure that maintenance and upkeep of the venue-playing surface is sufficient for the conduct of a safe, high level competition.
- The pitch will have rope or other appropriate demarcation or separation of the playing field areas accessible only to players and officials.
- Field dimensions will be as close as possible to full size.
- Dimensions for the goal posts and cross bars will be 5.6 meters between goal posts, the cross bar shall be 3 meters from the ground, and the minimum height of the goal post will be 3.4 meters.
- Nearby to the field will be restroom facilities (permanent or temporary) easily accessed by the players. The use may be shared with the public, but must be in numbers sufficient to meet mass gathering permit requirements of the local jurisdiction.
- There will be several trash receptacles located around the venue. These receptacles will be emptied as often as needed.
- Tent or office space, furnishings, office supplies and office equipment at the venue for use as an Operations Center/Headquarters and Media Center during tournament.



# THE PLAYING AREA

— INDICATES POST WITH FLAG (MINIMUM HEIGHT 1.2 METRES ABOVE GROUND)

