



2024 RUGBY EUROPE 7s MEN & WOMEN CHAMPIONSHIPS
(SENIOR & U18)

TOURNAMENT MANUAL

Version 2 - April 2024



OFFICIAL SUPPLIERS



rugbyeurope.tv



FOREWORD

Dear Unions

It is with great pleasure and a sense of anticipation that I welcome you to the Rugby Europe 7s Competition Manual, which will be a final one after a decade as President of this wonderful organisation.

In these pages, you will find all the regulations for the various levels of competitions that we run throughout the summer months.

Rugby 7s, often hailed as the epitome of speed, skill, and sheer audacity, is a sport that captivates the hearts and minds of fans worldwide, and particularly with this year's Olympic games being held in Paris. Participating in any Olympics is the pinnacle moment in any athlete's career, and I would like to take this opportunity to wish to those who have qualified or are waiting to compete in the repechage this summer, the best of luck and to enjoy the experience.

We anticipate a vibrant atmosphere in Markaska in Croatia, our newest 7s Championship venue this season, before heading back to Hamburg, who produced a brilliant event last year.

The Trophy will be held in Zagreb and Budapest while the Conference 1 competitions will take place in Belgrade and Conference 2 at Bar in Montenegro, before the U18 Championship and Trophy competitions take place in Strasbourg, France and Zabki, Poland.

I would like to take this opportunity to thank all the hard work of our unions and volunteers that put in a huge number of hours every year to make sure these events run seamlessly.

I wish you all the best in your sporting endeavours this summer, and beyond!

Yours in rugby,



Octavian Morariu

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes that form a stylized representation of the name Octavian Morariu.

President of Rugby Europe
Member of the International Olympic Committee



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1. INTRODUCTION

1.1. TERMS OF PARTICIPATION

Participation to 7s Tournaments is subject to Unions' signature of the Participation Agreement sent along with this Manual. The Rugby Europe 7s Terms of Participation, the 7s Competition Manual and all its associated appendices form the full term of Participation of this competition. They may be amended from time to time as required by Rugby Europe. Rugby Europe Bylaws, Disciplinary Rules and Code of Conduct must also be respected at any time.

In addition, RUGBY EUROPE would like to remind all Unions that its competitions are regulated by the World Rugby Laws of the Game and World Rugby Regulations: <http://www.worldrugby.org/regulations>

The sporting and operational success of the Rugby Europe Sevens Series and each Tournament depends upon Participating Unions and Team Members complying with both the letter and the spirit of these Terms of Participation. Participating Unions are obliged to comply with the requirements and responsibilities as specified in these Terms of Participation and should ensure that all necessary parties are familiar with the contents, including in particular, Team Members.

Participating Unions are responsible for the actions of all persons under their control as defined in the Participation Agreement and are accountable for the compliance of those persons with these Terms of Participation.

Participating Unions are subject to penalties for any breach of the specifications of these Terms of Participation. These penalties may include financial sanctions (including but not limited to those specified in Section 12) and/or other sanctions.

Team Managers Handbook:

This Manual will not include details relating to the local Tournaments Organisation and Logistics – these will be provided by Host Unions. Team Manager's Handbooks / Presentations will be sent ahead of the competition and will include details of:

- Local Organising Committee Contacts
- Liaison Officer Contact Details
- Pre-Tournament Meetings
- Match Venues and Match Schedules
- Team Services Information (transfers, trainings, meals, laundry etc)
- Additional team services that require booking and payment
- Medical Support, Facilities and Contact Details

If you have any questions relating to Rugby Europe's funding for accommodation and/or transport costs, please contact the RUGBY EUROPE staff. Should you have any question on the content of these Terms of Participation, please do not hesitate to contact RUGBY EUROPE at rugby7s@rugbyeurope.eu



1.2. VARIATIONS FROM THE SPECIFICATIONS OF THESE TERMS OF PARTICIPATION

Rugby Europe reserves the right, at any time (whether before or during the Tournaments) to make or vary rules and give directions as to the conduct of the Tournament, or in respect of matters relating to the Tournament, including contents of these Terms of Participation, in accordance with the Participation Agreement. All such rules and directions when made and communicated are immediately binding upon each Participating Union and each Team Member, and these rules and directions will be deemed to be included automatically within these Terms of Participation.

1.3. DEFINITIONS & INTERPRETATIONS

Definitions and Interpretations of all terms used in these Manual are set out below:

Appeal Panel	Any Panel appointed by RUGBY EUROPE Disciplinary Sub Committee for the purposes of adjudicating on any appeal arising from the decision of any Judicial Officer and/or Disciplinary Panel and such other matters as may from time to time be referred to them by RUGBY EUROPE.
Additional Team Delegation Member	Any person part of the Team delegation outside the compulsory 12 players + 3 staff (coach, assistant coach, physio/doctor) who is travelling with the team and has an operational role serving team operations. It can be a 13 th player or additional staff member (Video Analyst, S&C Coach, Doctor, etc)
Centralized Sponsors	Sponsors of the events (and not solely the Tournament) appointed by or on behalf of RUGBY EUROPE.
Commercial Rights	Any and all rights of a commercial nature relating to the Tournament, or any aspect of it, including in particular (but without limitation) the Retained Commercial Rights and the Local Rights.
Competitions Manager	The person(s) appointed by the Host Union as being responsible for the administration and management of the Host Union's duties in relation to the Tournament. The appointed person(s) must be able to speak, comprehend, read and write the English language.
Competition Management System	Web based application used by Rugby Europe to manage competition, register players and deliver official competition results. This Competition Management system is called « Sportlomo »
Data Generator	The organisation appointed by RUGBY EUROPE to provide Match statistic data generation services as determined by RUGBY EUROPE.
Disciplinary Committee	The Rugby Europe Sub-Committee in charge of implementing and executing the Disciplinary regulations. The Rugby Europe Discipline Committee, with Rugby Europe Competition Department, appoints Disciplinary Officials (Citing, Judicial, etc) and any relevant Discipline Panel for case handling.
Host Broadcaster	TV-broadcaster appointed by the Host Union in cooperation with RUGBY EUROPE
Host Nation	Being the territory of the Host Union.



Host Union Cost	A cost attributable to the Host Union as specified in this Agreement.
Host Union Revenue	Gross proceeds at face value of the sale of tickets and any other income received from the exploitation of the Local Rights by the Host Union in respect of the Tournament (but excluding, for the avoidance of doubt, any revenues received and/or derived by RUGBY EUROPE in relation to the Retained Commercial Rights).
International Host Broadcaster	Tv-broadcast company appointed by Rugby Europe.
Judicial Officer	Persons appointed by RUGBY EUROPE in relation with the Host Union to adjudicate on disciplinary and other matters referred to them by RUGBY EUROPE in relation to the Tournament.
Liaison Officer	A representative or representatives appointed by the Host Union for the purposes of ensuring that the legitimate requirements of any Team and Tournament Officials are met by the Host Union. For the avoidance of doubt, in relation to Teams, this shall include (without limitation) accompanying the Team prior to and during the Tournament, looking after the general interests and welfare of the Team, assisting in arrangements for the attendance of the Team at functions and events, making all arrangements necessary to meet the training and playing requirements of the Team and members thereof on arrival at the Tournament Venue and otherwise. “Liaison Officer Manager” shall mean the person(s) appointed by the Host Union to manage and administer the Liaison Officers.
Local Rights	Any and all rights of a commercial nature.
Match	A match to be played as part of the Tournament.
International Technical Officials (ITOs)	Those International Technical Officials (tournament and match officials) appointed by RUGBY EUROPE to officiate during the tournament either Tournament Director, Referees, Referee Manager, Judicial and Appeal Committee members, Citing Commissioners, Disciplinary Officials, Anti-Doping Officer, Doping Control Officers, Technical delegate, and any other officials appointed (see art 6.18)
National Technical Officials (NTOs)	Those National Technical Officials proposed by the Host Union and confirmed by RUGBY EUROPE to officiate in specialised sport related positions during the tournament; such as (but not limited to), assistant referees, Timekeeper, Game sheet assistant, etc.
Media Facilities	All facilities, equipment and services specified and determined by RUGBY EUROPE for the purposes of implementing the Media Services, including (without limitation) such facilities, equipment and services
Media Operations Manager	Person appointed by the Host Union with the approval of RUGBY EUROPE to manage the Media Facilities and the broadcast facilities. The appointed person(s) must be able to speak, comprehend, read and write the English language.
Olympic Qualifier	Standalone Tournament which will qualify eligible team(s) to the Paris 2024 Olympic Games
Organising Entity	Any entity established by the Host Union and approved by RUGBY EUROPE for the purposes of organising the Tournament.



Other Events	Events designated by RUGBY EUROPE as official events in relation to the Tournament and any other events and/or functions which may be approved by RUGBY EUROPE.
Participation Agreement	An agreement entered into or to be entered into between RUGBY EUROPE and each Participating Union and all the players and other Team Members governing the terms of their participation in the Tournament.
Participating Union	Each of the Unions that qualify to participate in the Tournament, and which have executed the Participation Agreement.
Parties	The Parties to this Agreement, being RUGBY EUROPE and the Host Union; and “Party” shall be construed accordingly.
RUGBY EUROPE	the Regional Governing body for Rugby in Europe.
Sport Presentation staff	The persons in charge of presenting the event to the on-site and television audience, inclusive, but not limited to position such as Announcer, Master of Ceremony, entertainers, manager, etc.
Team Delegation	The team of each Participating Union as selected by such Participating Union to participate in the Tournament, which shall in each case comprise of a minimum of 10 players and up to three (3) officials at obligations of the Participating Union’s discretion, including the coach, assistant coach and the physiotherapist/doctor plus twelve (12) players as a minimum standard. Each member of the Team delegation shall be referred to in this Agreement as a “Team Member” . It is allowed to travel with a 13 th player and/or additional staff member. Additional player or staff are referred to as “Additional team delegation member”
Team Manager	The person appointed by a Participating Union to ensure that the obligations of the Team and Participating Union under the terms of the Participation Agreement are discharged.
Team Managers’ Meeting	The meeting of Team Managers organised by RUGBY EUROPE, The day before the first competition day of the tournament.
Terms of Participation	Collectively the provisions and terms established by RUGBY EUROPE in respect of the Tournament, as amended from time to time, to which all Participating Unions and the Members of a Team must agree to be bound. The Terms of Participation contains the information required by Participating Unions and Team Members, including but not limited to the rules of the Tournament, disciplinary rules, and incorporating the Participation Agreement.
Tournament	The RUGBY EUROPE 7s competition officially referred to as part of a series
Tournament Accreditation Policy	The policy to be implemented by the Host Union pursuant to which members of the media and other persons will be accredited to enable them to access the official Tournament facilities, namely, the Hotel(s), Training and Tournament Venue.
Tournament Anti-Doping Programme	The Anti-Doping Programme promulgated by the WORLD RUGBY / RUGBY EUROPE for the Tournament.
Technical Delegate/ Tournament Director	The person(s) appointed by RUGBY EUROPE as being responsible for the administration and management of RUGBY EUROPE’s functions in relation to the Tournament.



Tournament Guests	Persons nominated by the RUGBY EUROPE/WORLD RUGBY to attend the Tournament as part of the VIP programme organised by RUGBY EUROPE, the identity, travel and accommodation requirements of which shall be notified to the Host Union as soon as is reasonably practicable.
Tournament Medical Manager	A representative appointed by the Host Union who shall have all the relevant and necessary qualifications and experience and who shall be the official Doctor in attendance at each match.
Tournament Officials	The Referees, Referee Manager Team, Judicial Officers, Judicial and Appeal Committee members, Citing Commissioners, Disciplinary Officials, , Doping Control Officers, Tournament Director, RUGBY EUROPE Media and Communications Manager, Tournament Management and any other officials appointed by RUGBY EUROPE/WORLD RUGBY
Tournament Ticketing Policy	The Tournament Ticketing Policy determined by the Host Union after consultation with RUGBY EUROPE
Tournament Venue	The stadium, ground or place at which Tournament is to be played or any Other Event held.
Tournament Website	The official website for the Tournament, being currently to be defined (or such other URL address as RUGBY EUROPE shall determine in its sole discretion).
Training Venue	Training areas for each Team to be used in relation to the Tournament
Website	Any official RUGBY EUROPE website for the Tournament
World Rugby	The world governing body for the sport of Rugby

1.4. POST-TOURNAMENT REPORT

A link to fill in a post-event questionnaire online will be sent to Team Managers the day after the end of each tournament.



2. TIMELINE OF KEY MILESTONES

BEFORE THE TOURNAMENT	
As soon as possible and no later than 6 weeks prior to competition	<ul style="list-style-type: none"> ⇒ Host Union (HU) to release information on accommodation and Team Managers' Handbook. ⇒ Participating Teams (PT) to confirm travel to HU. ⇒ Each Participant starts the mandatory 6 weeks training period for all players (at minimum).
One month prior to competition	<ul style="list-style-type: none"> ⇒ Participating Teams to create their Panel / Long list of 30 players on Sportlomo. Registration of players after the deadline will be invoiced 20 Euros per player as administrative fee. ⇒ Participating Teams to confirm WR Training completion of necessary qualifications for their Team Medics through Sportlomo portal. ⇒ Participating Teams to confirm WR Training completion of necessary qualifications for their coach, and S&C Coach through Sportlomo portal. ⇒ Participating Teams to submit players documentation where relevant through Sportlomo portal (from 4 to 2 weeks prior to competition), including anthropometric data (height and weight) of each player Participating Teams to send to RE photos/Layouts of their Team kits (home/away). ⇒ TUEs (Therapeutical Use Exemption) should be sent to World Rugby's Anti-Doping Unit by e-mail TUE@worldrugby.org.
Approximately 2 weeks before the start of each division (Conference, Trophy, Championships)	<ul style="list-style-type: none"> ⇒ Team Managers online call with Host Union and Technical Delegates (Tournament directors) in attendance.
not later than 72 HOURS prior to KO of the first match of the tournament	<ul style="list-style-type: none"> ⇒ Participating Teams to confirm Team Sheet (12/13 Players and team officials) on Sportlomo for given tournament. ⇒ Participating Teams to inform RE of players disciplinary records.
AT THE TOURNAMENT	
D-2 to D-1	Deadline for teams' arrival. Preferably at Competition Day minus 2 and no later than 14:00 on the day minus 1 before start of competition.
Day before the tournament	<ul style="list-style-type: none"> ⇒ Teams Trainings ⇒ Entry Check Meeting for the first Tournament in each division (schedule to be circulated according to teams' arrivals). Presence of Team Manager is mandatory. ⇒ Team Managers Meeting & Medical Meeting. Presence of Team Manager and Team Medical Personnel is mandatory. ⇒ Official Captains' Photo, in full kit. Presence of Captain is mandatory.
AFTER THE TOURNAMENT	
D+1 (Day after last day of competition)	<ul style="list-style-type: none"> ⇒ Teams' departure (no departure allowed on competition day). ⇒ RE/HU Tournament debriefing.
Within one week after the tournament	<ul style="list-style-type: none"> ⇒ Post-Tournament online questionnaire to be completed by Team Managers. ⇒ Teams to inform list of injured players through online questionnaire.

The contact email address for all documentation to be sent by Participating Teams is rugby7s@rugbyeurope.eu



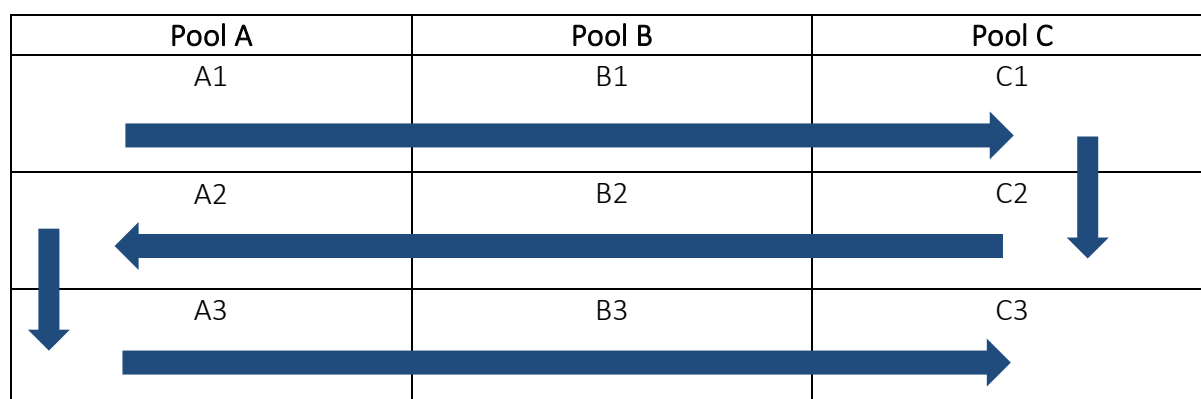
3. COMPETITION CALENDAR & TEAMS

The calendar of the 2024 7s season is being scheduled as follows:

COMPETITION	CITY	HOST COUNTRY	FRIDAY	SATURDAY	SUNDAY
Men 7s Championship Leg 1	Makarska	CROATIA	07/06/2024	08/06/2024	09/06/2024
Women 7s Championship Leg 1	Makarska	CROATIA	07/06/2024	08/06/2024	09/06/2024
Men 7s Championship Leg 2	Hamburg	GERMANY	28/06/2024	29/06/2024	30/06/2024
Women 7s Championship Leg 2	Hamburg	GERMANY	28/06/2024	29/06/2024	30/06/2024
Men 7s Trophy Leg 1	Zagreb	CROATIA	14/06/2024	15/06/2024	16/06/2024
Men 7s Trophy Leg 2	Zagreb	CROATIA	14/06/2024	15/06/2024	16/06/2024
Women 7s Trophy Leg 1	Budapest	HUNGARY	12/07/2024	13/07/2024	-
Women 7s Trophy Leg 2	Budapest	HUNGARY	-	13/07/2024	14/07/2024
Men 7s Conference 1	Belgrade	SERBIA	-	08/06/2024	09/06/2024
Women 7s Conference	Belgrade	SERBIA	07/06/2024	08/06/2024	-
Men 7s Conference 2	Bar	MONTENEGRO	-	15/06/2024	16/06/2024
Boys U18 7s Championship	Strasbourg	FRANCE	05/07/2024	06/07/2024	07/07/2024
Girls U18 7s Championship	Strasbourg	FRANCE	-	06/07/2024	07/07/2024
Boys U18 7s Trophy II	Zabki	POLAND	12/07/2024	13/07/2024	-
Boys U18 7s Trophy I	Zabki	POLAND	-	13/07/2024	14/07/2024
Girls U18 7s Trophy	Zabki	POLAND	-	13/07/2024	14/07/2024

3.1. POOLS & SEEDINGS

Seeding and teams' distribution into pools is made using the serpentine system:



Seedings are based on the competition ranking (for standalone event) or the series ranking (for divisions with multiple legs) of the previous edition of the event. The pools for the second leg of the Series will be based on the ranking of the first leg of the Series.



3.1.1 Pools & Seedings for Men 7s Championship 1st Leg in Makarska, CRO

POOL A	POOL B	POOL C
(1)A1. Ireland	(2)B1. France	(3)C1. Spain
(6)A2. Georgia	(5)B2. Portugal	(4)C2. Great Britain
(7)A3. Germany	(8)B3. Italy	(9)C3. Belgium
(12)A4. Croatia	(11)B4. Ukraine	(10)C4. Lithuania

3.1.2 Pools & Seedings for Women 7s Championship 1st Leg in Makarska, CRO

POOL A	POOL B	POOL C
(1)A1. France	(2)B1. Spain	(3)C1. Great Britain
(6)A2. Ireland	(5)B2. Belgium	(4)C2. Poland
(7)A3. Czechia	(8)B3. Germany	(9)C3. Italy
(12)A4. Türkiye	(11)B4. Ukraine	(10)C4. Portugal

3.1.3 Pools & Seedings for Men 7s Trophy 1st Leg in Zagreb, CRO

POOL A	POOL B	POOL C
(1)A1. Romania	(2)B1. Czechia	(3)C1. Sweden
(6)A2. Switzerland	(5)B2. Hungary	(4)C2. Latvia
(7)A3. Luxembourg	(8)B3. Poland	(9)C3. Moldova
(12)A4. Monaco	(11)B4. Türkiye	(10)C4. Israel

3.1.4 Pools & Seedings for Women 7s Trophy 1st Leg in Zagreb, CRO

POOL A	POOL B	POOL C
(1)A1. Sweden	(2)B1. Romania	(3)C1. Finland
(6)A2. Latvia	(5)B2. Hungary	(4)C2. Georgia
(7)A3. Austria	(8)B3. Denmark	(9)C3. Israel
(12)A4. Andorra	(11)B4. Switzerland	(10)C4. Norway

3.1.5 Pools & Seedings for Men 7s Conference 1 in Belgrade, SRB

POOL A	POOL B	POOL C
(1)A1. Denmark	(2)B1. Bulgaria	(3)C1. Austria
(6)A2. Finland	(5)B2. Andorra	(4)C2. Norway
(7)A3. Malta	(8)B3. Serbia	(9)C3. San Marino

3.1.6 Pools & Seedings for Women 7s Conference 1 in Belgrade, SRB

POOL A	POOL B	POOL C
(1)A1. Moldova	(2)B1. Bulgaria	(3)C1. Slovakia
(6)A2. Montenegro	(5)B2. Malta	(4)C2. Lithuania
(7)A3. Croatia	(8)B3. Luxembourg	(9)C3. Estonia



3.1.7 Pools & Seedings for Men 7s Conference 2 in Bar, MNE

POOL A	POOL B
(1) A1. Bosnia I Hercegovina	(2) B1. Slovakia
(4) A2. Slovenia	(3) B2. Montenegro 1
(5) A3. Estonia	(6) B3. Kosovo
(8) A4. Montenegro 2	(7) B4. Cyprus

3.1.8 Pools & Seedings for Boys 7s U18 Championship in Strasbourg, FRA

POOL A	POOL B	POOL C
(1) A1. France	(2) B1. Ireland	(3) C1. Portugal
(6) A2. Czech Republic	(5) B2. Germany	(4) C2. Spain
(7) A3. Belgium	(8) B3. Lithuania	(9) C3. Switzerland
(12) A4. Latvia	(11) B4. Romania	(10) C4. Ukraine

3.1.9 Pools & Seedings for Girls 7s U18 Championship in Strasbourg, FRA

POOL A	POOL B
(1) A1. France	(2) B1. Spain
(4) A2. Ireland	(3) B2. Czech Republic
(5) A3. Belgium	(6) B3. Poland
(8) A4. Portugal	(7) B4. Wales

3.1.10 Pools & Seedings for Boys 7s U18 Trophy in Zabki, POL

Considering the number of registered teams, it has been decided by Rugby Europe Sevens Sub-Committee to split the competition in two pools: Trophy I (8 teams) and Trophy II (6 teams). Notions of cost for the teams, simplicity of the formula and Player Welfare have been considered.

Boys U18 7s Trophy I

POOL A	POOL B
(1) A1. Türkiye	(2) B1. Israel
(4) A2. Sweden	(3) B2. Poland
(5) A3. Luxembourg	(6) B3. Croatia
(8) A4. Moldova	(7) B4. Bulgaria

Boys U18 7s Trophy II

POOL A
(1) A1. Monaco
(2) A2. Hungary
(3) A3. Serbia
(4) A4. Andorra
(5) A5. Austria
(6) A6. Bosnia I Hercegovina



3.1.11 Pools & Seedings for Girls 7s Trophy in Zabki, POL

POOL A	POOL B
(1) A1. Ukraine	(2) B1. Türkiye
(4) A2. Sweden	(3) B2. Lithuania
(5) A3. Hungary	(6) B3. Romania
(8) A4. Moldova	(7) B4. Germany

3.2. ORDER OF PLAY

The order of play on Day 1 will ensure that the team representing the Host Union plays in the last match of the block or of the day if desired, whilst ensuring that all teams benefit from the same or similar rest periods between matches.

3.3. ANNUAL PROMOTION & RELEGATION SYSTEM

The following promotion and relegation system for this season will apply: This may be amended anytime by Rugby Europe as mentioned in the article 1.2.

Men Divisions

Senior Championship: Twelve (12) participating teams this season. Two (2) teams will be relegated to Trophy Division.

Senior Trophy: Twelve (12) participating teams this season. There will be two (2) promoted teams to Championship, and two (2) relegation to Conference 1 division.

Senior Conference 1: Nine (9) participating teams this season There will be two (2) teams promoted to Trophy division. There will be one (1) team relegated to Conference 2.

Senior Conference 2: Eight (8) participating teams this season. There will be one (1) team promoted to Conference 1.

U18 Championship: Twelve (12) participating teams this season. Two (2) teams will be relegated to Trophy Division.

U18 Trophy I: Eight (8) participating teams this season. There will be two (2) teams promoted to Championship division. One (1) team will be relegated to Trophy II division.

U18 Trophy II: Six (6) participating teams this season. There will be one (1) team promoted to Trophy I division.

Women Divisions

Senior Championship: Twelve (12) participating teams this season. Two (2) teams will be relegated to Trophy Division.



Senior Trophy: Twelve (12) participating teams this season. There will be two (2) teams promoted to Championship and two (2) relegated to Conference Division.

Senior Conference 1: Nine (9) participating teams this season. There will be two (2) teams promoted to Trophy division. There is no relegation.

U18 Championship: Eight (8) participating teams this season. There shall be one (1) team relegated to Trophy division.

U18 Trophy: Eight (8) participating teams this season. There shall be one (1) team promoted to Championship division.

Exceptional Circumstances:

Promotion and Relegation regulations are defined based on Participation agreements signatures. Changes in the number of participating teams for any reason (withdrawal, financial reasons, force majeure, etc) may lead, at Rugby Europe sole discretion, to further amendment to those rules, as mentioned in the chapter 1.2.



4. TEAM INFORMATION

Each Participating Union shall use its best endeavours to ensure the Players representing their Union in the Rugby Europe 7s Tournaments shall be the best Players available to the Participating Union to take part in the competition.

4.1. TEAM REGISTRATION PROCESS

4.1.1. Panel for the 2024 Tournaments

Deadline: 1 month before the first tournament of the season

Each Participating Team will need to provide to Rugby Europe its long list of **30 players** for the 2024 7s Senior Competitions Panel on Sportlomo, together with the necessary eligibility and age criteria documents when required and with staff details to be uploaded on the online platform.

The Panel of players is to be submitted directly on Sportlomo before the given deadline. These players will then be qualified to play during the competition. Any Player outside of the list will not be allowed to take part in the event. This Long List should also include staff members, with no limit in number for the season.

a. Creation of a Panel for a Competition on Sportlomo:

Teams are now requested to manage their own Panel for a season directly via their Sportlomo account.

To do so, access the “Team Sheet Panels” section and click on the Add+ tab.

User must then select the 2023/2024 season, create Panel for an Age Grade as:

- Men or Women Sevens (SENIOR)
- Boys or Girls Sevens (U18)

Unions will then be allowed to select their players and staff from their account’s database.

Once the Panel is completed, Unions are required to extract the PDF from the Sportlomo platform, which will have to be sent electronically to rugby7s@rugbyeurope.eu – to confirm process and validate the long list of players.

Addition (within 30 players limit) or Modification to the Panel :

Panels will be locked from modification at the one-month deadline. Registration of players after the deadline will be invoiced **20 Euros per player** as administrative fee.

Only replacements upon presentation of a Medical Certificate will be then possible.



For Senior Championship ONLY, there will be the possibility to modify up to 10 players in the long list of 30 at these specific dates:

- After the first leg, **from Thursday 13 to Thursday 20 June**

Individual Profiles :

Team management are required to maintain their players profiles regularly.

The following fields – in addition to the mandatory ID and eligibility sections – must be updated at the start of each season :

- Official picture in National jersey
- Anthropometric information : weight, height, dominant hand

Confidentiality :

Please note that Sportlomo is fully GDPR compliant.

Rugby Europe will treat those documents with the utmost confidentiality and will follow the steps below:

1. Review the documentation submitted
2. If a case requires further clarification, liaise with the corresponding union to better understand and if necessary, request additional documents
3. If the doubt still persists, RE will invite the Union to liaise with World Rugby to confirm eligibility of the player(s) concerned.

Please note that Rugby Europe will act in this process as a coordinator and facilitator towards its member unions. Rugby Europe is not entitled to rule over Eligibility matters, only World Rugby is according to its rules and regulations.

The purpose of this process is to work hand in hand with the participating unions in order to identify any potential eligibility issue before the event, for the good of all stakeholders involved.

b. Team Sheet

Then, the selected 12/13 players for each given tournament will have to be submitted no later than three (3) days prior to Day 1 of the relevant Competition through confirmation of the Team sheet on Sportlomo. In completing the Team Sheet, all management personnel's role must be clearly stated and must only include active members of the Coaching, Medical or Team Management staff. A maximum of 7 personnels, one of whom may be the Team Analyst, may be included.

A pdf copy of this team sheet must then be submitted by email to rugby7s@rugbyeurope.eu

The Official Team Sheet that will be used for the tournament will then have to be printed and signed for the hard copy to be handed to the Rugby Europe Administration Manager / Tournament Director at the Entry Check or the Team Managers' Meeting for each respective



Tournament. In addition, six (6) copies to be printed out by Team Manager for each game of the Tournament.

All players must retain the same shirt number for the whole Tournament. Failure to do so may result in a fine according to the table of sanctions on chapter 12.

c. Game Day

No later than 30 minutes before each Match, the Team Manager must confirm their Team of 7 starter players and up to 5 replacements in hard copy using the official Tournament Team Sheet. If applicable, the name of the 13th player that will not play the upcoming match must be crossed out. Any injured or unavailable player must also be crossed out if necessary.

The player not in the starting list can warm-up with the team but cannot be in the Technical Zone (TZ) or pitch side. The player can however watch from the allocated seating area for teams or stay in the back of house.

4.1.2 Replacement Possibilities

a. Within the Long List

After the submission, replacements are permitted only for medical reasons upon presentation of a medical certificate signed by the team/Union doctor, up to minus 3 days before Competition Day 1. Request to be submitted by email to rugby7s@rugbyeurope.eu

A procedure of the replacement shall be the following:

A request must be made to Tournament Director and rugbyxv@rugbyeurope.eu by email.

The request must contain the following:

1. Full name and date of birth of injured player.
2. A medical certificate that confirms the injury or other inability of the player to further participate in the tournament.
3. Full name and date of birth of the replacing player.

The Rugby Europe Tournament management may then confirm the replacement.

b. Within the Team sheet of 12/13 players

Replacements within the team sheet are possible between minus 3 days and day 1 of the competition and up to the Manager's Meeting only for Medical Reasons upon presentation of a Medical certificate signed by the Team/Union doctor, or in case of Force Majeure (at the sole discretion of Rugby Europe). Replacement can only come from the long list. Request to be submitted by email to rugby7s@rugbyeurope.eu or in person at the Manager's meeting.



4.2. TOURNAMENT TEAM DELEGATION

4.2.1. Team Delegation Size

Teams must consist of at least twelve (12) players and three (3) Team Management staff. A thirteen player is also allowed as part of the official team delegation.

In case of injuries, lack of players or any other incidents impacting the delegation prior to Day 1, please note that No team will be allowed to start a Tournament with less than 10 players able to play during the matches scheduled for the competition. The Tournament Director has full authority to take such decision for Player Welfare considerations and ensure a levelled playing field for all participants.

Team Management:

- One (1) Member of the team's officials must be a qualified Doctor or Physiotherapist.
- One (1) Member of the team's officials must be a Team Manager.
- One (1) Member of the team's officials must be a Coach.

Additional Team delegation members (beyond 12/13 players and 3 Staff):

Teams wishing to bring additional players, or additional members of staff management may do so at their own costs, and subject to providing the Host Union with sufficient advanced warning. Costs shall be agreed and settled in advance of the Tournament. Please note that additional members of Team Management will be permitted to access the Dressing Rooms and other key operational areas within the venue but not the Field of Play.

All Team delegation members, whether additional or not, must sign the Team Member Consent Form.

4.2.2. Minimum Participation Criteria

Each Staff member part of the Team Delegation must comply with the Minimum Participation Criteria for the season 2023-24:

DIVISION	Coaching	Strength & Conditioning	Medical	Sanction (per noncompliance)
7s Championship	1 x Level 2 C	1 x Level 2 S&C	1 x L2ICIR	2000EUR
7s Trophy	1 x Level 2 C	1 x Level 2 S&C	1 x L2ICIR	1000EUR
7s Conference	1x Level 2 C	1 x Level 2 S&C	1 x L1FAIR	500EUR
7s Conference 2	1x Level 1 C	1 x Level 1 S&C	1 x L1FAIR	500EUR
7s U18 all divisions	1 x Level 2 C	1 x Level 2 S&C	1 x L2ICIR	1000EUR

The coach and medic must travel with the team on the tournament while the S&C must prepare the team but not necessarily travel with the team, although this is recommended.



Each staff of your 7s Panel have their own Sportlomo member's profile. As done for players, we are kindly requesting their profiles to be duly updated or registered with the below information:

1. Copy of ID/Passport showing full name
2. Email address used on WR Passport and Phone number in primary contact. When possible, this email address should be the same as the one used in the WR Passport database for an easier cross check
3. Copy of their Coaching/Strength & Conditioning /Medical Certification (WR or national equivalent from your Ministry of Sports or your own Union certification process) in the "General Attachment" field. If this document is not in English or French please provide a short explanation in one of the two official RE languages and upload both documents as a single file)

During the competition, Rugby Europe staff can check if the nominated people is or not the same as the staff member during the official tournament. Also, if an opponent team want to contest the composition of the staff, they can send an official letter to Rugby Europe.

From the season 2024/2025, no team will be allowed to play in any Rugby Europe competition, if they don't have the criteria from the season 2023/2024.

For more information regarding the Minimum Participation Criteria, please contact Charlie Brown at rtm@rugbyeurope.eu.

4.2.3. Team Liaison Officers (TLOs)

Each Team will be provided with Team Liaison Officer for the duration of the tournament. Some tournaments may assign dedicated TLOs per team while others will use a TLO info desk system. Several TLOs will be placed at each hotel info desk and at the venue desk to address all teams' needs. Where possible, Liaison Officers have been selected to speak the native language of their designated team and English or French.

4.3. COMPOSITION OF TEAMS

It is the responsibility of all Participating Unions that the Composition of their Teams is in accordance with the World Rugby Laws and Regulations Relating to the Game.

4.4. ELIGIBILITY

It is the responsibility of all Unions to ensure that their players meet all eligibility criteria to participate in Rugby Europe competitions.

Please refer to World Rugby Regulation 8 <https://www.world.rugby/organisation/governance/regulations/reg-8?lang=en> for World Rugby Eligibility Rules.



Eligibility forms must be completed in respect of each Player and retained by the Team Manager for inspection on request by Rugby Europe. The form is available as Appendix 5.

Eligibility is monitored through the players profiles entered in the Sportlomo system. When the profiles have been duly completed, there shall be no further check on site.

How to complete a player's profile for eligibility check:

- Passport Copy (ID field). Please note some National ID cards does NOT display place of birth, a crucial criterion in WR eligibility rules. If this is the case in your country and your player does not have a passport, you must then add a copy of their birth certificate or any official documentation showing place of birth.

- In case of Parents Criteria (General Attachment): you must provide all proofs of birth of one of the parents or grandparents as follow: passport copies, birth certificates, family certificates, and not forget to include any proof of filiation with the player.
e.g. in case of a grandparents, you must then include birth certificates of the grand parent, of the parent, and of the player.

- Residency Criteria (General Attachment): for reminder, the WR residency criteria evolved from January 1st 2022, to sixty-month of cumulative residency immediately preceding the time of playing (v former 36) OR ten years of cumulative Residence preceding the time of playing in the country.

To justify your players' eligibility on these criteria, you must then upload any kind of proof covering all 5 years such as residency permits, tax reports, rent bills, employer or municipality certificates, copies of passport stamps with clear dates of entry/exit etc

4.4.1. Special Regulations for U18 Age Grade

The following is the position that will be implemented from in respect of Rugby Europe U18 Events (7s or XV's):

An U18 player must be Eligible in accordance with the provisions in WR Regulation 8 in order to participate in RE U18 Tournaments, **however with the introduction of some flexibility by Rugby Europe in respect of the consecutive residency criteria.**

As the residency of an U18 player may depend on their parents or guardians, and therefore may not be an expression of their own will, or of their desire to undertake a professional career pathway, the duration of the minimum Residency in the country required to be eligible to participate in the Tournaments has been reduced.

Thus, only at least 12 months of consecutive residency prior to the Tournament start date will be required for the player to participate in the 2024 RE U18 7s Tournaments.

This provision is valid only at U18 Age Grade.



It is important to note that even if a player is eligible under the above Rugby Europe rule, this does not mean that a player is automatically eligible for any other international rugby match/tournament. A player may be eligible to take part in the RE U18s competition but subsequently remain ineligible to participate in such other matches/tournaments until they meet all the criteria of World Rugby Regulation 8.

It is important to underline that, according to the Regulation:

An U18 player will NOT be CAPTURED by the Union they represent at the Tournament by participating in the Tournament(s).

A player can only be captured at Senior level through their inclusion on a team sheet of an official match involving the first Senior National or the nominated Next Senior National Representative Team of a Union.

- Birthright Criteria: World Rugby has approved in November 2021 a new amendment (see more details here: <https://www.world.rugby/news/672653/world-rugby-approves-birth-right-framework-for-players-to-transfer-unions>). If one of your players is eligible through that route, please contact World Rugby and copy Rugby Europe.

All players' profiles must be completed and confirmed on Sportlomo no later than two weeks before the competition. Please note that missing documents may lead to a fine for the Union.

4.5. AGE CRITERIA

4.5.1. AGE CRITERIA FOR SENIOR 7S:

Rugby Europe strongly recommends that Players under the age of eighteen (18) do not participate in Adult Rugby.

However, Rugby Europe will tolerate the participation of Players who have turned 17 years before or on the first day of the competition. All Players below this age will NOT be accepted in Rugby Europe Senior Sevens tournaments.

All players under the age of 18 on the first day of the tournament must provide the parental consent form (Appendix 1).

In the event that Unions select a player against World Rugby and Rugby Europe advice and guidelines, then it is imperative that Unions follow all steps below:

Underage Players should not play Elite Adult Rugby unless the following are obtained:

- (a) **Written agreement from the player** to play Elite Adult Rugby and acceptance of any associated risk while playing with adults who may be stronger and more physically developed than him/her.
- (b) **Parental or legal guardian's consent** in writing



- (c) **Written confirmation from a medical practitioner** with an understanding of the demands of Elite Rugby to whom the player is known that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and /or other appropriate assessments.
- (d) **Written agreement from a medical officer** with an understanding of the demands of Elite Rugby employed or retained by the player's home Union that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments.
- (e) **Written confirmation from a coach** with an appropriate understanding of the physical attributes required of and the risks to players in Elite Adult Rugby and to whom the player is known that the player has the requisite skills and experience to play Elite Adult Rugby
- (f) Such other consents agreements or confirmations (if any) as may be required by the player's home Union or to comply with the local jurisdiction.

The Players' home Union must keep a full and permanent record of the process undertaken and the consents, confirmations and agreements sought and obtained in relation to player who plays Elite Adult Rugby, while being a minor.

If required by World Rugby or the organizer of the competition in which the player in question will participate, the home Union will provide certification or evidence of the process that has been undertaken and the consents, agreements and confirmations obtained.

Definitions:

Adult Rugby means Rugby played by teams comprising players normally of 18 years of age and older. For the avoidance of doubt, this includes games played at the under 20 and under 19 levels.

Community/Participant Rugby means Rugby other than Elite Rugby.

Elite Rugby means Rugby played between representative teams of Unions, cross board rugby played between the senior clubs, provinces, states and other sub-unions or associations of unions and such other rugby within its territory as a union may decide is Elite Rugby. Elite Adult Rugby is rugby played by teams comprising players normally of 18 years of age and older.

World Rugby Under 18s playing Adult rugby Guidelines are available [here](#).

Templates of the forms are attached in Appendix 6 and Unions must ensure that all relevant documentation is completed and available for inspection by the Tournament Director at the Managers Meeting.

These Age Dispensation forms must be uploaded on Sportlomo on the relevant player's profile.

4.5.2. AGE CRITERIA ELIGIBILITY FOR U18 7S:

This year age window to be eligible to play U18 in Rugby Europe 7s tournament is **between 01/01/2006 and 31/12/2007**.



However, Rugby Europe will tolerate the participation of Players born in 2008. We encourage Unions to use these players thoroughly and on an exceptional basis. All Players born after this year will NOT be accepted in Rugby Europe U18 Sevens tournaments.

All players under the age of 18 on the first day of the tournament must provide the parental consent form (Appendix 1).

For players born in 2008, the following additional documents must be uploaded and confirmed on Sportlomo:

- **Written agreement from the player** to play Elite Adult Rugby and acceptance of any associated risk while playing with adults who may be stronger and more physically developed than him/her (Appendix 6 to this Manual), and
- **Parental or legal guardian's consent in writing** (Appendix 6), the form must be provided for all the players under the age of 18, and
- **Written confirmation from a medical practitioner** with an understanding of the demands of Elite Rugby to whom the player is known that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and /or other appropriate assessments (Appendix 6), and
- **Written agreement from a medical officer** with an understanding of the demands of Elite Rugby employed or retained by the player's home Union that the player is in a physical condition to play Elite Adult Rugby and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments (Appendix 6), and
- **Written confirmation from a coach** with an appropriate understanding of the physical attributes required of and the risks to players in Elite Adult Rugby and to whom the player is known that the player has the requisite skills and experience to play Elite Adult Rugby (Appendix 6).

Such other consents agreements or confirmations (if any) as may be required by the player's home Union or to comply with the local jurisdiction.

The Players home Union must keep a full and permanent record of the process undertaken and the consents, confirmations and agreements sought and obtained in relation to player who plays Elite Adult Rugby while being a minor, or in relation to a player who plays U18 Rugby while still being an U16 player.

If required by World Rugby or the organiser of the competition in which the player in question will participate, the Union must provide certification or evidence of the process that has been undertaken and the consents, agreements and confirmations obtained.

World Rugby Under 18s playing Adult Rugby Guidelines are available [here](#).

Templates of the forms are attached in Appendix 6 and Unions must ensure that all relevant documentations completed, uploaded on the respective player's Sportlomo profile, and available for inspection by the Tournament Director at the Entry Check.



4.6. KEY MEETINGS AND EVENTS

On the evening preceding the first day of competition, the following events will be held, with compulsory attendance of the relevant personnel. Please note that all international travel must be arranged to ensure that delegates are available to attend these events no later than 6pm. These events take precedence over anything else including training for those people involved:

Entry Check Meeting – The Entry Check Meeting is a meeting of a Team Manager with Tournament Director and/or RE Staff Member upon arrival of the team delegation. The Manager must enter the RE tournament office and deliver the following documents:

1. Final Team Sheet printed out from Sportlomo and duly signed and stamped (if applicable)
2. Team Delegation Consent form
3. Passport for Team Sheets and spelling check
4. Other documents if deemed necessary by RE (for instance, Dispensation forms if they have not been provided electronically through Sportlomo)
5. Therapeutical Use Exemption form (TUE) when relevant
6. Host Union may also request specific documentation or payment confirmation (this will be confirmed event by event through each tournament Handbook)

Match Balls are to be given from Host Union at team's arrival, or at the latest at the Entry Check Meeting with Rugby Europe.

Team Captain's Photograph – To be on the evening preceding the first day of the competition of each tournament. Captains will be required to assemble as advised in full home playing kit including jersey, shorts, and socks along with running shoes (not studs).

Team Managers' Meeting – To be held on the evening preceding the first day of competition of each tournament. The purpose of this meeting is for Rugby Europe to reconfirm the Match Schedule along with key rules and regulations. The Host Union will also provide a presentation on all local logistics relating to transport, accommodation, ice and water, training, and all other relevant aspects to the Tournament.

Medical Meeting – The Tournament Medical Manager will introduce the Medical Team structure, facilities, and equipment available and provided at the Tournament. The Tournament Medical Manager will detail how injuries will be managed during match days, the process for dealing with players transferred to hospital, payment for medical care and assistance offered for illness and injury outside of the match venue.

Times and locations of all the above events are to be confirmed in the Team Managers Handbook provided by the Host Union and in accordance with any specific sanitary rules to be applied.

Failure or delay to attend such meetings may result in fines according to the Table of sanctions as mentioned on Chapter 12.



4.7. SCHEDULE OF COST RESPONSIBILITIES FOR TEAMS

Full cost details are mentioned in the Participation Agreement signed by all teams. As a reminder, the price paid per person per day includes the hotel room, but also the following services:

- Airport transfer upon arrival and departure (1 grouped transfer)
- 1 transfer per day from the hotel to the venue in the morning and the evening (on matchday)
- Lunch and snacks at the venue
- Breakfast
- Dinner before the first competition day
- Dinner on Competition Day 1 (and 2, if necessary, when competition runs over 3 days)
- 1 training session the day before the competition (if the team respect the arrival times mentioned in this Manual)
- All others minor services as mentioned in this Manual.

Additional services not mentioned in this paragraph can be requested to the host who will provide a quote.

Please note that the Final Banquet is offered by the Host to all participating unions, officials, and staff.

4.8. POST TOURNAMENT

4.8.1. Post-Match Meals / Banquets

All Participating Teams are required as a Term of Participation to attend the Post Tournament dinner hosted by the Host Union for all delegation members (15 pax) and Rugby Europe Officials. Host Union may charge for additional team delegation member cost at its discretion.

This will take place on the evening of the completion of the Tournament. Teams must then ensure to book departure flights on the day after the Tournament. Details will be provided by the Host Union in the Team Managers Handbook.

4.9.2. Trophies and Medals for single tournament and for Series Winners

For a Single tournament, the Cup, provided by the Host Union, will be awarded at the completion of the Tournament, and may be kept by the Winners.

Medals (gold, silver, bronze) provided by the Host Union will be given to the teams ranked 1 to 3.

At the completion of each Series, there will be another podium ceremony rewarding the best three teams of the Series, with a Cup and Medals (Gold, Silver, Bronze), for the teams ranked 1 to 3, provided by Rugby Europe.



4.10. ACCREDITATION

Accreditations will be provided to all team delegation members as mentioned in the article 4.2.1. plus, up to four (4) additional members.

4.11. TICKETING

The Host Union is responsible of the ticketing policy. Details to be confirmed in the Managers' Handbook.

4.12. TOURNAMENTS BALLS

The Tournament shall be played with beRugbe H-force, official ball of the Tournament.

There will be three balls available for each match. Each Team will be provided with 2 Match balls upon arrival at the first tournament only, which will remain in the possession of the Team for all subsequent legs. Only official Tournament balls may be used at Match Venues. All matches will be played with official match balls.

Teams can order additional balls for training – directly via beRugbe contact.

beRugbe and Rugby Europe cannot be considered as responsible in case of late or impossible delivery due to a late order.

For further details, feel free to contact:

- Emilien VERDIER - emilien@unistade.com - +33 777 26 55 80



5. TOURNAMENT RULES

5.1. WORLD RUGBY LAWS OF THE GAME

Tournaments shall be played according to the current Laws of the Game and the World Rugby Regulations Relating to the Game, subject to additional specifications contained in these Terms of Participation and subsequent communications of Rugby Europe.

The World Rugby Laws of the Game and their variations for sevens can be found on the World Rugby website:

<https://www.world.rugby/the-game/laws/home>

<https://www.world.rugby/the-game/laws/variations/3/sevens/>

5.2. TOURNAMENT DIVISION FORMATS AND RANKING POINTS

Senior Sevens Championship and Trophy Series division (Men and Women)

The Series consist of 2 legs. Therefore, at the completion of each leg of the Competition, points will be awarded based on the finishing position of each team as follows:

RANKING	POINTS
#1	20
#2	18
#3	16
#4	14
#5	12
#6	10
#7	8
#8	6
#9	4
#10	3
#11	2
#12	1

In case of a Tournament with less than 12 teams, the same table shall remain applicable.

The team ranked #1 at the end of each leg will be Tournament's winner and awarded a Cup.

After all legs of each division, the team ranked #1 by addition of the point gained at each Tournament will be declared Series' Winner and awarded a Cup.



a. Tie Breaker system for Series Final Classification:

In case of two teams equal in ranking points at the end of the series, the point difference will apply (difference of points scored 'for and against' by each respective team in all tournaments Matches). The Team with the highest point difference shall be ranked higher in the final competition ranking.

if the tie remains unresolved then the tries difference (number of tries scored "for and against" by both teams during all tournaments) shall be considered. The team who has the best tries difference over the series shall be ranked higher.

b. Forfeited teams :

If a team is forfeit or is declared forfeit for a leg, this team will be ranked last of this leg and will receive the corresponding ranking point(s), if another team declares or is declared forfeit, it will be ranked last ex-æquo as well and will receive also the same ranking point(s).

If a forfeited team in one of the two legs arrives tied at the Series classification ranking with another team who played both legs, the latter is automatically classified ahead, without going to the points of the tries difference.

If several teams have been forfeited for both legs and therefore are tied at the Series Ranking, then the ranking of the preceding year will be used to break the tie and obtain a Final Classification.

If a team is forfeit for an entire Series (Championship and Trophy divisions) following signature of Participation Agreement, the forfeited team should be ranked last of the Final ranking and be relegated to the lowest division for the next year.

Senior Conference division (Men and Women):

This division consists of a single tournament. The winner of the event is declared Rugby Europe Conference 1 / Conference 2 Champion.

If a team declared forfeit for the entire competition, the forfeited team should be ranked last of the Tournament and be relegated to the next lowest division for the next year.

5.3. NEW EUROPEAN 7S RANKING

A European national 7s teams ranking has been approved by the RE Board of Directors in 2023 in order to better promote the development and understanding of the Sevens Game in Europe. It will also reward the activity of European teams on European Competition, but also on all World Competitions organised by World Rugby and the Olympic Games

It shall be implemented from the 2024 7s season and will incorporate results from the 2023 RE Sevens season as well. The first ranking will be published after the conclusion of this season.



More details including the full regulation pertaining to the ranking will be published soon on Rugby Europe website.

5.4. TOURNAMENT COMPETITION FORMATS

The standard competition format is a 12-team competition. However, different competition formats will be used according to the final teams' entries in each respective division, from 5 to 14 participating teams. You will find below the high-level description of each format, also available in further details in the Appendix 8. Final format and schedule will be available in each tournament Handbook.

In all cases the maximum number of matches played over two or three days will not exceed six (6) for Player Welfare reasons.

Determination of Quarter Finals pairing

NEW PAIRING SYSTEM: From 2024, following the completion of the Pool Phase, all teams will be ranked from the 1 to the 12. The eight best ranked teams will participate in the Cup Quarter Final matches to the following schedule : 1v8 (QF1), 2v7 (QF2), 3v6 (QF3), 4v5 (QF4). Semi-finals will then see Winner of QF1 v Winner QF4 and Winner QF2 v Winner QF3. Ranking semi-finals will see Teams 9v12 and 10v11 compete.

Please note that depending on the division and number of teams in both Men & Women's tournaments, quarterfinals may or may not be played.

If quarterfinals are not played, the same ranking system will be applied, but teams will participate straight into semi-final matches: the teams ranked 1 to 4 from pool phase will play Cup semi-finals (1v4 and 2v3). The remaining teams to play ranking matches.

This system will apply only when Play offs are used and when there is the same number of teams in each pool, that is to say for 12, 8 and 9 teams' competitions, unless otherwise stated in each respective Tournament Handbook.

5.4.1. Standard 12 Teams

Standard Rugby Europe 7s competitions with 12 teams consist of 3 pools of 4 teams. The tournament will consist of pool matches between teams on a round robin basis. No extra time will be played in pool matches. Then quarter finals, semi-finals and finals (including ranking places).

5.4.2. 5 teams

Rugby Europe 7s competitions with 5 teams consist of one pool of 5, a round-robin pool phase followed by semi-finals between the first four ranked teams and cup and bronze finals.

5.4.3. 6 teams

Rugby Europe 7s competitions with 6 teams consist of one pool of 6, a round-robin pool phase followed by three ranking games (positions 1-2, 3-4, 5-6), or only a Round Robin.



5.4.4. 7 teams

Rugby Europe 7s competitions with 7 teams consist of one pool of 7, a round-robin phase which will determine final tournament's ranking.

5.4.5. 8 teams

Rugby Europe 7s competitions with 8 teams consist of two pools of 4, a round-robin pool phase followed by quarterfinals, or immediately semi-finals and finals (including ranking games)

5.4.6. 9 teams

Rugby Europe 7s competitions with 9 teams consist of three pools of 3, with two pool phases (second-phase pools to be determined following ranking of first pool phase) semi-finals and finals,

5.4.7. 10 teams

Rugby Europe 7s competitions with 10 teams consist of two pools of 5, a round-robin pool phase followed by semi-finals and finals (including ranking games), or finals only (1st Pool A vs 1st Pool B, 2nd Pool A vs 2nd Pool B, etc).

5.4.8. 11 teams

Rugby Europe 7s competitions with 11 teams consist of two pools of 4 and one pool of 3, with a round-robin pool phase. Then quarterfinals, semi-finals and finals (including ranking games for the last of each pool on a round-robin basis).

5.4.9. 12 teams

Rugby Europe 7s competitions with 12 teams consist of three pools of 4, a round-robin pool phase followed by quarterfinals, semi-finals and finals (including ranking games).

5.4.10. 13 teams

Rugby Europe 7s competitions with 13 teams consist of two pools of 4 and one pool of 5, a round-robin pool phase followed by semi-finals and finals (including ranking games)

5.4.11. 14 teams

Rugby Europe 7s competitions with 14 teams consist of two pools of 5 and one pool of 4, a round-robin pool phase followed by semi-finals and finals (including ranking games)

If a Team wilfully refuses to play, or wilfully abandons a Match in progress, without the prior consent of the referee, the Tournament Director shall report it to RUGBY EUROPE.

Please note that the Tournament Director (in agreement of Rugby Europe) in case of bad weather preventing to conclude all matches by the last day of the tournament, has full authority to decide to cancel the necessary number of matches and alter the planned competition format so that the tournament could still determine a winner and if possible, a ranking by the end of the last day of competition.



5.5. DETERMINING POOL TABLE STANDINGS

5.4.1.

Position in the pool competition table shall be determined by competition points as per the table below:

No Show/ Forfeit	0 point
Loss	1 point
Draw	2 points
Win	3 points

5.5.1.

If at the conclusion of the pool stage two Teams are equal on competition points for any position in the pool, such position in the pool competition table will be determined on the result of the Match between the two equal Teams. The Team that won that Match shall be deemed to have finished higher in the pool competition table.

5.5.2.

If the Match between the two Teams equal on competition points at the end of the pool stage was a draw, then the following process shall be used to determine the placings.

- (i) Point Difference = The difference of points scored 'for and against' by each respective Team in all pool Matches shall be considered. The Team with the highest positive margin of points shall be ranked higher in the pool competition table – if the tie remains unresolved then:
- (ii) Tries Difference: The difference of tries scored 'for and against' by each respective Team in all pool Matches shall be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (iii) The Team that has scored the highest number of Match points in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (iv)
- (v) The Team that has scored the highest number of tries in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (vi) The tie will be resolved by the toss of a coin between the Team Managers concerned.

5.5.3.

If at the end of the pool stage more than two Teams are tied on points, then the following process shall be used to determine the placings:

- (i) Point Difference: The difference of points scored 'for and against' by each respective Team in all pool Matches will be considered. The Team with the highest positive margin



of points shall be ranked highest in the pool competition table: if the tie remains unresolved then:

- (ii) Tries Difference: The difference of tries scored 'for and against' by each Team in all pool Matches will be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table, if the tie remains unresolved then:
- (iii) The Teams concerned shall be ranked by reference to the number of Match points scored in all pool Matches. The Team with the highest number of points scored in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (iv) The Teams concerned shall be ranked by reference to the number of tries scored in all pool Matches. The Team with the highest number of tries scored in the pool Matches shall be ranked higher in the pool competition table: if the tie remains unresolved then:
- (v) The tie will be resolved by the toss of a coin between the Team Managers concerned.

5.6. DURATION OF MATCHES

The duration of matches, including the Cup final game, will be sixteen (16) minutes in total, split in two halves of seven (7) minutes and including a two-minute (2) half-time.

5.7. DRAWN MATCHES

There is no extra time for Drawn matches during the pool phase.

During the knock-out competitions, in the event of a Match being drawn at the end of normal time, extra time will be played until a winner is determined. A two (2) minute water break will be held at the end of normal time and before re-commencing the Match. The extra time is played in periods of five minutes. After each period the Teams will change ends without interval. In extra time the Team which scores first will immediately be declared the winner without further play.

During the two (2) minute break a toss by the Team Managers and the Referee will be conducted to determine which team will kick off the start of the extra time and which end the team will kick off from.

5.8. NO SHOW (FORFEIT) AND ABANDONMENT OF MATCHES

If a Team is forfeit for one match during a Tournament, for whatever reasons as agreed with Tournament Director and Rugby Europe, 0 point shall be awarded to the forfeited Team and 3 points for the winner with a score of 28 – 0.

Please note that if a Match cannot be played or continued to be played if one of the Teams has less than 5 Players available to play e.g., Injury, illness, or player sanctions. In this case, the Tournament Director and Rugby Europe, shall make the decision on the result of the Match,



taking into account the time in the Match when the number of available Players was reduced to fewer than 5, and the circumstances of the Match at the time.

If a Team wilfully refuses to play, or wilfully abandons a Match in progress, without the prior consent of the referee, the Tournament Director shall report it to RUGBY EUROPE and the Disciplinary Committee who may take further sanctions, including that Team being expelled from the Tournament.

If a Team has been expelled from the Tournament, for whatever reason, then:

- that Team shall be deemed to have been awarded no pool competition table points and to have scored no tries or points in the pool Matches; and
- for the purposes of determining standings in the pool competition table, all Match results against such Team shall be deemed null and void. This means that all pool competition table points awarded in Matches against the expelled Team and tries and points scored or conceded in Matches against such Team will not be taken into account in determining standings in the pool competition table.
- teams who fail to attend the Tournament or who are expelled from a Tournament will be placed at the bottom of the Tournament/Series table and deemed relegated. Such teams may also be subject to further disciplinary measures.

Apart from the wilful abandonment of a Match and subsequent expulsion, in the event of a Match having to be stopped after its commencement under the provisions of the Laws of the Game, then subject to confirmation by the Tournament Director and Rugby Europe Competition Manager the following procedure shall apply:

(a) Pool Matches

- i. Where a pool Match has been abandoned either at half-time or at any time in the second half the result and any points and tries scored by each Team in the Match shall stand.
- ii. Where a pool Match has been abandoned during the first half the result shall be declared a draw.
- iii. Where a pool Match has been declared a draw then for that Match each Team will be awarded two Match points and any points and tries scored will count towards the total points and tries scored by each Team in all their pool Matches.

(b) Knock Out Matches

- i. Where a Match has been abandoned either at half time or at any time in the second half the result shall stand. If both Teams are tied, then the provision within Section 5.4 shall be used to ascertain a winner with points scored in all Matches in the Tournament taken into consideration. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason, then the matter will be referred to the Tournament Director and Rugby Europe Competition Manager which shall decide the most appropriate method for determining the winner of the tied knockout Match.



- ii. If a Match has been abandoned during the first half the result shall be declared a draw and the provisions within Section 6.4 shall be used to ascertain the winner with points scored in all Matches in the Tournament taken into consideration. However, if one of the Teams participated in a Pool where a Team was expelled, for whatever reason, then the matter will be referred to the Tournament Director and Rugby Europe Competition Manager which shall decide the most appropriate method for determining the winner of the tied knock out Match.

5.9. SUBSTITUTIONS

5.8.1. Regulation and Rolling Subs

A team may nominate up to five replacements/substitutes.

Rolling substitutions: A team may substitute the same player more than once if no more than 5 substitutions are made in total.

Substituted players re-joining the match:

If a player is substituted, that player may return and play in that match under the following circumstances:

- Up to 5 tactical substitutions per game

In addition to these 5 substitutions, players may return to play when replacing:

- A player with a blood injury in accordance with Law 3.23
- A player who has been removed on 'Recognize and Remove' or HIA Protocol
- A player that has been injured on Foul Play (sanctioned by the Match Official)

Additional substitution if Extra-time :

WR Law trial: If a match goes to extra time both teams are allowed to make an extra substitution in that period of extra time, meaning a total of 6 substitutions can be used for the entire match.

5.10. PLAYERS SENT FROM THE FIELD

A player sent from the field, under Law 9, will not be permitted to play again until the matter has been dealt with, in accordance with the applicable Disciplinary rules.

5.11. PLAYING JERSEYS

The following Sports Regulations apply to player's jersey:

- Teams must have **2 sets of jerseys** in colours, predominantly distinct from one another.
- Numbers from 1 to 99 are allowed on Rugby Europe Competitions.
- **Players must keep the same number** (on both kits) throughout the tournament.



The following Marketing Regulations apply to players' jersey:

- Teams are required to display a **9 cm height Rugby Europe logo on the UPPER RIGHT sleeve** of their playing jerseys (home and alternative) (cf. 11.4)
- Teams have the right to sell any areas of their Playing and Training kits in accordance World Rugby regulation 11:
<https://www.world.rugby/organisation/governance/regulations/reg-11>
- Political, religious, or xenophobic sponsorship displayed by a team or any official member of the delegation of the Union on the competition's Kit will be sanctioned by disciplinary and financial sanctions.

Colour Clash Management:

All teams are required to send images of their home & away kits at least **ONE MONTH** before Day 1 of the first leg of competition (see Chapter 3 of this Manual) using Appendix 3.

Allocation of kit colour for DAY 1 will be decided at the Managers' Meeting; for matches where there is a colour clash, team managers and or coaches will agree on a home or away kit, if no agreement is made, the team "A" (placed on the left side of the fixtures lists and considered as "home team") will have the priority. A.

For day 2, Team managers to agree in the evening of day 1 for determined fixtures. For fixtures being confirmed during the day, Tournament Directors will discuss the kit colour with the winning team after each match at the game sheet signature.

The same principle applies with team A having the priority pick. Fines may apply in case of unsolvable colour clash.

NOTE: Please ensure that both sets of your playing jersey are brought to the Team Managers Meeting.

Teams who do not bring two jerseys with them will face a fine and further disciplinary sanction.

5.12. FIELD OF PLAY

Only Players, the referee, assistant referees, water carriers and medically trained persons, to look after an injured Player, may enter the playing area. During the interval, coaches, water carriers and camera crews may enter the playing area, but they must leave before resumption of play and must not do anything to delay the punctual resumption of play.

5.13. TOSS

The toss to decide who will kick off or choose ends will take place **10 minute before kick-off** for all matches.



A member of each Team must attend the Toss. It is not compulsory to be the Captain, it may be another player or Member of the Management Team.

If a representative from one team does not turn up for the Toss, the toss is automatically won by the team that was present on time.

All Coin Tosses will take place close to the Officials Table, pitch side, at the halfway Line.

5.14. MATCH OPERATIONS

5.14.1. Changing Rooms / Tents Allocation

Host Union has the right to choose its preferred changing room / Tent.

Allocation is then made by the Rugby Europe Tournament Director, based on the preceding year ranking before leg 1 and based on leg 1 ranking for the leg 2, and so on.

Depending on each venue set up tents may not be provided but replaced by a specific zone dedicated to each team in the stands.

5.14.2. Warm-Up

Pre-game warm-up:

Teams will warm up for their match on a training pitch close to the main match pitch.

Priority for teams to warm up will be given to those taking part in the next match.

Warm-up after kick-off:

All access to the field is monitored by the Match Officials to limit the number of persons on the field and possible disruptions.

Substitute Players are authorised to warm-up close to their Technical Zone without balls or tackle bags. They must wear the bibs provided to the Teams.

5.14.3. Technical Zone

5.14.3.1. Dimensions of the Technical Zone

a. Two technical zones shall be provided within the playing enclosure on the same side of the pitch, each one on either side of the half-way line and outside the field-of-play.

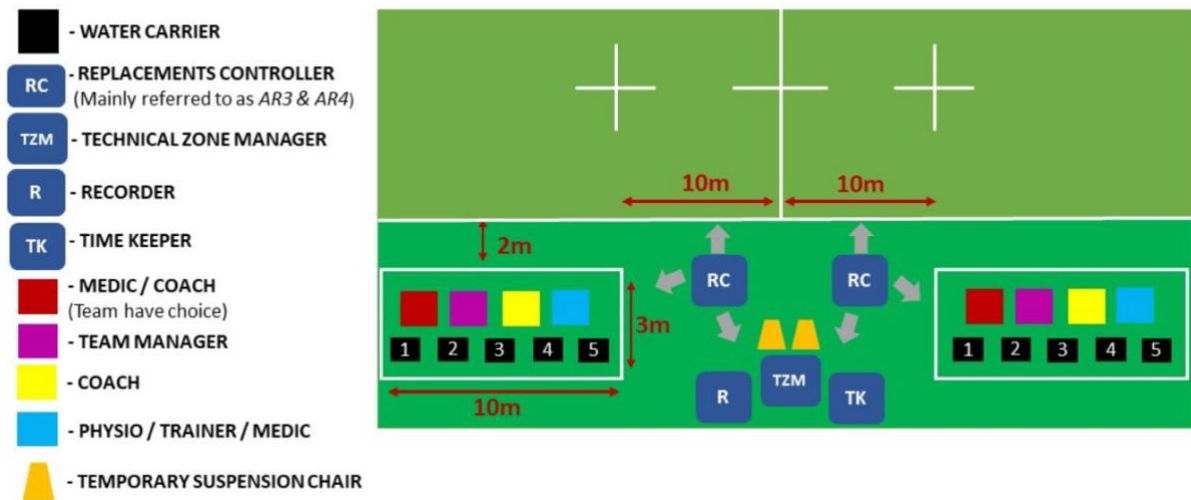
b. These technical zones must be marked on the ground.

c. The line nearest the touch line must be parallel to the touch line.



- d. The technical zones commence a minimum of five metres from the halfway line. The technical zones must not exceed ten metres in length and three metres in width and must not be less than two metres from the touch line when it's possible.
- e. Wherever practically possible the zones should be behind advertising hoardings with easy access to the field of play.
- f. Whenever possible chairs will be placed for all persons in the TZ.

5.14.3.2. Personnel permitted in the Technical Zone



- (a) Each Team is allowed to have the following 3 personnel in the technical zone during their Matches: Coach, Team Manager, Medic/Physiotherapist and five reserve Players. One additional person who is either a medical or a Coaching member of the Team and whose responsibility has previously been notified to the Tournament Director (and listed in the Team Sheet and Consent Form) will be permitted in the technical zone. Medic(s)/physiotherapist(s) who do not want to act as a water carrier will be asked to wear a distinctive coloured “medic” bib(s) that will be provided. This will mean the medic/physiotherapist can only enter the pitch for immediate pitch care to Players and not to carry water.
- (b) A maximum of three Team members accredited to be in the technical zone are allowed to enter the field of play for the purposes of water carrying (which is only permitted when play is stopped for an Injury or when a try has been scored). The water carriers must wear the technical zone water carrier bibs provided by Rugby Europe at all times. Please note that the Team Manager and Head Coach (or relevant union Director of Rugby) are not permitted to enter the Field of Play other than during half-time and in the break prior to the commencement of any extra time.



- (c) Team medic(s), as described in (a) above, are permitted to follow play along the touchlines, on the technical zone side of the field of play, and on the far side depending on the number of medics assigned to the Team. These are classified as roaming medics.
- (d) Except as specified in (b) and (c) above or as otherwise allowed under the laws and regulations of the game, all non-playing personnel must remain inside the technical zone which will be clearly marked.

5.14.3.3. Roles of personnel in the Technical Zone

- a. Water may only be taken on the field during stoppages in play for injuries in the playing area and when a try has been scored.
- b. The water carriers are not permitted in the playing area during penalty kicks at goal.
- c. The water carriers must remain in the technical zone at all times unless they enter the playing area to provide water.
- d. Players may come to the touch line adjacent to the technical zone to receive water.
- e. Water bottles must not be thrown on or off the field of play.

5.14.3.4. Management of the Technical Zone

- a. All personnel permitted in the technical zones must have some distinguishing mark (e.g., vests). Rugby Europe provides five (5) bibs per team: 3 blue bibs for water carriers and 2 red bibs for medical staff. **When appropriate only people with bibs can enter the field of play.**
- b. The fourth and fifth officials will manage the technical zones. If there is an infringement of the protocol, the matter will be reported to the match referee or Tournament Director.
- c. The match referee may caution any offender or at their discretion expel the person(s) from the playing enclosure for any breach of the protocol.
- d. Any breach of the protocol may be reported to the Designated Disciplinary Official who shall be entitled to undertake investigations and lodge Misconduct Complaints pursuant to Rugby Europe Disciplinary Regulations against the Union(s) and/or person(s) concerned.
- e. Should any person be expelled from the playing enclosure for a breach of the protocol, they must be reported by the match referee to the Designated Disciplinary Official, who shall be entitled to undertake investigations and lodge Misconduct Complaints pursuant to Rugby Europe Disciplinary Regulations against the Union(s) and/or person(s) concerned.

5.14.3.5. Players Temporarily Suspended

- a. When a player has been temporarily suspended (sin binned) that player is to be situated in the designated sin bin area and must remain there for the duration of the Temporary



Suspension. Playing time for the sin bin (2 minutes) starts once the referee blows time-on after the award of the card.

b. The player may be given water and the provision of warm clothing.

5.14.3.6. Management of Protocol

The management of this Protocol will be the responsibility of the Number 4 and 5 officials or by the appointed Tournament Director.

5.14.3.7. Replacements and Substitutions

That team management must complete the substitution card and give it to the Fourth Official.

The Fourth Official and the touch judges will be in radio contact with the Referee (when it's possible). At the next stoppage in play the Fourth Official will contact the Referee and inform them the number of the player who will leave the playing area. The Fourth Official will complete the Summary Sheet and provide it to the Tournament Director.

5.15. USE OF GLOBAL POSITIONING SYSTEM DEVICES DURING MATCHES

GPS units are made of a rigid material which is contrary to World Rugby Law 4.4 and Regulation 12. World Rugby Council has provided a dispensation to Unions to use GPS devices subject to stipulated standard terms and conditions including indemnifying the World Rugby and obtaining the consent of all persons participating in any Match where GPS devices will be used.

Following requests from Participating Unions, we have incorporated these standard terms and conditions for use of GPS devices into the Team Member Consent Form where Players can indicate that they consent to the use of GPS devices in Matches and accept the associated risks.

Participating Unions who wish to use GPS devices during Matches must:

- (a) ensure that they and their opposing Participating Union (including all Players from both Teams) in each Match have signed the Team Consent Form of these Terms of Participation confirming that each such person: (a) accepts that GPS is being worn and/or used by a person(s) involved in that Match; and (b) accepts any risks associated with participating in the Match while a person(s) is wearing and/or using GPS; and must provide copies of such consents to the World Rugby on request;
- (b) provide written evidence to World Rugby that the wearing of and/or use of GPS by any person in a Match(es) does not affect the insurance cover of the Participating Union's Players;
- (c) report any injuries associated with the wearing and/or use of GPS to the World Rugby Training and Medical Manager; and
- (d) provide a report to World Rugby on the efficacy of data obtained through the use of GPS.



World Rugby highlights to Participating Unions that acceptance of the use of GPS in Matches is not compulsory and Participating Unions and Players are free not to consent to the use of GPS in which case neither Team may use GPS in such Match. In such case, please advise the Tournament Director as soon as possible in order to have the relevant sections of your Rugby Europe Team Member Consent Form amended prior to signature.

5.16. TOURNAMENT OFFICIALS

RUGBY EUROPE shall appoint or procure the appointment for the administration and implementation of the Tournament, the following International Technical Officials (ITOs):

- (a) Tournament Director / Technical Delegate
- (b) Referee Manager
- (c) Performance Reviewer
- (d) Citing Commissioners
- (e) International Referees
- (f) Rugby Europe Medical Delegate
- (g) Judicial Officer
- (e) any further ITOs required according to the size of the Tournament

RUGBY EUROPE shall appoint or procure, if deemed necessary, the appointment for the administration and implementation of the Tournament, the following RUGBY EUROPE STAFF:

- (a) Rugby Europe Representative Member(s)
- (b) Rugby Europe Media Manager
- (c) Rugby Europe Competitions Manager
- (d) Such other persons or entities as RUGBY EUROPE may determine are reasonably required to organise a good competition

Host Union is responsible for the appointment of the following National Technical Officials :

- (a) Tournament Medical Manager and Medical staff
- (b) Assistant Referees



6. TOURNAMENT ARRANGEMENTS

6.1. TRAVEL & TRANSPORT

6.1.1. International Travel Organisation

Participating teams must arrange their international travel in order to arrive on-site **preferably on D 2 (two days) before start of the competition, or at the latest by 14h00 D-1.**

Attendance of Team Manager's Meeting is compulsory. Non-attendance will automatically result in a fine (see Section 12.5).

Teams must arrive at the official arrival airport(s) from Host Venue as stated in the Tournament's Handbook.

Participating Unions must advise Host Unions of their travel schedules no later than two (2) weeks before their arrival so local transportation can be arranged accordingly.

Presence at the final banquet is also compulsory, so Teams must ensure departure on the **day AFTER** last day of competition.

6.1.2. Internal Transport

A program of transport will be set up by the Local Organising Committee for the duration of the competition according to the competition schedule. In order to do so, Participating Teams are required to communicate their arrival and departure details in a reasonable time ahead of the start of each Tournament.

The Host Union will provide each team with a bus transfer from the designated official arrival airport(s) airport to the Team's hotel. Note – regardless of teams' arrival and departure times and dates, all teams are entitled to this service. Teams who arrive on several different flights will be afforded ONE Airport transfer to and from the hotel at the cost of the Host Union. Additional Airport transfers required by teams are for the Participating Unions' cost and the costs must be clearly defined by the Host Union well in advance of the Tournament.

The Host Union must also provide internal transport for all teams and officials in a logistically efficient manner, for all essential daily travel from the official day of the start of the Tournament to the end. This includes travel to and from the following: hotel, doctors, hospital, anti-doping testing, disciplinary hearings, training and team managers and other Tournament meetings and official functions. Teams should be transported to and from one training session per day throughout the duration of the Tournament.

Teams who wish to use the Internal Transport system outside of these times or events will be responsible for these additional costs.



6.2. ACCOMMODATION AND MEALS

Participating Unions will be accommodated according to the following principles, and Participating Unions are not entitled to make their own accommodation arrangements.

6.2.1. Standard Accommodation Provision

For all Rugby Europe competitions Participating Unions are required to be accommodated at the hotels proposed by the Host Unions, at the prices negotiated by the Host Union, at the charge of the Participating Teams.

Host Unions are responsible for ensuring that they secure the best possible rates in the level of accommodation appropriate to the Competition.

Each Team's booking will include 3 nights' accommodation for 12/13 players and 3 team officials. All the Team Members will be accommodated in the same hotel (based on 6 twin rooms and 3/4 single rooms).

Participating Unions may not arrange their own accommodation or attempt to renegotiate the terms agreed between the Host Union and the Hotels.

6.2.2. Extra Team Members and VIP Officials Accommodation

Each Team is responsible for arranging accommodation at its own cost for its extra Team Members and VIPs. Host Unions may assist with arrangements but may not be in a position to offer the same rates for additional persons as secured for the delegation of 15.

6.2.3. Hotel House Rules and Compliance

The Team Officials are responsible for the behaviour of their Team to ensure all house rules are always respected for the duration of their stay.

Any transgression which may constitute Misconduct may be dealt with by the Tournament Director or through the Disciplinary process.

6.2.4. Visitors

Persons requesting to visit Team Members should be referred to the Team Manager or Team Liaison Officer.

6.2.5. Laundry

The Host Union will arrange the laundry service for up to 2 Playing Shirts, 1 Pair Playing Shorts, 1 Pair Playing Socks per player, on the evening following Day 1 of the Tournament.

Participating union will pay all fees for their team laundry.



6.2.6. Meals

Meals will be arranged for the 15/16 Team Members of delegations, plus additional team members when the host has been notified on time.

Host Unions are required to provide the following meals to teams:

Tournament Day 1	-	Lunch & Snacks (Stadium)
Tournament Day 2	-	Lunch & Snacks (Stadium), Post Tournament Dinner
Tournament Day 3 (if applicable)		<i>Lunch & Snacks (Stadium) Post Tournament Dinner</i>

All other meals or snacks required outside of those mentioned above are for the account of the Participating Unions.

Menus should be made available to Teams prior to their arrival on-site.

6.2.7. Water

Each member of the playing (12) and management staff (3) will be provided with a minimum of 3 litres of mineral water per match day (minimum 45 L per day per team).

6.2.8. Ice bath

Hosts Union must ensure the proper set-up and provision of ice for ice baths for teams during the Tournament.



7. MEDICAL ARRANGEMENTS

Medical responsibilities are shared between Rugby Europe, Host Union and each Participating Union. This section sets out the role and responsibilities of each organisation and its medical personnel.

Any query on medical matters can be addressed to new email medical@rugbyeurope.eu

7.1. RUGBY EUROPE RESPONSIBILITIES

Rugby Europe is the entity responsible for putting in place the measures that guarantee player's welfare and safety during any event. Rugby Europe's Player Welfare Sub-Committee is available for consultation. Please contact Rugby Europe for further details. Rugby Europe will also be responsible promoting the World Rugby 'Recognise and Remove' concussion message.

Rugby Europe is also responsible for appointing a Medical Delegate to the Tournament/Match, when applicable.

Teams medical staff are primarily responsible for the care of their players and staff. Team medical staff must ensure that they meet the match doctor the day before the match or at the latest, immediately upon arrival at the stadium on match day. Clear agreement must be reached on the match day protocols and management of injured players.

7.2. HOST UNION RESPONSABILITIES

The Host Union is responsible for the provision of medical services and facilities at the match venues and the coordination of medical services available to Teams while in the Host Country. The Host Union will produce a medical directory which will be issued to all Participating Unions no later than two weeks prior to each event. This document will detail all the medical services available and contact details of key Tournament medical personnel.

The Host Union is responsible for the appointment of the following key medical personnel, all of whom must be English speaking:

- Tournament Medical Manager (when applicable)
- Match Day Doctor (when possible)
- Immediate Care Lead
- Match Day Medical team

Definitions of each of the above are available at Minimum Medical Standards.

7.2.1. Tournament Medical Manager (TMM)

When applicable, the Tournament Medical Manager acts on behalf of the Host Union and is ultimately responsible for the planning, co-ordination and governance of medical services



provided by tournament medical staff to Players, officials, and Team Members during the Tournament (both at the venue and at team hotels).

The person appointed to this position must have a medical qualification and should have experience working at an international Tournament or competition. He/she may or may not personally deliver medical services in the other roles for example, Match Day Doctor (MDD) and/or Immediate Care Lead (ICL) but only if appropriately qualified and World Rugby accredited.

The name and contact details of the holder of this role (and all other relevant roles: MDD, ICL) must be made clear to Participating Unions two weeks in advance of the event.

The TMM will:

- Ensure that all Laws, Regulations, medical standards, guidelines, procedures, policies, and protocols in relation to Match-day medical management, including blood, concussion, and substitution, are explained to all Match Day medical staff.
- Be responsible for appointing at all Matches, a MDD and appropriately qualified and experienced medical support staff including an ambulance consistent with the standard and needs of elite international Rugby.
- Confirm with World Rugby that all MDDs have completed as a minimum the World Rugby Immediate Care in Rugby Course (ICIR) level 2 or equivalent.
- Prior to each event, the Tournament Medical Manager is responsible for contacting World Rugby or Rugby Europe to confirm the compliance of all medical and healthcare personnel who will be entering the field of play with respect to medical accreditation.
- The TMM must provide certificates for all the Host Union medical staff who will be active pitch side.

Note: It should be noted that this compliance accreditation requires both on-line and face to face education.

When applicable, the Tournament Medical Manager (TMM) must also provide to all teams prior to the Tournament, the name and contact details of the following:

- Doctor responsible for providing non-match day medical support including prescriptions, general medical consultation coordination and priority radiology access
- Dentist
- Physio supply company (tapes, braces etc)
- Medical and surgical supply company
- Oxygen supply company (if allowed)
- Massage services
- Closest hospital to hotel and training grounds
- Closest swimming pool to hotel and training grounds



7.2.2. Match Day Doctor (MDD)

A match day doctor (MDD) shall be appointed to all Matches/Match days. The MDD is responsible for enforcing all World Rugby Laws, Regulations, medical standards, guidelines, procedures, policies, and protocols in relation to match day medical management, including blood, concussion, and substitution. This person is responsible for decisions on Match Day regarding replacement for blood and head injury.

This person must be a medical practitioner and have completed the World Rugby's on-line education modules – **Immediate Care in Rugby, Concussion Management for Elite Level Match Day Medical Staff, Medical Protocols for Match Day Medical Staff and HIA protocol for match day staff**. If this person is providing any on-field care or there is no Immediate Care Lead this person **must also have completed the face-to-face Level 2 ICIR accreditation** (or an approved equivalence).

In circumstances where the provision of medical staff is limited, the Immediate Care Lead and the Match Day Doctor may be the same person.

The duties of the MDD include:

- Adjudicating on blood injuries in accordance with Regulation 15.2.1.
- Implementing the applicable pitch side concussion protocol - Observing any Head Injury Assessment conducted by the Team Doctor or conducting the Head Injury Assessment themselves if required/requested.
- Adjudicating on Head Injury Assessments to ensure the enforcement of all Laws, Regulations, medical standards, guidelines, procedures, policies, and protocols pertaining to head injuries, concussion and/or suspected concussion.

The powers of the MDD include:

- The power to permanently remove a player from the game under the concussion protocol.
- Remove a player for the management of a blood injury (for the avoidance of doubt this includes without limitation the power to overrule team doctors, team management and any other person on match day).
- The MDD may communicate with the Match Officials via the Technical Zone Manager or by such other means as appropriate in the circumstances and/or with the relevant Team doctor and/or Team Officials.
- For avoidance of doubt, this includes without limitation the power to overrule team doctor, team management and any other person on match day. The MDD may communicate with the Match Officials via the Technical Zone Manager or by such other means as appropriate in the circumstances and/or with the relevant Team doctor and/or Team Officials.
- Adjudicating on which blood injuries can access temporary replacement in accordance with Regulation 15.2.1 (or equivalent provision as directed by World Rugby in the event of any regulatory change).
- The power to direct that a Player may not return to play on the entire tournament where he has been removed under the **concussion protocol** or any other injury pursuant



to Regulation 15.2.1(c) (for the avoidance of doubt this includes without limitation the power to overrule team doctors, team management and any other person on match day).

The MDD may make such directions orally or by written or other means.

7.2.3. Immediate Care Lead (ICL)

This person is responsible for coordinating and providing on-field Matchday immediate medical care services and onward referral to secondary care if appropriate at the Match/Tournament. The person(s) covering this position must be a medical practitioner and have a minimum Level 2 ICIR or equivalent accreditation.

The Immediate Care Team is a group of medical personnel who will assist the Immediate Care Lead and/or Immediate Care Doctor during on-field emergency. They will also be the team primarily responsible for removing seriously injured players from the field of play.

The Immediate Care Lead (ICL) enters the field of play if the hand signal used by Team Doctor indicates that a stretcher is required, or a spinal injury is suspected. Entrance to play is also indicated if the ICL sees Team Doctor commence CPR and if the player is still receiving attention from the Team Doctor more than 1 minute after arrival of the TD at the scene of the injury. The Team Doctor remains in charge of the injured players care until handed over to the Immediate Care Lead.

7.2.4. Match Day Medical Team (MDMT)

Ideally the MDMT is comprised of the following support staff, all of whom will attend the match venue:

- Medical room doctor x1
- Medical room nurse/physio x1
- Ambulance Team x2

7.2.5. Match Day Medical Facilities

An ambulance and/or an appropriate room for the use of Players (from both participating Teams) and Match Officials (including referees and assistant referees) who are injured or ill. Such a facility will include:

- Resuscitation equipment, defibrillator, IV fluid and essential drugs
- Airways Management - ability to intubate/manage airway; oxygen & suction available
- Analgesic control
- Stiff neck collars
- Standard stretcher, Jordan Frame, Spinal Board or Scoop stretcher
- Readily available telephone with permanent listing of ambulance, rescue helicopter (where available) and local hospital
- Adequate lighting including wall light for suturing
- Sink and hand washing facilities
- Facility for disposal of used needles, syringes, and contaminated dressings.



Access to all such medical facilities will be such that there is unobstructed access for a stretcher from the field of play and ready access for an ambulance, including no staircase or steps.

Medical room must be available from 90 minutes before Kick Off.

A game cannot start without an ambulance.

All the medical facilities will be checked by the Match Day Doctor appointed to make sure that the players', officials', and spectators' safety is optimal.

7.3. PARTICIPATING UNION RESPONSIBILITIES

All on-field team medical staff have completed the following World Rugby online education modules:

- Concussion Management for Elite Level Match Day Medical Staff.
- Medical Protocols for Match Day Medical Staff.
- Concussion Management for Match Day Medical Staff using the HIA Protocol and Immediate Care in Rugby (if HIA Protocol in place).
- Mindset - A Mental Health Resource.
- World Rugby Keep Rugby Clean anti-doping or equivalent module.
- World Rugby Keep Rugby Onside anti-corruption and betting or equivalent module.

They must also have completed the relevant face-to-face course (according to the level of the competition and Rugby Europe Minimum Medical Standards).

All Players and Team management must have completed a concussion education session (delivered by the Union CMO or another qualified medical or healthcare practitioner) within the year prior to commencement of the tournament. This education session as a minimum must cover the essential information outlined in HIA Protocol.

7.3.1. Players' Medical Records

Each Participating Union shall:

- Ensure that its Players are suitably fit to participate in the competition and that its Players comply in all respects with the medical requirements set out in this document (see **7.3.6. Participating Team checklist** below).
- Be required to report any injuries sustained during the competitions to RUGBY EUROPE (using the Injury Surveillance Study form available).
- Team Managers must check the game sheets to be sure all injuries are fully reported.

7.3.2. Medical Costs and Fees

As from 1st of July 2018, Rugby Europe does no longer cover for accidental bodily injury to players engaging in RE competitions, including:



- body injury occurring during rugby practice at training for and/or attending official RE competitions.
- body injury occurring during journey to attend official RE competitions or trainings to RE competitions.

7.3.3. Medical Insurance

In respect of World Rugby Regulation, [article 23](#):

"23.2.1 Unions are responsible for and shall have in place appropriate financial arrangements or insurance to cover each Player (and/or their Primary Employer as applicable) in respect of losses and expenses incurred as a result of injury sustained when such Player is on International Duty. Such financial arrangements and/or insurance cover should include Medical Expenses, loss of Emoluments, Temporary Total Disablement, Career-Ending Injury and Catastrophic Injury incurred as a result of injury sustained at the time that the Player is on International Duty."

It is the responsibility of each Union to contract the appropriate Medical Insurance for its players and abide by the Terms and Conditions set out by this Manual and the participating agreement.

7.3.4. Participating Team Medical Staff Responsibilities

All Team Medical Staff (including any Team doctors, physiotherapists, and other health care professionals) shall:

- Ensure they fully understand, implement, and comply with all Laws, Regulations, and all medical standards, guidelines, procedures, policies, and protocols, including as set out in this Section 9, without limitation related to blood injury, concussion, and substitution.
- As per the Rugby Europe Minimum Medical Standards, all medical staff entering the field of play must have completed the relevant face to face course or equivalent and the previously identified on-line education modules. Participating Unions must provide a copy of the certificate.
- Cooperate and comply with the Injury Surveillance Studies.
- Ensure that Players who have sustained a confirmed concussion follow a Graduated Return to Play protocol as outlined in the [World Rugby HIA Protocol](#).
- For the avoidance of doubt players who have sustained a confirmed concussion and who have not completed the 'Graduated Return to Play' protocol shall not play in any Tournament/match until such time as they have completed the protocol.
- Ensure that players who meet the criteria identified in the HIA procedures for removal from the field of play are removed from play and do not return to play the same day.
- Hold appropriate professional indemnity insurance to an appropriate level which shall remain in force at least for the duration of the competition and shall state the exact nature of their role.
- Where reasonably practicable, possess a post-graduate diploma or equivalent in sports and exercise medicine.



7.3.5. Team Medics Meeting

A Team medics meeting is planned at each event. The team doctor or medic must attend.

7.3.6. Participating Team Checklist

- Team medical staff education requirements:
 - (i) Concussion Management for Elite Level Match Day Medical Staff
 - (ii) Medical Protocols for Match Day Medical Staff
 - (iii) Concussion Management for Match Day Medical Staff using the HIA Protocol and Immediate Care in Rugby (if HIA Protocol in place)
 - (iv) Face to face level Level 2 Immediate Care (L2ICIR)* in Rugby (or other, according to Rugby Europe Minimal Medical Standards)
 - (v) World Rugby Keep Rugby Clean anti-doping or equivalent
 - (vi) World Rugby anti-corruption and betting or equivalent
 - (vii) World Rugby Mind Set mental health module

***L2ICIR mandatory for all competitions with HIA protocol, irrespectively of Rugby Europe Minimum Medical Standards in place**

- All Players and Team Management have completed Concussion and Anti-Doping education within past 12 months.
- All players have SCAT 5 baselines completed within past 12 months.
- A risk stratification has been completed on all players within past 12 months.
- Player consent for participation in injury surveillance and HIA research has been collected.
- Player cardiac screening has been completed as per Cardiac Screening Guidelines.
- Players and team management have been assessed as medically, dentally, and physically fit to attend and participate in the Tournament.

Note: Teams may be asked for confirmation that activities have been completed and records must be available for review on request.

7.3.7. Other Responsibilities

Unions, prior to the Tournament must confirm that all Players and members of the travelling squad have been assessed by appropriate medical staff as being medically, mentally, and physically fit to attend and participate in the Tournament.

Unions must confirm that each player has completed the World Rugby Cardiac Screening Questionnaire and cardiac examination including an ECG as described in the World Rugby Cardiac Screening document.

Note: The responsibility for the delivery of primary care to players rests with the Medical Practitioners (Team Doctor / Team Physio) from that Team.

The Tournament will provide Medical Resources and Facilities throughout the Competition as



detailed in this Competition Manual, in accordance with best practice standards.

7.4. CONCUSSION MANAGEMENT

7.4.1. For Senior Championship Tournaments

The **HIA Protocol** applies to all Senior Championship tournaments for player above the age of 18 years old. Please see below an excerpt from WR HIA Protocol Guidelines, Appendix 4 “HIA Protocol for Sevens Rugby”:

“In Sevens Rugby a player who has a suspected concussion and a HIA 1 off-field assessment has their HIA2 within 3 hours of the game, but also has second HIA2 the next morning. If both HIA2s are normal and the examining doctor is satisfied there are no clinical signs or symptoms of a concussion, the player may play in day 2 of the event (figure 5). The player continues and has a HIA3 the next day (36-48 hours after the event).

Players aged 18 or under at the time of the tournament do not complete a HIA1, if there is a suspected concussion they are managed under the “Recognise & Remove” Protocol.”

The full document is available here: <https://passport.world.rugby/media/1yzhdyj5/hia-protocol-2024.pdf>

7.4.2. For Senior Trophy, Conference And All U18 Tournaments

As the entity with overall responsibility for the Tournament, Rugby Europe will apply the World Rugby '**Recognise and Remove**' concussion protocol during these Tournaments.

This means that, any player who has lost consciousness for any period of time or who is showing any symptoms of concussion (or suspected concussion), must be removed immediately from the Field of Play for care and monitoring and MAY NOT return to the Field of Play during the entire tournament Management of any concussion or suspected concussion will be conducted by the Tournament Doctor, who will liaise with the teams medics.

7.4.3. Players Baseline Assessments

Baselines for all players are highly recommended for those not competing in events with HIA protocol, and mandatory for the latter. Also, concussion risk stratification must have been completed on all Players, at least annually, to support concussion management on an individual basis.



7.5. MEDICAL PROTOCOL - MATCH DAY SIGNALS

The following hand signals are to be used across the whole Tournament by all personnel involved with the management of injuries to all competing Players. All images have been retrieved from the [World Rugby Website](https://www.worldrugby.org/).

Call for the STRETCHER: - In the event of fractures, dislocations and severe soft tissue injuries

(move hands up and down by your side):



Front on view

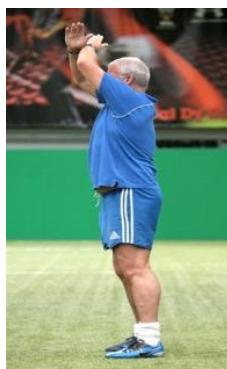


Side on view

Signal for BLOOD injury or management:



Front on view



Side on view

Signal for 'Recognise and Remove' (referee flexes and extends and abducted straight arm touching head three times):



Call for Match Day Medical Team including the resuscitation doctor for assistance with any suspected SPINAL INJURY:



Front on view



Side on view

7.6. HOSPITAL

Details of Hospitals and Other Medical Assistance will be provided at the Pre-Tournament Medical Meeting and communicated through each respective tournament Handbook.

Please note that if a player is required to be removed from the Field of Play and Taken to Hospital, the Team Manager must nominate a member of their staff to accompany the player for the duration.

Further, in the event that a player requires hospital treatment which extends beyond the length of the Team's stay in the Host Union, the Team Manager must nominate someone to remain with the player until such time as they can be repatriated.

THIS BEING THE CASE, THE TOURNAMENT DIRECTOR SHOULD BE IMMEDIATELY INFORMED.

7.7. RUGBY EUROPE INJURY SURVEILLANCE PROGRAMME

7.7.1.

Rugby Europe is committed to collecting and assessing injury data in the international Game. The aim is to monitor Match and training injuries sustained by every Team Member competing. The studies are conducted in the interests of the health and safety of the Players.

The recording procedures used in any study will be fully compliant with the international consensus statement on the definitions and procedures for epidemiological studies of injuries in Rugby. The reporting process is simple and requires the minimum amount of time from Team medical and fitness staff. Participating Unions will be provided with more details in advance of the commencement of the Injury Surveillance Programme (ISP).



It is a condition of participation that all Teams maintain full compliance with the ISP requirements for recording injuries and reporting Team Match and training exposures throughout the event time in order to ensure the high quality required for the database and the validity of the conclusions and recommendations resulting from the ISP.

7.7.2.

The Participating Union agrees to participate in the Rugby Europe ISP and to procure that its Team Members contribute thereto and that they confirm their agreement by way of the team member Consent Form.

It is a condition of participation that all Teams maintain full compliance with the requirements of this project to ensure that the data set is complete, and the conclusions drawn from it are applicable.

7.7.3.

The Rugby Europe Injury Surveillance Programme for 7s will be conducted by Roberto Murias Lozano (rmurias@ucjc.edu), who will contact Teams with further information.



8. ANTI-DOPING PROGRAMME

8.1. WORLD RUGBY REGULATION 21

The Anti-Doping programme and procedures to be applied at the Tournament are set out in World Rugby Regulation 21.

8.2. TEAM MEMBER CONSENT FORM

Each Player, even new players replacing, nominated in the Participating Union's squad travelling to the Competition is required to read and sign the Team Consent Form to confirm that they have read and understood their obligations regarding Anti-Doping Education and Training and taken the opportunity to review and understand this section of the Tournament Manual.

A copy of all participating Player passports is also required. The picture page of the Player is the only page required to be provided and must be clear. The copy of each Player's passport and the signed Team Consent Form must be completed and submitted no later than at the Manager's meeting to be held in the host city.

8.3. THERAPEUTIC USE OF EXEMPTIONS (TUES)

Prohibited substances or methods could nevertheless be subject to a TUE for all details see <https://www.world.rugby/keep-rugby-clean/banned-substances/tues>

Details for TUE submissions: Form available as **Appendix 4**.

Under Reg 21 and World Rugby manual World Rugby is the body delivering all TUEs, which may be submitted by email to TUE@worldrugby.org and antidoping@rugbyeurope.eu. If any part of the application is not suitable for transmission via these means then the application and/or accompanying supporting evidence may be posted to Chairman of the TUE Committee, 8-10 Pembroke Street Lower, Dublin 2, Ireland.

A copy of the granted TUE must be kept by the team manager at all times and another copy must be given at the Entry Check meeting of each tournament to the RE Tournament Director.

8.4. COMPETITION TESTING

You can be subject to an In Competition or Out of Competition testing see World Rugby Regulation 21 http://keeprugbyclean.worldrugby.org/downloads/Reg21_EN.pdf and World Rugby Handbook : <https://www.world.rugby/organisation/governance/regulations/reg-21>



8.5. ANTI-DOPING EDUCATION

All World Rugby anti-doping educational information and resources are available in English, French, Spanish and other selected languages in the resources section of the World Rugby Anti-Doping website <https://keeprugbyclean.worldrugby.org>. It is the responsibility of each Participating Union to ensure that each Player, Team Manager, Team Coach and medical support personnel who participates in the competition has either received or been given access to (in hard copy, electronic, or any other means) the World Rugby Anti-Doping educational resources in particular the World Rugby Anti-Doping Handbook.

The Participating Union is responsible for ensuring that any new Players, Team Managers, Team Coaches and/or medical support personnel who join its squad during the Tournament also receive a copy of the handbook.

8.6. OUTSTANDING ANTI-DOPING MATTERS

In accordance with Clause 34 of the Programme, it is the responsibility of each Participating Union to ensure that there are no outstanding Sample results, anti-doping rule violation cases and/or ongoing investigations in respect of Players or Persons (relating to possible anti-doping rule violations) who form part of or are intended to form part of the Participating Unions Team in respect of the Competition.

All Participating Unions shall not select a Player or Players to participate in the Competition if the Player or Players is/are suspended, even provisionally.

8.7. FURTHER INFORMATION / QUESTIONS

If any Participating Union requires any further information or has any questions on the Anti-Doping Programme, please contact David BAIRD-SMITH at antidoping@rugbyeurope.eu



9. ANTI CORRUPTION AND BETTING

World Rugby's Anti-Corruption and Betting Regulations (Regulation 6) as in force from time to time apply to the Tournament, all Team Members, Union/Rugby Europe personnel and Match Officials. These Regulations impose a number of restrictions and obligations on Team Members (including Team Management) in relation to betting, inside information and reporting, in particular. Rugby Europe may be conducting education sessions at the Tournament for Teams to assist them to understand the Regulations. These sessions will be in a similar format to the Keep Rugby Clean Anti-Doping education which World Rugby has previously conducted at the Tournament the past years. World Rugby Regulation 6 is available [here](#)

Rugby Europe will be in contact with Team Managers in relation to attendance by Team Members, including Team Management, at the Anti-Corruption and Betting educational sessions to be conducted during the Tournament.

All Players and Team Management will be required to sign a form confirming that they understand their obligations in relation to Anti-Corruption and Betting (Appendix 2).



10. MEDIA RULES

In order to promote the competition to achieve favourable coverage in Local and National and international Media, any Team Member, with the approval of their Team Manager of Participating Union, may communicate with media and provide television, radio or newspaper interviews, provided always that their comments do not bring the game of Rugby, Rugby Europe or the competition into disrepute.

In order to ensure consistent media management and a balanced Team approach, any request from media for interview, filming or conference on non-Match days, must be referred to Rugby Europe Communications Department (communication@rugbyeurope.eu) in advance for approval.

The host union is responsible to manage the media accreditation passes and could reserve the right to approve or deny any Media accreditation request. In this case, the host union must inform the Rugby Europe communication Department and motivate the decision.

The List of accredited media can be sent to Rugby Europe if requested for any purpose.

All video content of the competition (full game and highlights) is the ownership of Rugby Europe and cannot be given or used without Rugby Europe approval.

RUGBY EUROPE digital and social media platforms are the official channels of the competitions. Unions are responsible for reminding their Players and Management of the World Rugby and Rugby Europe Code of Conduct and all applicable rules regarding any comments made on Social Media (e.g., Facebook, Twitter, Instagram)

Unions are responsible for reminding their Players and Management of the World Rugby Code of Conduct, Rugby Europe Code of Ethics, and all applicable rules regarding any comments made on social media (e.g. Facebook, Twitter, Instagram)

10.1. COMMUNICATION DEPARTMENT

The Communication Department is responsible for all media and communications related activities (internal and external), including media operations and services, media management and relations, issues management, public relations, and editorial Services.

The Communication Department will provide Unions with communications tools (Press kits, press releases, logos, social media details...) to be used during the Tournament.

To achieve a wide and favourable coverage of the Tournament, Unions are asked to provide the Communication Department with all requested information and materials:

- Team (photo and player list)
- Union's communication elements (official logo, twitter accounts, communication contacts).



Unions are asked to collaborate with the Communication Department for the promotion of the Tournament through their own media and communications platforms.

The Communication Department can be reached by e-mail to communication@rugbyeurope.eu

10.2. MIXED ZONE OR PRESS CONFERENCE ROOM

Each Competition venue may have a mixed zone OUTSIDE of THE PLAYING GROUND between the pitch and the dressing rooms where accredited press can interview the players and staff after a game. Each mixed zone should be easily accessible from the dressing rooms, the media working areas and the media tribune.

Players and coaches shall be available in the mixed zone area.

If it's not possible to find place for mixed zone, the Press Conference room could be used.

The mixed zone area and Press Conference room must include a backdrop interview in accordance with the marketing and commercial rules.

The Mixed zone must follow the Return to Play Protocol requirements regarding social distancing.

10.3. PRE-GAME PRESS CONFERENCE

The captains and the coaches of both teams will make themselves available. Another player or staff member could be invited according to their past or their availability to speak the host union language.

The Press-Conference room must include a backdrop interview including Rugby Europe and its sponsors' logo and in accordance with the marketing and commercial rules. Post-match interviews must be conducted in front of a backdrop interview including Rugby Europe logo and in accordance with the marketing and commercial rules.

10.4. POST-MATCH INTERVIEWS

The Captain, Coach or any significant Player identified by the Communication Department may be required to attend a television interview immediately after the final whistle of each Match. This interview is usually conducted on the pitch or in the tunnel.

The above Team personnel may also be required to attend a post-Match interview, five to ten minutes after the final whistle.

Any interviews given by any Team Members within a Match Venue or the Training Venue shall be given only to a duly accredited media representative or broadcaster.



Post-match interviews must be conducted in front of a backdrop interview including Rugby Europe logo and in accordance with the marketing and commercial agreements. Rugby Europe provides with guidelines for the space layout.

Post-match interviews must follow the Return to Play Protocol requirements regarding social distancing.

10.5. PHOTOGRAPHERS AND PHOTO CONTENT

The Host Union is asked to have a or several official photographer(s) for the competition. The photographer(s) will be commissioned to cover the different parts of the event (press-conference, teams' arrivals, warm-up sessions, coin-toss, games, post-match interviews and conference).

For each game, the host-union is kindly asked to provide to Rugby Europe (communication@rugbyeurope.eu) and possible identified media a minimum of 10 pictures in high-resolution of each game – free of charge – for promotion and report of the game including: Pre-match, Action, Post-match mages.

Pictures will be shared by Rugby Europe with media and unions' media managers.

Photographers shall be considered as media and treated in the same process for accreditation and facilities access.

The photographers shall have the possibility to take match photos from different sides of the stadium during the match, giving them easy accessibility around the pitch however, they must be restricted from crossing the Technical Areas and have no access to Team specific areas of the ground. The photographers shall also have the possibility to take pictures during the post-game press conferences and in the mixed zone. The photographers' working area may combined with the Media Centre

Specific Bibs must be provided to photographers as well as a brief as to the areas they are permitted to work in.

10.6. BROADCAST AND STREAMING OF MATCHES

Based on Host Union Agreements, Host Unions are responsible for providing the broadcast production of the Tournaments.

Each Host Union has the right to appoint a Host Union TV broadcaster for the tournament. The participating organisations undertake that no operator will be allowed to film any images of the tournament without the prior express approval of Rugby Europe.

The Tournament matches will be broadcasted and lived streamed on Rugby Europe TV platform – www.rugbyeurope.eu. Certain Geographical broadcasting rights may be retained by the broadcaster. Rugby Europe will provide details of broadcast arrangements one week before the beginning of the Tournament.



If Participating unions are interested in broadcasting in their country, please contact Rugby Europe Communication Department – communication@rugbyeurope.eu

Teams wishing to film their matches and those involving other teams must seek permission from Rugby Europe 2 weeks before the competition including their needs in terms of video-feed. The Tournament Director will advise Team Analysts of an appropriate place from which to film.

Positional Priority will be given to the analysts from the teams participating in the match.

Teams will receive a copy of their match after each game. Timings could change according to local video-production organisation.

When a game or competition is broadcasted (TV or Internet), Unions and RUGBY EUROPE must receive recording files from the Host Union, provided to the Communication Manager or Tournament Director, 1 hour after the game is completed.

All video content of the competition (full game and highlights) is the ownership of Rugby Europe and cannot be given or used without Rugby Europe approval.

Please note that the use of Drones over the Playing enclosure to record Video footage (or for any other use), is strictly forbidden.

10.7 PLAYER OF THE TOURNAMENT AWARD

On each Tournament and at all divisions, there will be a Player Award (Men and Women) presented at the official banquet.



11. COMMERCIAL RULES

11.1. RESPECT OF THE RUGBY EUROPE COMMERCIAL RIGHTS

Rugby Europe is the exclusive, absolute legal and beneficial owner of the Commercial Rights of the Tournaments. Rugby Europe is exclusively entitled to exploit, retain, and distribute all revenues derived from the exploitation of such Commercial Rights.

The commercial rules cover all forms of media, including but not limited to print, advertising media, broadcast media, mobile telephony communications, wireless data services, and any and all internet media.

The commercial rules apply equally to Participating Unions, Teams and Team members.

For information, don't hesitate to contact Rugby Europe at marketing@rugbyeurope.eu

11.2. DEFINITION OF COMMERCIAL RIGHTS

RE Sevens	Means all Divisions of Rugby Europe Sevens Championships – Each level has a specific name (Championship, Trophy, Conference 1)
RE Sevens Commercial Rights	Means all commercial rights pertaining to the RE Sevens or a match, official training session or other official activity thereof;
Rugby Europe Commercial Rights	means together the Commercial Rights and, as the case may be, the RE Sevens Commercial Rights which are the property of RUGBY EUROPE & RUGBY EUROPE PROPERTIES;
International Feed	Means with respect to a match, training session or other activity, the international feed television signal originated by the host broadcaster, which signal produces a clean, true, and accurate picture of that match, training session or other activity (or part thereof) free of captions, tunes, words, logos, and any other graphic material save for the material authorised by the Parties;
Media Rights	Means the exclusive right to exploit world-wide and in all languages, all sound and moving picture rights (including, but not limited to, the International Feed) of any kind whatsoever whether now known or in the future created (including, but not limited to film, video, television, internet and mobile) in, of and pertaining to RUGBY EUROPE Events or a match, official training session or other official activity thereof, whether live or on delay or on demand;



11.3. MEDIA RIGHTS (TV AND STREAMING)

Rugby Europe is the owner of Media Rights of the competition.

The commercial rules cover all forms of media, including but not limited to print, advertising media, broadcast media, mobile telephony communications, wireless data services, and any other internet media.

All video content of the competition (full game and highlights) is the ownership of Rugby Europe and cannot be given or used without Rugby Europe approval.

The following principles are defined for RE Sevens 2024:

- The host union has the right to sell and retain revenue from domestic broadcast rights of the games.
- Rugby Europe has the non-exclusive right to sell and retain revenue from domestic streaming rights.
- Rugby Europe has the sole right to sell and retain revenue from overseas broadcast and streaming rights outside the Host Union including away games from participating teams.

Note:

- All digital platforms will have to respect media rights principles defined with geo-blocking the streaming out of domestic territories.
- Social media platforms cannot be used for live broadcast of the games.

Unions are asked to:

- Transfer all requests related to Media Rights to Rugby Europe for approval (such as but not limited to highlights and image capture of any kind).

Specific requests from Rugby Europe TV-partners could be asked for commercial purposes/matters. Costs related to these requests will be covered by Rugby Europe.

11.3.1. Digital Platforms

The Rugby Europe Website shall be the official competition website and Rugby Europe has the exclusive right to create a competition mobile application and social media channels.

Each participating team has the right to create a team-specific website, mobile app and social media channels, and sell derived advertising, respecting competitions exclusive sponsors.

Rugby Europe has the sole right to sell and retain revenue from official digital content created during the competitions (Live-video, highlights, V.O.D., Footage).



11.3.2. Participating Team Rights

Each Participating Team is permitted to display its sponsors on their Kit only (Playing and Training Kit). Each Participating Team undertakes to respect Rugby Europe commercial rules during the competitions.

The rules and regulations of a country may limit or restrict the content permitted on the playing kits or other materials displayed during the competition. Participating teams are responsible to obtain the information of local countries and adapt their Kits in accordance with local laws.

Political, religious, or xenophobic sponsorship displayed by a team or any official member of the delegation of the Union on the competition's Kit will be sanctioned by disciplinary and financial sanctions.

11.4. COMPETITION MARKS

Teams are required to display a 9 cm height Rugby Europe logo on the UPPER RIGHT sleeve of their playing jerseys (home and alternative).

Financial penalties will be applied to teams in case of non-respect of this rule (see art. 12.6)

The unions cannot transfer the use of this Mark to anyone, especially to commercial companies/partners.

The use of these logos is submitted to Rugby Europe approval for any project. Unions are invited to ask the original file/artwork to be used and to submit project for approval before production. No merchandising or commercial activities can include Rugby Europe logo.

Participating Teams are allowed to use it for the promotion of the competition. Rugby Europe Competition's logo must be included in promotion material developed (posters, interviews backdrop, match-programme, tickets, website...) in respect of following guidelines.



12. TOURNAMENT DISCIPLINARY REGULATIONS

12.1. DISCIPLINARY REFERENCE DOCUMENTS AND FRAMEWORK

Rugby Europe General Assembly has approved a new regulatory framework during its General Assembly held on December 4 and 5 2020, that entered in force from January 1st, 2021.

Rugby Europe Disciplinary regulations are placed under World Rugby Regulations and are composed of the following documents:

Terms of Reference of the Disciplinary Committee (available on request) :

- ⇒ Details structure of the Committee
- ⇒ Details its missions and duties

RE Disciplinary Regulations:

- ⇒ Renovated rules, aligned with WR practice
- ⇒ Appeal process

RE Code of Ethics:

- ⇒ A new document setting standards and defining ethical behaviour on and off the pitch from all stakeholders.

These documents must be read and its instructions followed for all disciplinary related cases for foul play and misconduct on Rugby Europe Sevens Tournaments.

They are all available under this section: <https://www.rugbyeurope.eu/rugby-europe-documentation/>

12.2. REMINDER ON TEMPORARY SUSPENSIONS AND CCW ACCUMULATION

As per Rugby Europe Disciplinary Regulations Section 4.2.3:

Where a Player has received over a single Tournament three yellow cards or a combination of three yellow cards and/or Citing Commissioner Warnings, this will constitute a red card and the appropriate sanction will be an automatic one to three weeks suspension.

Where a Player has received over a Serie of Tournaments five yellow cards or a combination of five yellow cards and/or Citing Commissioner Warnings, this will constitute a red card and the appropriate sanction will be an automatic one to three weeks suspension.
This is not cumulative.



12.3. BREACHES OF THE TERMS OF PARTICIPATION

12.3.1.

Participating Unions bear full responsibility for the actions of their Team Members.

12.3.2.

In accordance with the Terms of Participations (as defined in 1.1 of this Manual), disputes, issues and complaints (which do not relate to anti-doping, anti-corruption and betting, discipline and/or Misconduct or Rugby Europe Code of Conduct) shall be made in the first instance to the Tournament Director.

12.3.3.

Where a matter relates to the day-to-day administration and management of the Tournament, the Tournament Director may either deal with the matter himself (standard breaches) or, in the case of breaches and/or all other breaches of the Terms of Participation and/or disputes which he considers to be of a sufficiently serious or complex nature, shall refer such breaches to the Rugby Europe Competitions Department or Disciplinary Committee.

12.3.4.

For the purposes of guidance, the following levels of breaches have been identified which equate to the stage in the process where the matter shall be assessed:

A) Standard breaches: These are identifiable, individual standard breaches which if they arise will result in an automatic financial sanction which will be imposed by the Tournament Director in accordance with the Fines Table (in Section 13.5).

B) Non-standard breaches: These are multiple, repeated, aggravated, exaggerated and/or other breaches of a non-standard nature such that they alter the character of the breach(es) to the extent that a specific assessment of the breach(es) may, depending on the Tournament Director's assessment of seriousness of the breach, be warranted by the Rugby Europe Disciplinary Committee.

12.3.5.

Any financial sanction(s) imposed pursuant to this Section, may be withheld, deducted and/or set off from any payments and/or grants intended for the Participating Union as set out more particularly in the Participation Agreement.

Where the Tournament Director considers that the circumstance of a non-standard breach is of a sufficiently serious or complex nature, the Tournament Director may in the circumstances set out in this Section, refer a matter to the Disciplinary Committee.

12.4. STANDARD BREACHES

12.4.1.

If a Participating Union and/or its Team Member(s) commit a breach(es) of any of the Terms of Participation which are specified in the Fines Table below and such breach(es) does not have any of the features set out under Clauses 12.5 below, then the Tournament Director shall impose the specified financial sanction in respect of each breach on a per breach basis.



12.4.2.

The Tournament Director may impose a maximum financial sanction in aggregate of 5000 Euros if there are multiple members of the same Participating Union connected to a breach or incident. If the aggregate sanction in following the Fines Table will be in excess of this amount the matter must be referred to the Disciplinary Committee.

12.4.3.

For the avoidance of doubt, each of the Participating Unions and their Team Members acknowledges and agrees that the Fines Table in respect of the subject matter and the breach level (per breach); (i) is reasonable and proportionate in order to assist in achieving the compliance with the Terms of Participation and the orderly running of the Tournament, and to preserve the general integrity of the Tournament, (ii) represent a genuine pre-estimate of the loss and inconvenience flowing from such breach, and (iii) is commensurate with the seriousness and extent of the relevant breach.

12.4.4.

Appeals from the decision(s) of the Tournament Director in relation to standard sanctions:

A) There shall be no appeal in relation to (i) the level of a financial sanction(s) imposed pursuant to Clauses 12.3.1 and 12.3.2 above where such financial sanction(s) has been calculated for and applied in respect of each breach in accordance with the Fines Table; and/or (ii) of the Tournament Directors decision to refer a matter to the Disciplinary Committee.

B) If a Participating Union (on its own behalf and/or on behalf of its Team Member(s)) seeks to otherwise challenge a financial sanction imposed by the Tournament Director, they shall notify the Tournament Director in writing within 48 hours of their written decision, specifying reasons for the appeal. Any such appeals received in due time and not excluded pursuant to Clause 12.3.4 (a) above, shall be referred to the Disciplinary Committee.

12.5. NON-STANDARD BREACHES

12.5.1.

In addition to imposing fines in respect of standard breaches, which will result in an automatic financial sanction which will be imposed by the Tournament Director in accordance with the Fines Table, the Tournament Director shall also have the power, in their discretion, to refer to the Rugby Europe Competitions Director or Disciplinary Committee, breach(es) of any of the Terms of Participation committed by a Participating Union and/or any of its Team Member(s) which are:

- Not specified as having defined Financial Sanctions as set out in the Fines Table; or
- Involve a significant number of breaches (whether of the same nature or otherwise); or
- Involve a repeated breach by the same Participating Union or its Team Members (not arising from the same incident or Match) and whether of the same character or not; or
- Involve any other aggravating factors which may include but shall not be limited to intentional conduct, a large amount of exposure and/or involvement of multiple Team Members

12.5.2.

The Tournament Director shall notify the relevant Participating Union (or the Team Member(s) via their Participating Union), in writing of any referral to the Disciplinary Committee and the



reasons for such referral. The Participating Union (on its own behalf and/or on behalf of its Team Member(s)) may within 48 hours of such notification, send to the Disciplinary Committee (copied to the Tournament Director) any written documentation they would wish the Disciplinary Committee to consider. The Committee may proceed in the absence of any written submissions being received within the specified time period from the Participating Union and/or Team Member(s).

12.5.3.

Any matter referred to the Disciplinary Committee by the Tournament Director under Clause 12.4.1. will be processed as per the Article 5 “Misconduct” of the Rugby Europe Disciplinary Regulations.

12.6. FINANCIAL SANCTIONS

TYPE OF BREACH	Amount (in Euros) * Maximum fee claim		
	Championship	Trophy	Conference and U18
<i>*Reimbursement of broken items may be added to the fines payable to Rugby Europe.</i>			
GENERAL			
Failure or late arrival to attend official tournament meetings (including entry check meeting, managers meetings, medical meeting, etc)	2'000	1'000	500
Display of offensive, religious, racial, or political message either worn, in written or verbally by any of the team member	5'000	2'000	1'000
Any other(s) act(s) out of the pitch which are contrary to good sportsmanship or reflect an inappropriate behaviour from any team member; as defined by RE Code of Ethics	5'000	2'000	500
Non-compliance with Rugby Europe Terms of Participations	2'000	1'000	500
Non-Compliance with Rugby Europe Minimum Participation Criteria	1'000	500	300
VENUES (TOURNAMENT & TRAINING & HOTELS)			
Training at non-Official Training Venue without prior approval	2'000	1'000	500
Failure to guarantee Teams' / Players' / Officials' security	5'000	2'000	1'000
Damage to equipment / facilities (including out of stadium, i.e. Hotels)*	2'000	1'000	1'000
Non-compliance with RE requirements in terms of Medical/player welfare	5'000	2'000	1'000



Non-respect of accreditations rules, including Use of team member accreditation by non-accredited individuals	1'000	500	100
DOCUMENTATION/ INFORMATION			
Late submission of Player's Sportlomo Panel or Long List	2'000	500	200
Late or lack of submission of Eligibility document or any document required at entry check meeting	1'000	500	100
Late or incorrect submission of Tournament's Team Sheet and Delegation Consent Form	1'000	500	100
Non justified change on the Team sheet after submission	1'000	500	100
Late submission of Team Member personal information (per item)	200	100	50
Non-compliance with captain's photo specification (per item)	200	100	50
MATCH MANAGEMENT			
Non-compliance with Match Day Run sheet, including arrivals, submission of team sheet, coin toss, tunnel, etc	5'000	2'000	1'000
Non-compliance with directions of Tournament Director in Venue:	2'000	1'000	500
Breach in Team Kit Specification:			
- No number on jersey	2'000	1'000	500
- Unidentifiable numbers on jersey	2'000	1'000	500
- Non-respect of Kit and Bibs commercial rules	1'000	500	200
- Use of non-compliant clothing and equipment in Tournament Venues (sanction applied per item)	1'000	500	200
- Player using two different numbers	1'000	500	200
- Team having only 1 kit	5 000	3 000	2 000
Jersey colour conflict non-solvable	2'000	1'000	500
Loss/Damage of RE Bib	150	100	50
Non-compliance with Technical Zone rules	2'000	1'000	500
COMMERCIAL / MARKETING RULES			
Non-respect of commercial/marketing rules and RE sponsors requirements (including balls, boards, logos, per item)	2'000	1000	500
Non respect of RE brand guidelines and approval process before production	2'000	1'000	500



Promotion of non-compliant commercial marks during games (especially RE sponsors competitors)	5'000	2'000	1'000
Unapproved use of Rugby Europe Marks by participating Union and/or its commercial partner(s)	1'000	500	100
Use of ticket in non-compliance with the ticketing terms and conditions	2'000	1000	500
BROADCAST / LIVESTREAM			
Failure or delay to set up or deliver a broadcast/livestream video feed of the tournament (for RE.TV or TV-partners)	5'000	2'000	1'000
Non-respect of RE broadcast/live-stream requirements (cameras, quality, graphics, ...)	2'000	1'000	500
Failure to provide a copy of the match to RE Match-officials/teams after the game	1'000	500	200
Non-respect of Media-rights policy	5'000	2'000	1'000
MEDIA / COMMUNICATION			
Non-compliant use of tournament pictures and copyright	1'000	500	200
Release of information before embargo lift from RE	5'000	2'000	1'000
Non-attendance of a specific team member to an interview and/or Press Conference (per player) and/or Captain's Photo or any other Official Event mentioned by the tournament management	1'000	500	200
Late cancellation or amendments of any previously agreed Team commitments e.g. media, open/closed training session, public engagements	1'000	500	200

Participating Unions bear full responsibility for the actions of their Team Members.

12.7. PAYMENT

Any financial sanctions shall become payable immediately by the Participating Union concerned. In cases of non-payment, the fines and financial penalties may be enforced through the withholding of any monies otherwise owed by the Rugby Europe to the Participating Union.

The decision of the Rugby Europe Disciplinary Committee will be final and not subject to further appeal.



13. APPENDICES

App	Document	Who	When
1	Parental Form	To be signed by parent or legal guardian	For any player under the age of 18 at time of tournament, to be uploaded on Sportlomo and/or hard copy to be presented to Tournament Director/RE not later than 2 weeks before the Day 1 of the Tournament
2	Team Delegation Consent Information & Consent Form	to be signed by all players and management staff, including Teams Officials	Hard copies to be handed to the Rugby Europe Tournament Administrator or Tournament Director <u>on the day before the tournament at Entry Check-in.</u> Template will also be printed out from <u>Sportlomo with Team Sheet.</u>
3	Team Kit Specifications		To be duly completed and send to rugby7s@rugbyeurope.eu no later than one month before first tournament.
4	Therapeutic Use Exemption Form	To be completed by the Player and the Medical Practitioner, where applicable	To be electronically sent to antidoping@rugbyeurope.eu & tue@worldrugby.org before the tournament according to WR requirements
5	Declaration of Player's Eligibility	To be signed individually by all new Players	To be submitted by the Team Manager on Sportlomo <u>no later than two weeks before Day 1 of competition</u>
6	Forms for Player's Age Criteria Eligibility	To be completed and signed by all relevant people	To be submitted by the Team Manager on Sportlomo <u>no later than two weeks before Day 1 of competition</u>
7	Sportlomo User Guide		To be carefully read, understood and followed by all participating unions and team managers.
8	Competitions Formulas		

PLEASE NOTE THAT THE UNION CONSENT FORM NO LONGER EXISTS, THE UNION, BY SIGNING THE PARTICIPATION AGREEMENT, ALREADY GIVES ITS CONSENT

All forms are available on the shared Dropbox through the link :
<https://www.dropbox.com/scl/fo/wl8kvgxr2fpudnliagftb/h?rlkey=j8f9xawxzgl7szv468k40qjj2&dl=0>

