

## NORTH DIVISION ADMINISTRATIVE INSTRUCTIONS 2016-2017

### 1. Nominated League Contact

1.1 All clubs shall appoint an official to be known as the Nominated League Contact. Such person will receive all information in connection with the administration of the leagues. A club is deemed to have agreed that it has received information sent to the Nominated League Contact, who shall be responsible for disseminating the same to the relevant members of the club.

### 2. Match Result Cards

2.1 Both clubs in each game must complete a Match Result Card. The cards must be completed fully and legibly in capital letters to record the names of the squad showing the surname first followed by the first name. The names should be recorded exactly as they appear on the Official RFU Computerised Player Registration Listing.

2.2 Clubs are strongly advised to ensure they have an up to date copy of the Computerised Player Registration Listing for their Club, on the day of the match, in order to check the names of the selected squad against their list of Effectively Registered Players. N.B. The names written on the Match Card must replicate exactly the names contained on the Computerised Player Registration List.

2.3 The Match Result Card must be presented to the Referee for checking before the game. Any change made to the Match Card, after it is presented to the Referee requires the Referee to initial any such changes, and agreement to the changes approved by the opposition.

a) The Match Card must make it clear who are the designated Front Row (FR) Players, including Replacement FR Players. Failure to do so may incur a Fine.

2.4 N.B. Failure to present the Match Result Card to the Referee before the match is an offence, for which the penalty is a Fine of £25.00 on the first occasion liable to increase and/or deduction of League points on each subsequent occasion during the season.

### 3. Reporting Match Results

3.1 Both clubs shall telephone the match results to their League Secretary, no later than thirty minutes after completion of the game. Both clubs must also inform the League Secretary of the number of tries scored by each side.

3.2 After the game, the final score and the number of tries scored must be entered on the Match Result Card. The card should be signed by the Referee and the Officials of both clubs. The Match Result Card, with the agreement of the League Secretary may be scanned and then e-mailed to the League Secretary within 48 hours of the end of the game. N.B. Scanned copies must be fully legible, and be in a format, so as to be downloaded by the League Secretary without problems. If e-mailed, then in addition, the actual Match Card must be posted to the League Secretary, to arrive no later than 7 days after the end of the game. Where it is not practicable to use e-mail, then the actual Match Card must be posted to the League Secretary, to arrive no later than 5 days after the end of the game.

3.3 At level 9 and below, any Unregistered Player must have their date of birth written against their name on the Match Result Card.

#### 4. Fines

4.1 Offending clubs will be notified by the League Secretary of any fines imposed.

4.2 Failure to pay fines within the 28 days allowed will result in the fine being increased, and may result in the offending club having 5 Championship Points being deducted.

#### 5. Unplayed or Abandoned Matches

5.1 In the case of an Abandoned Match, the Home Club must provide the League Secretary with a certificate signed by the referee, indicating the time and score when the match was abandoned and giving reason for the abandonment. The League Secretary shall then notify the Organising Committee without delay. The certificate to be sent along with the Match Result Card to the League Secretary.

5.2 In the event of a game not being played, both clubs must contact the League Secretary, giving reasons for the non playing of the game.

5.3 Any club in default of these requirements will have sanctions applied in accordance with the schedule of fines and penalties currently approved by the Organising Committee.

#### 6. Postponed Matches

Where a home club wishes (or considers it may be appropriate) to postpone a match because of Pitch, Weather Conditions.

6.1 The home club must contact a RFU Referee as early as possible and in any event before 1700 on the day preceding the match to request a pitch inspection.

6.2 The Home club must also inform the Away club and the League Secretary that the match is in doubt due to the match being unplayable as a result of poor weather conditions (or the forecast of poor Weather Conditions) as soon as it is reasonably practicable.

6.3 A suitable accredited RFU Referee (not a person, whether a referee or not, who regularly acts as a club's Fourth Official or who is a member of the home club) must confirm the postponement after an inspection of the match pitch. Such a pitch inspection by an independent Referee must take place before the away club intend to travel to the fixture.

6.4 If the inspecting Referee decides the pitch is unplayable and/or likely to be unplayable before 1700 on the day preceding the match, the home club must immediately inform the RFU, the Organising Committee (or it's delegate) and the Match Officials as well as the Away club. If the Referee decides the pitch is unplayable after 1700 on the day preceding the match the Home club must immediately notify the away club, the Committee and the Match Officials. Alternatively if the inspecting Referee deems the pitch playable and/or likely to be playable the Home club must act on that judgement and notify the Away club accordingly.

6.5 When a late decision (i.e. within 3 hours of kick off) as to the fitness of the pitch for playing a match is necessary, the decision shall be made by the captains of the teams involved. If the captains agree for the match to proceed, the referee is still entitled to decline to referee any match on safety grounds or any other substantial reason. If one or both of the captains do not agree for the match to proceed, the match will not be played and the matter will be referred to the organising committee to decide upon what action shall be taken in accordance with RFU regulation 13.6.11

Any match that is not played on the grounds that the pitch was unfit and for any other substantial reason, shall be notified by the home club to the league secretary ( or relevant organising Committee in the case of cup competitions ) within 48 hours of the decision not to play the match together with the view of the referee of the fitness of the pitch and the provisions of RFU Regulation 13.6.11 shall apply

6.6 Where the above procedure is not followed the Home club may be deducted 5 league points and the match will be rearranged.

6.7 Where a ground is pronounced unfit or is unavailable for play and the scheduled match is the first of the two games in the season between the clubs, the venue shall (where time allows) be reversed if the oppositions pitch is fit and available for play. The Home club shall be the Club upon whose pitch the game is played. In certain circumstances, where it is deemed necessary, the organising committee may rule that a game takes place at a 'neutral venue' in order to ensure that a fixture takes place on a specified date.

## 7. Games to be Played or Replayed

7.1 Any match ordered to be played or replayed for whatsoever reason shall be played on the next available Saturday unless the Organising Committee directs otherwise. The League Secretary shall determine the date and notify the clubs as soon as the requirement is known. Any appeal concerning this must be lodged within forty-eight hours of being notified of the date.

7.2 The Organising Committee may declare a specific weekend 'unavailable' where it falls close to a public holiday or where it is considered inappropriate to play for other particular reasons. Prior to the start of the season details will be published on the [rfunorth.com](http://rfunorth.com) website of those dates, which not, under any circumstances will League games be allowed to take place.

7.3 League matches may be played over the Christmas and New Year period and on Easter Saturday by agreement between the clubs. Any such agreement must be advised to the League Secretary. In certain extreme circumstances, these dates may also be designated by the Organising Committee as available dates for the playing of previously Unplayed or Abandoned matches.

7.4 Clubs playing in 12 home and away leagues or less may request that a specific non league Saturday be not designated a next available Saturday by written request to the Organising Committee and no later than 30 September 2016. League Secretaries are not empowered to grant requests of this nature. Clubs playing in 14 home and away leagues may not request that a specific non league Saturday be designated for not playing league games. Clubs should also note that the season ends on 29<sup>th</sup> May 2017 and as such, if found necessary, Clubs will be expected to fulfil league matches during the month of May 2017

## 8. Registration

8.1 When a club has registered a player on-line, it must send a copy (photocopy, fax or scan) of the signed registration document to the League Secretary within 14 days of the date of signing.

8.2 Any club in default of this requirement will have sanctions applied in accordance with the schedule of fines and penalties currently approved by the Organising Committee. They will also have the Registration cancelled until such times as the Organising Committee decides.

## 9. Appeals and Complaints

9.1 Primary decisions are made by the League Secretary. If the club does not agree with the decision of the League Secretary or wishes to present mitigating circumstances, it may appeal to the Organising Committee. All appeals must be in writing and should be addressed to the Secretary of the RFU North Competitions Committee and must be lodged within seven days (48 hours in the case of decision involving the next available weekend) of receiving notice of a decision. A fee of £75 is required (£100 Oral Hearing), and no appeal or complaint will be heard if the cheque does not accompany the application. Cheques should be made payable to the RFU North Competitions Committee. The club concerned must also notify the League Secretary of their appeal. The appeal fee may be returned if the appeal is upheld.

## 10. Clubs wishing to join Leagues

10.1 All clubs wishing to join the English Clubs Championship must apply in writing to the Secretary of the RFU North Competitions Committee no later than 1st April to qualify for the next season. By this date, the club must have met all the entry criteria laid down in the English Clubs Championship Regulations and those applied from time to time by the Organising Committee. A list of fixtures played in the foregoing season, together with the results, and Constituent Body Approval, must accompany the application.

(Application Forms may be obtained from the Secretary of the RFU North Competitions Committee, or the Secretary of the Constituent Body of which the Applicant Club is a member).

10.2 No application for entry to the Leagues will be accepted from a University Club (or any other Educational Establishment) unless the Club is able to demonstrate to the Organising Committee that it has

- a) Completed a regular fixture list on Saturdays for over two seasons; and,
- b) It has a sufficient number of Players in residence locally to the Club and is able to fulfil matches during vacation periods; and
- c) It has a separate Constitution to the University's (or other such Establishment's) Athletic Union.

10.3 All Clubs wishing to join the Leagues shall lodge a bond of £200.00. £100.00 of which will be returned after reasonable fulfilment of the first season and the remainder after reasonable fulfilment of the second season as determined by the Committee.

## 11. Honouring Fixtures

11.1 Where a club cannot fulfil a fixture in strict compliance with the Regulations, for instance, those governing front row players, the provisions set out in Regulations of appendix 2 inclusive shall apply provided that the offending club advises the League Secretary before the scheduled start of the game and a game is played. The Organising Committee may at its absolute discretion order the game to be replayed if it deems it to be appropriate for any reason.

11.2 For the avoidance of doubt, lack of Players or insufficient Front Row Players with Effective Registration whether through injury, illness or because of work or other commitments shall not be deemed to be a justifiable reason for not playing or seeking a postponement of a League Match.

## 12. Unregistered Players

12.1 Three Unregistered Players may be selected as players or replacements without penalty at level 9 and below provided that they are eligible for registration. They must not be played again before effective registration is obtained

### 13. Grounds, Match Management and Permitted Personnel

13.1 Colour of strip – NB The North Organising Committee has ruled that in the event of a colour clash, it is the Home side who must change strip to avoid a colour clash.

13.2 Permitted Personnel – Regulations 13.7.6 and 13.7.7. All Clubs must take reasonable steps to prevent spectators from being in the playing enclosure. The only persons allowed in the playing enclosure between the touch line and the barrier are the touch judges, one Medical/Physio person per team, the Coach/Manager, the Replacements any two of whom may be water carriers and two ball boys. Coaches must not go onto the pitch during play without the permission of the Referee.

### 14. Kick Off Times

14.1 Kick off times will be 2.15 pm for the months of November, December, January and February and 3.00 pm for all other months. Variations in kick off times may be mutually agreed between the two clubs but the League Secretary and the Match Referee must be advised.

### 15. Warning of Possible Sanctions

15.1 The North Organising Committee is allowed to sanction any Club that does not comply with or adhere to the RFU Regulations and the North Division Administration Instructions/Rules. Although not an exhaustive list, the following are some of the sanctions the North Organising Committee are able to impose on defaulting Clubs: - A Fine / deduction of points in the current or following season / ordering a game to be replayed / awarding the match to the non offending side /determining the result of an abandoned match 'removal of a result from the league table 'awarding of points to a non offending side / incorrect Match Card details.

15.2 RFU Regulations and RFU Sanctions Guidelines give a more comprehensive list of the sanctions available to the North Organising Committee to impose.

15.3 Enforcement of regulations for two other offences now included.

(i) A club responsible for causing a match to go to uncontested scrums, shall be responsible for removing a player “ man off rule “

(ii) A club shall also be responsible for not exceeding the number of permitted interchanges “ rolling subs “

Both of the offences if breached will carry a five point deduction see appendix two of the Regulations.