



## Empire GU 7s Championship Series Tournament Host Responsibilities and Guidelines

These responsibilities and guidelines are meant to establish reasonable expectations between the EGU and its member clubs seeking designation as a Championship Series tournament.

The goals are (1) providing best practices so that the Series and individual Tournaments run smoothly (2) standardizing the Series experience where possible (3) showcasing the tremendous grassroots efforts to grow the game in the GU, and (4) encouraging earlier registration commitments by the Clubs for everyone's benefit. The Empire GU thanks you for undertaking the huge task of hosting and we look forward to working with you! Please direct any questions to [sevans@empiregurugby.com](mailto:sevans@empiregurugby.com).

Each of the Empire GU 7s Championship Series stops (EGU7sCS) shall have a club designated as Tournament Host. The Host is responsible for:

- designating a tournament director
- advertising & registration
- logistics & operations EGU & USA Rugby rules, requirements, and [eligibility regulations](#), including [sanctioning](#)
- execution & follow up

### Tournament Director

The Tournament Director is responsible for:

- organizing the event in line with EGU and USAR standards.
  - Each tournament should have its own rules and should be provided a month out from the event for review/approval by ED7s; in the absence of tournament rules the EGU Series Rules, USAR rules, and World Rugby will govern any disputes/issues.
- regularly communicating with the EGU's ED7s.



- o the format, pools, and schedule are subject to the approval of the EGU ED7s.
- o rankings within pools should be determined by previous EGU7sCS results
  - see appendix for pool play templates and play through structure
- regularly communicating with potential and registered teams regarding deadlines and relevant tournament information. Clubs should be:
  - o asked/reminded to encourage their referees be available to the society for summer scheduling.
  - o prepared to provide a competent touch judge for each game they play (with the exception of the championship game, when referees will be utilized).
  - o carrying liability insurance and all CIPP rostered persons have adequate medical/health insurance per USAR requirements.
  - o aware of how many games (win or lose) they are expected to play and that failure to play in any of these games (especially in the consolation bracket) may subject them to EGU disciplinary action.
- securing certified referees, assistant referees, and touch judges through the local society (and neighboring societies, if need be); identifying the Head Referee with the Society.
- verifying team and individual eligibility compliance the day of the tournament.
- monitoring all aspects of play, determining which teams progress on to subsequent rounds, settling disputes, and collecting information in the event of protests or challenges and reporting such information to the ED7s or a designated representative thereof.
- reporting the official scores and order of finish by Saturday night to the ED7s or a designated representative for verification and approval before posting

### Advertising & Registration

- Online registration should be up and running no later than two months prior to the event. The site should be user friendly with full details on your event including online payment.



- o The EGU will help by advertising the opening of the league season via email to its members.
  - Digital Assets (hi-res tournament and club logos) are to be provided to the EGU Executive Director of Sevens 2 months prior to the event.
- o Tournament hosts are expected to use their networks to advertise within the EGU and to surrounding GU's.
- o Registration fees are to be paid in advance to avoid last minute cancellations and minimize schedule changes.
- o Entries should be accepted through the Sunday before the tournament (see “schedules” timeline under Logistics & Operations).
  - Tournament host should check the USA Rugby CIPP Database as teams register to insure the club is CIPP enrolled.
- The tournament is open to all Empire GU clubs.  
The Empire divisions should be advertised as:
  - o EGU Women Open
  - o EGU Men Open
  - o EGU Men Social

## Logistics & Operations

The Tournament Host is required to provide:

- permits for field space
- insurance
- event sanctioning - see section about USAR rules, regulations, requirements
- regulation fields properly lined, marked, and with proper safety equipment
  - o including safety technical zones and 5m rope
- certified referees, assistant referees, and touch judges
  - o requests for referees should be made at least 4 weeks in advance from the event date

- ambulance and medical staff; ATCs are optional but cannot replace the ambulance requirement
  - if the [Emergency Action Plan](#) from the Host Application has changed it must be resubmitted to the EGU's ED7s at least 4 weeks prior to the event;
    - a copy should be on site in the main tournament admin area.
- regulation match balls, published tournament map clearly showing each pitch, all other necessary facilities such as bathrooms and concessions, and equipment
- game timeline and schedules - see appendix for pool play templates and play through structure.
  - all divisions should play out to 10<sup>th</sup> place
  - drafts to the ED7s and Head Referee the Wednesday before the tournament for review & revisions & scheduling assignments
  - final schedules to the registered clubs and published online the Thursday before the tournament

### Execution & Follow Up

- teams from outside the EGU are held to the same administrative standards as the EGU Division clubs but are ineligible to earn EGU7sCS points.
  - they may remain in the tournament standings but will be removed from the EGU final rankings posted.
- teams and their rostered players are required to check in on site.
- identities may be subject to verification during the tournament. Acceptable forms of identification include:



- o Original official ID with a picture: driver's license, government-issued non-driver ID, passport, military ID, global entry ID or other picture ID issued by a government agency.
- o Players who will be listed as Resident Players MUST show ONE of the following:
  - U.S. birth certificate OR copy of photo page of U.S. passport
  - Original or certified copy of Permanent (Green Card) or Conditional Permanent Resident Alien documentation (Conditional Green Card). Note: Documentation (i.e. letters of application) in reference to the pursuit of permanent or conditional resident status, in order to facilitate player participation in competition, shall not be allowed.
  - Resident Player Status Documentation as provided by USA Rugby
- computer and internet access on site is recommended, but not required, so that after pool play concludes updates regarding re-seeding and re-scheduling knock out rounds can be pushed out in real time to the registered teams.

### Recap: Tournament Director Event Timeline

- 60 Days Prior to Tournament
  - o Online registration up and running and link shared with ED7s
  - o Hi-Res digital assets to ED7s
  - o Begin event sanctioning process with USAR
- 30 Days Prior to Tournament
  - o Updated Emergency Action Plan (EAP) to ED7s (if there were any changes from the application)
  - o Request referees from local society (at least 30 days out)
  - o Tournament rules due to ED7s



- 5 Days Prior to Tournament- Monday of the week of the event
  - Close down online registration by noon
  
- 3 Days Prior to Tournament - Wednesday of the week of the event
  - Preliminary Draft Tournament Schedule to ED7s for review and revisions; if you're also hosting a Northeast event please sent to those ED's as well.
  
- 2 Days Prior to Tournament- Thursday of the week of the Event
  - Final Tournament Schedule & Empire Roster to all participating teams
  
- 1 Day Prior to Tournament - Friday of the week of the Event
  - ED7s selects Empire clubs/teams for day of roster/ID Check
  
- Tournament Day – Saturday
  - Email scores and rankings to ED7s by Sunday afternoon (the next day)