

## SOUTH WEST DIVISION ADMINISTRATIVE RULES SEASON 2006/7

These administrative rules apply to (i) all clubs playing in the English Clubs Rugby Union Championship (" the E.C.C.") within the South West Division and (ii) all matches played in the E.C.C. and are subject to the Regulations thereof or any amendment thereof which may be made by the Rugby Football Union ("the R.F.U.")

### 1. Nominated Contact

- 1.1 All clubs shall appoint an official ("the nominated contact") to 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 its nominated contact who shall be responsible for disseminating the same to the relevant members of the club.
- 1.2 Any change in the identity of a nominated contact shall be notified immediately in writing to the First Eleven Sports Agency ("First Eleven") at the South West Administration Office, P.O. Box 11, READING RG6 3DT and the Competitions Manager of the R.F.U. Until such time as a club has so reported a change it shall be deemed not to have changed its nominated contact.

### 2. Reporting of Match Results

The result of every match played shall be reported as follows:

- 2.1 **By telephone** on the day of the match the home club **must** notify First Eleven on **0845 226 0411** as soon as possible after the match **and in any event before 5.30pm** if the match is played on a Saturday. If a match is played on any other day then the result **must** be telephoned to First Eleven within one hour of the conclusion of the match. Clubs should also telephone First Eleven and give advance warning that any deadline for reporting cannot or is unlikely to be met due to any justifiable reason.
- 2.2 **Match Result Card** which is to be completed as to the **first names and surnames of the teams and all replacements in BLOCK CAPITALS.**

- 2.2.1 The card is to be presented to the match referee before kick off.
- 2.2.2 At the conclusion of the match, record the final score and have the card signed by the match referee and a properly authorized official of each club.
- 2.2.4 Send the prepaid card to First Eleven no later than first post on the Monday following the match.  
**It is not the responsibility of the match referee to post the Match Result Card.**
- 2.3 Failure to report the match result as set out above will incur a fine of £25.00 for each offence. A club may be further fined if it persistently fails to correctly complete match result cards.
- 2.4 The imposition of a fine will be notified by Recorded Delivery Post to the nominated contact. Failure to pay the fine by the end of the following month (except where an appeal has been properly lodged) will result in the deduction of two (2) competition points. If a fine or fines is/are outstanding at the end of the season this may result in a recommendation to the R.F.U. that the club be suspended from E.C.C. or that there be an initial deduction of competition points in the following season.
- 2.5 For the avoidance of doubt, clubs playing in leagues **where player registration is not required** must comply with the requirements of "Reporting of Match Results" above but may use an abridged card to record the final score in the match.

- 2.6 **Match Officials** are requested to ensure that Match Result Cards are handed to them (completed as mentioned above) prior to kick-off, and at the conclusion of the match they enter the score, sign and return the cards to the teams. If the match is **abandoned** for any reason OR proceeds with **uncontested scrummages** to note on the cards:  
**The number of minutes played and the score in the match at the time of abandonment OR at the first uncontested scrum.**

Match Officials are advised not to discuss or offer opinions on these Rules or the E.C.C. Regulations.

### 3 **Rescheduled Matches**

All matches shall be played (subject to the availability of a pitch and referee) on the dates/weekends specified in the Fixture Schedules issued by the S.W. Division Organising Committee at the start of the season, unless agreed otherwise with the SW Division Organising Committee. It is the responsibility of the home club to ensure the availability of a referee and a pitch whether that be their normal home ground or elsewhere.

- 3.1 Where it is necessary for a match to be rearranged, due to the scheduled match being postponed or abandoned, the clubs will be informed of the new date for playing the match by First Eleven within seven (7) days of the original date. This will normally be the next non-league weekend. If either club does not accept the new date **they must appeal (within three days of being so notified) to their League Secretary** whose decision shall be final. If a club so lodges an appeal they shall advise the opponent club at the same time as the appeal.

Clubs will be allowed to nominate up to two non-league weekends when they will not be able to play rearranged matches. These nominations must be made in writing to First Eleven, giving a minimum eight (8) weeks notice and if such notice is not given such nominations will be ineffective. Clubs **may not** nominate a weekend which is laid down in the Structured Season as a playing weekend which shall be deemed to include the “play-off” weekends where “play-offs” occur in a particular league.

#### **4. Postponed and/or Abandoned Matches**

4.1 Prior to the day of a match, no match shall be postponed, for whatever reason, before and without consultation with the appropriate League Secretary. Such consultation shall be conducted by the nominated contact. Where the issue is the condition of a pitch the League Secretary may, at his absolute discretion, require that the home club arranges or accepts a third party arrangement, for a pitch inspection by the match referee or, when unavailable by a neutral referee.

4.2 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 opposition’s pitch is fit and available for play. The home club shall be the club upon whose pitch the game is played.

#### **5. Reporting of Postponed and/or Abandoned Matches**

5.1 Both clubs shall report the postponement or abandonment to its League Secretary as soon as possible giving full reasons, and in the case of an abandonment, the score and the time elapsed in the game before it was abandoned.

5.2 Separately and additionally, the home club shall notify First Eleven of any postponement or abandonment of a match. If a match is postponed at any time before 2pm on the day of the match such notification shall be made before 3.30pm on the said day.

5.3 Where a match is postponed after 2pm on the day of the match and no prior notification has been given in accordance with the preceding sub-clause a fine and/or a deduction of competition points may be imposed.

## 6. Change of Club's Name

6.1 Any Club wishing to change the name under which it wishes to play in the E.C.C. must satisfy the RFU regulations before informing the SW Divisional Organising Committee. Any notification received after the 1 May by the SW Divisional Organising Committee will be ineffective for the following season.

## 7. Appeals

7.1 Any club wishing to lodge an appeal against the decision of a League Secretary with the S.W. Appeals Committee shall do so by submitting their appeal in writing to First Eleven, (South West Administration Office) at P.O. Box 11, READING RG6 3DT within seven days of the receipt of the decision being appealed. A cheque in the sum of Fifty pounds (£50.00.) payable to "South West RFU Competitions" must accompany the notice of appeal and will be refunded if the appeal is upheld.

**Reminder** - the time period for lodging an appeal in relation to the re-arrangement of a match is three days.

7.2 A club wishing to appeal to the RFU against a decision of the S.W. Division Disputes Committee must do so in accordance with E.C.C. Competition Regulation 21.

### Notes:

Apart from registration of players and telephoning of match results a club's first point of contact over the interpretation of these Rules or any E.C.C. regulation is their League Secretary. Up to date details of League Secretaries are published on the S.W. Division's website:

[www.swrugby.co.uk](http://www.swrugby.co.uk)

Player Registration forms must, on completion, be sent to The Registrar,  
First Eleven, P O Box 11, READING RG6 3DT  
marked "Rugby Registrations". **Faxes will not be accepted.**

Special arrangements apply in respect of the receipt of "Expedited Registrations" – contact First Eleven for details.

All enquiries regarding player registration must be made, preferably in normal office hours Monday – Saturday, to the Registrar at First Eleven by; telephone (0845 226 0411) or fax (0845 226 0511) or email ([rugby@firsteleven.co.uk](mailto:rugby@firsteleven.co.uk)).