

SOUTH WEST DIVISION ADMINISTRATIVE INSTRUCTIONS 2016/17

These administrative rules apply to (i) all clubs playing in the English Clubs Rugby Union Championship (“ the Leagues”) organised and managed by the South West Organising Committee (SW Committee) and (ii) all matches played in the E.C.C. by those clubs.

These rules and the E.C.C are subject to the applicable Rugby Football Union (RFU) regulations and any amendment thereof

1. Nominated League Contact

- 1.1 All clubs shall appoint an official (“the Nominated League 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 League Contact who shall be responsible for disseminating the same to the relevant members of the club. Such official must have access to and have a readily accessible email account able to receive information from the South West Administration office
- 1.2 Any change in the identity of a Nominated League Contact shall be notified immediately to the South West Administration Office via the SW website. Until such time as a club has so reported a change it shall be deemed not to have changed its nominated contact.
- 1.3 Any failure to advise the South West Administration Office of the correct nominated contact for season 2016/17 by the 1st July 2016 and any change in the identity of the nominated league contact within 21 days of its occurring shall be liable to a minimum fine of £50.00 (or such greater fine as the SW Committee shall decide)

2. Reporting of Match Results

The result of every match played and the number of tries scored by each team shall be reported as follows:

- 2.1 **By telephone** on the day of the match the home club must notify the South West Results Service on **01822 678 007** as soon as possible after the match **and in any event before 5.30pm** if the match is played on a Saturday. (However note the earlier deadline for reporting postponed and abandoned games in Rule 5) The home club is responsible for gathering details of the number of tries scored by both teams **BEFORE** telephoning the results service. If a match is played on any other day then the result must be telephoned to the Admin Office within one hour of the conclusion of the match. Clubs should also telephone the Admin Office and give advance warning that any deadline for reporting cannot or is unlikely to be met due to any justifiable reason. Results may also be communicated by SMS text message to 07797 800 102 by the same deadlines.
- 2.2 **By Match Result Card** which is to be completed with the surname and first name of each player/replacement listed in **BLOCK CAPITALS** as specified on the card.
 - 2.2.1 The card is to be presented to the match referee before kick off.
 - 2.2.2 Send the prepaid card to the South West Administration Office. Any card not received by the Friday following the match will incur a penalty fine of £25

It is not the responsibility of the match referee to post the Match Result Card.

In the event that a match card is lost or otherwise unavailable on the day of the game the details should be put in a letter and posted to the admin office

- 2.3 Failure to report the match result as set out in 2.1 and 2.2 above will incur a fine of £25.00 for each offence. A club will be further fined if it persistently fails to correctly complete the required match result cards.
- 2.4 The imposition of a fine will be notified to the nominated contact. Failure to pay the fine within 14 days (except where an appeal has been lodged within 14 days of notification of the imposition of a fine) will result in further sanctions being imposed and the fine still being outstanding. If a fine or fines is/are outstanding at the end of the season this may result in a recommendation to the RFU that the club be suspended from E.C.C. or that there be a deduction of League 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 a note should be made on the cards:

The number of minutes played and the score in the match at the time of abandonment OR at the first uncontested scrumage must also be recorded

Match Officials are advised not to discuss or offer opinions on these rules the regulations applicable to the Leagues or their meaning or interpretation. Any view opinion interpretation or ruling made by a Match Official in relation to these rules or League regulations should not be relied upon or bind the SW Committee or the RFU.

- 2.7 Any complaint or observation on the score (including bonus points) as recorded on the Match Result Card must be made to the League Secretary, in writing, within 21 days of the game being played.

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 SW Committee at the start of the season, unless agreed otherwise with the SW Committee. It is the responsibility of the home club to ensure the availability of a referee and a pitch whether that be its 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 the SW Administration Office within seven (7) days of the original date. This will almost invariably be the next available non-league weekend. If either club does not accept the new date it **must ask for a review (within three days of being so notified) by its League Secretary** whose decision shall be final. If a club so lodges an application it shall advise the opponent club at the same time.

Clubs in leagues of 13 or 14 will not be allowed to nominate any non-league weekends as unavailable for re-arranged League matches. Clubs in 12, or less, team leagues will be allowed to nominate up to one non-league weekend when they will not be required to play rearranged matches. This nomination must be made to the SW Administration Office via the website or the appropriate form, giving a minimum eight (8) weeks' notice. If any application is not made with the requisite notice such nomination 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 nor any other weekend where a re-arranged game has already been scheduled. Where appropriate a weekend also includes any following Bank Holiday Monday.

4. Postponed and/or Abandoned Matches

- 4.1 No match shall be postponed, for whatever reason, before and without consultation with the Clubs' 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 there is a possibility that any game could be postponed for any reason the Club seeking such postponement must keep the Club against which the match was to be played fully informed through its Nominated Contact of the proposed potential postponement and any action taken and decision made. Where in the opinion of the SW Committee a Club has not complied with this rule and the other Club has suffered a resultant loss or cost that could have been avoided the SW Committee may at its discretion require that the Club which has failed to comply with this rule should compensate the other Club to the extent of its cost or loss.
- 4.3 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 and provided the reverse venue is not being utilised for another match in the Leagues) be reversed if the opposition's pitch is fit and available for play. The South West Administration office must be advised prior to kick off. 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 SW Administration Office before kick off of any postponement or abandonment of a match on the day it occurs and if it is cancelled by 2.00 p.m the day of the match by 3.30 p.m.

- 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-clauses a fine and/or a deduction of League points may be imposed.

6. Unplayed Matches

- 6.1 Where a Club declines or refuses to fulfil a fixture for reasons unacceptable to the SW Committee it will (subject to its right to apply for a review) be liable to a fine, League points' deduction, relegation by one or more leagues or other penalty (including one or more penalties for the same offence) or sanction as is deemed appropriate. Any such League points' deduction will not be limited to a deduction of five points where a harsher penalty is deemed appropriate.
- 6.2 Where a club at level 8 or below plays a match as a friendly with borrowed or unregistered players, the match will be awarded to the non offending club but the defaulting club will NOT suffer a points deduction PROVIDING the intention to do this is reported to SW Administration Office before the scheduled kick off. There is then no requirement to telephone the match score afterwards as it will be recorded as a 0-0 win.
- 6.3 Where a Club declines or fails to fulfil 25% or more of the fixtures it had scheduled at the start of the season for reasons unacceptable to the SW Committee it shall be recommended to the Competitions Committee of the RFU for expulsion from the Leagues and its league results be expunged from the League with immediate effect. Teams may and are encouraged to play the remaining fixtures as "friendlies", but the results will not be included in the tables. The committee may, at its discretion, recommend to the RFU Competitions Committee that the team be excluded from membership of the leagues in the following season

7. Change of Club's Name

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

8. Carrying over of sanctions to the following season

Where a club fails to fulfil a fixture, plays an unregistered player or is subject to any other sanction which involves the deduction of points after the end of season transfer deadline, the League Secretary may decide to carry such deductions over to the start of the following season.

9. Reviews

- 9.1 Any club wishing to lodge an application for a review against any decision of a League Secretary shall do so by submitting their application in writing to the South West Administration Office or such other person or firm as may be notified to the Clubs within seven days of the receipt of the decision being challenged. A cheque in the sum of Fifty pounds (£50.00.) payable to "South West RFU Competitions" must accompany the application and will be refunded if the review rules in the club's favour.

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

9.2 A club wishing to appeal to the RFU against a decision of the SW Committee must do so in accordance with RFU Regulation 13.10.

10. Clash of shirts

Under RFU Regulation 13.6.3 the South West Divisional Organising Committee has ruled that in the event of a clash of kit colours the **AWAY** team will change.

11. Kick off times

Normal kick off times (unless both teams agree a variation) will be 3pm in September, October, March and April; 2.30pm in November and February and 2.15pm in December and January.

Notes: Apart from registration of players and telephoning of match results a club's first point of contact in relation to the interpretation of these Rules or any regulation in relation to the Leagues is its League Secretary. Up to date details of League Secretaries are published on the S.W. Division's website: www.swrugby.co.uk

*Player Registration forms must, on completion, be sent to SW Registrations at the SW Administration Office, P O BOX 3781, SWINDON, SN2 9GW. **Faxed/Emailed forms will not be accepted for seven day registrations.***

Special arrangements apply in respect of the receipt of "Expedited Registrations" – contact the South West Administration Office for details.

All enquiries regarding player registration must be made, preferably in normal office hours Tuesday – Saturday, to the Registrar at the South West Administration Office by; telephone (01822 678 272) or fax (0845 226 0511) or email admin@swrugby.co.uk