



RUGBY EUROPE INTERNATIONAL XV CHAMPIONSHIPS
MEN & WOMEN 2024-2025

TOURNAMENT MANUAL

September 2024 Edition (2024-2025 season **v1**)

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FOREWORD



Dear participating teams,

It's a great pleasure to welcome you to the 2024-25 Rugby Europe competition manual for the Championship, Trophy and the Conference divisions for both Men and Women this season.

After a brilliant success of the Paris 2024 Olympics, which was a showcase for the 7s game globally, we are ready to kick off another season of XV action of our great game.

Rugby continues to grow, and I hope that your efforts that are put in to promote and project your national team's success will continue for another year.

We are still facing many challenges in our sport but it's great to see so many of you embrace it as a force for good with many dedicated individuals on and off the pitch come rain or shine.

Our competitions continue to develop and evolve to withstand these challenges, and we still strongly believe that we are stronger together and working in unity to promote our game, rugby.

This will be my final welcome to you as President at Rugby Europe but, as ever, I wish you the best of luck and enjoyment and hope to see you on the sidelines soon and it's been truly a great honour to see the game grow and see our teams progress over the years

I will be following all the action in your respective competitions, good luck!

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Octavian Morariu'. The signature is stylized and fluid, with a prominent vertical stroke and a horizontal stroke at the end.

Octavian Morariu
RUGBY EUROPE President
IOC Member

1. INTRODUCTION

1.1. TERMS OF PARTICIPATION

Participation to REIC is subject to Unions' signature of a Participation Agreement sent together with this Manual. The Rugby Europe Participation Agreement, the REIC Participation agreement, the REIC Manual and all its associated appendices form the full Terms of Participation of this competition. They may be amended from time by circular letter as required by Rugby Europe.

Rugby Europe bylaws, Disciplinary Rules and Code of Conduct must also be respected at all times.

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.

1.2. DEFINITIONS & INTERPRETATIONS

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

1.2.1. Definitions

Additional Match	Any play-off and / or repechage Matches forming part of the Qualification Process but which are not part of the REIC.
Citing Commissioner	Person appointed by RUGBY EUROPE to act (on the venue or remotely) as a citing commissioner on the REIC Matches.
Competition Anti-Doping Programme	The Anti-Doping programme promulgated by World Rugby and/or RUGBY EUROPE for the Competition and set out in these Terms of Participation in Section 10 and which sets out the anti-doping regulations which apply to the Competition and any Additional Match(es).
Competition Regulations	The regulations of the Competition as set out in Section 6 of these Manual.
Commercial Rights	The commercial rights in the REIC Competition as defined in Section 10.2 of these Terms of Participation.
Commercial Rules	The commercial rules of the REIC Competition as set out in Section 10 of these Terms of Participation.
Doping Control	All steps and processes from test distribution planning through to ultimate disposition of any appeal, including all steps and processes in between such as provision of whereabouts information, Sample collection and handling, laboratory analysis, therapeutic use exemptions, results management and hearings.
RUGBY EUROPE	Association Européenne de Rugby, the Regional Association, member of World Rugby, for Europe.
Force Majeure	Any circumstance not reasonably foreseeable at the date of this Agreement arising from or attributable to acts, events, omissions or accidents which are beyond the reasonable control of the affected party including without limitation, any strike or lock-out or industrial action of whatever nature (which is not due to any party to this Agreement including Team Members or any associates, agents, representatives or employees of such party), accidental fire, storm or tempest, act of God, explosion,

	sabotage, flood, earthquakes, subsidence, epidemic, pandemic, or other natural physical disaster, structural damage, failure of power supplies, riot, crowd disorder, act of terrorism, war, threat of terrorism, civil commotion or any legislation, regulation, ruling or omissions (including failure to grant any necessary permissions) of any relevant government, court or any competent national or international authority.
Host Union	A Union which hosts a Match
Illness	Medical disability arising during the Competition or a Match.
Image Rights	The name, nickname, image, likeness, photograph identifying characteristic and/or signature of a Team Member.
Injury	Physical disability arising during the REIC or a Match.
International Transportation	All transportation means used by the visiting Union to travel to the Host Union by crossing borders to reach the location of the Match
Local Transportation	All transportation means used by the Host Union to bring the Visiting Union delegation from and to the nearest international airport to the location of the Match, Hotel, and or others training facilities or Media meeting. This includes all transfers between sites related to the competition during the stay of the visiting Union
Local Rights	Those commercial rights in the REIC game granted by RUGBY EUROPE for exploitation by the Host Union.
Match	Match(es) to be played as part of the REIC, as further identified in the Match Schedule at Section 2.3 and any Additional Match.
Match Commissioner	The person in charge of the conduct of the Match and the representative of RE at each Venue. Participating Team Delegations are under its control from their arrival to their departure from the competition sites (Hotel, Match Venue, Training Venue).
Match Venue	The stadium, ground or place at which any Match is to be played for the purpose of the Matches and all areas required by RUGBY EUROPE.
Other Events	Shall mean the Team Managers' Meeting and such other events agreed between RUGBY EUROPE and the Host Union as official events or functions comprising part of the Competition.
Participating Union	Each of the national Rugby Unions of the nations who have qualified and/or been selected to participate in the REIC and/or any Additional Match and who have executed the Participation Agreement by the time requested by RUGBY EUROPE.
Team Kit	Each Team's playing kit, bandages and strapping and any uniform to be worn on any Match occasion or Other Event.
Team Liaison Officer	A representative of the Host Union for the purposes of ensuring that the legitimate requirements of visiting Team, For the avoidance of doubt in relation to Teams, this shall include, without limitation, accompanying the Team prior to and during the stay, 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 requirements of the Team on arrival at the Training Venue and Match Venues and otherwise. They are also called Single Point Of Contact (SPOC). Section 4.1.2.
Team Member	Any member of a Team including all Players and Team Officials.
Team Officials	Any of the Team Members who are not Players.
Terms of Participation	Shall mean this manual including all Appendixes, produced by RUGBY EUROPE in respect of the Competition containing the information required by Participating Unions, including but not limited to the Competition Rules.
Visiting Union	A Union which travels abroad to play a Match

2. GENERAL COMPETITION INFORMATION

2.1. COMPETITION FORMAT

The Rugby Europe International Championships is a Men's and Women's XV-a-side annual Rugby competition gathering the best European Rugby Nations outside of the Unions participating in the 6 Nations Tournament.

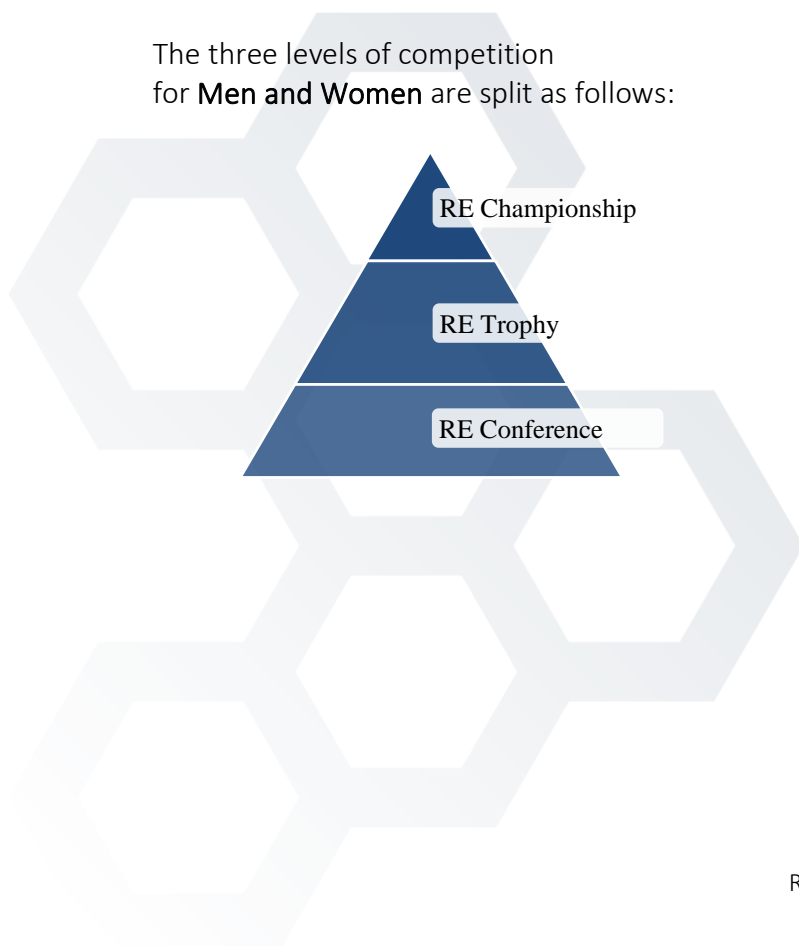
In 2024-25, The full REIC is comprised of three (3) different levels of competition for Men and three (3) for Women. These divisions reflect the level of performance of each Union, guarantee balanced matchups and ensure that players are not engaged on the playing field against opponents that would not match their physical and technical abilities.

A pathway exists to either move up or move down from one division to another one in the Men's competitions, to accompany the evolution of teams' performances. This pathway may be revised from time to time by the Rugby Europe Board of Directors depending on the context and the number of participating teams (see 3.5 Promotion and Relegation).

On the Women's side we gladly welcome this year the return of the Trophy and the appearance for the first time of the Women Conference division, played under a very flexible system to allow the participation of a maximum number of teams. As the overall Women's competition pathway has been recently disrupted, the promotion-relegation system is not yet implement but will be in a near future after a consolidation period.

At the completion of the Competition, the Winners of the Championship Division will be declared Rugby Europe **European Champion**.

The three levels of competition for **Men and Women** are split as follows:





RUGBY XV
MEN'S CHAMPIONSHIP
2025

In Men Championship, eight (8) participating teams compete in two pools of four teams. After three rounds of pool, teams will play semi-finals (First Pool A vs Second Pool B, First Pool B vs Second Pool A, Third Pool A vs Fourth Pool B, Third Pool B vs Fourth Pool A, then Final matches to obtain a ranking from 1 to 8).



RUGBY XV
WOMEN'S CHAMPIONSHIP
2025

In Women Championship, four (4) participating teams compete in a single round-robin system



RUGBY XV
MEN'S TROPHY
2024-2025

In Men Trophy, six (6) participating teams compete in a round-robin system, with a single home-or-away games format. 24_25 is the the first year of the cycle, for the season 25-26 the return matches will be played for the second year of the two years cycle.



RUGBY XV
WOMEN'S TROPHY
2024-2025

Women Trophy, Three (3) participating teams compete in a single round-robin system



RUGBY XV
CONFERENCE
2024-2025

In Men Conference, There will be five pools of 3, 4 or 5 participating teams to compete in a round-robin system, with a single home-or-away games format.

In Women Conference, Matches will be played between Unions willing to play test matches and all matches will be grouped under the “Women Conference” umbrella, with the ambition to play two test matches per team. There will be no “league” system where all teams must play the other teams competing Further details on this new division depending on number of teams upon signature of the Participation Agreement.

We need the new logo for women conference

2.2. DIVISIONS’ COMPOSITION

2.2.1. Men

Composition of the Men’s divisions based on the ranking from the last 2-year cycle of competition for the Championship division, from the ranking from last season for the other divisions. Seeding is defined both by the ranking and by the seeds available left by the promoted/relegated teams

Rugby Europe Men’s Championship (cumulated ranking 22/24)	
1	Georgia
2	Portugal
3	Romania
4	Spain
5	Netherlands
6	Germany
7	Belgium
8	Switzerland (promoted from Trophy)

Rugby Europe Men’s Trophy (cumulated ranking 22/24)	
1	Poland (relegated from Championship)
2	Sweden
3	Croatia
4	Czechia
5	Lithuania
6	Luxembourg (promoted from Conference)

Men’s Conference A	Men’s Conference B	Men’s Conference C	Men’s Conference D	Men’s Conference E
1. Latvia	1. Ukraine	1. Bulgaria	1. Israel	1. Slovenia
2. Finland	2. Austria	2. Moldova	2. Cyprus	2. Bosnia y Herzegovina
3. Denmark	3. Hungary	3. Serbia	3. Malta	3. Montenegro
4. Estonia	4. Slovakia	4. Türkiye	5. Andorra	4.Kosovo
5. Norway				

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2.2.2. Women

Composition of the Women's divisions based on the ranking of the previous season:

Rugby Europe Women's Championship	
1	Spain
2	Netherlands
3	Sweden
4	Portugal

Rugby Europe Women's Trophy	
1	Finland
2	Belgium
3	Germany

Rugby Europe Women's Conference

Futher details will be provided after the signature of Participation Agreements

2.3. COMPETITION SCHEDULES 2024-2025

For the latest information on competition schedules, please check www.rugbyeurope.eu

The information below is valid at the release date of the Manual and is subject to possible changes.

2.3.1. Men's Championship 2025

Pools :

Pool A	Pool B
A1. GEORGIA	B1. PORTUGAL
A2. SPAIN	B2. ROMANIA
A3. NETHERLANDS	B3. GERMANY
A4. SWITZERLAND	B4. BELGIUM

Match	Round	HOME	AWAY	Weekend
Pool A	Round 1	GEORGIA	SWITZERLAND	01-02/02/2025
Pool A	Round 1	SPAIN	NETHERLANDS	01-02/02/2025
Pool B	Round 1	PORTUGAL	BELGIUM	01-02/02/2025
Pool B	Round 1	ROMANIA	GERMANY	01-02/02/2025
Pool A	Round 2	GEORGIA	NETHERLANDS	08-09/02/2025
Pool A	Round 2	SWITZERLAND	SPAIN	08-09/02/2025

Pool B	Round 2	PORTUGAL	GERMANY	08-09/02/2025
Pool B	Round 2	BELGIUM	ROMANIA	08-09/02/2025
Pool A	Round 3	SPAIN	GEORGIA	15-16/02/2025
Pool A	Round 3	NETHERLANDS	SWITZERLAND	15-16/02/2025
Pool B	Round 3	ROMANIA	PORTUGAL	15-16/02/2025
Pool B	Round 3	GERMANY	BELGIUM	15-16/02/2025
Semi Final 1	SF 1-4	1st POOL A	2nd POOL B	01-02/03/2025
Semi Final 2	SF 1-4	1st POOL B	2nd POOL A	01-02/03/2025
Semi Final 3	SF 5-8	3rd POOL A	4th POOL B	01-02/03/2025
Semi Final 4	SF 5-8	3rd POOL B	4th POOL A	01-02/03/2025
Finals	Final 7th Place	Loser SF3	Loser SF4	16/03/2025
Finals	Final 5th Place	Winner SF3	Winner SF4	16/03/2025
Finals	Bronze Final	Loser SF1	Loser SF2	16/03/2025
Finals	Cup Final	Winner SF1	Winner SF2	16/03/2025

2.3.2. Men's Trophy

Trophy			
M9	LITHUANIA	LUXEMBOURG	26/10/2024
M5	SWEDEN	CZECHIA	26/10/2024
M2	LITHUANIA	SWEDEN	02/11/2024
M3	CZECHIA	CROATIA	09/11/2024
M4	POLAND	LITHUANIA	16/11/2024
M8	CROATIA	SWEDEN	16/11/2024
M7	CZECHIA	POLAND	23/11/2024
M14	CROATIA	LITHUANIA	23/11/2024
M6	LUXEMBOURG	CROATIA	30/11/2024
M10	POLAND	CROATIA	22/02/2025
M15	CZECHIA	LUXEMBOURG	08/03/2025
M12	LUXEMBOURG	SWEDEN	29/03/2025
M11	LITHUANIA	CZECHIA	29/03/2025
M1	LUXEMBOURG	POLAND	05/04/2025
M13	SWEDEN	POLAND	12/04/2025

2.3.3. Men's Conference

Conference A			
M4	DENMARK	FINLAND	05/10/2024
M2	ESTONIA	DENMARK	12/10/2024
M1	FINLAND	NORWAY	19/10/2024

M3	NORWAY	LATVIA	26/10/2024
M5	LATVIA	ESTONIA	02/11/2024
M7	DENMARK	LATVIA	19/04/2025
M9	LATVIA	FINLAND	26/04/2025
M10	ESTONIA	NORWAY	26/04/2025
M6	NORWAY	DENMARK	10/05/2025
M8	ESTONIA	FINLAND	10/05/2025

Conference B

M4	HUNGARY	AUSTRIA	21/09/2024
M2	SLOVAKIA	HUNGARY	26/10/2024
M5	UKRAINE	SLOVAKIA	09/11/2024
M7	HUNGARY	UKRAINE	12/04/2025
M9	UKRAINE	AUSTRIA	26/04/2025
M8	AUSTRIA	SLOVAKIA	03/05/2025

Conference C

M1	MOLDOVA	TURKIYE	28/09/2024
M3	TURKIYE	BULGARIA	05/10/2024
M4	SERBIA	MOLDOVA	05/10/2024
M6	TURKIYE	SERBIA	12/04/2025
M9	BULGARIA	MOLDOVA	18/04/2025
M7	SERBIA	BULGARIA	10/05/2025

Conference D

M4	MALTA	CYPRUS	05/10/2024
M2	ANDORRA	MALTA	TBC 30/11/2024
M5	ISRAEL	ANDORRA	01/02/2025
M8	CYPRUS	ANDORRA	05/04/2025
M7	MALTA	ISRAEL	TBC 05/04/2025
M9	ISRAEL	CYPRUS	TBC 26-27/04/2025

Conference E

M2	KOSOVO	MONTENEGRO	29/09/2024
M4	MONTENEGRO	BOSNIA	05/10/2024
M5	SLOVENIA	KOSOVO	12/10/2024
M8	BOSNIA	KOSOVO	05/04/2025
M7	MONTENEGRO	SLOVENIA	19/04/2025
M9	SLOVENIA	BOSNIA	26/04/2025

2.3.4. Women's Championship

M1	PORTUGAL	SPAIN	29-30/03/2025
M4	NETHERLANDS	PORTUGAL	05-06/04/2025
M3	SPAIN	SWEDEN	06/04/2025
M6	SWEDEN	PORTUGAL	12/04/2025
M5	SPAIN	NETHERLANDS	13/04/2025
M2	SWEDEN	NETHERLANDS	19-20/04/2025

2.3.5. Women's Trophy

FINLAND	GERMANY	19/10/2024
GERMANY	BELGIUM	15-16/02/2025 TBC
BELGIUM	FINLAND	05/04/2025

2.4. MATCH POINTS AND DETERMINATION OF STANDINGS

2.4.1. Classification points earned for each game played

- Win: 4 points
- Draw: 2 points
- Loss: 0 point
- Forfeit: 0 point, 5 points for the winner with a score of 28 - 0
- Bonus: 1 point. A bonus point will be awarded for scoring 3 tries more than the opposition OR for a loss by 7 points or less

2.4.2. In the event of a tie:

If two teams have same number of points the best ranked will be:

- The Union having a greater number of match points in the games played between the tied Unions
- The Union having scored more tries in the games played between the tied Unions
- The Union having best difference between points for and points against in all pool games.
- The Union having scored more tries in all pool games
- The Union having scored more points in all pool games

If three or more teams have same number of points, the best ranked will be:

- The Union having best difference between points for and points against in all pool games.
- The Union having scored more tries in all pool games
- The Union having scored more points in all pool games

2.4.3. Special rules for Knock-out games (play-off)

If the teams arrived at a tied game at the end of the full-time, the winner shall be determined through the following sequential criteria:

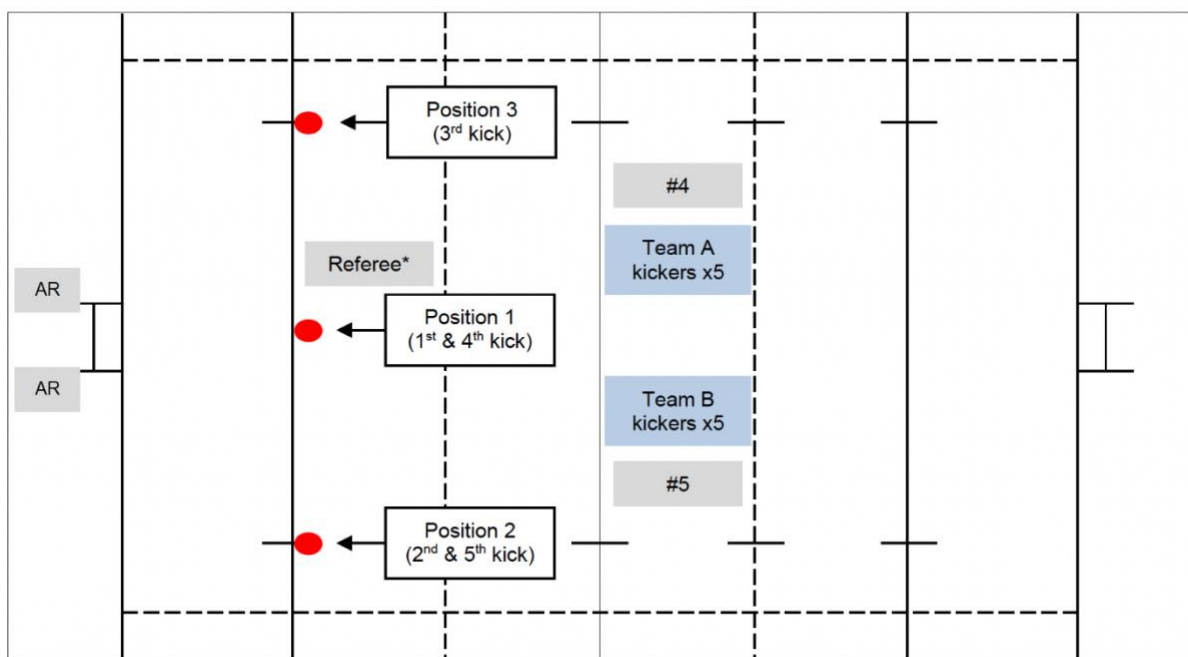
- Extra time, following an interval of 5 minutes, of 10 minutes each way (with an interval of 5 minutes) shall be played,
- If, after extra time, no winner can be declared, the winner shall be determined by the following method:
 - o The team which scores the most tries in that particular match is declared winner. If no winner can be declared then,
 - o The team which scores the most converted tries in that particular match is declared winner. If no winner can be declared then,
 - o Penalty shoot-out between the two teams, that penalty shoot-out shall take place as follows:
 - a. All players and Match Officials will remain on the playing enclosure. The referee will call the captains of the two Teams to the centre of the pitch and will conduct a coin toss. The winner of the coin toss then may either choose which Team kicks first (in which case the loser chooses the end at which all kicks will be taken) or choose the end at which all kicks will be taken (in which case the loser chooses which Team kicks first).
 - b. Each team captain must nominate 5 players to participate in the kicking competition. Only the 5 players nominated by the captains and present on the playing enclosure at the time of the completion of the extra time may take part in the kicking competition. No injured, substituted or dismissed player may take part at any time. The order in which the players kick does not have to be predetermined.
 - c. The Match Officials and Team Members will assemble on the halfway line. Team Members must remain behind the halfway line in the side of the playing area not used for the kicking competition. No one except the referee, two touch judges and two ball boys/girls are allowed in the part of the playing area being used for the competition.
 - d. The five players from each Team will place kick from three different points, all on the 22-meter line, as follows :
 - First point: directly in front of the posts
 - Second point: on the 15-meter line on the left-hand side facing the posts
 - Third point: on the 15-meter line on the right-hand side facing the posts
 - e. The referee will start the competition by calling the first player selected from the Team kicking first to the first kicking point. Once the player has taken the kick, the referee calls a player from the opposing Team to kick from the same point.
 - f. The next two players (one from each Team) will kick from the second point in turn. This will continue until all five players from each Team have kicked (the next players kicking respectively from the third point, first area and finally the second point), or until one Team is unable to equal the score of the other Team within the remaining number of kicks.
 - g. If there are an equal number of successful kicks once each Team has completed its five kicks, the competition continues on a “sudden death” basis, following the same order of kickers used in the first five kicks.

- h. The competition will continue two kicks at a time (one from each side), going progressively through the three kicking areas stated above (and repeating the process if necessary) until one player succeeds with a kick and the player from the other side taking the same kick misses it. Once this occurs, the Team of the player who succeeded with the kick will be declared the winner. Each of these additional kicks shall be taken by the same 5 players in rotation.

Throughout the kicking competition:

- Once a player has been handed the ball by the referee on the kicking point, they must take the kick within one minute. Should they take longer, the referee shall declare the kick void and therefore a miss.
- After each kick, the referee records the number of the player and whether or not the attempt was successful. The Match Commissioner will record the same details on the official Match Report.
- Whether or not a goal is scored from each attempt is the sole decision of the referee, who may at their sole discretion rely on the assistance of their touch judges. The referee's decision shall be final and binding.
- Once a player has completed their kick, they shall return to stand with their Team behind the halfway line in the side of the playing area not used.

Please refer to the diagram below which demonstrates the operation of the Kicking competition:



* Location of the Referee is approximate (centrally located between the 22m and 10m lines)

2.5. PROMOTION AND RELEGATION SYSTEM

A) Promotion-relegation for the Men Rugby Europe Championship/Trophy

The Rugby Europe Championship promotion-relegation runs over a two-year cycle. The last ranked team will be relegated at the end of the season **2025-2026** and the first Trophy team will be promoted.

The Rugby Europe Championship ranking over 2 years will be calculated on a new principle. Points will be awarded based on the finishing position of each team per year as follows :

Annual Final Ranking	Annual Ranking Points
#1	10 points
#2	8 points
#3	6 points
#4	5 points
#5	4 points
#6	3 points
#7	2 points
#8	1 point

Relegation To Men' s Trophy :

After completion of the two-year cycle, the team of Championship with the lesser points of the combined table will then be relegated to Trophy, as from template below :

Final Ranking Y1	Ranking Points Y1		Final Ranking Y2	Ranking Points Y2		Total Ranking Points
1	10	+	1	10	=	20
2	8	+	2	8	=	16
3	6	+	3	6	=	12
4	5	+	4	5	=	10
5	4	+	5	4	=	8
6	3	+	6	3	=	6
7	2	+	7	2	=	4
8	1	+	8	1	=	2

Tie Breaker system for Combined Final Classification (2 years cycle for Men Championship and Men Trophy):

- i) In the event of a tie between two teams, it should be determined according to :
 - The team with the better Ratio Win/Loss of the Head-to-Head matches of the two tied teams in all matches ; then
 - The team with the Best Point difference across all Matches ; then
 - The team having scored the Most tries scored in all Matches ; then
 - The team having scored the Most points scored in all Matches

- ii) In the event of a tie between three or more teams, it should be determined according to :
 - The team with the Best Points difference across all Matches; then
 - The team having scored the Most tries scored in all Matches; then
 - The team having scored the Most points scored in all Matches

Promotion to Men's Championship :

After the completion of the current new cycle, the Trophy team with the most ranking points cumulating pool ranking tables from 24/25 and 25/26 will be promoted to Championship 2027.

In addition to the sporting promotion, for reminder and as per the Board of Directors held on September 9th, 2021, promoted teams will also need to fulfill the following administrative “off the pitch” conditions:

- Minimum Participation Criteria for T&E in force at that time
- U18 and U20 XV Teams (Participation in WR U20 competitions, RE Championship or participation to qualifications is mandatory).
- Ability to play at home in February-March in a World Rugby approved natural/artificial pitch, or to play in a neutral venue
- Venue according to the Competition Manual requirements
- Ability to join the centralized media rights programme of Rugby Europe Championship
- Provisional balanced budget for the senior national team programme

If the first ranked team does not meet those criteria, then the last ranked team from the Championship is NOT relegated to the Trophy and the first ranked Trophy team is NOT promoted. Promotion will not be proposed to the second ranked team from the Trophy.

For the sake of clarity, those “off the pitch” criteria also apply to all teams already participating in the Rugby Europe Championship.

B) Promotion-relegation to the Men Trophy

The last ranked team of Trophy is relegated every year to Conference 1

The best two Conference winners willing to be promoted and meeting Minimum Participation Criteria are to play a playoff match at the end of the season to determine the promoted team. In addition, Conference winners must also declare at the beginning of the season and, at the latest by the Rugby Europe General Assembly, their intention to play for a promotion. As

Conference Pools have a different number of teams and matches, the detailed calculation to rank the teams willing to be promoted will be communicated in due time, and not later than December, 31st.

If one of the first ranked teams does not wish to be promoted, there is no play-off match. If none of the first ranked teams wishes to access the Trophy division, or none of the teams are meeting the Minimum Participation Criteria, the last of Trophy remains in the Trophy division.

C) Dates of Play-off match

The Conference play-off must be organized on the weekend of May 24-25, 2025. The team with the most ranking points will host the Play-off.

D) Promotion to the Men Conference

Possible promotion will be discussed at the end of the season with development teams.

2.6. QUALIFICATION TO WORLD RUGBY NATIONS CUP AND RWC2027

The four first ranked teams of the REC 2025 will be qualified to the Rugby World Cup 2027 and to the Nations Cup 2026. The fifth ranked team will be qualified to the Final World Qualification Tournament.

2.7. CALENDAR FOR SEASON 2024-2025 AND DEADLINES

Please see below the table of deadlines to confirm fixtures for Season 2024-2025. These requirements may be amended from time to time by Rugby Europe through official letters.

Failure to meet these deadlines will result in fines and possible Disciplinary Sanctions

REC Divisions	Weekend of Competition	Date, Cities and Venues	Kick off times
Men REC	Issued by Rugby Europe not later than 1 month After the Competition	August 31 st 2024	To be confirmed with Rugby Europe on Union's proposals by September 30 th 2024

Women REC	Pre calendar issued by RE not later than 1 week after the WREC and WTRO matches have been concluded 1 Month Window for Unions to confirm or issue change request	September 30th 2024	To be confirmed with Rugby Europe on Union's proposals by October 31 st 2024 Kick offs to be adjusted until 1 month before if necessary
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Trophy and Below	Weekend of Competition	Exact Day, Cities (Arrival Airport), Venues	Kick off times
Men & Women Trophy	Pre calendar issued by RE not later than 1 week after the last matches have been concluded 1 Month Window for Unions to confirm or issue change requests All Competitions weeks must be confirmed by July 15th at the latest	At least 2 months before each game	At least 1 month before each game
Men & Women Conferences	Pre calendar issued by RE not later than 3 weeks after the last matches have been concluded 1 Month Window for Unions to confirm or issue change requests All Competitions weeks must be confirmed by July 15th at the latest (M Conference only)	At least 2 months before each game	At least 1 month before each game

2.6.1 Principles

For REC, Rugby Europe applies a pre-defined calendar that follows the competition structure agreed by REC teams.

For all other divisions, Rugby Europe publishes pre-calendar according to core and back-up dates agreed with all Unions.

The Host Team has the right to request a change within the core and back-up dates during the windows defined by RE, and the visiting team must make herself available. RE must provide the final validation of any change request.

The principle of balance of matches between Autumn and Spring must be respected unless teams and RE agree otherwise.

Teams to play within RE core and backup dates, unless exception granted by Rugby Europe. Unions involved in the Rugby Europe Super Cup and Finland may play at different dates if necessary, because of calendar or weather incompatibilities.

2.6.2 Changes occurring after the deadlines

Depending on the timeline and reasons behind changes, disciplinary actions may follow.

When a change occurs **less than 2 months (previously 1 month)** before the Match Day, the responsible union will bear all extra costs related to this change. This includes the visiting union cost and Rugby Europe cost, and any other cost associated to the game.

2.8. POSTPONED, ABANDONED AND CANCELLED MATCHES

In the interests of the Teams, the commencement of Matches at the scheduled time shall be the priority in all instances. However, in circumstances deemed necessary by RUGBY EUROPE, Matches may need to be delayed, postponed, abandoned, or cancelled. All decisions in this regard shall be communicated to Teams / Referee by the Match Commissioner.

2.8.1. Postponement of an International Match for weather reasons

After full consultation with the Visiting Union, the Host Union shall have the sole right and discretion to determine whether an International Match shall be postponed on account of adverse weather conditions or the state of the ground. The Host Union must provide RUGBY EUROPE with a letter of the local authority (Impracticable ground).

RUGBY EUROPE could send an observatory to verify the exact conditions of the pitch.

When adverse weather conditions occur 24h before the match, the referee must decide if teams can or cannot play, in respect of the pitch conditions. Travelling and hotel expenses incurred by the Visiting Union if the match is postponed by the referee shall be paid by the Visiting Union.

2.8.2. Postponement of an International Match for any other reason

The request must be made in writing to Rugby Europe and must be motivated. In all cases, this request remains subject to Rugby Europe final approval. When the request is declined, this may result in a forfeit for the requesting party.

Timeline:

- When a request is proposed and granted more than one month before the scheduled kick-off, Expenses already incurred by others party (RE, Other Union, etc), if any, will be charged to the requesting party. Related Fines may apply as per the article 12.5 of this Manual.
- When a request is proposed and granted less than one month before the scheduled kick-off, Expenses already incurred by others party (RE, Other Union, etc), if any, will be charged to the requesting party. Related Fines will apply as per the article 12.5 of this Manual.

2.8.3. Abandoned or cancelled matches

If a Team is unable to play for any other reason than Force Majeure, refuses to play or abandons a Match in progress without the prior consent of the referee, the Match is forfeited. The match commissioner will write to report to RUGBY EUROPE and the Disciplinary Committee may take further sanctions.

Following a decision of Rugby Europe Board of Directors on June 2023, one or more forfeited game for reasons outside Force Majeure during a single season will lead to a fine up to 10,000 EUR and a suspension from competition. A second forfeited game in the same season will lead in addition to the fine, to a suspension from the competition for a period of one season. Further details in the discipline section 12.

2.9. MATCH STOPPED

In the event of a match being stopped, due to specific conditions, facilities (including but not limited to lighting problems, power cut, etc...) or inappropriate weather conditions (the decision can only be taken by the match referee World Rugby rule 5.10 (d), cannot be discussed and must be applied by the concerned Unions). The following will apply for pool Matches:

- (a) Where a Match has been stopped either at half-time or at any time in the second half or extra time as applicable, the result and any points and tries scored by each Team in the Match shall stand.
- (b) Where a pool Match has been stopped before or during the first half the result shall be declared a draw. In this instance, 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

For Play-off matches, RE Board of Directors will take a decision based on the report of the Match Commissioner.

2.10. ELIGIBILITY - AGE GUIDELINES

Rugby Europe strongly recommends that Players under the age of eighteen (18) do not participate in Adult Rugby. 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 in the World Rugby directive which can be found through the link and guidelines below:

<https://www.world.rugby/the-game/player-welfare/guidelines/age-grade>

Rugby Europe's position on Under 18 players playing Adult Rugby:

Any Under 18 players proposed by a Member Union in accordance with the requirements stated in the WR guideline MUST be a minimum of 17 years old for back row positions only. Players under the age of 17 will not be permitted to participate under any circumstances.

Players under the age of 18 cannot, under any circumstances, play front-row positions.

Guidelines to require a dispensation:

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 with playing with adults and acceptance of any associated risk with playing adults who may be stronger and more physically developed than them.
- 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.

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.

Relevant forms are available in Appendix 6. Age dispensation should only apply to players aged 17 playing back positions. No players under the age of 17 at time of competition should be allowed to take part in a Senior International Match.

2.11. ELIGIBILITY - WORLD RUGBY REGULATION 8

A Player is allowed to play for a Participating Union in the REIC if they are eligible to play for that Union in accordance with World Rugby Regulation 8. **It is the responsibility of each Participating Union to ensure its players are eligible in accordance with this Regulation.**

Please note that Explanatory Guidelines on the Implementation of this Regulation are contained in the World Rugby Regulations Relating to the Game. The full Regulation and Guidelines may be found on the World Rugby website <https://www.world.rugby/organisation/governance/regulations/reg-8>

The player must provide all relevant documents concerning their personal eligibility (Birth certificate of the parents if necessary), including Appendices 5 & 6.

In case of doubt, you may use the Eligibility Checker provided by World Rugby at:

<https://iris.world.rugby/player-eligibility/player-eligibility-guide/>

This checker will help you to understand if:

- Your players are eligible according to a correct interpretation of regulation 8
- Your players have not been captured by another national team before joining yours.

Note : From August 1st, 2024, World Rugby Regulation 8.c) with regards to the residence criteria has been amended as follows :

“a player has been registered exclusively with a Union or Rugby Body in the country for sixty months immediately preceding the time of playing”

Further details on WR page with explanatory criteria.

2.12. ELIGIBILITY - NON-ACCUMULATION OF ROLES FOR INTERNATIONAL PLAYER

A Member should **not** be permitted to accumulate international roles within a same Union, for instance as International Player and International Referee. They can only participate in Rugby Europe Competition as one of each. **Unions having dual roles profiles must inform Rugby Europe of the final choice of their members.**



3. SPECIFIC COMPETITION REGULATIONS

3.1. TIMELINE OF KEY DATES AND DEADLINES

Pre-Match	
As soon as the fixture is confirmed and <u>no later than two months before matchday</u>	- Host Union to confirm host city (arrival airport) and date to rugbyxv@rugbyeurope.eu
As soon as possible and <u>no later than one month before KO</u>	- Host Union to confirm venue, KO, with stadium details - Host Union to send stadium details, and any other relevant certifications - Host and Visiting Unions to confirm their colour kits Home & Away All above information to be sent to rugbyxv@rugbyeurope.eu
<u>4 weeks before the first game</u> of the season (Spring/Autumn)	- Submission of the long list/panel of 50 players and staff on Sportlomo, to be followed by completion of players' profiles with eligibility supporting documentation where relevant on Sportlomo. Latest documentation must be uploaded on the database <u>no later than one week before first game</u> of the season. - Replacement for injuries are allowed (with medical certificate) - Late registration of players will be invoiced 20 Euros per player as administrative fee
No later than 2 weeks before the game	- Deadline to confirm the latest details of transport and accommodation. - Deadline to confirm the number of tickets for the Visiting Union
No later than one (1) week before KO	- Teams to complete Game Info and submit to Match Commissioner
NO LATER THAN 48 hours prior to KO	- Players list to be submitted on Sportlomo and PDF to be sent to rugbyxv@rugbyeurope.eu ; teamsheets@worldrugby.org ; tournament.media@worldrugby.org ; All modification within 48 hours to KO must be immediately communicated to rugbyxv@rugbyeurope.eu and must be justified through a medical certificate sent with the new list
D-1 (as early as possible during the day)	- Deadline for arrival of Teams, referees and Match Commissioners - Team Managers meeting with the Match Commissioner

D-1 before the match (At the manager meeting) and no later than 1H to KO	- Official Player List and Team delegation Consent form in hard copy, signed by Team Manager, to be delivered to the RUGBY EUROPE Match Commissioner, Citing commissioner (if any), Anti-doping Liaison officer (if any), Host Broadcaster and media and to rugbyxv@rugbyeurope.eu
One hour Prior to Match KO	- Anti-doping draw (if any)
During the Match	
Sample Match Day Run Sheet – article 5.2 of this Manual	
End of the Match	
As soon as the score is validated	Match Commissioner to insert results on Sportlomo (through Sportlomo App or web platform) and confirm to RE staff via text message.
After the Match	
Within 2 hours	- Disciplinary Report (if any) to be sent to RE at rugbyXV@rugbyeurope.eu - No hearing on site - Match Commissioner to send the Excel Gamesheet, including the two signed players lists to rugbyxv@rugbyeurope.eu ; teamsheets@worldrugby.org ; tournament.media@worldrugby.org - Official banquet
Within 24 hours	Match Commissioner, and where relevant Referees, to send official match report(s) to rugbyxv@rugbyeurope.eu
D+1	Teams and Match Officials Departure
D+2 or 3	Where relevant, discipline hearing to be held remotely (Tuesdays)

3.2. [WORLD RUGBY LAWS OF THE GAME](#)

The Rugby Europe XV International matches shall be played in accordance with World Rugby Laws of the Game.

These Laws can be found at : <https://www.world.rugby/the-game/laws/home>

3.3. PITCHES AND VENUE OBLIGATIONS

All the Unions must respect the World Rugby regulations and in particular the [Law 1](#) concerning the ground.

Concerning the artificial pitches, they must in addition respect the provisions of the [World Rugby Regulation 22](#)

It is required that all Unions must provide **stadium details, certification, and/or dispensation where relevant**, to Rugby Europe at least two months before the game to confirm that the stadium respects all current regulations.

Match Venue requirements (Championship division only):

The Match Venue must be modern with score display, PA system, floodlighting, broadcast facilities (including proper camera positions for 7 cameras broadcasting plan and TV truck parking space), coaches' boxes, VIP boxes, media areas and services, hospitality services, a seating capacity of 5'000 seats minimum (unless a derogation is granted by Rugby Europe) and (if possible) a giant screen.

The Host Union must provide a detailed Venue layout to Rugby Europe two months prior to the first home Match.

3.4. PANEL OF 50 PLAYERS – REGISTRATION PROCESS ON SPORTLOMO

3.4.1 Panel of 50 Players

Rugby Europe request a long list of players to be provided no later than **4 weeks in advance of the first match of the Season or mid-Season (Autumn and Spring)** and can be comprised of up to **50 names**. The Panel of up to 50 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 the event. This Long List should also include staff members, with no limit in number for the season.

If the competition is played over several international windows, then the Panel can be updated in between. The same list of 50 players only applies during the same window.

Creation of a Panel for a Competition on Sportlomo :

Unions 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.

Unions must then select the 2024/2025 season, create Panel for a Competition and confirm Age Grade as Senior Men or Women, then select their relevant division (eg. Rugby Europe XV Men Championship 2025).

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 rugbyxv@rugbyeurope.eu – to confirm process and validate the long list of players.

Panels will be locked from modification at the one-month deadline from first match of the division.

1. For registering a new player, or completing existing profile, please make sure to:

Prepare player's documents in digital format (pdf or picture format) and information for completing their individual Sportlomo member's account:

- Passport or ID cards for all players (**must show the place of birth**)
- For Eligibility through parents or grandparents, an ID indicating the place of birth and a birth act showing the parental link (with an official translation upon request if necessary)
- For Eligibility through residence, a summary of the periods of stay in your country,
- If a player has a high-level record with another Union, the proof that this Union has not captured the player and has been consulted on this matter
- Declaration of Eligibility signed by the player (Appendix 5)

RE accepts documents in French and English. RE office can request translation into French or English of any document at their discretion.

2. For registering a new staff, or completing existing profile, please make sure to:

Prepare your staff's documents in digital format (pdf or picture format):

- Passport or ID cards (**indicating full name**)
- Email address as used on their World Rugby passport account
- For Minimum Participation Criteria compliance, their WR certificate(s)
- If a staff has a foreign degree, please upload for check of equivalence
- Portrait picture of the staff in jpeg, in National team kit (mandatory for REC and Trophy). Club jersey will be tolerated for Conference level.

A short guide, with explanatory videos, on how to use Sportlomo is available in Appendix 8.

3.4.2 Substitution of players from the panel of 50 (previously "long list").

There are several possibilities:

1. Players can be removed from the list upon presentation of a Medical certificate signed by the team doctor, by a medical doctor or the Match day doctor (without any limitation of number) and replaced by new players outside the list of 50
2. Players can be removed from the list upon presentation of a positive PCR test (without any limitation of number) and replaced by new players outside the list of 50
3. if a Player has been included within the list under the "Birthright clause" (article 8.6) and World Rugby approval is pending, the union will have the right to replace this or those players by new players until the Friday close of business (COB) preceding the week of the game. Change requests after this deadline will not be accepted, even if the player is eventually not approved by World Rugby.

4. For Rugby Europe Championships only, there will be the possibility to bring new players in the list of 50 at specific dates:

- After the pool phase, from Monday 17 February to Friday 21 February

Late Registration: Late registrations (beyond the deadline and until before the team sheet submission) will be tolerated if the player is already in the database and confirmed as eligible. However, an administrative fee of 20 euros will be invoiced per player.

3.4.3 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.

3.4.4 Players' 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
- Current Club of the player

This information is MANDATORY at Championship level for media and medical purposes.

3.5. COMPOSITION OF TEAM DELEGATION – MINIMUM PARTICIPATION CRITERIA

3.5.1. Team Delegation Size

The official team delegation composition for REIC is composed of a minimum of 23 players and 4 staff members, 27 in total.

Teams who intend to bring more than 4 management staff may do so; however, any costs associated with additional management will be at the cost of the Participating Union. In addition, a maximum of four (4) additional staff will be accommodated with the Team and receive accreditation with no access to the field of play on match days.

RUGBY EUROPE will cover a portion of the travel expenses up to 27 persons. The financial support given by Rugby Europe has been summarized in their Participation Agreement. All the costs inherent in additional participants will be payable by the Union.

3.5.2. Minimum Participation Criteria for Staff members

Unions and each Staff member part of the Team Delegation must comply with the Minimum participation criteria voted during the General Assembly in December 2019 as follows for the season 2024-2025:

		Coaching XVs	Strength & Conditioning	Medical	Sanction
		XVs	XVs	XVs	Per non compliance
Category A	Super Cup	2 x Level 2	1 x Level 2	2 x Level 2 1 x MDD*	€2000
	Championship				
Category B	Trophy	2 x Level 2	1 x Level 2	1 x Level 2	€1000
	Under 20s				
	Under 18s				
Category C	Conference	2 x Level 2	1 x Level 2	1 x Level 2	€500

During the competition, Rugby Europe staff or Match Commissioner can check if the nominated people is or not the same as the staff member present during the official game, and ask for certifications. Also, if an opponent team want to contest the composition of the staff, they can send an official letter to Rugby Europe.

Unions are required to upload their staff’s certification directly through Sportlomo. Each staff member has their own profile to be duly completed with relevant documentation, and contact details (email and phone number)

From this season 2024/2025, no team shall be allowed to play in any Rugby Europe competition, if they don’t have the required criteria.

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

3.6. MATCH PLAYER’S LIST

Rugby Europe as Tournament Organizer requests that Team Delegations consist of 23 players and minimum 4 management staff. Teams must familiarize themselves and adhere to all elements of World Rugby Laws (<https://www.world.rugby/the-game/laws/home>) and in particular the table mentioned in Law 3.8:

The table below indicates the minimum number of front-row players by squad size and the minimum replacement obligations:

Squad size	Min. number of front row players in the squad	Must be able to replace at the first time of asking
15 or fewer	3	-
16, 17 or 18	4	Either a prop or a hooker
19, 20, 21 or 22	5	Both a prop and a hooker
23	6	Loose-head prop, tight-head prop and hooker

Numbering:

In accordance with [World Rugby Regulation 15](#) for International Matches, Players should be numbered from left to right as follows:

Loose head prop	1
Hooker	2
Tight head prop	3
Left lock	4
Right lock	5
Left flanker	6
Right flanker	7
Number eight	8
Scrum half	9
Fly half	10
Left wing	11
Left centre	12
Right centre	13
Right wing	14
Full back	15

The numbering of Players, including replacements, on the Match Team Sheet is to be done according to the World Rugby Handbook (World Rugby Regulation 15.1.1). In particular, replacement numbers must be as follows:

- (i) The three mandatory replacement front row Players must be numbered 16, 17 and 18;
- (ii) The other replacements must be numbered from 19 to 23 with forwards numbered before backs; (please note that you will be only allowed to do 8 substitutions)
- (iii) Replacement forwards (including 16, 17 and 18) shall appear in order from front row to number eight; and
- (iv) Replacement backs shall appear in order from scrum half to full back.

Teams failing to disclose the correct line-up may be subject to financial penalty and / or other sanctions.

On Match days, the Team Manager shall sign off the final version of the Match Team Sheet with the Match Commissioner, upon the arrival of the Team at the Match Venue. They must also identify any changes from the Team previously announced at this time.

Any changes made to the Match Team Sheet at this stage must be justified to the Match Commissioner, who reserves the right to reject any changes.

3.7. TEAM KIT SPECIFICATIONS

Each Unions must own two playing kits, one home and one away, with different colors.

Participating Unions must provide an electronic schematic (graphic or colour photo) design of the two playing kits (jersey, shorts and socks).

The Home kit must be used at home and the Away kit away, unless prior approval from Rugby Europe has been obtained. The Development division is exempted from this rule and can have only one playing kit.

As soon as the fixtures are set, Unions are required to send their kit colors and determine color of their kit for each game of the entire season and to inform RE at rugbyXV@rugbyeurope.eu.

As a General principle, the Host country has the priority to select their color in case of color clash.

Any change in playing color or change of kit provider must be announced 1 month ahead of the first Match in order to prevent any possible color clash. Playing Kit colors must be recorded on the Game info.

Tournament marks:

Teams are requested to ensure that they display **a 9 cm minimum high Rugby Europe logo on the upper RIGHT sleeve** of each of their home and alternative playing jerseys as a minimum and on their training tops / tracksuits, where possible.

No other sponsor can't be displayed in this area.

Example of good display of the RE logo on playing shirt:



RE logo will be sent to Unions on demand at communication@rugbyeurope.eu.

Logo is also available online [here](#).

3.8. OFFICIAL BALLS

The Tournament shall be played with Rhino VORTEX ELITE balls size 5, official ball of the Tournament. Only official Tournament balls must be used at Match Venues. All matches will be played with official match balls.

A minimum of six (6) similar balls will be used during a match.

For the warm-up session, the Visitor team needs to be provided with three (3) balls that have to be given back to the Host Union after they have been used.

Balls will be delivered to the Host Unions once in the season, before the first home game, as an endowment from Rugby Europe.

Teams can order additional balls – directly via Rhino Rugby contacts. Rhino and Rugby Europe cannot be considered as responsible in case of late or impossible delivery due to a late order.

For further details or order, feel free to contact (please copy rugbyxv@rugbyeurope.eu) :

RHINO RUGBY

Dave Reynish dave@rhino.direct

Keiron Blackburn keiron@rhino.direct

Taylor Reynish Taylor@rhino.direct

Unions can now use the special “RUGBY EUROPE” code for discount on additional orders.

4. MATCH OPERATIONS AND SERVICES

4.1. ARRANGEMENTS

4.1.1. Team Liaison Officer (TLO)

Each Participating Union will be provided with a single point of contact which will act as Team Liaison Officer. The TLO has to be available at least four weeks in advance to start the preparations to host the Visiting Union and liaise with their Team Manager.

Each TLO will be fluent in the visitor language or/and in English. The TLO will be responsible for ensuring that the legitimate requirements of the Team are met during the stay, looking after the general interests and welfare of the Visiting Team delegation and making all necessary arrangements for Matchday operations in accordance with these Terms of Participation.

The TLO is also in charge of the delivery of the accreditations to the Visiting Union team's delegation.

4.1.2. Training venue

Visiting Union may request help from Host Union in identifying/arranging training facilities, floodlit if necessary. If so, any venue hire fee is cost of Visiting Union. Host Union will try to satisfy requests made by Visiting Union. Indoor facilities, if requested, are cost of Visiting Union.

Visiting Union advises Host Union if session is private or open to press/public. When possible, Host Union assists with swimming pool access, if not available at hotel, provided sufficient notice is given.

Standard venue equipment i.e. some tackle bags, contact pads, scrummage machine should be available. Visiting Union makes own arrangements for any specialized or specific equipment. Visiting Union brings own training balls. Host Union makes available match balls at venue visit only.

4.1.3. Captain's Run

Each Team is permitted to conduct a one-hour familiarization visit in the stadium used for the Match the day before, The Captain's run is an obligation of the Host Union toward the visiting team. The time for this visit is subject to Host Union approval but every effort must be made to accommodate the visiting team with their preferred time.

Players may have a light run-through in boots, provided there is no scrummaging, line-out practice or repetitive activities which may cause damage to the playing surface. Any pitch access restrictions imposed by the stadium manager (or person with equivalent responsibility) will apply to both Unions, whether such restrictions are attributable to adverse ground or weather conditions or otherwise.

Other than pitch branding, the pitch should reflect match-day conditions, including pitch configuration/sizing, floodlighting.

Visit should cover access points, dressing room, medical room, route to pitch, seats during match, Doping Control Station, Press Conference Room, function suite etc. as required. Complete privacy cannot be guaranteed at some stadiums due to match preparation. Press (unless prior agreement between Unions) and public kept away.

Kicking Practice: A maximum of four appointed kickers should be provided with access to the match pitch for one hour during the Captain's Run, subject to weather conditions.

The match balls must be marked and made available to both teams for the Captain's Runs and Kicking Practice. They will then be retained by the Local Match Manager for the following day.

4.1.4. Team Managers Meeting

Time and venue will be suggested by Host Union. RUGBY EUROPE Match Commissioner will conduct the team managers meeting day prior the match day with the two managers (protocols, List of players and arrangements).

4.1.5. Official Team Photo

Host Union may arrange photographer for official team photo. To be taken after arrival on match day or the day before during the Captain's run. Time must be confirmed by Visiting Union one week in advance. Photo usually includes subs.

4.1.6. Dressing Room

Visiting team's dressing room should be equipped with physio bench.

- Bottled still water pre-match.
- Sandwiches and fruits for half-time.
- Match Programs.

Other reasonable general requests are possible, but specific or specialized items should be arranged by Visiting Union. Host Union arranges steward to control access (private, unless authorised by Team Manager/Head Coach).

4.1.7. Ice baths

Host Unions should provide facilities for players to have ice baths post-match if requested in advance. Sufficient ice must be provided to this function if required.

4.1.8. Security

Host Union must take measures to ensure that players, officials and referees are safe from any interference from the time they go down from their bus to the time they leave the stadium for

their hotel. Special attention must be brought to their security and tranquility before and after the game in their respective changes' rooms. Security is in place for before, during and after the match.

4.2. MATCH DAY RUN SHEET

The Match Day Run Sheets shall reflect the general activities in the following table. Timing is in relation to the Match (negative timing is prior to kick off and positive timing is following the completion of the Match).

Please note that timings are indicative only at this stage. The times will be subject to modification. A sample Match Day Run Sheet can be found on the next page.

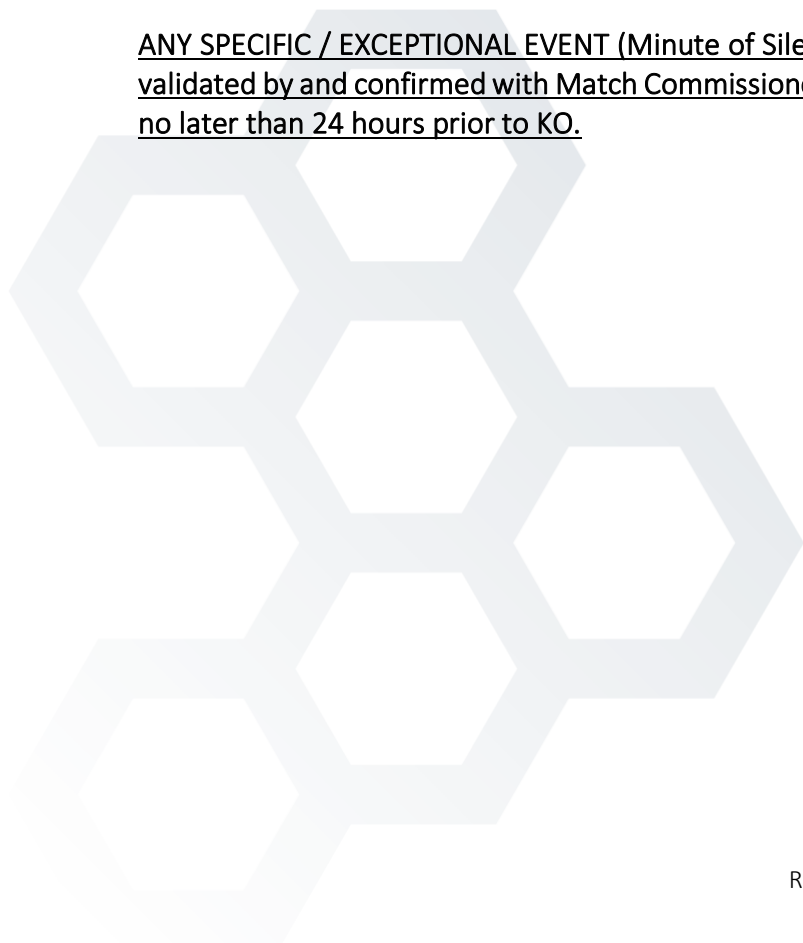
The game sheet must be completed accurately and signed by the team manager and copies provided to the following not less than one hour before kick-off :

- Host broadcaster/media
- RUGBY EUROPE Commissioner
- Anti-Doping Liaison Officer (if any)
- Citing Commissioner (if any)

Host Union has to arrange a proper secretariat office in order to be able to provide immediately upon signature as many copies as necessary of the of the game sheets

A COPY OF THE RUN-SHEET MUST BE CONFIRMED WITH MATCH COMMISSIONER AND SENT TO RUGBY EUROPE OFFICE at rugbyxv@rugbyeurope.eu 48H BEFORE KO

ANY SPECIFIC / EXCEPTIONAL EVENT (Minute of Silence / Tribute / ...) must be mentioned to, validated by and confirmed with Match Commissioner and Rugby Europe one week before and no later than 24 hours prior to KO.



SAMPLE MATCH DAY RUN SHEET		
Timing (Minutes)	Activity	Location
- 120 to - 60	Teams arrive and are escorted to changing rooms. Team Manager signs off Final Team Sheet	Dressing Room Area
- 120 to - 60	Pre-match Coach interviews for TV-content – in front of the interview backdrop – To be confirmed with the local video-producer	Field or Mixed Zone
- 60	Coin toss in tunnel. Winning Captain must nominate immediately their chosen option: Kick off / Choice of End. Run sheet must be updated, and all stakeholders informed the day before	In tunnel
- 45 to - 40	Team clothing /Equipment check by Match Officials Match Officials instruction	Changing Rooms
- 40	Teams warm up on pitch	Pitch
- 10	Both Teams to return to changing room. Medical Services presents on ground.	Changing Rooms
- 8	1-minute call to each Team	Changing Rooms
- 7	Teams leave the dressing rooms and line up in the tunnel as directed by Match Commissioner. Single file – Captain first	In Tunnel
- 6	Teams take to the field (RUGBY EUROPE Anthem to be played) – RUGBY EUROPE FLAG MUST BE USED Teams line up for anthems	On pitch
- 5.30	Teams positioned for anthems	On pitch
- 5	Anthem Visitor team (team B)	On pitch
- 3.30	Anthem Host team (team A)	On pitch
Kick off 1st half		
Half Time (15 minutes)	Half Time is 15 minutes whistle to whistle. Teams are called with 1 minute to kick-off Possibility of half-time flash interviews - in front of the interview backdrop – To be confirmed with the local video-producer	In Dressing Room Area or on the pitch
Kick off 2nd half		
After Final Whistle	Flash interviews on the field or in the Mixed Zone – Captain and coach of each team - in front of the interview backdrop – To be confirmed with the local video-producer	Field or Mixed Zone
+ 4	Player / Coach interviews – Losing Team	Field or Mixed Zone
+ 6	Player / Coach interviews – Winning Team	Field or Mixed Zone
+8	Player of the Match Award (Championship only)	Field or Mixed Zone
+ 15	When applicable, Citing Commissioner liaise with the Team Managers to check if they want to report any incident (2 hours)	
+ 48h	Appeal to the Disciplinary Committee to be sent to Rugby Europe Headquarters	
+ 1 Week	Last deadline to lodge a complaint to RE for Misconduct	

4.3. TRANSPORTATION

4.3.1. International Transportation Organization

Matches must be held within a maximum of 100Km from an International airport used by regular International airplane companies

Rugby Europe will confirm the status of “international airport” at its full discretion, as well as grant derogations when relevant. In case of doubts, Unions must consult Rugby Europe prior to the deadline to announce the Host cities to confirm this status.

Host Union must help and advise the Visiting Union to choose an appropriate accommodation.

Host Union confirms general arrangements including function times/venues at least one month in advance (or as agreed by the Unions involved). Also, the Visiting Union confirms travel/hotel arrangements.

If, inside the two-month period preceding the game, the game venue or city is changed by Host Unions, all exceeding fees of the Visiting Union will be charged to Host Union. Additional sanctions from Rugby Europe may apply.

Teams will travel directly from their assembly location within their own country to the Competition, so as to arrive in Host Country by no later than 24 hours before the kick-off of the match.

The cost of International Transportation is the cost of the Visiting Union.

4.3.2. Local Transportation

A coach pick-up will be made available to teams at the Host Union cost to transport them from their arrival and departure airport to their designated accommodation site, regardless of the arrival and departure date, excepted for the teams coming with their own bus.

Local Transportation costs to all official competition events or meetings from one day before to one day after the Match are Host Union costs. Transportation for optional activities required by the visiting teams are Visiting Union costs.

Local Transportation before and after these dates (transfer to the airport excepted) are Visiting Union Costs.

4.4. BANQUET AND TROPHY

4.4.1. Banquet

The Host Union must organize a banquet and invite the 23 players and the management staff to join. For the avoidance of doubt, the Host Union shall bear the cost of this Banquet, within

the limits above mentioned. The Host Union and Rugby Europe can decide to invite other persons from the Visiting Union or other Rugby Europe representatives or sponsors if they wish so. Host Union can decide to organize a smaller scale event, as long as the Visiting Union is informed ahead and that a sufficient amount of food and drinks is provided in an equal manner to both teams.

4.4.2. Trophy Terms & Conditions

Rugby Europe will present a Cup for the winner of the Championship division at the deciding match.

The REC Trophy is the property of RUGBY EUROPE. Following the conclusion of the Final game, RUGBY EUROPE may decide to entrust the winning Participating Union (the “Winner”) with the safekeeping and security of the Trophy for a limited period of time.

The Winner shall be responsible for the safe return of the Trophy (undamaged) to RUGBY EUROPE by appropriate means at the Winner’s expenses, by no later than April 15 of the following year, or such earlier time or location as is notified to the Winner by RUGBY EUROPE secretariat.

No sponsorship or branding or any engraving should be placed in or around the Trophy at any time without prior approval of RUGBY EUROPE.

4.5. ACCOMMODATION AND MEALS

Participating Unions and Officials will be accommodated according to the following principles:

4.5.1. Standard Accommodation Provision for Team Delegations

The Visiting Union shall bear the cost of accommodation. Host Union will propose at the latest three months before three possibilities of full board accommodation facilities to the Visiting Union.

Visiting Union will respond at least one month prior the KO day the accommodation chosen. Visiting Union will have the possibility to pay to the hotel directly or to the Host Union upon agreement.

4.5.2. Extra Team Members and VIP Officials Accommodation

Each Team delegation is responsible for arranging accommodation at its own cost for its extra Team Members and VIPs.

4.5.3. Rugby Europe Match Officials (Match Commissioner, Referee and Assistant Referees, or other technicians or expert appointed from time to time by Rugby Europe)

All Rugby Europe Match Officials must be accommodated in single rooms, in a 3 stars Hotel (European standard) minimum, full board (at the hotel or through restaurant or meal at the venue, depending on the Match schedule), at the Host Union cost. Transportation to/from the Hotel to/from the venue, to/from the airport, to/from any official event must be provided by the Host Union, at the Host Union cost. Depending on available travel routes, Officials may arrive 2 days before (rather than one day). In this case, the Host Union must also cover the full cost of their additional day.

4.5.4. Rugby Europe Staff

All Rugby Europe Staff must be accommodated in single rooms, in a 3 stars Hotel (European standard) minimum, full board (at the hotel or through restaurant or meal at the venue, depending on the Match schedule). This is a Rugby Europe cost.

4.5.5. Hotel House Rules and Compliance

The Team Officials are responsible for conduct of their Team to ensure all house rules are complied with at all times for the duration of their stay.

No improper behaviour will be accepted during the stay at the Team Accommodation compound. Any incident will be treated with highest severity and misconduct charges may be decided by RUGBY EUROPE Board of Directors in case of incident.

4.5.6. Visitors

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

4.5.7. Water

On Match Day 2 litres of water for each of the 23 playing Players & Staff will be provided and this will be delivered to the Match Venue and at the Hotel.

The Host Union is due to cover the cost of this service.

4.6. ACCREDITATION

Competition accreditation passes will be supplied by the Host Union to 27 Team Members as nominated on the Player's List submitted to RUGBY EUROPE Commissioner or Representative. The accreditation passes will be provided to the Team through the SPOC on the Team Managers meeting. Team Managers must ensure that official accreditation is worn by all Team Members when accessing training pitches, Match Venues and other notified areas. All non-playing Team Members not on the playing enclosure must wear their accreditation at all times within Match Venues, otherwise access to secure areas within the Match venue may be denied.

4.7. TICKETING

The Visiting Union will be entitled to receive an allocation of tickets for the match (Normally two tickets per member). This request must be done at least three months prior. Host Union will respond at least one month prior the KO.

For each game, the host union must provide free of charge to Rugby Europe for its commercial partners:

- Up to 100 first category tickets
- Up to 20 access to hospitality
- Up to 10 access to post-game functions with players and officials

Rugby Europe shall have the right to purchase additional tickets and hospitality access at cost.

In addition, RHINO can benefit free of charge for each game of the competition:

- 4 first category tickets
- 4 access to hospitality
- 2 access to post-game functions with players and officials

In addition, CORDIER can benefit free of charge for each game of the Men's Championship:

- Maximum 20 first category tickets
- Maximum 20 access to hospitality

Request will be confirmed by Rugby Europe 15 days before each game at the latest.

4.8. MATCH OPERATIONS

4.8.1. Warm-Up

A) Pre-game warm-up

Host Union must advise Visiting Union and Match Commissioner in detail at least 24 hours before captains run of all pre-match activity in the vicinity of the pitch including overhead fly-pasts, pyrotechnics etc. which may affect the warmup.

Protocol is decided by Host Union and explained to the two team managers on day before the match (meeting with the Match Commissioner).

B) Warm-up

At discretion of the Host Union, bearing in mind timings agreed with the Host Broadcaster.

The Unions recognize the need to ensure that teams are granted time and space for warmups and on-pitch sessions in the build-up to a match, unimpeded by pre-match entertainment. As a minimum the following access must be provided:

(a) from 60 minutes until 25 minutes prior to kick-off each team has access to the area between the dead-ball line (use of cones is permitted) and the 10-metre line;

(b) from 25 minutes until 15 minutes prior to kick-off, the teams may be restricted by the stadium manager (or person with equivalent responsibility) to the areas between the 22 and 10-metre line, or between the dead-ball line and the 22; and
(c) at 15 minutes prior to the kick-off the teams may be excluded from the field of play by the stadium manager (or person with equivalent responsibility). Teams return to Dressing room to ensure no delay to Teams formal entry

C) 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 authorized to warm-up in the opposing Team's in-goal without balls or tackle bags. They must wear identifiable bibs.

Players must exercise caution if the game is played in the 22-metre zone and avoid obstructing Players in the in-goal.

4.8.2. Coin Toss

The coin toss takes place 60 minutes before kick-off. Coin toss time must be marked clearly in the Match Day Run Sheet.

The Captains of the two Teams, the referee who organizes the toss and the two assistant referees must take part in the coin toss.

The winner of the toss must decide immediately whether to choose ground side for the first-half or kick-off.

4.8.3. National Flags and anthems

Teams must line-up on the 15 meters line with RUGBY EUROPE flag and their Union flag in front of the referees. Anthems can be played with a live band or an audio recording

Host Union is responsible for producing RUGBY EUROPE Flag(s).

Dimension shall be H150cm x L 225cm

Host Union is responsible for obtaining and checking the national anthems with Visitors' country before the game to prevent from any mistake.

Visiting Union is responsible for travelling with their own national flag.

4.8.4. Ball kids

The host Union is responsible for the selection, training and match day management of Ball Boys/Girls throughout the entire tournament.

At least ten kids must be available for each match, supervised by a designated Ball Kids Manager.

For each match, Ball kids teams will be supervised by one Ball Team Manager (BTM). Each Ball Boy/Girl must wear an harmonized and recognizable official outfit.

4.8.5. Pre-Match Protocol

The pre-Match protocol will be as follows for all the REIC Matches:

Kick Off Minus 6.00	Teams assembled side by side in the mouth of the Tunnel behind Captains - Referees first Flags and flags bearers already on pitch
Kick Off Minus 5.30	Rugby Europe Anthem begins. Teams are led out to the pitch behind referees Teams line up in anthem positions on 15m line facing the main stand Match Officials in the middle of the 2 Teams. Rugby Europe Flag and Flag Bearers Stand between 15m and 5m line facing the main stand
Kick Off Minus 5.00	Anthems Announced and played. Visiting Team (B) Anthem played First Home Team (A) Anthem played Second.
Kick Off Minus 1.00	Flag Bearers leave Field of Play via the quickest route Teams take positions for Kick Off
Kick Off	

NOTE: If live bands are proposed to play the National Anthems, they should be positioned behind the Participating Teams at or close to the very center of the pitch.



A

B

Team A (Host) is placed on the left side of the pitch and is always the home team.

Team B (Visiting) is placed on the right side of the pitch and is always the visiting team

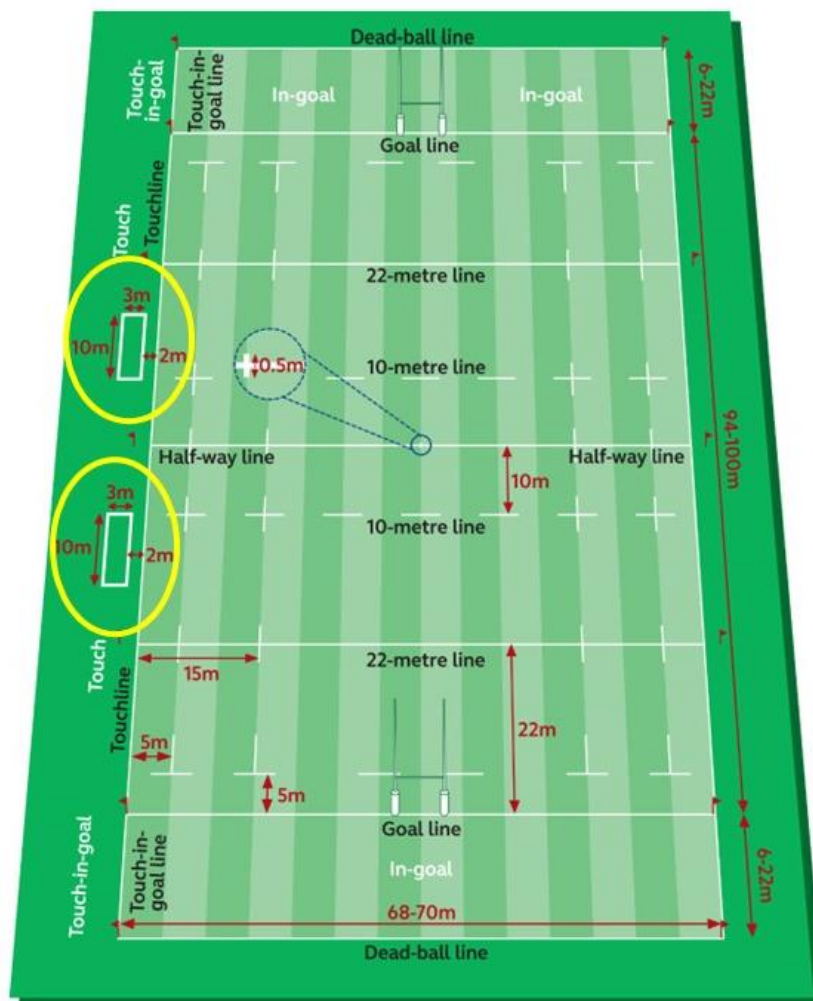
4.8.6. Half-time

15 minutes (whistle to whistle) and teams off. If team (or subs) remain on pitch, there is no disruption to permit half-time entertainment.

4.8.7. Technical Zone Protocol

A) Dimensions of the Technical Zone

- For International Matches two technical zones which must not exceed 10m x 3m, 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
- These technical zones must be marked on the ground.
- The line nearest the touch line must be parallel to the touch line.
- 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 (see attached schematic) when it's possible.
- Wherever practically possible the zones should be behind advertising hoardings with easy access to the field of play.



Personnel permitted in the Technical Zone :

As per [World Rugby regulations](#), the following are permitted in the marked Technical Zone as set in Law:

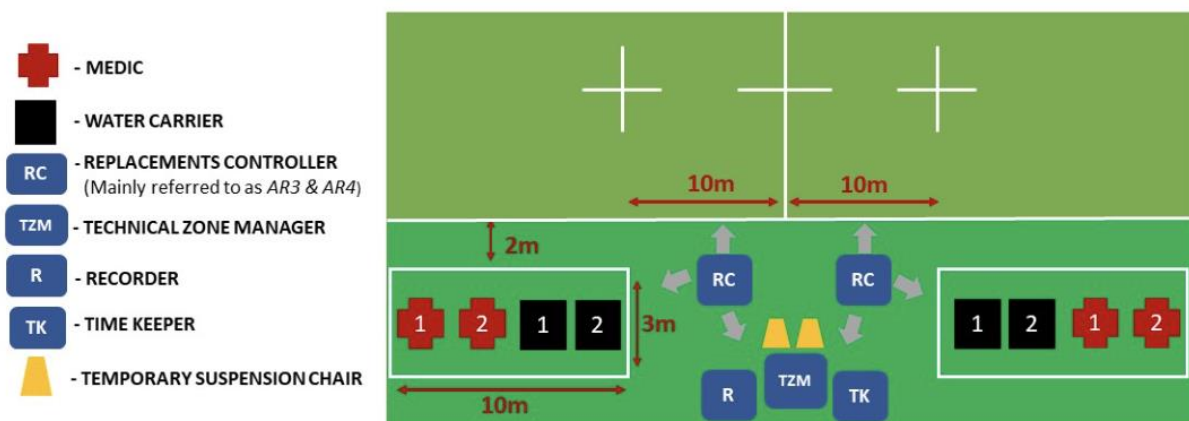
A **total of four** per team are permitted.

The four must be made up of no more than :

- Two (2) medically trained personnel and
- Two (2) nominated water carriers (who can be assistant coaches but under no circumstances can the Head Coach be part of the nominated four).

No other person or player should be permitted in the Technical Zones.

Team Manager can be near the Technical Zone (but not inside) in designated Team bench area to perform their duties with substitutions



One of the medically trained personnel permitted to operate from the technical zone, as listed in (a) above, may be positioned on the far side of the playing area on the touch line opposite the technical zone.

The second medically trained personnel permitted to operate from the technical zone as listed in (a) above may be positioned on the near side of the playing area on the touch line. The two medically trained personnel may not be together on one touch line.

Where practically possible the medical personnel must stay outside the advertising hoardings. The medical personnel may keep up with play but must pay due regard to the needs and rights of players, match officials, spectators, broadcasters and commercial partners. Medical personnel must notably not stand in front of a camera. If the medical personnel must stay there for medical reasons, the medical personnel must bend the knee to be below the camera line.

The medical personnel may enter the field of play in accordance with Law at any time a player is injured. They must not obstruct, interfere or aim comments at match officials.

B) Roles of personnel in the Technical Zone

- 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.
- The two water carriers are not permitted in the playing area during penalty kicks at goal.
- The water carriers must always remain in the technical zone unless they enter the playing area to provide water or when ONE enters to provide a kicking tee to a kicker at a penalty kick.
- Players may come to the touch line adjacent to the technical zone to receive water.
- Water bottles must not be thrown on to the field of play.

C) Management of the Technical Zone

- All personnel permitted in the technical zones must have some distinguishing mark e.g. arm bands/vests/bibs.
- The fourth and fifth officials will manage the technical zones. If there is a transgression of the protocol, the matter will be reported to the match referee.
- The match referee may caution any offender or at his discretion expel the person(s) from the playing enclosure for any breach of the protocol.
- 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 WR Regulation 17.21 against the Union(s) and/or person(s) concerned.
- 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 WR Regulation 17.21 against the Union(s) and/or person(s) concerned.

D) Personnel outside of the Technical Zone

- The replacement bench and the location of the coaches should, wherever possible, be outside the playing enclosure.
- If replacements require to warm-up and there is not an area outside the playing enclosure, they may warm-up in the opposite in-goal area but must not use balls or any other rugby equipment during their warm-up. Balls, and hit shields may be used where there is a designated warm-up area away from the in-goal area. All other equipment for the purposes of warmup must only be used outside the playing enclosure or another designated area away from the playing enclosure. The playing enclosure is defined as per the Definitions Section of Law 1 (The Ground).

E) Players temporary suspended

- When a player has been temporary 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 with the exemption of 6.c.
- The player may be given water and the provision of warm clothing. If halftime occurs during the sin bin period, the player may go to his team's changing room but must return DIRECTLY to the sin bin for the remaining time of his suspension when the second half resumes.
- A one-minute warm-up period is permitted prior to the temporary suspended player returning to the field of play.

F) Management of Protocol

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

4.8.8. Bibs

It is Unions' responsibility to secure and provide bibs to their players and personnel. There are no restrictions in terms of visibility (Unless otherwise specified for Rugby Europe partnership), and partners, as long as each role (medic, water carrier, substitutes) are clearly identified and identifiable.



5. MATCH OFFICIALS AND MATCH DAY PERSONNEL

Rugby Europe deploys a certain number of Officials on REIC Matches, according to each Match needs, with a combination of local officials to deliver all REIC Matches. Please find below the Matrix:

Type of Official	Championship M	Championship W	Trophy M	Trophy W	Conference M/W
Refereeing (n°1-2-3)	3 RE	3 RE	3 RE	1 RE - 1 HU - 1 VU or 2 HU if agreed between teams	1 RE - 1 HU - 1 VU or 2 HU if agreed between teams
N°4 n°5 (Sub controllers)	2 HU	2 HU	2 HU	2 HU	2 HU
TMO	1 RE	Non Applicable			
Match Commissioning	RE MC + 1 Assistant Commissioner from Host Union in charge of Game sheet				
Medical Protocols for Head Injury	Head Injury Assessment (HIA)		Recognise and Remove (R&R)		
Medical Personnel	MDD (HIA) and ICL Doctor from Host Union Teams doctors from each team duly certified		Match Day Doctor from Host Union (mandatory) Teams doctors/Medic from each team duly certified as per minimum standards		
HIA technical Management	The MDD must have a laptop connected live to RE TV or TV Broadcast placed in his MDD room		Not required		
Citing/ Discipline	1 RE Citing Commissioner On Remote Panel available on demand on each REC week-end		Panel available on demand on each REIC weekend in case of any red card or citing made by an Union		
Floor Manager	1 HU	1 HU			

Key: RE (Rugby Europe), HU (Host Union), VU (Visiting Union) , MDD (Match Day Doctor)

Host Unions officials (AR and Medical personnel especially) must be named and indicated on the Game Info of each Match circulated between the teams and Rugby Europe.

5.1. MATCH COMMISSIONING

The Match Commissioner is the RUGBY EUROPE representative at each of the REIC Match Venue and is responsible for matters related to the playing enclosure, the conduct of the REIC Match and the elements related to Teams in the organization of each REIC Match. Such responsibilities shall include decisions related to the delay of REIC Matches or the implementation of these Terms of Participation.

Before, during and after the match, all players, members, directors, officials, officers, members of staff, employees, contractors, agents and representatives of the Host and Visiting Union must comply with the reasonable instructions of RUGBY EUROPE Match Commissioner if necessary. This includes, but is not limited to, instructions relating to the teams' departure from the dressing rooms.

A) Assistant Commissioner :

Must be either an already WR or RE Commissioner, or a retired Commissioner, or an active Commissioner at national level, or an International Referee. Their name must be listed on the Game info. The duties of the assistant commissioner are:

- Before the game, to assist and shadow the Commissioner in all its meetings and visits, and serves as translator when necessary,
- During the game, to help monitoring changes and recording game events on the Game sheet in real time,
- After the Game, to confirm the game sheet information together with the Commissioner and Referees and help sending it as quick as possible.

B) Duties of the RE Match Commissioner

The day before the match:

- Conducts the match preparation meeting with the team managers (time and venue suggested by Host union), and collects team sheets,
- Controls the playing kit's colors and conformity to WR Regulations and the presence of RE Emblem of the right shoulder of the jersey, presence of bibs
- Controls the Nationals Anthems provided by the Host together with the Team Managers
- Controls match documents as listed in section 14 and remind Teams regarding the insurance policy,
- Controls together with the referees that the playing area is regulatory (technical zone, painting, protections...),
- Controls that Rhino Match ball are present, and that no other ball brand is visible within the stadium and the playing enclosure,
- Controls that Rugby Europe advertising board, corner flags and others branding elements as per the RE marketing department guidelines are present and correctly implemented
- Control the positioning of the main camera and inform the Team managers on how the pre-game protocol will unfold and especially which side of the ground the players must face during the National Anthems,
- Prepare the game sheet
- Confirms the runsheet

On Match Day:

- Is responsible for the smooth delivery of operations according the runsheet
- Control the presence of Medical services on ground and the security in the Stadium. This includes the presence of an ambulance before the KO and all medical devices listed in this Manual, including resuscitation devices,
- If necessary; recheck any of the points mentioned above

During the match:

- Fills in the online game sheet (Sportlomo) and other working papers requested,
- Controls the number and quality of replacements (specific positions), and at
- Controls that the technical zones are respected together with Referees N°4 and 5 (if any).

Immediately at the end of the match:

- Communication of the results on Sportlomo and to RE staff: rugbyXV@rugbyeurope.eu (+ text message, WhatsApp, phone call),
- Fills in the official match report and collect the signatures of the managers and referees, sends the game sheet to RUGBY EUROPE (electronic file), secretariat, and World Rugby results department as well as all the other documents.

After the match:

- The Match Commissioner has also to complete all working papers and send it to RUGBY EUROPE Head office within the next 48 hours.
- Completes the online report

Should any reason prevent the safe travel of Rugby Europe Match Officials (travel restrictions, illness, force majeure...), Rugby Europe observes the right, and only under truly exceptional circumstances, to appoint the Assistant Commissioner as Main Commissioner.

5.2. REFEREEING

International Referees are appointed by Rugby Europe, while the Host Union must provide local referees according to the above table. Names of the Local Assistant Referees must be confirmed one month in advance through the Game info document, and to referee@rugbyeurope.eu. Their minimum qualification must be minimum WR Level 2 certified

5.3. TELEVISION MATCH OFFICIAL / TMO (FOR MEN CHAMPIONSHIP ONLY)

In application of WR Law 6.15 & 6.16 :

15 : Rugby Europe will appoint a Television match official (TMO), who uses technological devices to clarify situations relating to :

- a. The grounding of the ball in in-goal,
- b. Touch or touch-in-goal in the act of grounding the ball or the ball being made dead,
- c. Where there is doubt as to whether a kick at goal has been successful,

- d. Where match officials believe an infringement may have occurred in the playing area leading to a try or preventing a try,
 - e. Foul play including sanctions
- 16 : Any of the match officials, including the TMO, may recommend a review by the TMO.

The reviews will take place in accordance with the TMO protocol which is available as Appendix 10 of this Manual.

5.4. REFEREES' COMMUNICATION KIT

In order to allow referees to enhance their communication during matches, Rugby Europe wishes to implement wireless communication devices for all Referees officiating on Rugby Europe fixtures. However, this requirement will be implemented step by step for a better and smoother transition process, following the table below:

Referees Communication Kit status	
Championship	Mandatory – minimum 5 devices, 6 if possible
Trophy	Mandatory
Conference	Recommended
Development	Recommended

It is the responsibility of each host Union to provide the wireless communication kit to the Referees.

In Men's Championship, the implementation of TMO procedure will be operated in coordination with the video production company appointed by Rugby Europe. Each host union will be informed of the necessary requirements fifteen days minimum before each game.

5.5. FLOOR MANAGER (CHAMPIONSHIP ONLY)

At Championship level, Host Union is responsible for appointing a designated Floor Manager to oversee the general operations liaising sport and media. Missions include:

- Ensuring coin toss is managed according to standards: captains in playing kit, in front of approved backdrop, referee is in RE outfit, official photographer and TV are present;
 - Ensuring Match Day Runsheet is posted in dressing rooms, media room, referees locker, and that all stakeholders have their own copy (Team Managers, TV, etc);
 - Ensuring entrance protocol is according to RE standards and liaison with Match Commissioner: flags and anthems are checked and in place, escort kids and/or flag bearers are briefed, teams and officials are positioned correctly in the tunnel and know their way on the pitch, etc ;
 - Liaising with speaker/dj where relevant for latest team sheets and players announcement;
 - Ensuring the communication system between referees and TV is working correctly;
- Ensuring the proper delivery of pre/half/post match interviews: liaise with Team Managers for coach/player presence on time and in order, checking backdrop elements, etc

6. 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

6.1. 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 'Recognize 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.

6.2. 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.

6.2.1. 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.

6.2.2. 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 (**Recognise and Remove**);
- 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 **Recognise and Remove Protocol** for concussion.
- 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 **Recognise and Remove 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.

6.2.3. 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.

6.2.4. 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 Member x2

6.2.5. 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.

6.3. 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 (L1FAIR or ICIRL2, 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.

6.3.1. 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 **6.3.5. 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 dully reported.

6.3.2. 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

6.3.3. 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.

6.3.4. 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 6, 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.

6.3.5. Team Medics Meeting

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

6.3.6. 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 1 First Aid in Rugby (L1FAIR) or face-to-face Level 2 Immediate Care (L2ICIR)* in Rugby (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 AntiDoping education within past 12 months;
- All players have SCAT 6 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.

6.3.7. 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.

6.4. CONCUSSION MANAGEMENT

As the entity with overall responsibility for the Tournament, Rugby Europe will apply the World Rugby '**Recognise and Remove**' concussion protocol during all Tournaments by default, **except at Championship level**.

This means that any player who has lost consciousness for any period of time or who is showing any symptoms of concussion, must be removed immediately from the Field of Play for care and monitoring and MAY NOT return to the Field of Play.

Even when HIA protocol is not in place, each Player must have completed a baseline concussion assessment in the year prior to commencement of the tournament and the results of this baseline must be available to the Team medical staff. As a minimum, this baseline should be a SCAT6, but it is recommended that teams also include a computer neurocognitive assessment as part of a player's annual baseline assessment.

A concussion risk stratification must have been completed on all Players, at least annually, to support concussion management on an individual basis.

Please refer to the following link to World Rugby to understand more about the management of Concussion and the need to '**Recognise and Remove**'.

<https://playerwelfare.worldrugby.org/concussion>

<https://www.world.rugby/the-game/player-welfare/medical/concussion/recognise-and-remove>

6.4.1. HIA in Championship level

If requested by Rugby Europe and granted by World Rugby, HIA protocol will be in use for the Championship level only.

6.5. 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](#).

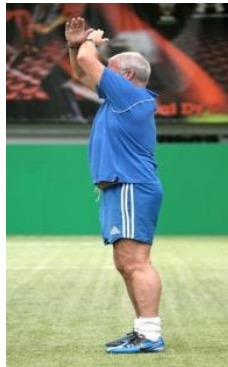
Call for the STRETCHER: - In the event of fractures, dislocations and severe soft tissue injuries (move hands up and down by your side):



Signal for BLOOD injury or management:



Side on view



Front 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

6.6. 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.

6.7. RUGBY EUROPE INJURY SURVEILLANCE PROGRAMME

6.7.1.

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.

6.7.2.

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.

6.7.3.

For REC teams, the World Rugby app **SCRM** will apply, and procedure will be circulated to all Participating Unions' Chief Medical Officers.

For the other divisions (Trophy & Conference) the collection of data will be done through an online form available here : <https://forms.office.com/e/By0hDVCmAa>

This report must be completed by Team Doctor or Union's CMO after each match if any injury occurred.



7. MEDIA RULES

In order to promote the competition to achieve favourable coverage in local, 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.

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)

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

Rugby Europe has implemented last year new graphic charts for all divisions below the Rugby Europe Championship. These branding guidelines must be respected and implemented for all Rugby Europe Matches. Rugby Europe communication Department will provide those guidelines (communication@rugbyeurope.eu)

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

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

The media host must ensure the promotion and media coverage of the competition by delivering optimal services around each game of the competition:

- Before the game: Promotional communication and media information (Press release, promotional materials, Press-conference, practical information, media database)
- During the game: Welcome desk at the stadium, accreditation, media-dedicated area, useful information Players and coach interviews, Pictures of the game for all media (on-site and abroad), coordination with all targets (media, photographer, digital managers, Tv-producers and broadcasters)
- After the game: Pictures of the game, press release, useful information for media reports

A dedicated skilled person must be in charge of all these missions – Good language skills (local and English) are essential to be able to help media from different countries.

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.

The Rugby Europe logo must appear on the first side of the accreditation.

7.1. MEDIA CENTRE / AREA

It is recommended that Host Unions must provide for a Media Centre, which functions as a media working area with desks, chairs, fast internet connection and an area where catering is provided (when possible).

The Media Centre should provide easy access to and from other media-related facilities such as the media and the press conference room and adequate toilet facilities. The Media Centre shall be open at least 3 hours before the game and closing 1,5 hours after the end of the game.

The accredited journalists should be provided with all information necessary for their mission:

- Press Kit presenting the competition, calendar, results and ranking and linked to rugbyeurope.eu website.
- A Team Sheet for each Participating Team as soon as possible once the Teams have been confirmed and well in advance of the start of the match.
- Some pictures of teams / games – Free of Charge.
- Accreditation to circulate in the authorized areas

7.2. MEDIA TRIBUNE

Each game venue shall have a Media Tribune in a central position in the main grandstand that offers working conditions for accredited journalists.

This area must be organized and identified to host different media:

- The Written media have reserved seats with desks including electricity (and dedicated internet access/network if possible).
- Radio commentators.
- TV-broadcaster / Commentator.
- Media observers.

The media tribune must be marked, well-lit and must provide easy access to the media working area and the press conference room.

7.3. MIXED ZONE AND INTERVIEWS AREAS

Each match venue shall have a mixed zone OUTSIDE of THE PLAYING GROUND between the pitch and the dressing rooms where accredited media can interview the players and staff after the game. Players and coaches shall be made available in the mixed zone area after the game.

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

7.4. PRE-GAME & POST-GAME PRESS CONFERENCE

The Captains and the coaches of both teams will make themselves available. 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.

7.5. PRE-GAME & POST-GAME & POST-GAME INTERVIEWS

The Captains, Coaches or any significant Players identified by the Communication Department or TV broadcasters may be required to attend a television/media interview before and or 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 additional 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.

Pre-match & 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. Rugby Europe provides guidelines for the backdrop layout.

7.6. PHOTO CONTENT

The Host Union is asked to have a or several official photographer(s) for each home game of the competition. The photographer(s) will be commissioned by the club/franchise 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 the game – free of charge – for promotion and report of the game.

- Pre-match images – Prior to kick-off of the game including team line-ups, build up, fans
- Action images: To be sent at half-time
- Post-match: Images at the end of the game sent after the final whistle

All pictures of the game must be sent 30 minutes after the end of the game at the latest – including the credit to be added with pictures

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

7.7. PLAYER OF THE MATCH AWARD (CHAMPIONSHIP ONLY)

On Men and Women REC, an award for Player of the Match will be presented. It will take place right at the end of each game during interviews time. It must be in front of the branded background and is required to be photographed and sent immediately to Rugby Europe at communication@rugbyeurope.eu

Host Union will be responsible for the setup and rightful coordination of the award. Name will be communicated before end of the match to the Rugby Europe Match Commissioner and Host Union's media contact to ensure presence of awarded player after the game on the pitch.



8. VIDEO PRODUCTION AND BROADCASTING

8.1. PRINCIPLES

Except for the Men Championship Division, the Host Unions shall cover production costs for the Competition for both broadcasting and streaming.

For the Men Championship Division, Rugby Europe will cover production costs except for the Host Unions production obligations detailed below (9.2). Some case by case exceptions could be decided by Rugby Europe according to local media partnerships agreements.

Except for the Men Championship Division,

- Host Unions shall provide a clean feed and or signal to international broadcasters and Rugby Europe at its cost to ensure unencumbered access to international broadcasters and for the rugby europe.tv streaming service.
- Host Unions shall ensure that the appointed production company / host broadcaster, provides Rugby Europe with the feed from all available cameras at no cost.
- The host broadcaster shall either be a subscription sports channel or a free to air broadcaster with both demonstrating experience and knowledge of broadcasting the sport of Rugby.
- The Host Union shall inform Rugby Europe of the deals signed with local/domestic TV-broadcaster and OTT platforms for technical consideration and communication matters.

Host Unions shall ensure Media rights to be respected and ensure geo-blocking to prevent broadcast into the territories retained by the other party, subject always to usual overspill.

Host Unions are not authorized to live-streamed the video of the game on Facebook Live or other social media platforms.

8.2. PRODUCTION OBLIGATIONS

Division	Number of Cameras (mini)	Connection	Quality
Men & Women Championship	7 (+TMO specifications)	Satellite	Full HD (1080p)
M/W Trophy	3	Internet	HD (1080p)
M Conference	2	Internet	HD (1080p)
W Conference	No production obligation		

The production company / host broadcaster appointed by the Host Union shall:

- Produce the Matches with required number of cameras, connection and quality
- Provide when requested the International Feed of the Matches to Rugby Europe TV-partners at an appropriate transmission point (EUTELSAT, ...),
- Provide a dedicated IP feed for RugbyEurope.TV website, free of charge,
- Provide access of video-feeds and cables for video-analysts,

- Provide a wireless microphone and transmission system to include the audio of the Referee of the game in the programme,
- Use competition's branding and graphics provided by Rugby Europe,
- Film and produce pre and post-games events (press conferences, interviews, training),
- Include possible activities in addition to the game (Ceremony, Interviews, Man of the Match presentation, ...) with approved graphics,
- Deliver on-screen credits,
- Include permission to use English commentary to other rights holding broadcasters and to Rugby Europe (technical cost to be agreed for those wishing to use to broadcast),
- have in place appropriate public liability insurance.

The Host Unions shall:

- Provide a direct synchronised electronic connection with the chronometric time,
- Provide one fully equipped commentary position (for use by Rugby Europe) free of charge,
- Provide all appropriate assistance to other rights holding broadcasters,
- Provide assistance to organisers for such things as perimeter board/signage tests, provision of USB/Pen drive for Rugby Europe and match officials; and
- Have TV operation installed in sufficient time to conduct end to end transmission test (approx. 4 hours before start of match),
- Ensure that the Host Broadcaster provides recording of entire match for Rugby Europe at the end of the match,
- Scaffolding for cameras (if necessary), power energy (electricity from venue and/or power generator and cables) for cameras and broadcasting, space for broadcasting and transmission trucks, guarding and security of TV production equipment, and on-site transfers of the production team,
- Provide support staff as reasonably requested by Rugby Europe to assist in the Broadcast and Streaming Production of the Tournament, including but not limited to interviews and live updates to the Rugby Europe website,
- Arrangements for the accommodation and staff catering of meals provided at cost-prices during the tournament for broadcast and operational personnel (to be paid for by the relevant broadcasters(s)).

The participating teams undertake that no operator will be allowed to film any images of the competition without the prior express approval of Rugby Europe.

Teams wishing to film their matches and those involving other teams must seek permission from RE in advance of said match. The local video-company will advise Team Analysts of an appropriate place from which to film.

Host Unions must provide the contacts' details of the video-company to Rugby Europe 15 days at the latest before the game to set up the video-production elements (guidelines, connection protocol, running-order, technical aspects...).

It is advisable to coordinate the planning of the TV production with the Internet TV and match video production responsible, to coordinate cameras positioning and distribution of the produced signal.

Teams wishing to film their matches and those involving other teams must seek permission from RE in advance of said match. The local video company will advise Team Analysts of an appropriate place from which to film.

At the end of the game, the Host Union must provide copy of the game in electronic format (MP4 – 720p minimum) to the following person:

- 1 for the referee
- 1 for the match-commissioner or RE representative
- 1 for each team manager or video-analyst

Copies of the game must be provided no later than one hour after their match.

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

8.3. IMPLEMENTATION OF TMO AND HIA

The set up and coordination of the TMO system will be ensured by the video production company appointed by Rugby Europe.

Each host-union of the Championship game shall set up the requirements provided by Rugby Europe and involve all third-parties (TV-broadcasters, video-producers) necessary in the implementation of the system.

The main requirements are:

- Assistance provided to video production company in regards to cabling
- Mandatory Camera plan that ensure a proper functioning of TMO
- A room specifically dedicated for the Video Referee, secured and without public access must be provided for the installation of the necessary equipment provided by the host video-producer defined by Rugby Europe.

Rugby Europe may decide to position the video referee in the broadcaster's Video-truck. If necessary, the host-union must put in place the necessary arrangements to secure access to the Video-truck from the changing rooms.

The camera plan must be scrupulously respected by the host-broadcaster. It is imperative to position the cameras so that the operators can film without any discomfort or obstruction (signage, photographers, players warm-up, ball boys...). The host-union shall ensure that nothing will interfere with cameramen's missions and shall commit to solve the possible interferences as soon as possible.

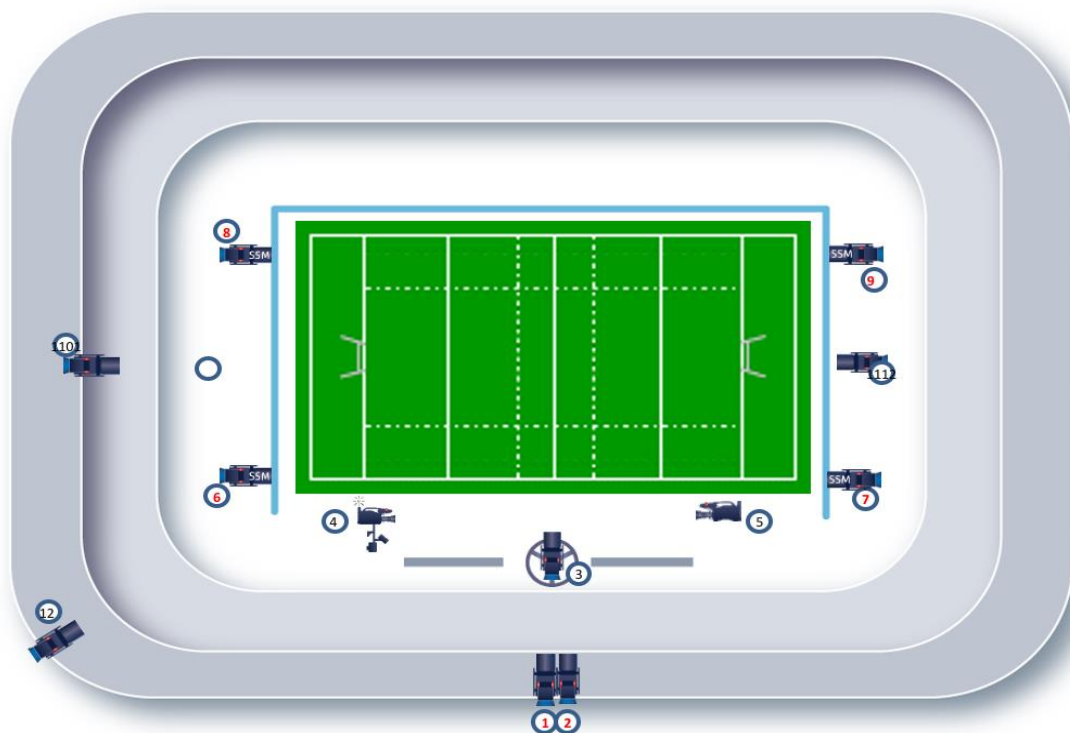
In order to not interfere with the work of the broadcast teams and the use of TMO, players warm-ups should take place in an area between the 2 end cameras during the match.

The non-respect of these elements will be considered as a standard breach of the Manual regulations and may conduct to financial sanctions.

The HIA will however remain in use as per Medical Section 6.

8.4. CAMERA PLANS

As an indication for professional camera plan, the following camera positioning can be used as a guide:



When the venue structure does not allow a camera plan as mentioned above, please use preferably the solutions below:

- Match Venues with two or more Stand/Tribunes of significant importance

The main camera to be placed on the main Stand/Tribune and have a central position

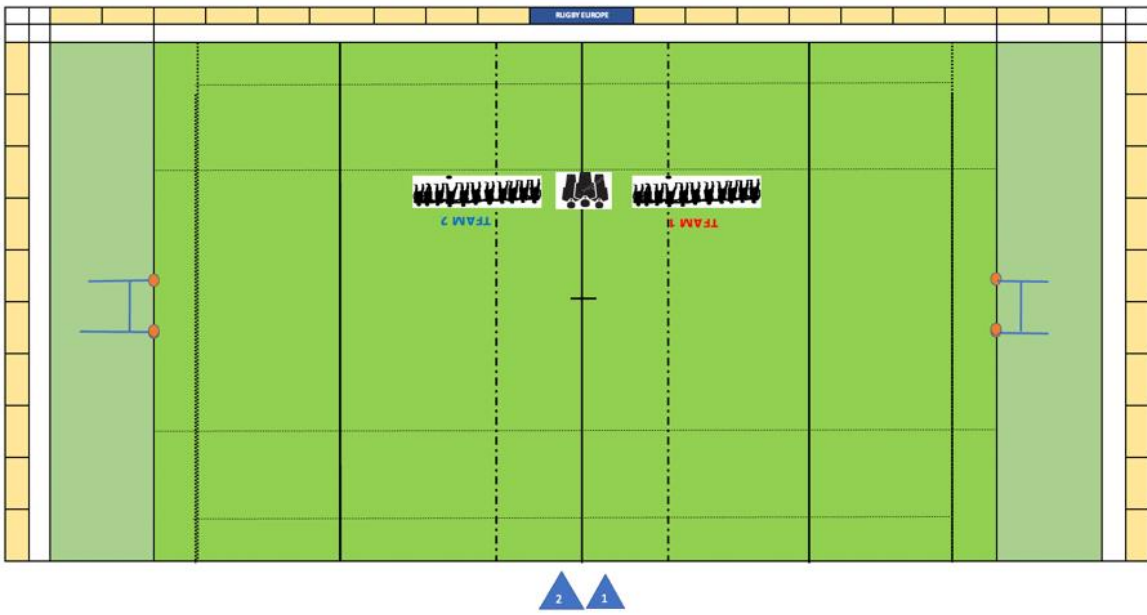
- Match Venues with one main Tribune only

To ensure proper standards of video production, Rugby Europe suggest that the main camera should be positioned opposite side of the main stand to provide a background full of spectators for the online streaming feed or the TV broadcasting.

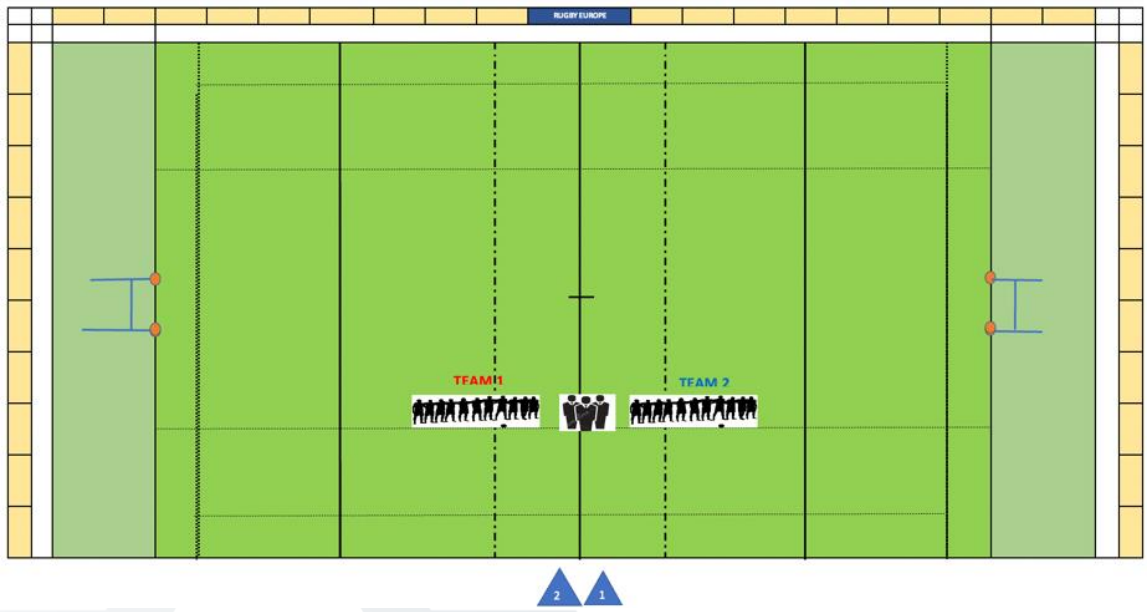
This is the preferred camera plan of Rugby Europe; unless the venue set up does not allow it.

Please find below two examples:

MAIN STAND



MAIN STAND



9. COMMERCIAL RULES

9.1. RESPECT OF THE RUGBY EUROPE COMMERCIAL RIGHTS

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

The commercial rules apply equally to Participating Unions, Teams and Team members. Each Participating Team undertakes to respect these rules during the competitions

For information, do not hesitate to contact Rugby Europe at marketing@rugbyeurope.eu.

9.2. DEFINITION OF COMMERCIAL RIGHTS

REIC	Means all Divisions of Rugby Europe International Championships – Each level has a specific name (Championship, Trophy, Conference 1, Conference 2, Development)
REIC Commercial Rights	Means all commercial rights pertaining to the REIC 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 REIC Commercial Rights which are the property of RUGBY EUROPE & RUGBY EUROPE PROPERTIES;
Centralized Commercial Rights	Means all REIC Commercial Rights which are the exclusive property of RUGBY EUROPE & RUGBY EUROPE PROPERTIES;
Sponsorship Rights	The rights described in 10.4
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 authorized 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;

9.3. MEDIA RIGHTS (TV AND STREAMING)

Rugby Europe is the owner of Media rights rules 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 and all 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.

MEN'S CHAMPIONSHIP DIVISION

Rugby Europe has the exclusive right to sell and retain revenue from all Matches' domestic and overseas broadcast and streaming rights. The media and digital rights notably include but are not limited to:

- Rights for live or differed broadcast of all matches on Free-to-Air or Pay TV or OTT Delivery System (Satellite, Cable, IPTV, Mobile, Internet & VOD);
- Rights of replay;
- Rights for live-streaming and replay in addition to rugbyEurope.TV platform;
- Rights to transmit clips from match footage and archive footage in trailers, advertisements and/or other promotions, for the sole purpose of promoting the programs, (limited to 90 seconds maximum);
- Rights to sell broadcast sponsorship in relation to the programs, excluding Rugby Europe reserved categories notably including rugby balls manufacturers, apparel manufacturer and Competition's title sponsorship and official sponsorship categories;
- Rights to license the use of Competition titles and logos and player imagery on a collective basis only (at least three players from any single Participating Team and/or at least two players from different Participating Team) for the promotion of the Competition Matches;
- Rights for V.O.D of the Matches, in play clips/ near live clips, highlight clips and extended highlight re-runs.
- Rights to exploit the Matches on any betting streaming services and operators
- Rights to exploit the Matches on any Transportation Network in-flight and/or in-transit entertainment services and by way of audio-only coverage

OTHER DIVISIONS / COMPETITIONS

For the other divisions, the following principles are defined for REIC 2024-2025:

- 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:

- Agreements between unions about away games broadcast rights are not possible, being international rights belonging to Rugby Europe.
- All digital platforms will have to respect media rights principles defined with geo-blocking the streaming out of domestic territories
- Social media platforms such as Facebook Live, VK cannot be used for live broadcast of the games. YouTube can be used if geoblocking can be applied to respect media-rights rules of the competition.

Unions are asked to:

- Inform Rugby Europe of the name(s) and details of the domestic broadcasters 2 months prior to the first week-end of competition.

- 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.

9.3.1. Advertising Rights

The Host Unions shall include in host TV broadcasting deal the opportunity of an advertising / promotional disposal for Rugby Europe Championship Title Sponsor. The Host Unions shall procure that the Championship Title Sponsor is given the first right of negotiation (for a period of 45 days from the offer by the Host Union or Host Broadcaster) to purchase the broadcast sponsorship of the Competition and for Rugby Europe to have a combination of its logo and the combined Competition Logo (with the Competition Title Sponsor) within bumper advert slots of 10 seconds within each production- i.e. before match, end of first half, beginning of second half and after match.

Unions are not permitted to give or sell footage of the competitions to their Sponsors prior to Rugby Europe approval.

9.3.2. 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).

9.4. SPONSORSHIP RIGHTS

Rugby Europe has the priority right to exploit commercial rights, sell and retain revenue from the Competition's sponsorship rights.

Host Union has the right to sell and retain revenue from local commercial rights:

Advertising on players' kit (Playing and Training Kit) is exempt from this exclusivity and remains the right of each participating team, right sleeve location excepted.

9.4.1. Competition Title Partnership

Rugby Europe shall have the exclusive right to sell and retain revenues from title partner for the Rugby Europe Championship.

It includes:

- Naming Rights: "{Sponsor Name} Rugby Europe Championship " or "Rugby Europe Championship presented by {Sponsor Name}"
- Composite Logo rights: Title Partner's trademark associated with the Championship trademark in a composite logo
- Sector exclusivity (above all other existing partnerships)
- Major visibility (in all competition and communication materials, including broadcast)
- Tickets and hospitality at all games
- Trophy Rights
- Activation Programme

9.4.2. Competition Official Partners and Suppliers

Rugby Europe shall have the exclusive right to sell Centralized Commercial Rights.

Rugby Europe can only sell under these exclusivity rules up to a maximum of six Centralised Sponsorship Sales including match balls and referee kit apparel.

Once Rugby Europe sells into a Sponsorship package with Exclusivity of Sector category; then this sector becomes “Exclusive” to Rugby Europe.

A Host Union can protect pre-existing deals for up to a maximum of 3 such Host Union pre-existing deals. For the avoidance of doubt, this clause is to allow a Host Union to maintain important on-going commercial relations with specific Companies.

The Host Union shall not be entitled to sell sponsorship rights in relation to the Competition to a competitor of one of Rugby Europe Sponsors including Title Sponsor.

Rugby Europe’s Exclusivity Period will only apply to sales made for the Rugby Europe Competition before December 31st each year for the Men Rugby Europe Championship, and before August 31st each year for the other divisions, after which non conflicting categories will be released for local sales for the upcoming year.

Up to date, Rugby Europe’s sponsors for the Competition are:

- Rhino – Official Match-ball Supplier
- Cordier – Official Beverage Supplier (for Men Championship division only)

9.4.3. Host Union rights

A) Host Union Kits Sponsor

The Host Union has the right to sell any areas of their Playing and Training kits in accordance with World Rugby regulation 11:

<https://www.world.rugby/organisation/governance/regulations/reg-11>

As defined in the Competition’s manual, Rugby Europe logo (or Competition’s logo) must be present on the upper right sleeve of jersey. Any other sponsors can be displayed in this area.

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. Unions are responsible to obtain the information of local countries and adapt their Kits in accordance with local laws.

B) Concession Vending Rights

Host Unions have the right to sell and/or license the right to sell products through concession, vending, distribution or selling points in relation to the games of the competition. For the sake of clarity, it does include food and beverage.

C) Sponsorship and Supplier Rights

Host Unions have the right to sell and retain revenues from sponsors and suppliers in relation to the competition subject to the prior written approval of Rugby Europe and where such suppliers do not conflict with or infringe Rugby Europe sponsors and/or commercial rights partners.

Host Union sponsorship shall not damage the image of the Competition nor of Rugby Europe and not challenge any Rugby Europe ownership of any Media Rights, Marketing Rights, Intellectual Property Rights and all other commercial or other rights and opportunities.

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.

Rugby Europe applies the World Rugby's Regulation 6 in relation to sports betting and the prevention of corrupt practices, and the subsequent sanctioning of offenders.

D) Competition Ticketing and Hospitality

Host Unions have the right to sell and/or license the right to sell Ticketing and corporate and/or other hospitality in relation to the competition as a whole or as to any part thereof and to retain all revenues derived from it.

E) Venue

Host Unions shall retain any payment made by a Host Union Venue or Training Venue in return for staging a Match / training session in relation to the competition

9.4.4. Rights Inventory

Rugby Europe shall have the following exclusive signage for its sponsors or the competition's promotion:

- Title sponsor on teams' playing kits right sleeve
- Match Officials kits
- Touch Flags
- Match balls (Rhino)

- Centre pitch painting
- 50% In-goals pitch painting
- Toblerones or other specific materials
- 50% of the TV Arc perimeter advertising including second tier
- 50% of media backdrop and flash interview backdrop
- 50% of game program advertising pages
- 50% of score board adverts

Rugby Europe commercial partners are permitted to undertake activation activities and promotion in and around the games of the competition. The hosting union shall ensure that it has the appropriate staff in place at all the times of the competition to regulate the Commercial Rules. Direct costs related to Rugby Europe sponsors activation implementation will be borne by Rugby Europe.

Host Unions shall provide the detailed activations to Rugby Europe for approval for each of Union's sponsors requests in terms of visibility, tickets, hospitality and activations. Any attempt to instigate ambush marketing should be dealt with immediately by the Host Union and should be notified to Rugby Europe as soon as possible.

Unions will be responsible for installation, storage and maintenance of the Rugby Europe and Rugby Europe sponsors' signage during the whole season.

For information, please contact Rugby Europe at marketing@rugbyeurope.eu.

9.5. COMPETITION MARKS

The logo of Rugby Europe and of the Competition is the ownership of Rugby Europe. 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.

Please note that Rugby Europe has designed official brandings per competition and divisions (Rugby Europe Championship, Trophy, and Conference).

Logos and guidelines must be used for all communication and promotional materials – including sponsors visibility

Some examples are below, while the full branding kit will be available on online shared folder through the link: [2024-2025 XV Competitions](#)

A) Posters

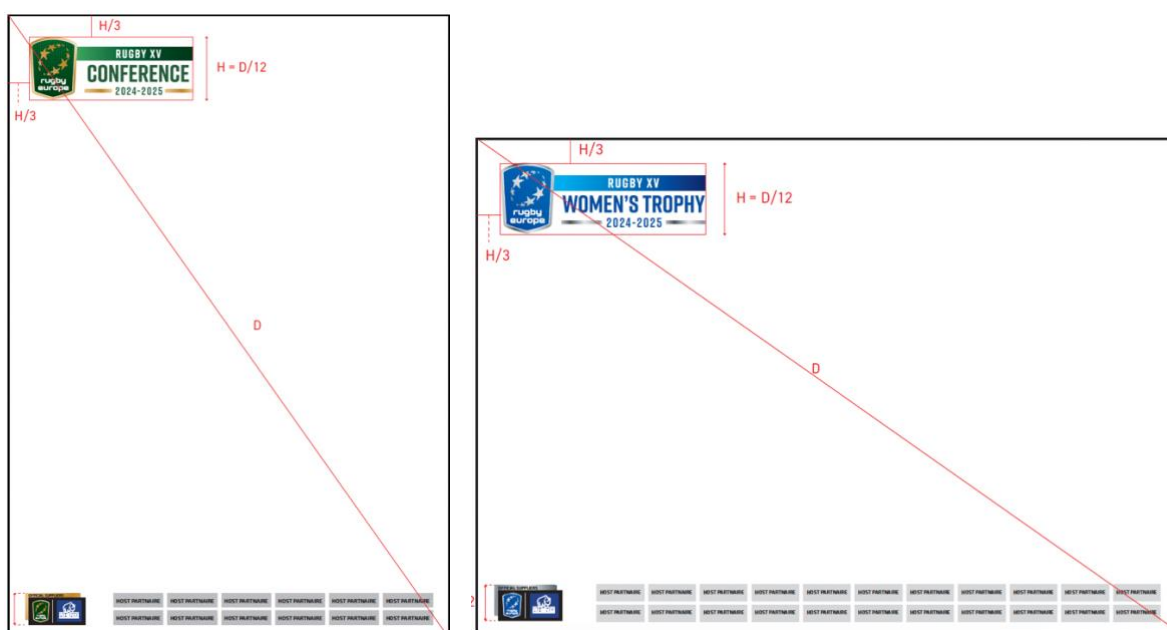
Competition's logo must be positioned on the Top left Corner of the artwork.
The size of the logo must be sufficient so that the content can be readable.

The Name of the Competition can be associated in English or Local language.

Rugby Europe logos and partners must not be associated to Unions commercial partners.

Rhino logo must be present on the poster.

For Men Championship division, Cordier and Rhino must be present on the poster.



Colours of the composite logo are different according to the divisions



For Men's Championship Division – use the one below – including CORDIER logo



B) Press Conference & Flash-Interviews Backdrop

Rugby Europe logo must be present in the material developed for all Media activities (press conference, interviews).

It can be inserted among the local partners.

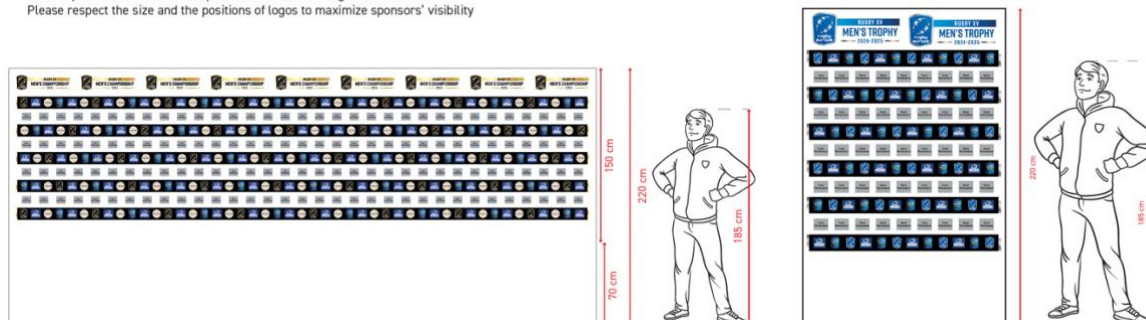
Name of the competition can be added to the material.

Rhino logo must be present on the backdrop.

For Men Championship division, Cordier and Rhino must be present on the backdrop.

PRESS CONFERENCE BACKDROP

The template below must be adapted to the different usage and locations.
Please respect the size and the positions of logos to maximize sponsors' visibility



C) Boards around the pitch

It is mandatory to display advertising board around the pitch, as mentioned in the table below:

Division	Rugby Europe 	Division Design to come	RugbyEurope.TV 	CORDIER  
Championship			2 – 12x1m banner	2 – 6x1m
Trophy	1 – 6x1m	-	-	
Conference	1 – 6x1m	-	-	
Development	1 – 6x1m	-	-	

Original artwork must be asked to marketing@rugbyeurope.eu for production.

Details for Championship Division (Men and Women)

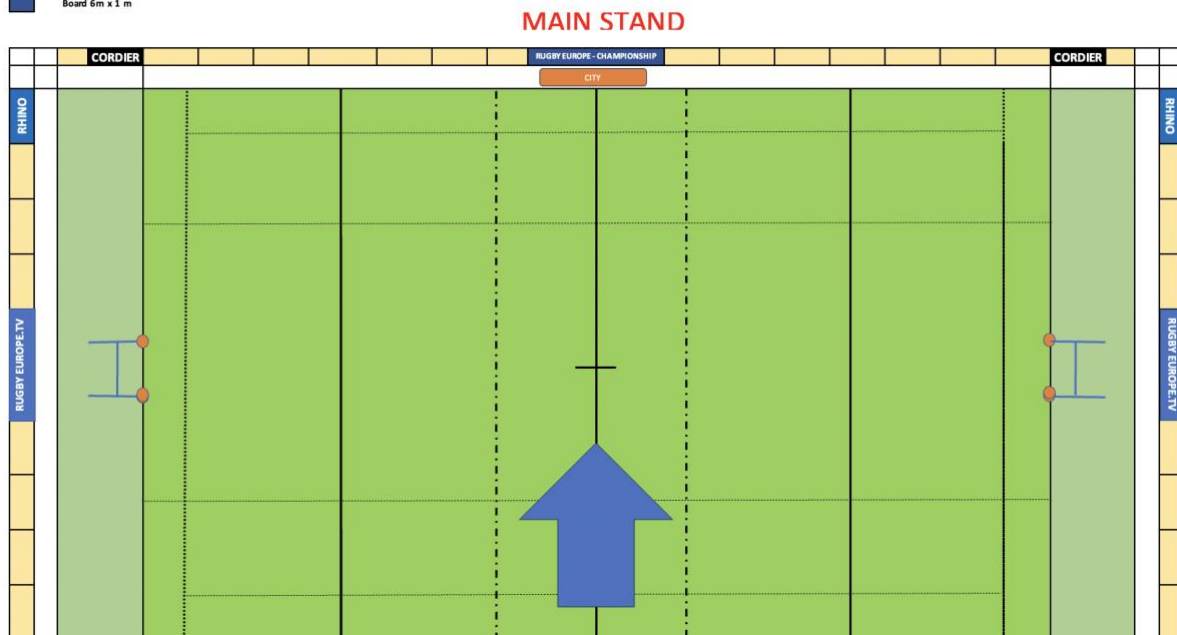
The Host unions must display visibility for Rugby Europe and its sponsors as follows:

- 1 “Rugby Europe” board 6X1m in the central position of the TV arc in the front-camera axis along the center line of the pitch or 10% of LED time
- 1 “Championship” board 6X1m in the central position of the TV arc in the front-camera axis along the center line of the pitch or 10% of LED time.
- 2 “Rugbyeurope.TV” board 12x1m in the axis of each post in perimeter arc or 5% of LED time
- 2 Cordier – Two different artwork - 6X1m boards in the Television Arc or 5% of LED time
- **NEW** : Possibility to put a “Host City” Carpet on the ground next to Rugby Europe Championship board

See the advertising Perimeter Plan for MEN CHAMPIONSHIP division below :

Rugby Europe Championship 2025

Board 6m x 1 m

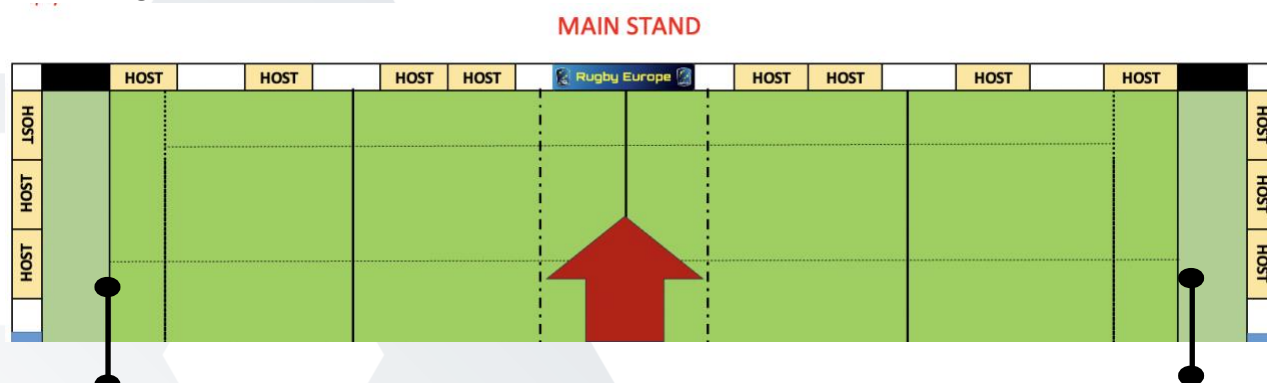


Details for Trophy and Conference Divisions

The Host unions must display visibility for Rugby Europe and its sponsors as follows:

- 1 “Rugby Europe” board 6X1m in the central position of the TV arc in the front-camera axis along the center line of the pitch or 10% of LED time

Advertising Perimeter Plan for TROPHY and CONFERENCE division



D) Touch Flags

Rugby Europe have sent one pair of RE branded touch flags to each REIC Union, which must be supplied to touch judges at all home games.

These flags are the Union’s responsibility. In case of loss or damage, the Union will be required to order a new pair at rugbyxv@rugbyeurope.eu , at their own costs – and request must be sent no later than two weeks before matchday.

Each Pair of Flags will be invoiced 50 euros.

10. ANTI-DOPING PROGRAMME

10.1. WORLD RUGBY REGULATION 21

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

10.2. 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 Delegation 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. The Team Delegation Consent Form (Appendix 2) is to be submitted to Match Commissioner prior to the game (at managers' meeting and no later than 1h to KO)

10.3. 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/prohibited-list>

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 either fax +353 1 2409 289 or email TUE@worldrugby.org. 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.

10.4. COMPETITION TESTING

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

10.5. ANTI-DOPING EDUCATION

We remind you that in the TAC, you must justify the fact that you completed the World Rugby anti-doping educational information and resources to each Participating Union in advance of the start of the competition.

All World Rugby anti-doping educational information and resources are also available in English, French, Spanish and other selected languages in the resources section of the World Rugby Anti-Doping website <https://www.world.rugby/keep-rugby-clean>. 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.

Anti-Doping E-Learning:

Further to the World Rugby Anti-Doping Handbook, an Anti-Doping e-learning programme is available on www.keeprugbyclean.com and it is compulsory that all Players, Team Managers, Team Coaches and medical support personnel complete this programme prior to their participation in the Competition. Unions must ensure that all of their Team Members access the website, register and complete the programme which should take about half an hour. The programme is currently available in 6 languages (English, French, Spanish, Italian, Romanian and Russian) Unions are requested to assist Teams which do not speak one of those languages to complete the programme.

10.6. 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.

10.7. 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

11. 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 will 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 the World Rugby has successfully conducted at the Tournament for a number of years. World Rugby Regulation 6 is available at

<https://www.world.rugby/organisation/governance/regulations/reg-6>

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.



12. DISCIPLINE

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
 - o Details structure of the Committee
 - o Details its missions and duties
- [RE Disciplinary Regulations](#):
- [RE Code of Ethics](#):
- [World Rugby Regulation 17 \(Discipline – Foul Play\)](#)

These documents must be read and its instructions followed for all disciplinary related cases for foul play and misconduct.

12.2. BREACHES OF THE TERMS OF PARTICIPATION

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

12.2.2. 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 World Rugby Code of Conduct) shall be made in the first instance to the Tournament Director (or their nominee, the Match Commissioner of each relevant Match).

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

12.2.4. 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 12.5).
- 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.

12.2.5. 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.

12.3. STANDARD BREACHES – FINANCIAL SANCTION BY TOURNAMENT DIRECTOR

12.3.1. 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 12.4.1 (b) – (d) inclusive below then the Tournament Director shall impose the specified financial sanction in respect of each breach on a per breach basis.

12.3.2. 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.

12.3.3. 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.

12.3.4. 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.

12.4. NON-STANDARD BREACHES

12.4.1. 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 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

12.4.2. 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).

12.4.3. 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 RE Disciplinary Regulations.

12.5. FINES

TYPE OF BREACH	Amount (in Euros) * Maximum fee claim		
	Champ.	Trophy	Conf/Dev
GENERAL			
Cancellation or forfeit of a game for other reason than Force Majeure, less than two month before matchday	10'000		
Second Game forfeited in the same season by the same team, less than two month before matchday	10'000 and a one-year suspension		
Failure to attend official tournament function (including media related, per event/member)	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	2'000	1'000	500
VENUES (MATCH & TRAINING)			
Failure to submit or late submission of Venue documentation (details (all) and maps	5'000	1'000	500
Non-compliance with World Rugby regulations or absence of Venue dispensation Certificate	5'000	2'000	1'000
Non-compliance with Rugby Europe Commercial/Marketing requirements (per item)	5'000	2'000	1'000
Failure to guarantee Teams' / Players' / Officials' security	5'000	2'000	1'000
Damage to equipment / facilities (including out of stadium)	2'000	1'000	1'000
Non-compliance with RE requirements in terms of Medical/player welfare (incl. HIA)	5'000	2'000	1'000
DOCUMENTATION/ INFORMATION			
Late Submission of Union Consent form and Participation Agreement (>1 month)	5'000	2'000	1'000
Late submission of Venue and KO time	2'000	500	100
Late submission of kit for approval	200	100	50
Late submission of Player's long list	2'000	500	100
Late submission of Eligibility document	2'000	500	100
Late or incorrect submission of Player's list/Team sheet (48h rule)	2'000	500	100
Non justified change on the Team sheet after the 48 hours rule	1'000	500	100
Non presentation of mandatory game documentation to the Commissioner upon request during Manager's meeting (per missing document)	1'000	500	100
Late submission of Team Member personal information (per item)	200	100	50
Non-compliance with squad photo specification (per item)	200	100	50
MATCH MANAGEMENT			
Non-compliance with specified Match timings (including last minute change in KO time)	5'000	2'000	1'000
Non-compliance with directions for protocol (flags, anthems, positions)	2'000	1'000	500
Non-compliance with directions of Match Management Team in Match Venue	2'000	1'000	500

Breach in Team Kit Specification:			
- No number on jersey	5'000	2'000	1'000
- Inidentifiable number on jersey	2'000	1'000	500
- Non-respect of Kit and Bibs rules	1'000	500	200
- Use of non-compliant clothing and equipment in Match Venues (sanction applied per item)	1'000	500	200
- Wrong jersey number on Player's list	1'000	500	100
- Non-compliance with jersey numbering (WR reg 15)	500	/	/
Jersey colour conflict non-solvable	2'000	1'000	500
COMMERCIAL / MARKETING RULES			
Non-respect of commercial/marketing rules and / or RE sponsors requirements (including balls, boards, logos, per item)	2'000	1000	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
BROADCAST / LIVESTREAM			
Failure to set up or deliver a broadcast/livestream video feed of the game (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
Non-respect or failure in TMO requirements (for Men Championship)	2'000		
Non-respect or failure in HIA requirements	2'000	-	-
Failure to provide a copy of the match to RE Match-officials 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 Player images	5'000	2'000	1'000
Release of information before embargo lift from RE	5'000	2'000	1'000
Non-attendance of a specific team member to a post-match interview and/or Press Conference (per player)	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

*Reimbursement of broken items may be added to the fines payable to Rugby Europe.

12.6. PAYMENT

Any financial sanctions or administrative fee shall become payable immediately and will be automatically enforced through the withholding of any monies otherwise owed by Rugby Europe to the Participating Union.

13. RUGBY EUROPE CONTACTS

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Chairman of Player Welfare Sub-Committee.

Antonio Ferreira (Chairman)

Contact

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14. APPENDICES

The following table contains all the appendices mentioned in these Terms of Participation. It also includes a summary of all the forms which must be submitted to Rugby Europe.

RE App	Document	Who	When
1	Terms and Conditions		To be carefully read and understood by Unions & Team Management, binding through signature of Participation Agreement
2	Team Delegation Consent Information & Consent Form	To be signed by all players & management	Signed hard copies to be handed to the Rugby Europe Match Commissioner on the day before each game to be eligible to play. <u>It is directly printed from Sportlomo together with the Player's list</u>
X	Panel & Team Sheet	To be completed and submitted by the Team Manager	<p>Panel (long list) must be created directly on Sportlomo by the Unions no later than 4 weeks before start of competition</p> <p>For reminder, Team sheet (23 players + staff) for each given match to be submitted on Sportlomo two days before each game of competition, and Hard copy signed by Team Manager to be handed to the Rugby Europe Match Commissioner on the day before the game.</p> <p>PDF copy to be sent to rugbyXV@rugbyeurope.eu; teamsheets@worldrugby.org and tournament.media@worldrugby.org no later than 48 hours before KO</p> <p>Any modification within the 24h to KO must be communicated ASAP to RE rugbyXV@rugbyeurope.eu</p>
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 match with a hard copy for the Match Commissioner
5	Declaration of Player's Eligibility	To be signed individually by all Players	To be uploaded on Sportlomo for new eligible players with all proof documents
6	Forms for Player's Age Criteria Eligibility	To be completed and signed by all relevant players	To be uploaded on Sportlomo for players requesting Age dispensation
7	HIA Guidelines and Regulations		To be read and understood by Unions & Team Management
8	Sportlomo Guide		To be read and understood by Unions & Team Management
9	Game Info		To be completed by both parties and shared with Match Commissioner and rugbyxv@rugbyeurope.eu no later than one week before matchday.
10	TMO Protocol		To be read and understood by Unions & Team Management

All forms available on an online shared folder here:

<https://rugbyeurope.sharepoint.com/:f/g/EpOkIieLtSBBp29IszpKWcIBuVIBFRws6sNa2fZrBexbJQ>