



*Gulf Rugby Management*

## Match Managers Manual

Last updated 18<sup>th</sup> September 2018

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## Introduction

The aim of this document is to provide both Gulf Rugby Management appointed Match Managers and Club appointed Match Managers best practice guidelines and check lists for all UAE Rugby and West Asia Competitions.

## Match Manager

It is the responsibility of the Match Manager to make sure the Match is being played safely and according to World Rugby, Asia Rugby, UAE Rugby and Gulf Rugby Management Laws and Regulations. The responsibilities are divided into:

- Pre-match
- During the match
- Post-match

### Pre-Match

The Match Manager is responsible for the following checks:

1. Medical provision as detailed in the GRM competition regulations is adhered to.
2. Pitch has a physical barrier – this could be a fence or a rope
3. Pitch is clearly marked
4. Substitution benches and medical boxes are clearly marked – refer to Appendix 2
5. Water is available pitch side
6. Receive Team sheets from both teams 60 minutes before kick-off. Appendix 3.

Refer to Appendix 1 for a GRM check list. Make sure the check list is populated and is signed by the Match Referee 45 minutes before kick-off. Kindly note that the Match Referees are instructed not to start the match without the form being correctly populated and signed by both the Match Manager and Referee.

### During the match

The Match Manager is responsible for the following:

1. Match sheet is update with scores correctly. Appendix 6
2. Manage substitutions. This includes making sure the Substitution Card (Appendix 5) is fully & correctly completed
3. Team Coaches and Team Managers remain inside the Team Bench area.

4. Substitutes Players remain inside the Team Bench area unless warming up behind the Dead Ball line their team is attacking towards.
5. No non-team members are allowed inside the playing enclosure (inside rope or the barrier)
6. General side-line behaviour

If at any time during the match, points 2 - 6 are not adhered to, the Match Manager has the right to ask the Match Referee to stop the match until the issues have been resolved. If the behaviour is repeated, the Referee and Match Manager have the right to call the match off and the club responsible for this will be penalised/sanctioned by GRM.

### Post-match

The Match Manager is responsible for the following:

1. Match Sheets have been signed by the Referee and the opposition
2. Match report is submitted to GRM no later than close of business on the Sunday following the match. Refer to Appendix 2 for template

## Appendix 1: GRM Match Manager Check list

Yes	No	Item	Comments
		1. Is the pitch clearly marked	
		2. Does the pitch have a physical barrier around it?	
		3. What distance from side-line?	
		4. Team benches/zone clearly marked?	
		5. Medical boxes clearly marked?	
		6. Spinal Board with head blocks and spider straps available	
		7. Access to an AED	
		8. Home team medic	
		9. Away team medic	
		10. Ambulance available (only if points 5 and 6 are marked as No)	

Match Manager:

Match Referee:

Signature:

Signature

Date:

Date:

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## Appendix 2: Match Manager Report

Match Code:	Date:	Venue:
Pitch Condition:	Weather:	
Comments:		
Pitch Marking:	Side-line Markings:	
Comments:		
Side-line behaviour:		
General Comments:		

Match Manager:

Signature:

Date:

## Appendix 3: Team Declaration



Team		Opposition		Competition:	
Team		Opposition		Venue:	
Team		Opposition		Date:	
Team		Opposition		Time:	
#	Position	Shirt No.	Name		
1	Loose-head Prop				
2	Hooker				
3	Tight-head Prop				
4	#4 Lock				
5	#5 Lock				
6	Blindside Flanker				
7	Open-side Flanker				
8	No. 8				
9	Scrum Half				
10	Fly Half				
11	Left Wing				
12	Inside Center				
13	Outside Center				
14	Right Wing				
15	Full Back				
16	Reserve (Front Row)				
17	Reserve (Front Row)				
18	Reserve (Front Row)				
19	Reserve				
20	Reserve				
21	Reserve				
22	Reserve				
<b>Team Officials</b>					
Coach			Assistant Coach		
Manager			Physio		



## Appendix 4: Team Declaration 7s

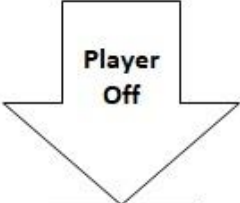
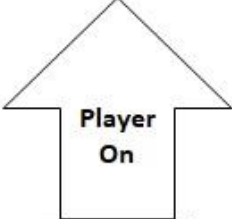

#		Shirt No.	Name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>Team Officials</b>			
Coach			
Assistant Coach			
Manager			
Physio			

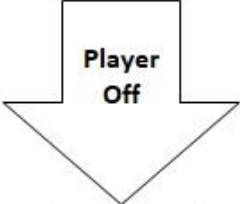
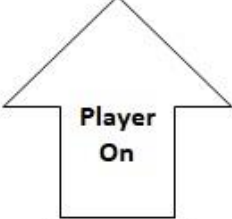

  

			
<b>Sevens Squad Registration</b>			
Team		Competition: <input style="width: 100%;" type="text"/>	
		Venue: <input style="width: 100%;" type="text"/>	
		Date: <input style="width: 100%;" type="text"/>	





## Appendix 5: Substitution Cards

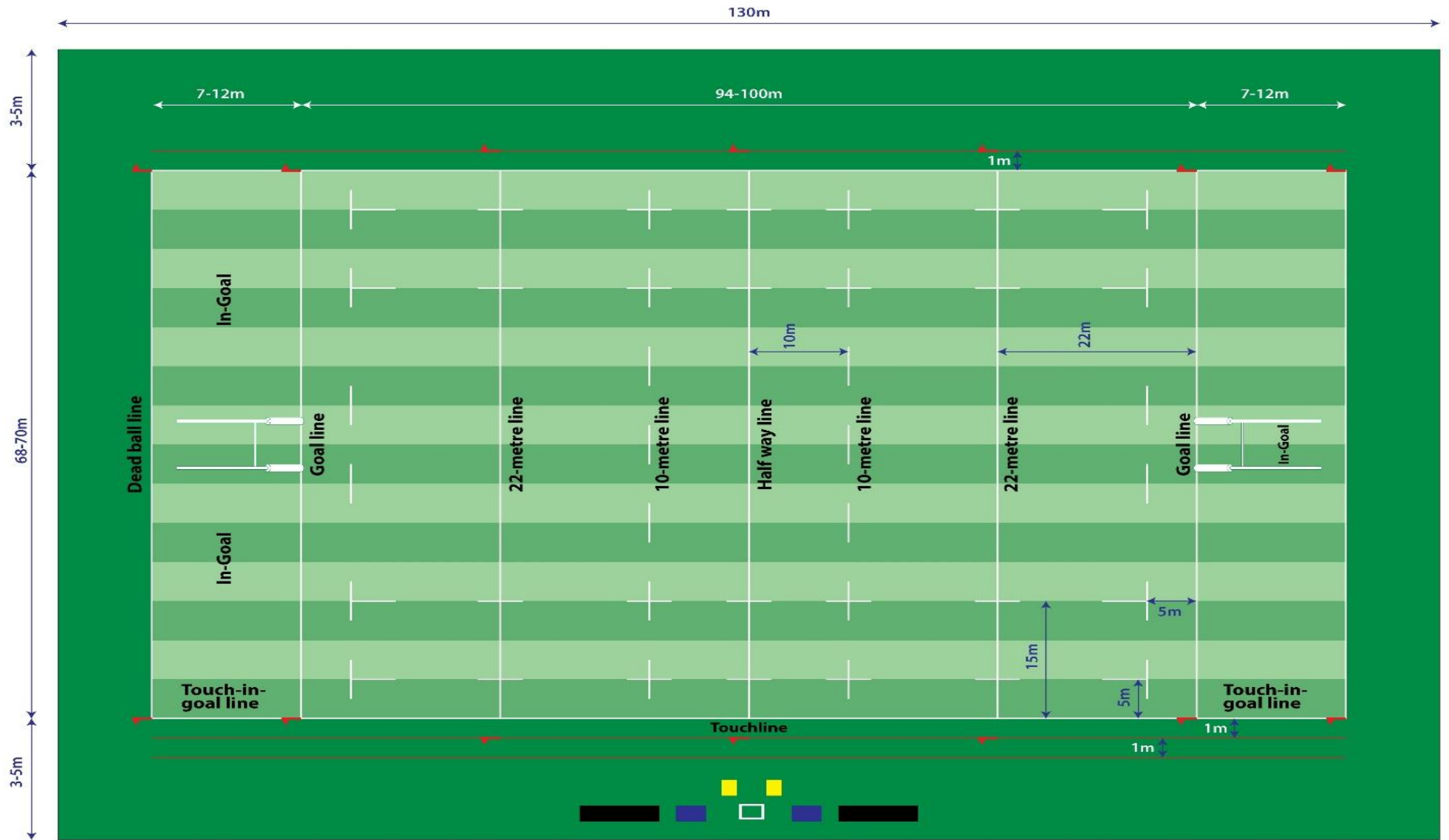
 <b>Player Off</b>	<b>RUGBY FIFTEENS SUBSTITUTION CARD</b>	 <b>Player On</b>									
<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;"><b>Team (A):</b></div>	<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="3" style="text-align: center; padding: 5px;"><b>REASON</b></td></tr><tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Tactical</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Sin Bin Sub</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Head Injury</td></tr><tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Blood</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Injury</td><td></td></tr></table>			<b>REASON</b>			<input type="checkbox"/> Tactical	<input type="checkbox"/> Sin Bin Sub	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Blood	<input type="checkbox"/> Injury	
<b>REASON</b>											
<input type="checkbox"/> Tactical	<input type="checkbox"/> Sin Bin Sub	<input type="checkbox"/> Head Injury									
<input type="checkbox"/> Blood	<input type="checkbox"/> Injury										
	Signature of Team Official _____	Time _____									

 <b>Player Off</b>	<b>RUGBY FIFTEENS SUBSTITUTION CARD</b>	 <b>Player On</b>									
<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; padding: 5px; width: 150px; margin: 0 auto;"><b>Team (B):</b></div>	<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="3" style="text-align: center; padding: 5px;"><b>REASON</b></td></tr><tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Tactical</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Sin Bin Sub</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Head Injury</td></tr><tr><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Blood</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/> Injury</td><td></td></tr></table>			<b>REASON</b>			<input type="checkbox"/> Tactical	<input type="checkbox"/> Sin Bin Sub	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Blood	<input type="checkbox"/> Injury	
<b>REASON</b>											
<input type="checkbox"/> Tactical	<input type="checkbox"/> Sin Bin Sub	<input type="checkbox"/> Head Injury									
<input type="checkbox"/> Blood	<input type="checkbox"/> Injury										
	Signature of Team Official _____	Time _____									

## Appendix 6: Match Sheet

		<h3 style="margin: 0;">GRM Match Sheet</h3>																			
Match Code	Team A:					Team B:					Date:			Kick-off:			Venue:				
	Full Time:	Team A:				Team B:				Half Time	Team A:				Team B:				Match Manager		
	Referee					AR1					AR2					Home Club Appointed Match Manager					
Team A:		Team B:				Score sequence. Please indicate shirt number, time, score and event															
First Name, Family Name		First Name, Family Name				FIRST HALF:					SECOND HALF										
No.	Shirt No.	No.	Shirt No.	No.	Team	Time	Event	Score	No.	Team	Time	Event	Score								
1		1																			
2		2																			
3		3																			
4		4																			
5		5																			
6		6																			
7		7																			
8		8																			
9		9																			
10		10																			
11		11																			
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16		16																			
17		17																			
18		18																			
19		19																			
20		20																			
21		21																			
22		22																			
Manager:		Manager:				Weather:				Event											
Coach:		Coach:				Pitch Condition:		Surface:		Lighting:		T-Try									
Signed TM:		Signed TM:				Signed Match Manager:						C-Conversion									
Match Manager's Comments:	GRM appointed Match Manager to write his comments below											DG - Drop Goal P - Penalty S - Substitution Tactical SI - Substitution Injury Y - Yellow Card R - Red Card									

# Appendix 7: Pitch Plan



**Key**     Sin bin     Team Bench(8mx2m)     Technical Line     Match Manager     Medic