

# HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

## Regulation, Advice and Guidance Note 33

Sponsor Club Hampshire Committee

Approved 1 November 2012

Updated April 2020



### CLUB HAMPSHIRE MATCH ADMINISTRATION

*BOTH THE COUNTY AND THE HOST CLUB HAVE CLEAR RESPONSIBILITIES FOR THE SUCCESS OF THE DAY. IT IS A TASK FOR THE TEAM MANAGER HOWEVER TO ENSURE THAT THERE IS GOOD LIAISON BETWEEN THE TWO TO ACHIEVE THIS. THE COUNTY WILL NOT NORMALLY INVITE A CLUB TO HOST A MATCH IF THERE IS LIKELY TO BE A CLASH WITH ANY OTHER MATCH OR OTHER EVENT AT THE CLUB ON THE SAME DAY.*

*WHILE MANY OF THE POINTS ARE OBVIOUS TO AN EXPERIENCED ADMINISTRATOR THE AIM OF THESE GUIDANCE NOTES IS TO PROVIDE A CHECKLIST WHICH PERHAPS NEW ADMINISTRATORS WILL FIND HELPFUL. THE ARRANGEMENTS WILL USUALLY APPLY AT ALL HOME MATCHES INVOLVING ANY REPRESENTATIVE HAMPSHIRE FIFTEEN. CERTAIN REQUIREMENTS MAY BE DISPENSED WITH AT GAMES INVOLVING GAMES AT 18 GROUP AND BELOW.*

3301 The following is a Check-Off List for the guidance of the Team Manager. Not all checks are necessary nor required for training sessions or trials nor for matches in the 15 to 18 Groups. Team Managers are to exercise their discretion.

Book the Host Club and confirm:

- 1 no other activities are likely to interfere with or disrupt the County booking.
- 2 the name and contact details of the Club Official or Duty Manager who will be present on the day.
- 3 separate, lockable and clean changing rooms will be available for all teams **and** match officials.
- 4 training facilities required by both teams before the game.
- 5 the pitch will be freshly marked and will be flagged in accordance with Law 1 and safety precautions provided as specified in Regulation, Advice and Guidance Note 15.
- 6 there is an adequate medical treatment/physiotherapy room and that the First Aid facilities are to the standard specified at <https://www.englandrugby.com/participation/playing/player-welfare-rugby-safe/rugbysafe-clubs> managing rugby/first aid/guidelines.
- 7 there is clear access to the pitch for an ambulance.
- 8 the Club can nominate persons to help provide a hospital car service and/or accompany injured players to hospital.
- 9 pre and post-match refreshments to an acceptable standard and within an agreed budget will be provided for players, match officials, team management, County officials and guests.

3302 The host club should be asked to provide where appropriate:

- 1 car park spaces reserved for the teams, match officials, County officials and guests.
- 2 car park stewards, gate staff, stand controllers and programme sellers.
- 3 liaison with the local police and if necessary arrange a reserved parking area on the public highway for any visiting team's coaches.

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- 4 a Safety Coordinator if recommended by the police.
- 5 stewards to restrict access to the facilities reserved for the players, match officials, VIP's, sponsors and press.
- 6 the required catering within an agreed budget for both pre-and post-match for VIP's.
- 7 the need for any additional bar and catering facilities for spectators.

3303 The Team Manager will also:

- 1 confirm the appointed match officials. A list of Club Hampshire's requirements for match officials is provided to HRR by 30 June annually.
- 2 arrange publicity through the County Office
- 3 arrange appropriately qualified medical cover as specified at <https://www.englandrugby.com/participation/playing/player-welfare-rugby-safe/rugbysafe-clubs> managing rugby/first aid/guidelines.
- 4 provide match and training balls.
- 5 liaise with the visitors' Team Manager.
- 6 arrange programme content, printing and collection with the County Office
- 7 ensure the visitors are met on arrival and are aware of all arrangements.
- 8 Only the Executive director or a nominated person shall be authorised to have a bar tab.

## For Postponed or Cancelled Matches

3304 The Team Manager will inform as quickly as possible, in the following priority, the visitors' Team Manager or Secretary, the match officials, the Host Club Liaison Officer or the coach company, the County Office, the players, the coaches, the Match Secretary, the Manager of Club Hampshire and the Executive Director of the cancellation or postponement of a game and, when postponed and when known, the alternative arrangements.