

7'S TOURNAMENT MANAGEMENT MANUAL

7's Competition Hosting Document

The purpose of this document is to outline the requirements of a club/school/union seekng/proposing to run a 7 aside Rugby Union tournament. 7's tournaments can vary in terms of size i.e. team numbers, venues and time allocated. This document will provide a framework for running a successful 7's tournament.

7's tournament organisers should provide a Tournament Management Manual to the manager of each participating team prior to the tournament. This should contain the following information:

Tournament Management Manual

- 1. Welcome Letter
- 2. General Tournament Information
- 3. Contact List
- 4. Tournament Rules
- 5. Laws of the Game Seven-a Side Variations
- 6. Tournament Draw Pools and Fixtures

1. Welcome Letter

Addressed to all team managers in the Tournament Management Manual, this letter should;

- Welcome all teams to the tournament
- Outline key points of the tournament
- Introduce the following information that will be supplied in the tournament manual
- Wish teams well for the upcoming tournament

2. General Tournament Information

- Can explain objectives of the tournament
- Can include information on the tournament history
- Can include list of past winners and players of the tournament

2.1 Location of Tournament

- Address of tournament venue/s to be supplied
- Google map reference of tournament venue/s supplied
- Can include directions to nearby medical facilities



2.2 Managers Briefing Meeting

- Suggested to be held at least 60 mins prior to first game/s kicking off
- Location and time of meeting to be supplied e.g. Clubhouse
- Discuss matters relevant to the tournament (such as draw, timings, teams areas etc)
- Opportunity for Q&A relating to the tournament

2.3 Team Change Rooms

• If team rooms are available for use a roster needs to be organised and distributed to teams prior to the tournament or at the managers meeting

2.4 Ground Entry and Parking

 Information provided to teams on parking arrangements and access to the ground for players

2.5 Team Areas

 A specific area should be set up / roped off for participating teams to use during the tournament.

2.6 Warm Up Area

- Warm Up areas should be made accessible if available.
- Location needs to be supplied to teams

2.7 Medical

- Medical support is usually supplied by the tournament hosts
- Specific medical area should be set up in a location that is easily accessible to teams and the main ground.
- Medical area location should be supplied to team management and well sign posted

2.8 Insurance

Should be the responsibility of each team at the tournament

2.9 Meals/Water/Ice

 Provisions should be made for food, water and ice so they're available to teams for purchase for the duration of the tournament



3. Contact List

- A contact list of tournament officials, including mobile phone numbers, should be distributed to tournament and team management that may need to contact them throughout the tournament
- Tournament Officials should include; Tournament Director, Team Liaison Manager, Facilities Manager, Ball Boy Manager, Referee Manager, Medical Manager

4. Tournament Rules

- **4.1** The tournament is organised under the auspices of the host club or union and played in accordance to the IRB Bye Laws, Regulations and Laws of the game of Rugby Union and standard set of variations appropriate to Seven a Side game (i.e. Refer to appendix 2 Seven a side and Australian U19 Law Variations).
- **4.2** Each squad will consist of a maximum of 12 players. The names of the players for the tournament should be registered with the tournament officials at the team management meeting prior to the start of the tournament.
- **4.3** A draw should be made available prior to the tournament commencing. Where practicable teams will be seeded and placed into pools for the tournament.
- **4.4** Points for all pool matches will be awarded as follows:
 - 4 points for a win
 - 2 point for a draw
 - 1 points for a loss of 7 points or less
- **4.5** If at the end of the pool games, two teams have an equal number of points, then progression in the tournament will be decided by taking into account:
 - i) The team that won their corresponding match. If match drawn;
 - ii) The team with the higher positive margin of points scored for and against will be placed higher in the pool. If still tied;
 - iii) The team with the higher margin of tries scored will be placed higher in the pool. If still tied;
 - iv) The team that has scored the highest number of points will be placed higher in the pool. If still tied;
 - v) The team with more tries scored will be placed higher in the pool. If still tied;
 - vi) After considering the above, the team that will finish higher in the pool will be decided by the toss of a coin.
- **4.6** On the completion of the pool games there will be four (4) knockout competitions:
 - i) Division 1 Competition (Cup)
 - ii) Division 2 Competition (Plate)
 - iii) Division 3 Competition (Bowl)
 - iv) Division 4 Competition (Shield)



- **4.7** At the completion of the pool matches, teams will be ranked by the records as per Rule 4.5 and 4.6, and will go forward as the highest ranked sixteen (16) teams qualifying for the first round of the Cup Competition.
- **4.8** The first round losers from the Cup Competition will progress to the knockout Plate Competition, with the winners progressing through to the knockout Quarter Finals of the Cup Competition.
- **4.9** At the completion of the pool matches, the eight (8) lowest qualifying teams will go through to the first round of the Bowl competition. The first round losers from the Bowl Competition will go through to the knockout semi -finals of the Shield Competition, with the winners progressing to the knockout semi- finals of the Bowl Competition
- **4.10** Throughout the tournament match results and subsequent division qualifications will be posted outside the tournament official's room. All team managers will be given an updated copy of the full draw at the briefing meeting prior to the tournament starting to cover any late minute changes that may have occurred.
- **4.11** All playing jerseys must be numbered. When players and substitutes are registered for each game, their names must correspond with the number of their jersey.
- **4.12** During the tournament, the names of the seven (7) players in each team who initially take the field, along with the five (5) reserves must be handed to the tournament officials in charge at the registration desk ten (10) minutes prior to the kick-off of each game. The announcer will call each team to registration during half time of the game, two games prior to the team's next game (i.e. Approximately 30 minutes before the start of the game).
- **4.13** Only three (3) reserve replacements are allowed during each match.
- **4.14** Temporary replacement for a blood injury to a player is permitted. A player who has been replaced through injury may not resume play in the same match. A player who has been replaced though injury may not resume playing in the same match, but may play in subsequent matches provided appropriate medical clearance is provided. A player who has been substituted may return to the field of play as a temporary replacement for a player with a bleeding wound. No replacement or substitution maybe made except with the permission of a Referee, and only during a stoppage in play.
- **4.15** In the event that, due to injuries, a team is unable to field a full complement of players from its own squad of (up to 12) registered players, the team may approach other teams that have been playing in the same or lower knockout competition for assistance in providing up to two (2) substitutes, provided that such team has been eliminated from the tournament. A team may not seek assistance from another, which is either still playing in the same competition or which has been eliminated from a higher knockout competition.



4.16 Such substitute players must be first registered with the tournament officials at the match office and thereafter they shall not be permitted to represent any other team during the remaining rounds, at any other level of the tournament.

4.17 The first games will commence at :

- **4.18** A timekeeper will be appointed for all matches and will time all games. However the referee's whistle will signal the end of the game. Each game will consist of two halves that will be of (7) minutes duration each, with not more than a one (1) minute interval between halves. All finals of the tournament, except for the Cup competition, will be seven (7) minutes each half with not more than a two (2) minute interval between halves.
- **4.19** The Cup competition final will be ten (10) minutes each half with a two (2) minute interval between halves.
- **4.20** Team managers shall be responsible for getting their teams to the field of play prior to the scheduled kick-off time. A five (5) minute grace period for late arrivals will be permitted at the discretion of tournament officials. If, after this time has elapsed, the opposition still has not reached the field of play, then the team on the field ready for play will receive a walkover score line for that round. (A walkover in the pool stages will carry a 35-0 score line against the offending team). Team officials are asked to continually check the kick off time of their next game, **as tournaments can run ahead of schedule.**
- **4.21** If a player is injured during play, the referee shall signal the timekeeper to indicate the game has stopped. The clock will then be stopped until play is resumed. The timekeeper will act only on advice from the referee. This is to ensure that the appropriate full length of time shall be played in all games.
- **4.22** During the knockout stages of the tournament, in the event of a tie, and before extra time starts, the referee will organise a coin toss. The winner of this coin toss decides whether to kick-off or to choose which direction to run towards. If the winner of the toss decides to choose a direction to run towards, the opponents must kick-off and vice versa. Play will then continue for further periods of five (5) minutes, with the teams alternating ends until the first team scores. There will be no intervals between the additional periods and no teams officials will be allowed on the field of play.
- **4.23** If a player is sent off (red carded) during a game, he cannot be replaced and will not be permitted to play again in the tournament. The team's squad shall be reduced in number accordingly for the remainder of the tournament. The captain of the offending player's team or manager may make an appeal to the disciplinary committee after the match against suspension from the tournament.
- **4.24** If a player is temporarily suspended (yellow carded/sin binned) by the referee he must proceed immediately to the seat provided at the half way line in front of the officials desk. They must remain there for two (2) minutes of playing time. The two (2)



minute period will not commence until the offending player has reached the sin-bin seat provided. The sin bin time will be managed by the official's desk where a timekeeper has been appointed. Only the referee may authorise a return to play after a "sin-bin" period at the next stoppage of play.

- **4.25** Any player who receives three (3) temporary suspensions (yellow cards) during the tournament will be suspended for one (1) match.
- **4.26** The disciplinary committee will consist of the tournament manager and two (2) qualified judiciary members as determined by the organising committee. A decision can be made by any two (2) members of the disciplinary committee, but must include the tournament manager. A report of the disciplinary committee findings will be sent to the offending player's home union for further action.
- **4.27** All disputes, queries or objections must be brought to the attention of tournament officials within fifteen (15) minutes of the completion of the game in dispute. The subsequent ruling shall be final.
- **4.28** The coin toss shall be at the official's desk in front of the main grandstand and will be made at half time two matches prior to your game.
- **4.29** The rules of the tournament, including their interpretation, are at the sole discretion of the tournament officials.
- **4.30** Only medically trained persons, other than the players, referee and tournament officials may enter the playing area. Coaches may brief their teams at half time from the touchline.
- **4.31** Water runners will be allowed to enter the playing area provided they are wearing the appropriate yellow vest supplied at the official's desk. Each team may have a total of two (2) water runners for their match.
- **4.32** Players may not leave the field of play and team officials (except for the one (1) person above dispensing drinks to players) must not enter the playing area without obtaining the referee's permission.
- **4.33** The organising committee reserves the right to alter the format of the tournament in the event of unusual weather or any other unexpected circumstances.
- **4.34** Any team found to be in breach of the above regulations, will be automatically disqualified from further participation in the tournament.



5. Laws of the Game – International Rugby Board (IRB) Laws of the Game: Seven-A-Side Variations

The Laws of the Game apply to the seven-a-side game, subject to the following variations:

Law 3: Number of players- The team

- **3.1** Maximum number of players on the playing area:
 - Maximum: each team must have no more than seven players on the playing area.
- **3.4** Players nominated as substitutes:
 - A team may nominate no more than five replacements/substitutes.
 - A team can substitute or replace up to three players.
- **3.12** Substituted players rejoining the match:
 - If a player is substituted, that player must not return and play in that match even to replace an injured player.

Exception: A substituted player may replace a player with a bleeding or open wound.

Law 5: Time

- **5.1** Duration of a match:
 - A match lasts no longer than fourteen minutes plus lost time and extra time. A match is divided into two halves of not more than seven minutes playing time.

Exception: A competition final match may last no longer than twenty minutes plus lost time and extra time. The match is divided into two halves of not more than ten minutes playing time.

5.2 Half time:

• After half time the teams change ends. There is an interval of not more than two minutes.

5.6 Playing Extra Time:

• When there is a drawn match and extra time is required, after a break of one minute the extra time is played in periods of five minutes. After each period, the teams change ends without an interval.

Law 6: Match Officials

6.A. Referee

6.A.12. Duties of the Referee after the match

Add extra paragraph:

Extra Time - Toss.

Before extra time starts, the referee organises a toss. One of the captains tosses a coin and the other captain calls to see who wins the toss. The winner of the toss decides whether to kick off or choose an end. If the winner of the toss decides to choose an end, the opponents must kick off and vice versa.



6.B. Touch Judges

6.B.8 In Goal Judges

- (a) There are two in-goal judges for each match.
- (b) The referee has the same control over both in-goal judges as the referee has over touch judges.
- (c) There is only one in-goal judge in each in-goal area.
- (d) **Signalling result of kick at goal:** When a conversion kick or a penalty kick at goal is being taken, an in-goal judge must help the referee by signalling the result of the kick. If the ball goes over the crossbar and between the posts, the in-goal judge raises the flag to indicate a goal.
- (e) **Signalling touch:** When the ball or the ball carrier has gone into touch-in-goal, the ingoal judge must hold up the flag.
- (f) **Signalling tries:** The in-goal judge will assist the referee in decisions on touch downs and tries if there is any doubt in the referee's mind.
- (g) **Signalling foul play:** A match organiser may give authority for the in-goal judge to signal foul play in the in-goal.

Law 9: Method of Scoring

9.B Conversion kick

9.B.1 Taking a conversion kick

Amend: (c) The kick must be a drop kick.

Delete: (d)

Amend: (e) The kicker must take the kick within forty seconds of a try having been scored. The kick is disallowed if the kicker does not take the kick in the time allowed.

9.B.3 The opposing team

Amend: (a) All the opposing team must immediately assemble close to their own 10-metre line.

Delete: (b)

Amend: (c) Delete 3rd paragraph "When another kick is allowed......"

9.B.4. Extra time: the winner

In extra time, the team that scores points first is immediately declared the winner, without any further play.

Note: Temporary Suspension: When a player has been temporarily suspended, the player's period of suspension will be for a period of two (2) minutes.

Law 13: Kick Off and Restart Kicks

13.2 Who takes the kick off and restart kicks

Amend: (c) After a score, the team that has scored kicks off with a drop kick which must be taken at or behind the centre of the half way line.

Sanction: Free Kick at the centre of the half way line.



13.3 Position of the kicker's team at the kick off

Amend: All the kicker's team must be behind the ball when it is kicked. If they are not, a free kick is awarded to the non-offending team at the centre of the half way line.

Sanction: Free Kick at the centre of the half way line.

13.7 Kick off of under 10 metres and not played at by opponents

Amend: If the ball does not reach the opponents' 10-metre line, a free kick is awarded to the non offending team at the centre of the half way line.

Sanction: Free Kick at the centre of the half way line.

13.8 Ball goes directly into touch

Amend: The ball must land in the field of play. If it is kicked directly into touch, a free kick is awarded to the non-offending team at the centre of the half way line.

Sanction: Free Kick at the centre of the half way line.

13.9 Ball goes into touch in the in-goal

Amend: (b) If the opposing team grounds the ball, or if they make it dead, or if the ball becomes dead by going into touch-in-goal or on or over the dead ball line a free kick is awarded to the non-offending team at the centre of the half way line.

Sanction: Free Kick at the centre of the half way line.

Law 20: Scrums

Definitions:

Amend 2nd paragraph:

A scrum is formed in the field of play when three players from each team, bound together in one row, close up with their opponents so that the heads of the players are interlocked. This creates a tunnel into which a scrum half throws in the ball so that the players can compete for possession by hooking the ball with either of their feet.

Amend 4th paragraph:

The tunnel is the space between the two rows of players.

Amend 6th paragraph:

The middle line is an imaginary line on the ground in the tunnel beneath the line where the shoulders of the two rows of players meet.

Amend 7th paragraph:

The middle player is the hooker.

Delete paragraphs 9, 10 and 11.

20.1 Forming a scrum

Amend: (f) **Number of players: three.** A scrum must have three players from each team. All three players must stay bound to the scrum until it ends.

Sanction: Penalty kick *Delete:* **Exception**



20.8 Front row players

Amend (c) **Kicking out.** A front-row player must not intentionally kick the ball out of the tunnel or out of the scrum in the direction of the opponent's goal line.

Sanction: Penalty kick

Law 21: Penalty and free Kicks

21.3 How the penalty and free kicks are taken

Amend (a) Any player may take a penalty or free kick awarded for an infringement with any kind of kick: punt, drop kick but not a place kick. The ball may be kicked with any part of the leg from below the knee to the toe but not with the heel.

21.4 Penalty and free kick options and requirements

Amend (b) **No delay.** If a kicker indicates to the referee the intention to kick at goal, the kick must be taken within thirty seconds of the penalty having been awarded. If the 30 seconds is exceeded the kick is disallowed, a scrum is ordered at the place of the mark and the opponents throw in the ball.

