



## RUGBY ALBERTA

## RULES AND REGULATIONS

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**Every club shall ensure that all of their members are aware of these Rules and Regulations and that the club and its members abide by them.**

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## PREAMBLE

These Rules of Competition are intended to enhance, promote and improve competition throughout the various levels of rugby administered by Rugby Alberta. The various levels of competition within Rugby Alberta provide the opportunity to play rugby at an appropriate level for all participants, taking into account the age, gender, skill and physical condition of the player. At all times these Rules of Competition shall be interpreted in a manner consistent with the principles of sportsmanship and of allowing for participation.

## DEFINITIONS

- a) **Age Grade:** means a competition where participation is determined by being a particular age as determined by the Alberta Junior Rugby Association (AJRA).
- b) **AJRA:** means the Alberta Junior Rugby Association that is the Sub-Union affiliated to Rugby Alberta and responsible for all age grade rugby under the age of 19 years of age.
- c) **Board:** means the board of directors of the union.
- d) **Competition:** means games, divisions, leagues (including associated playoffs), tournaments and festivals under the jurisdiction of Rugby Alberta.
- e) **Club:** means any one of the Clubs affiliated within the Union.
- f) **CRU:** means the Calgary Rugby Union that is an affiliated Sub- Union to Rugby Alberta.
- g) **Director of Development:** means the staff person responsible for the development, growth and organization of players and rugby programs.
- h) **Division:** means a competitive level of league play.
- i) **ERU:** means the Edmonton Rugby Union that is an affiliated Sub-Union to Rugby Alberta.
- j) **Game Sheet:** means the official document where all players, scores and appropriate signatures are recorded.
- k) **ID Card:** A photographic ID card issued to each Alberta Senior player on receipt of payment and full registration with Rugby Alberta and Rugby Canada.
- l) **IRB:** means the International Rugby Board that is the governing body for Rugby Union.
- m) **Laws:** means the Laws of The Game of Rugby Union as published annually by the International Rugby Board (IRB)
- n) **Match Officials:** means the officially appointed referee and assistant referees to the game.
- o) **Member:** means all active Rugby Canada and Rugby Alberta, Sub-Union and Club members including players, coaches, managers, referees, therapists, administrators and officials.
- p) **Playing Enclosure:** means the area as defined in the Laws of Rugby, as separated from the spectator area by a fence or other temporary arrangement.
- q) **President:** means the President of Rugby Alberta
- r) **RAMOA:** means the Rugby Alberta Match Officials Association that governs all officials of rugby in Alberta
- s) **RC:** means Rugby Canada the Canadian national body for rugby.
- t) **RRC:** means the Rules and Regulations Committee of Rugby Alberta that creates, interprets, and amends the Rugby Alberta Rules and Regulations.
- u) **RA:** means Rugby Alberta, the Provincial Union governing body of rugby for Alberta.
- v) **Rules and Regulations:** means the Rules and Regulations of Competition of Rugby Alberta
- w) **Sub-Union:** means any Sub-Union, Association or Society affiliated with Rugby Alberta.
- x) **Transfers:** means a permanent move by a participant from one club to another. A transfer requires the completion of a Rugby Canada Transfer/ Release Form or other approved documents
- y) **Visitor:** means a player who wishes to temporarily register under the Rugby Canada (2 week visitor) policy.

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## 1. JURISDICTION

- 1.1 These Rules and Regulations shall govern all clubs and registered players residing within or visiting the province of Alberta and playing Rugby under the jurisdiction of Rugby Alberta, the Edmonton Rugby Union, Calgary Rugby Union and the Alberta Junior Rugby Association.
- 1.2 These Rules and Regulations shall not limit clubs and players visiting the province of Alberta at the invitation of Rugby Canada and playing fixtures under the jurisdiction, the management procedures and the expectations of the IRB or Rugby Canada.
- 1.3 Variations to these rules and regulations, applicable to Junior Rugby, are established by Alberta Junior Rugby Association (refer to [www.albertajuniorrugby.com](http://www.albertajuniorrugby.com)).
- 1.4 Unless otherwise stated herein, the playing of Rugby under these Rules and Regulations shall be in accordance with the IRB *Laws of the Game of Rugby Union* and the IRB *Playing Charter*.
- 1.5 Rugby Alberta delegates to the Rules and Regulations Committee (RRC) the management of all Rugby Alberta owned and sanctioned Competitions by providing and maintaining consistent Rules and Regulations.
- 1.6 The Composition of the RRC will consist of a named representative from each of the sub unions (RA, CRU, ERU, AJRA, RAMOA) at the Annual general Meeting. This committee will remain in place until 30 days after the following AGM.
- 1.7 Issues that arise from time to time that are not specifically addressed in the Rules and Regulations shall be subject to the final authority of the RRC.

## 2. CODE OF CONDUCT

- 2.1 All Unions, Associations, Rugby Bodies, Clubs and Persons:
  - i. Must ensure that the Game is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the Match Officials to maintain those principles.
  - ii. Shall co-operate in ensuring that the spirit of the IRB *Laws of the Game of Rugby Union* and the IRB *Playing Charter* are upheld and refrain from selecting players guilty of foul play.
  - iii. Shall not repeatedly breach the Laws of the Game.
  - iv. Shall accept and observe the authority and decisions of Match Officials, including the referee, assistant referees and all other rugby disciplinary bodies.
  - v. Shall not publish or cause to be published criticism of the manner in which a referee, a assistant match official or a match official managed a match nor may they publish or cause to be published criticism of a Rugby administrator involved in the organization of a match or tournament.
  - vi. Shall not publish or cause to be published criticism of the manner in which *Rugby Alberta* or any other rugby disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Rules and Regulations or a breach of the IRB *Laws of the Game of Rugby Union* or the IRB *Playing Charter*.
  - vii. Shall not engage in any conduct or any activity on or off the field that may impair public confidence in the honest and orderly conduct of a Match, tour, tournament or series of matches or in the integrity and good character of any person.

- viii. Shall promote the reputation of the Game and take all possible steps to prevent it from being brought into disrepute.
- ix. Shall not abuse, threaten or intimidate a referee, assistant match official or other match official, whether on or off the field of play.
- x. Shall not use crude or abusive language or gestures towards a Referee, Assistant Referees or other match officials, administrators or spectators.
- xi. Shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground based upon their religion, race, colour or their national or ethnic origin.
- xii. Shall not to do anything that adversely affects the Game of Rugby, *Rugby Alberta*, any member Union or any commercial partner of the Game.

## 2.2 Spectator Control

- i. The behaviour of spectators remains the responsibility of the home team. In the event of a game being played at a sub-union facility, spectator behavior is the responsibility of both teams. Sub-unions have the right and the responsibility to sanction offending individuals and/or their Club. Conduct of Club members at the premises of the respective sub-unions and their member Clubs shall be the responsibility of those member Clubs and as such the respective sub-union may sanction the offending party and/or their Club.
- ii. Spectators who, in the sole discretion of the sub-union or provincial executive or the referee of the match, are acting in an offensive or unruly manner shall be removed to a distance of not less than 100 meters from the playing enclosure.
- iii. Consumption of alcohol outside of the designated areas of the sub-union's or club's premises is strictly prohibited and may result in sanctions being imposed against the offending party and/or their Club.
- iv. Offensive or abusive conduct towards the sub-union or provincial union executive, Match Officials, Touch Judges, Assistant Referees, players and other spectators or participants in the game of Rugby at any event held under the jurisdiction of either sub-union or Rugby Alberta may result in sanctions being imposed against the offending party and/or their Club.
- v. Disciplinary procedures for offensive and/or abusive behavior will be administered within each of the sub-unions. Such disciplinary Procedures will be initiated by an incident report being submitted by an interested party in writing (letter, e-mail or fax), preferably within 48 hours as per the *Rugby Alberta Discipline Guidelines and Procedures* (Paragraph 3.3). The submission of an incident report after 48 hours shall not automatically preclude *Rugby Alberta* or a sub-union from taking action.
- vi. The only parties allowed inside the playing enclosure should be:
  - a) The Players
  - b) The Match Official(s)
  - c) Coaches
  - d) The Therapist for each team
- vii. The use of illegal drugs on the premises of the respective sub-unions and their member Club's is strictly prohibited and, in addition to any sanctions at law, may result in sanctions being imposed against the offending party and/or their Club.

## **2.3 CODE OF CONDUCT PROCEDURES**

- 2.3.1 The respective sub-union in which the game or incident, as the case may be, occurred shall enforce these rules and regulations in accordance with the documented *Rugby Alberta Discipline Guidelines and Procedures*.
- 2.3.2 Any individual or Club shall have seven (7) days from the date of a ruling of these rules and regulations against them to notify their respective sub-union of their wish to have a hearing held into the matter, upon receipt of which request the respective sub-union shall convene a hearing within seven (7) days, consisting of a Hearing Committee of three members of the sub-union executive and the person or representative of the Club requesting the hearing.
- 2.3.3 The decision of the Hearing Committee referred to in paragraph 2.2.2 hereof shall be final and no appeal process will be initiated.

## **3. CLUB RESPONSIBILITIES**

### **3.1.1 CLUB EXECUTIVE INFORMATION**

- 3.1.1 Every Club shall provide to Rugby Alberta, at the annual AGM, who will in turn provide a copy to the respective sub-unions the following information.
- i. A list of the Club's executive including positions held, e-mail addresses and a comprehensive list of contact telephone numbers.
  - ii. An address, fax number and email at which information can be forwarded to the club for the upcoming season.
- 3.1.2 All **Club Coaches** in Alberta must hold an NCCP / IRB or equivalent Coach Accreditation appropriate for the level they intend to coach at. All **Club Coaches** must be registered and insured under the Rugby Canada registration process. Coaches from overseas will need to apply to [www.rugbyalberta.com](http://www.rugbyalberta.com) to gain their NCCP coach accreditation number by requesting equivalency for their native coaching award. (All overseas coaches will need to provide documentation of their certification).
- 3.1.3 All volunteers working with or coaching minors under the age of 18 must carry out a Police Check under the vulnerable sector act. Information can be found at [www.albertajuniorugby.com](http://www.albertajuniorugby.com)

### **3.2 TEAM NOMINATIONS**

- 3.2.1 All Clubs must nominate the number of teams it intends to enter in the coming Rugby Alberta season, including the divisions in which they wish to compete. These team declarations must be submitted to the Rugby Alberta office by February 1st annually.
- 3.2.2 When nominating teams for the upcoming season Clubs must also present the description and colour(s) of the playing jersey of the divisional team in question.
- 3.2.3 Approval of senior teams for the season will take place once Rugby Alberta has received registration forms and player dues for fifteen (15) players per team.  
(Please see the full Rugby Alberta Registration Process at [www.rugbyalberta.com](http://www.rugbyalberta.com))

### 3.3 TEAM ELIGIBILITY

- 3.3.1 A member Club must be in good standing with Rugby Alberta and its Sub-Unions to enter a team into annual leagues or any competition.
- 3.3.2 The Rules and Regulations Committee (RRC) and the Rugby Alberta Board shall determine the eligibility of all teams wishing to compete in all Alberta provincial leagues, Men's Alberta Cup (AC) & Alberta Women's Premiership (AWP) based on their results and disciplinary record in the previous season. The eligibility of all senior teams outside of AC or AWP competition will fall to the respective Sub-Union in which the team is wishing to play games.
- 3.3.3 Teams that have defaulted games in the prior season will be reviewed in advance of a new season and the (RRC / RA Board) will have sole discretion on whether that team will be permitted to compete in any **provincial league** program under the jurisdiction of Rugby Alberta.
- 3.3.4 The eligibility of all teams wishing to play in the Sub-Union non-interlock leagues will be governed by the respective Sub-Union.
- 3.3.5 All Clubs wishing to enter the Men's Alberta Cup (AC Competition) or Alberta Women's Premiership (AWP Competition) must follow the minimum criteria below:

DIVISION	ADDITIONAL MANDATORY TEAMS REQUIRED BY ALL CLUBS WITH (AC) & (AWP) BY 1 <sup>ST</sup> MAY 2011	ADDITIONAL RECOMMENDATIONS
Men's Alberta Cup	2nd Division Team & U18 team	Mini's Program and one of the following U14, U15 girls, U16
Alberta Women's Premiership	Another senior women's Team & U18 team	Mini's Program and one of the following U14, U15 girls, U16

- 3.3.6 Clubs may request dispensation to (3.3.5) from the Rules and Regulations Committee. A club must present in writing, clearly stating the reason for dispensation and a development plan on how the club will meet the criteria laid out in section (3.3.5) over a set time period. On this basis the Rules and Regulations Committee will make a ruling on the dispensation request.
- 3.3.7 For teams entering Alberta Junior Rugby Association League competition a \$100 bond will be collected which will be refundable if a team completes a season without default.

### 3.4 REGISTRATION OF PLAYERS

- 3.41 All persons active in a Club must complete, date and sign a registration form. This includes players, coaches, managers, therapists and Board of Directors. Registration provides liability and accident insurance coverage.

**All clubs should read the Rugby Canada Insurance Policy found at [www.rugbycanada.ca](http://www.rugbycanada.ca) and make it available to all club members.**

- 3.4.2 To be registered, ALL Club participants under 18 years of age at the time of registration must have their registration form signed by their legal guardian. All players that are under the age eighteen as of January 1<sup>st</sup> **must register** with the Alberta Junior Rugby Association (AJRA) even if they are eighteen at the time of registration.
- 3.4.3 In the event that a U-18 shows advanced physical development and skills, an application in writing may be made to AJRA, requesting that the junior player be permitted to participate in senior rugby. If dispensation is permitted the player will be issued with a photo ID card that permits them to play in Rugby Alberta's senior leagues. Once a player turns eighteen, dispensation is no longer required, however the sub-union that the player intends to play for must be notified prior to participating in any senior games.

3.4.4 Registration forms must be completed and signed PRIOR to participation with the Club's activities in the season. All categories of membership for a participant should be indicated on the Registration Form. (I.e. if a participant plays, coaches, officiates and is the Club treasurer then this should be indicated on the form in the Player, Team Management and Club Management sections).

3.4.5 For players wishing to transfer from another club please see section 3.6 (Player Transfers)

**Please observe the full Rugby Alberta Registration procedures at [www.rugbyalberta.com](http://www.rugbyalberta.com)**

### **3.5 TWO WEEK VISITOR'S REGISTRATION**

3.5.1 Visitor players must complete a RC Registration Form and submit it to his/her sub-union along with the applicable visitor registration fee. Cheques must be made payable to Rugby Alberta.

3.5.2 The player must fill out the section labelled Visitor Registration (Two week Period) located at the top of the Rugby Canada Registration form. As a result a start date and end date will be given to the player and a corresponding ID card generated.

3.5.3 A maximum of two Visitor Registrations per player per season is permitted.

3.5.4 All Visitor registrations will expire immediately prior to the first play-off game regardless of date of issue.

### **3.6 PLAYER TRANSFERS**

#### **3.6.1 Domestic Transfers**

- (i) A player wishing to transfer from one Club to another shall submit a written request for transfer to their respective sub-unions. This shall consist of the request prepared by the individual accompanied by a clearance in writing from their current Club that no financial obligation is owed by that player to that Club. Rugby Alberta must also approve an official transfer request in the Rugby Canada IT registration system to ensure the player is correctly registered to their new Club. Only once this is done is a player officially transferred and cleared to play for their new Club.
- (ii) Players shall only be allowed to transfer from one Club to another up until August 1<sup>st</sup> of the year in which the transfer is requested.
- (iii) A player's current Club shall not consent to the issue of a clearance if that player is under suspension on disciplinary grounds, unless such suspension is for a period of five weeks or less, and the new Club has confirmed in writing that a suspension for an equal period of the balance of the suspension will be imposed on the player in the competition(s) for which the new Club/union is to register him/her.
- (iv) A player shall not be allowed to make more than one transfer in any one season.
- (v) Transfer deadlines for all Alberta Junior Rugby Association registered players is 2 weeks prior to the play-offs of the league in question.

#### **3.6.2 International Transfers**

- (i) Transfers within Rugby Union are subject to IRB Regulation (4. 6) [Movement of Players between Unions](#). Particular reference should be made to regulation 4.6.1.
- (ii) A Player leaving or proposing to leave his or her Current Union to play in another Union shall not be Registered or eligible to participate in competitions organized, recognized or sanctioned by that New Union

until the New Union has received the original version (or a facsimile copy of the original version) of an IRB Clearance form

### 3.6.3 Player Transfer (Outbound)

- (i) Any player wishing to play in another Union overseas must gain clearance from their Club, Provincial Union and Rugby Canada.
- (ii) It is recommended that this clearance be obtained prior to departure from the player's current Union.
- (iii) A copy of the IRB transfer form and procedures can be found at [www.rugbycanada.ca](http://www.rugbycanada.ca)

### 3.6.4 Player Transfer (Inbound)

- (i) Any player wishing to transfer from their current Union overseas to play in Alberta or Canada must first gain clearance from their current Union prior to participating within a new union
- (ii) A copy of the IRB transfer form and procedures can be found at [www.rugbycanada.ca](http://www.rugbycanada.ca)

## 3.7 PLAYER ELIGIBILITY

- 3.7.1 All players wishing to play rugby under the jurisdiction of Rugby Alberta and its Sub Unions must, not less than 48 hours prior to the commencement of play, have registered with Rugby Alberta, by completing and signing a Rugby Canada Registration Waiver Form supplied to all Clubs. All senior players taking part in any Alberta leagues must be in possession of a valid Rugby Alberta ID registration card before taking the field. Rugby Alberta and its Sub-Unions have a no ID Card - No Play policy for all players playing in senior leagues. (A copy of the Rugby Canada Registration form can be found at [www.rugbycanada.ca](http://www.rugbycanada.ca))
- 3.7.2 Only a player who is currently registered with Rugby Alberta and its Sub-Unions shall be able to participate in competitions organized, recognized or sanctioned by that Union. A player may not be registered simultaneously with more than one Provincial or Sub-Union. The Union with which he/she was **first** registered to shall determine the status of a player.

## 3.8 FOREIGN PLAYER ELIGIBILITY

- 3.8.1 All foreign players coming to Canada must be cleared through Rugby Canada and their existing Rugby Union. Foreign players should contact their respective Sub-Union to make sure an International Rugby Board (**IRB**) **clearance form** has been completed and sent directly from the player's national union to Rugby Canada. A foreign player is not permitted to take the field of play in Canada until the IRB clearance form has been approved by Rugby Canada. A player ID Card will not be produced for a player that has not been cleared through the IRB process. If clubs fail to follow the international player transfer protocol set about above and plays ineligible players the game or games in question will be classed as a default and sanctions set out in section ten (10) will apply.
- 3.8.2 Clubs are restricted to playing no more than **three (3)** foreign players per team in any given game.  
  
A foreign player is a participant who is not a Canadian Citizen or does not have a Permanent Resident Card or Landed Immigrant status. (Proof of status may be requested by Rugby Alberta in determining if a player is classed as a foreign player).
- 3.8.3 A player is no longer classed as a foreign player once they have registered with Rugby Canada for their third season. The seasons do not necessarily have to be consecutive seasons of play but must fall within a four year period prior to the player's third season of registration.

- 3.8.4 A team shall be considered to have **defaulted** a game if more than three (3) foreign players participate in a game. (Default rules can be found in section (10) of this document)
- 3.8.5 An application by a club for dispensation for a foreign player(s) to be classified as a resident player may be presented to the Rugby Alberta Rules and Regulations Committee (RRC) a minimum of **14 days** prior to any given fixture that they wish that player to take part in. Dispensation is only needed once and the player will be cleared to play for the rest of the playing season if granted approval. All Foreign Player dispensation requests should be sent by e-mail to [www.rugbyab@telus.net](mailto:www.rugbyab@telus.net).
- 3.8.6 In the event that a club only runs a single team of a specific gender they may apply to the Rules and Regulation Committee to play more than three foreign players in league games. In this case the Rules and Regulations Committee reserves the right to impose rules or criteria on league play or playoff restrictions for that specific team. Each request will be dealt with on an individual case basis. This criterion does not apply to teams playing in AWP or AC competition.
- 3.8.7 An appeal on all decisions made by the RCC regarding the foreign player request may be made to Rugby Alberta ([rugbyab@telus.net](mailto:rugbyab@telus.net)) and a final review will be made by two of the following:
- i) Rugby Alberta President
  - ii) CRU President
  - iii) ERU President
- 3.8.8 If a team files a complaint in writing to Rugby Alberta. E-mail ([rugbyab@telus.net](mailto:rugbyab@telus.net)) or Fax (780) 422-5558, that an opponent played more than three foreign players. The opposition team must provide proof of Canadian Citizenship or Landed Immigrant Status for every player who participated in the protested match that has been registered with Rugby Canada for less than three seasons in the last four seasons.. Failure to do so will result in the opposition team defaulting the match to the team who filed the complaint and subsequent fines will be implemented.
- 3.8.9 All foreign players must provide a copy of their primary health insurance coverage prior to receiving a Rugby Alberta ID Card along with the required Rugby Canada Registration Waiver Form.
- 3.8.10 All foreign players must be identified on the Rugby Alberta Game Sheet with the letter (I).

Note: The Rugby Canada 2 week Temporary Player Registration does not classify a foreign player as being registered for a season when determining if that player meets the criteria in (3.8.2 & 3.8.3)

### **3.9 TOURS (INCOMING & OUTGOING)**

- 3.9.1 All incoming or outgoing tours involving a member Club of Rugby Alberta shall require the approval of Rugby Alberta and the Club's respective sub-union. Tours shall be reported to both Rugby Alberta and the Club's respective sub-union not less than 30 days in advance of the intended arrival or departure date. The written submission will include, at a minimum, the following information.
- i. Duration of the tour.
  - ii. Size and membership of the touring party.
  - iii. The name and number of the local contact person responsible for the tour party.
- 3.9.2 All incoming tour games need to be sanctioned by Rugby Alberta. Clubs will need to fill out and submit a Rugby Alberta Event Sanction Form. This form can be found at [www.rugbyalberta.com](http://www.rugbyalberta.com)

## **4. TEAM RESPONSIBILITIES**

- 4.0 In the event of the non-appointment (or non-arrival) of an officially appointed assistant match official, each team shall supply one touch judge for the game being played. Where no touch-judge is available the team failing to provide the touch-judge shall have one of their players act as touch judge. A player who is appointed to be the touch-judge for the game in question must be clearly identifiable and must not be wearing the same playing jersey as either team on the field.
- 4.1 Each team shall supply at least one match ball, it being the home team's choice as to which balls are used.
- 4.2 No changes to the approved fixtures are permitted unless authorized and confirmed by the home teams Sub-Union administrator. Any request for a change to the approved schedule must be done a minimum of 7 days prior to the scheduled kick-off. It is the Sub-Union's responsibility to notify the regional referee societies and RAMOA of any change in fixtures.
- 4.3 The home team shall ensure that the field is properly marked in accordance with the IRB *Laws of the Game of Rugby* (Law 1 – The Ground). The home team will also ensure that the goal posts are properly protected.
- 4.4 The home team shall have a barrier or rope, not less than 6 feet from the touchline of each side of the field, to keep spectators from the touchline.
- 4.5 The home team must supply adequate change and shower facilities.
- 4.6 The home team shall complete a game sheet, segregating starting players from substitutes (and specifically identifying front row players with FR and foreign players with I). It is the home team's responsibility to provide the game sheet to the visiting team for completion at least thirty (30) minutes prior to kick-off. The visiting team shall also complete the game sheet, segregating starting players from substitutes (and also identifying front row players with FR and foreign players with I).
- 4.7 The completed game sheet will be presented to the appointed match official(s) no later than twenty (20) minutes prior to kick-off with all appropriate player ID cards sorted in the same sequence in which the players appear on the game sheet.
- 4.8 At the conclusion of the match, the appointed match official will complete the game sheet and retain his or her portion for their records. The appointed match official will then provide a duplicate of the game sheet to both teams. The winning team or, in the event of a tie, the home team, shall submit the game sheet and final score to their respective sub-union office **within 48 hours** of completion of the game. The game sheet is triplicate and the following should get a copy of the signed game sheet for clarification:
- The winning team or, in the event of a tie, the home team takes the top signed copy and is responsible for faxing or scanning by email the result to the local sub union office (see section 12.2)
  - The losing or away team takes one duplicate copy.
  - The Match official retains a copy for their records.
  - For all AJRA games all U12-U18 game sheets should be sent to the Rugby Alberta office for the northern programs and the Calgary Rugby Union for all Southern Programs

**CLUBS MUST RETAIN A COPY OF ALL GAMES SHEETS FOR GAMES PLAYED. IN THE EVENT OF A PLAY-OFF DISPUTE OR FOREIGN PLAYER DISPUTE A CLUB MUST BE ABLE TO PRODUCE ALL GAME SHEETS FOR THE SEASON. IF A CLUB CANNOT PRESENT THE RELEVANT GAME SHEETS, THE CLUB WILL HAVE DEEMED TO AUTOMATICALLY DEFAULTED THE DISPUTE.**

**ALL APPOINTED MATCH OFFICIALS MUST RETAIN A COPY OF ALL GAMES OFFICIATED AS A RECORD OF THEIR PARTICIPATION IN THAT GAME.**

- 4.9 E-mail and fax numbers are included on the game sheet for Clubs to submit them within 48 hours of the games completion

Failure by the winning team, or in the event of a tie, the home team, to submit the completed game sheet within 48 hours will result in a defaulted game for the offending team.

## 5. MATCH OFFICIAL(S) RESPONSIBILITIES

- 5.1 Prior to the commencement of a match, the appointed Match Official(s) will check that each player participating in the game has a **valid** ID card and that the game sheet has been satisfactorily completed. The appointed Match official **cannot** start a game if a completed game sheet has not been provided to him/her. Any player unable to produce a valid player ID card with their name and picture will **not** be permitted to participate in the match. The Match Official(s) must make sure that the ID cards presented by the teams match the player(s) that takes the field.

### NO PLAYER ID CARD – NO PLAY – NO EXCEPTIONS

- 5.2 In accordance with 4.1 of the Rugby Alberta Discipline Guidelines and Procedures, the games Match Official shall complete and submit a Discipline Report to the Discipline Director, with respect to any send-off or any incident requiring a Discipline Report, within 72 hours of the completion of the match. A Match Officials discipline report form is available on the Rugby Alberta website. [www.rugbyalberta.com](http://www.rugbyalberta.com)

In accordance with Regulation 4.2 of the Rugby Alberta Discipline Guidelines and Procedures, a send-off that involved input from an Assistant Match Official, it is that Assistant Match Official's responsibility to submit a second report within 72 hours. An Assistant Match Official's discipline report form is available on the Rugby Alberta website. [www.rugbyalberta.com](http://www.rugbyalberta.com)

- 5.3 The Match Official(s) must be appointed by, and registered with, the Rugby Alberta Match Officials Association (RAMOA). In exceptional cases an appropriately accredited visiting Match Official may be appointed by RAMOA to a Rugby Alberta sanctioned game or tournament.
- 5.4 If no appointed Match Official has been appointed or if a Match Official fails to show for a game, the two teams may agree upon and appoint a **registered and certified** match official. If they cannot agree, the home team appoints the **registered and certified** match official. This is in accordance with IRB law (6.A.1). **If no certified Match Official is available the game will not be played and the fixture will be postponed and rescheduled.**
- 5.5 At the conclusion of the match, the appointed Match Official shall enter on the game sheet the final score, the number of tries scored by each team and return the game sheet to the winning team or, in the event of a tie, the home team. The Match Official will retain a copy of the game sheet for their records.
- 5.6 The appointed Match Official retains discretion over safety and has the option to refuse to commence a game (or the option of refusing to continue with an already commenced game) in the case of an unsafe playing environment.
- 5.7 The appointed Match Official should take note of any inadequacies of playing facilities such as field markings, incorrect dimensions, inadequate equipment, lack of spectator barriers, etc. A Match Officials facility/ field report form is available on the Rugby Alberta website [www.rugbyalberta.com](http://www.rugbyalberta.com) and should be submitted within 72 hours of the conclusion of the game to the Rugby Alberta office [rugbyab@telus.net](mailto:rugbyab@telus.net) or fax (780) 422-5558

The offending club will be notified of any inadequacies in facility or field conditions. Once informed the club will be held to the following criteria:

- i. First Match Official Report                      Warning

- ii. Second Match Official Report 2 league points deducted from all teams in Club.
  - iii. Third Match Official Report No more games to played at that facility in the season
- 5.8 The appointed Match Official **must** keep a record of all substitutions made and mark them clearly on the game sheet for all play-off games.
- 5.9 If an appointed match official is not available for an AJRA sanctioned game the AJRA Regional Development Manager must be informed.

## **6. PLAYERS DRESS**

- 6.1 Players shall wear kit consisting of jerseys, shorts and stocks of a uniform color with that of their team.
- 6.2 The referee of the match shall be the sole judge of whether any equipment, including but not limited to footwear, headgear and body padding or bracing, is acceptable under (IRB Law 4 – Players’ Clothing). In the event such equipment is not acceptable to the referee of the match, the offending equipment shall not be worn in the match.
- 6.3 All kits for all Division matches shall contain 22 jerseys that shall be numbered from 1 to 22.
- 6.4 In the event the home and visiting teams have jerseys which in the opinion of the referee of the match are too similar in appearance, the home team shall change their jerseys to the satisfaction of the referee of the match.

## **7. SUBSTITUTIONS AND REPLACEMENTS**

- 7.1 For Rugby Alberta matches a team may nominate up to seven replacements/substitutes.
- 7.2 Rugby Alberta and its member Sub-Unions and Clubs will follow the guidelines on substitutions according to the IRB Laws of the Game (Law 3). [www.irb.com](http://www.irb.com)
- 7.3 A game in the Alberta Cup Men’s, or AWP Division is forfeited by a team if the team must move to a depowered scrum because it is unable to make two trained front row substitutions due to lack of qualified front row.
- 7.4 The score of a forfeited game under section (7.3) shall be 20-0 in favour of the non-forfeiting team and the forfeiting team will not be docked any points as they committed and fulfilled the fixture.

## **8. LENGTH OF GAME**

- 8.1 All regular season senior games shall consist of two forty (40) minute halves with a half-time break of five minutes. There will be no overtime. All games for players under the age of 19 shall consist of two thirty-five (35) minute halves with a half-time break of five (5) minutes. There will be no overtime.
- 8.2 If for any reason a match does NOT start at the official commencement time, the remaining time for these matches shall be divided equally after allowing for a five (5) minute interval between matches and an appropriate half-time interval so that succeeding matches may start on time
- 8.3 A referee has the power to abandon a game at any time if, in his/her opinion, the game should not continue to full time. The referee must report the reasons for making this decision to the Sub-Union in which the game was played. A game shall be deemed abandoned if it cannot be completed due to unforeseen circumstances - e.g. Weather conditions, medical emergencies.

- 8.4 If the playing time of an abandoned match amounts to less than forty minutes, then the game shall be rescheduled, the result of a shortened game would have no bearing on any league or other competition standings. If the playing time of an abandoned match amounts to more than forty minutes, the score at the time of the matching being abandoned shall be recorded as the final score. This regulation does NOT apply to games ended by the referee because of disciplinary problems on or off the field.
- 8.5 The referee shall be the sole judge of the amount of time played in the game.

## **9. POSTPONEMENTS**

- 9.1 Rugby Alberta and its Sub-Unions including AJRA have the right to schedule make-up games at times and venues that it may designate, including mid-week games if they are deemed necessary.
- 9.2 A game may be postponed and played at a later date, in its entirety, in the following circumstances.
- i. Where weather conditions, in the opinion of the referee of the match, make the proper and safe play of the game impossible.
  - ii. Where a game that has commenced cannot be completed due to circumstances beyond the control of either team.
  - iii. Where a club has submitted a formal written request (by email/fax) for a postponement of a game to Rugby Alberta for interlocking Alberta Cup and AWP games or the sub-union in the case of a non-interlocking game. The written request must:
    - be received at least seven (7) days in advance of the scheduled match;
    - identify the justification for the postponement request and,
    - must not be based upon an assumption that an automatic postponement will be approved by the local sub-union.
- 9.3 The re-scheduling of a postponed game shall be done by the agreement between the opposing teams; however, in the event of disagreement between the opposing teams, the sub-union shall re-schedule the game, with preference given to the non-postponing team and the availability of the appointed match officials and field availability.
- 9.4 A game will not be postponed due to players being on representative duties. Bonus points are awarded to losing teams if they have 3 or more registered players playing for a representative teams, (National Teams, America's Rugby Championships, RCSL National Age Grade Championships, NWL , Rugby Alberta) on the same day as a club game.

### **Bonus Point system for regular season fixtures**

3 – 5 players (1 bonus point);

6 or more players (2 bonus points).

- 9.5 If circumstances beyond a clubs control prevent a team from participating in a fixture the club may apply to the Rules and Regulations Committee (RRC) for dispensation in relation to regulation (9.3) and (9.4)

- 9.6 The Rules and Regulation Committee has the power to declare a winner, order a replay, declare a no contest, in which case no points are awarded to either Club, and may apply such sanctions as it deems fit. If a replay is ordered it shall be held under conditions established by the Organizing Committee.
- 9.7 All league fixtures must be fulfilled by clubs and clubs cannot mutually agree not to play a fixture.

## 10. DEFAULTS

- 10.1 A club shall be considered to have defaulted a game in the following circumstances.
- i. Failure to fulfil an approved fixture of Rugby Alberta its Sub -Unions
  - ii. Failure to have a minimum of 12 players on the field by the scheduled kick-off time.
  - iii. A team plays an ineligible or unregistered player as defined by these Rules and Regulations.
  - iv. Failure on the part of the home team, to provide adequate field markings and equipment in accordance to these rules and regulation and in the IRB laws of the game, where in the referees discretion a fixture cannot be played.
  - v. Failure to submit the game sheet in accordance with regulation 4.8 of these Rules and Regulations.
  - vi. If a qualified coach is not present at all times for any AJRA sanctioned festival or league game

### 10.2

- i. The Club shall **be deducted (5) league points from the league standings and an additional (5) points will be deducted from all** lower division teams of the same gender The Club must also forthwith *pay a MINIMUM fine of \$1000* for a default offence to Rugby Alberta for AC and AWP and the regional sub union(s) for all lower divisions to be dispersed as follows:
  - \$500 is to be paid to the host facility to cover facility costs.
  - In the event that **the non-defaulting** team travels, or makes arrangements to travel (outside their home City or its immediate area), the travelling team will be awarded \$500 to assist with travel expenses.
  - In the event that the **defaulting team** is the team who would have incurred the travel expenses (*E.G. Knights travelling to ERP to play Rockers*), the \$500 would stay with rugby Alberta (AC/AWP) or the sub-union(s) for all lower divisions.
  - All other surplus funds will remain with Rugby Alberta to be placed into a rugby development trust fund for the province. These funds may be used for development initiatives as directed by the Rugby Alberta Board.
  - In the event that a team defaults a play-off game an additional fine of \$250 will be levied by Rugby Alberta.
  - All surplus funds collected by Rugby Alberta for AC/ AWP and any play-off defaults will be moved to the Rugby Alberta Development fund to assist in all levels of rugby development. All funds allocated to the Rugby Alberta Development fund will be distributed by the Rugby Alberta Board as they see fit.

- ii. If a team defaults for a second (2<sup>nd</sup>) time in a season that team will not be **permitted to participate in the playoffs**, and an additional five (5) league points **from all** teams of the same gender will be deducted from the standings. The local Sub-Union will consider the circumstances and may apply additional fines.
- iii. If a team defaults for a third (3<sup>rd</sup>) time that team will be suspended from league play for the remainder of the competition and an additional five (5) league points **from all** teams of the same gender will be deducted from the standings. The Rugby Alberta Rules and Regulations Committee in conjunction with the regional Sub Union will consider the circumstances and may apply additional fines if deemed appropriate.
- iv. Any team suspended from league play for defaulting three league matches will need to apply for reinstatement to their Sub-Union for entry into the league for the following season. The respective club's Sub Union will determine if the team will be permitted to re-enter the league in the following season. For AC & AWP teams, the club must apply to Rugby Alberta's RRC.
- v. **The score of a defaulted game shall be 20-0 in favour of the non-defaulting team and non-defaulting team will be awarded five (5) points for a bonus win. A game sheet must be submitted, by the non-defaulting team, to the respective sub-union within 48 hours of the game. If no game sheet is submitted, no points shall be awarded to either team and the game shall be recorded as not having been played (0-0).**

## 11. TEAM WITHDRAWALS

- 11.1 A team that withdraws from a league will not be permitted to re-enter a team into the league in question for the following season unless approved and appropriate fines will be applied as per section 10.2.ii. . A withdrawal from any league program will count as a default on the season. For withdrawals in divisions lower than AWP or AC the RRC will work in conjunction with the Sub-Unions to take appropriate action against the offending club.
- 11.2 If a team defaults / withdraws on part or all of a league season, the offending Club will pay for each fixture not fulfilled under the criteria set out in (10.2. ii) to a maximum of \$3500. This money will remain with the Sub-Union.
- 11.3 If a club withdraws a team from league play, the club's other teams of the same gender will not be fined or docked point.

## 12. DIVISION STANDINGS

- 12.1 Points shall be awarded in league standings as follows:

i.	Win	4 points
ii.	Draw	2 points
iii.	Loss	0 points
iv.	Win by Default	5 points

### Bonus points awarded

v.	4 tries or more in a game	1 point
vi.	Loss by 7 points or less	1 point

Bonus points will be awarded only if clearly marked by the Referee on the official Rugby Alberta game sheet. A draw is not considered as a loss by 7 points or less.

The Alberta Junior Rugby Association will also use the above points system for league sanctioned games

- 12.2 The winning team must submit the Rugby Alberta game sheet within 48 hours of the game. In the event of a tie, it is the home team's responsibility to perform this role. Contact numbers for faxing the official signed game sheet are included on the bottom of the Rugby Alberta Game Sheet

**Scores are considered official by game sheet only.**

Failure to submit the game sheets within 48 hours will result in a default of that game and five (5) points deducted from the league standings of the offending team who did not submit the required game sheet in a timely manner.

ERU Teams: Game sheets are to be submitted to Ellerslie Rugby Park. A copy can be left in the drop box on the bar or faxed anytime (but within 48 hours) to (780) 988-5785 or scanned and emailed to [erp@edmontonrugby.com](mailto:erp@edmontonrugby.com)

CRU Teams: Game sheets are to be submitted to the Calgary Rugby Park. A copy can be left in the office, or faxed anytime (but within 48 hours) to (403) 258-1075 or scanned and emailed to [rugby@calgaryrugby.com](mailto:rugby@calgaryrugby.com)

**The team must retain a copy of all game sheets in the event of a dispute or protest of a game.**

It is the Sub-Union's responsibility to inform the Rugby Alberta office of all results and scores on receipt of all official game sheets. E-mail [rugbyab@telus.net](mailto:rugbyab@telus.net) or Fax (780) 422-5558.

It is the responsibility of Rugby Alberta to update all scores and standing on the Rugby Alberta website on a timely basis. [www.rugbyalberta.com](http://www.rugbyalberta.com)

- 12.3 Clubs shall have 14 days from the posting of game scores on the Sub-Union or Rugby Alberta website, to notify the respective union in writing of any error in the game score posted. Posted game scores shall stand as correct in the final league standings if errors are not identified, in writing, within 14 days.
- 12.4 In the event of a tie in the standings at the conclusion of the regular season, the following tie- breaking formula shall apply to determine the higher placed team. The formula is to be applied in the following sequence (from i. to vii). Once the tie is broken, the remainder of the sequence becomes irrelevant.
- i. Any team with a default in the applicable season shall be eliminated from the tie breaking formula.
  - ii. In the event the teams do not play the same amount of games at the conclusion of the season, the team with the highest winning point percentage between the two teams that are tied.
  - iii. The team with the highest net points (points for minus points against) scored in the games between the two teams that are tied.
  - iv. The team with the highest total points scored in the games between the two teams that are tied.
  - v. The team with the highest average net points (points for minus points against) in regular league play.
  - vi. The team with the highest average total points scored in regular league play
  - vii. The winner of a play-off between the teams tied.

### **13. PLAY-OFFS**

- 13.1 All Play-off games, dates, times and venues will take place according to the schedule posted by Rugby Alberta each year.

- 13.2 The home team in the respective sub-union play-offs shall be the team with the higher-placing in the final league standings.
- 13.3 The home team will have the option of playing their playoff game(s) at their home field or at their sub-union's main facility. All sub-union finals will be played at the sub-union facility. AC and AWP divisions do not technically have sub-union finals and the home team will have the option of playing their semi-final game at their home field or at their sub-union's main facility. The team that finished highest in the standings will get home team advantage.
- 13.4 The victor of the sub-union division final (where applicable) shall play in the Provincial final for that division to determine the Provincial Champion.
- 13.5 The home team for the Provincial final game shall be the team from the sub-union that is hosting the Provincial Final game.
- 13.6 All Provincial finals shall be played at the main facility of the sub-union that is hosting the game and is determined by Rugby Alberta.
- 13.7 In the event a play-off game for a senior men or women's division is tied at the end of regulation time, the following overtime format shall be used:
- i. A coin toss shall be held to determine selection of ends and kick-off.
  - ii. Two 10-minute overtime halves shall be played, with a 5-minute break between halves and changing of ends at the half.
  - iii. Should the game still be tied at the end of the first 2 overtime halves, the teams shall continue to play successive sudden death 10 minute periods, with 5 minute breaks and the switching of ends between periods, the first team to score will be declared the winner.
- 13.8 In the event a tied-game being conducted in accordance with Under 19 Laws, kicks at goal shall be taken as per the Rugby Canada National Championship Policy. (Please refer to the Alberta Junior Rugby Association age grade rules and regulations for all junior play-off variations at [www.albertajuniorrugby.com](http://www.albertajuniorrugby.com) )
- 13.9 Player eligibility for play-off games shall, in addition to the criteria set out elsewhere in these Rules and Regulations, be determined as follows.
- i. A Participant must be **fully registered** and be named on a minimum four (4) regular league game sheets for his Club in the current season in order to be eligible to play in the playoffs. Game sheets will be monitored by each of the Sub Unions.
  - ii. If a player is included on more than one game sheet in a day then only one game sheet will count towards the (4) game requirement set out in 13.8. Request for dispensation of the four game rule may be made to the RCC up to 14 days prior to the first play-off date. Applications after 14 days prior to the first play-off date will not be considered. Grounds for dispensation may include, but are not limited to, return from injury or illness, participation on national camps and other circumstances beyond the control of the player. Each request will be reviewed on an individual basis.
  - iii. A fully registered player may use representative games played at a higher level as part of their 4 regular season games if it prevented them from playing for their club. This is providing that player was recorded and registered with the club in the Rugby Canada IT system at the time of the representative games being played. In this instance a club should apply to the RRC in writing stating the dates, times and games that the player took part in representative duties to gain dispensation.

- iv. A player shall be deemed ineligible to participate in a playoff match if they have played 75% or more of their games in a higher division.
- v. Each team in any play-off game must state its starting fifteen players (1-15) on the game sheet. These players are then tied to that team for play-offs. The remaining players (16-22) are eligible to play in that game as well as in a lower division playoff game **providing that they fall below the 75% rule** stated in (13.8.iii) above.
- vi. For registration monitoring purposes, teams playing in a play-off game must submit to the Rugby Alberta office, 72 hours prior to that team's game, a squad list of all potential players eligible to play in that game and only those players listed will be eligible to play for that team in the game.
- vii. No player shall play for more than one club during the play-offs in any given year.

**Definitions of the rule 75% of games or more in a higher division.**

To work out a player's percentage in a particular division you carry out the following:

Total amount of games played in higher division(s),  
 Divided by the total amount of games played in all divisions  
 Multiplied by 100

So for example:

Tommy Tucker has played 7 first team games, 5 second team games and 2 third team games and you want to find out if he is eligible to play for the third division team in play-offs under the 75% rule. You would work out the following:

(Total 1<sup>st</sup> Div Games Played + Total 2<sup>nd</sup> Division Games Played ÷ (divided by) total games played in all divisions × (multiplied by) **100**

$$(7+5) / (7+5+2) \times 100 = 85.7\%$$

**(Tommy has played 85.7% in a higher division and is not eligible for 3<sup>rd</sup> Division Play-offs)**

To see if Tommy is eligible to play in the second division in playoffs you work out the following:

Total 1<sup>st</sup> Division Games Played ÷ (divided by) **14** total games played in all divisions × (multiplied by) **100**

$$7 / (7+5+2) \times 100 = \underline{\underline{50\%}}$$

**(Tommy has only played 50% in a higher division so is eligible for 2nd Division for playoffs)**

- i. A Rugby Alberta Event Sanction Form must be completed and submitted to the Rugby Alberta office (14) days prior to the tournament or event taking place.
- ii. Sanctioning by Rugby Alberta that the tournament or event has been approved.

- 14.2 Only Rugby Canada registered players and teams may compete in Rugby Alberta sanctioned events.
- 14.3 All tournaments, games and events sanctioned by Rugby Alberta are to be refereed by Rugby Alberta sanctioned and appointed Match Officials (refer to regulation 8.3).

**Full tournament sanctioning policies and procedures can be found at [www.rugbyalberta.com](http://www.rugbyalberta.com)**

## **15. DISPUTES**

- 15.1 **All disputes and any violation of these Rules and Regulations will be reviewed by the Rugby Alberta Rules and Regulations Committee. All decisions on disputes made by the RRC will be final.**

## **16. PROTESTS**

- 16.1 Any Club may protest against any other Club for playing ineligible players in any grade in any match.
- 16.2 Such protests shall be made in writing to the Rules & Regulations Committee NOT later than seventy-two (72) hours after the match in which the ineligible player allegedly participated. The Club lodging the protest shall provide a copy of the protest to the Rugby Alberta office and the Club against which the complaint is made. All protests to be sent to Rugby Alberta at the following: E-mail [rugbyab@telus.net](mailto:rugbyab@telus.net) or Fax (780) 422-5558 and will be passed onto the Rugby Alberta Rules and Regulations Committee.
- 16.3 All protests shall be determined by the Rules & Regulations Committee.
- 16.4 Any Club shall have seventy two (72) hours from the date of a protest ruling from RRC against them to notify their respective sub-union of their wish to have a hearing held into the matter, upon receipt of which request the respective sub-union shall convene a hearing within seven (7) days, consisting of a minimum of three (3) members of the RRC

## **17. APPEALS**

- 17.1 An appeal may be lodged on any decision of the Rules & Regulations Committee. The appeal must be lodged in writing to the Rules & Regulations Committee and the President of Rugby Alberta within seven (7) days of the date of the decision.
- 17.2 Appeals shall be heard by a Tribunal appointed by the Rugby Alberta Board.
- 17.3 A lodgement of an appeal must be accompanied by the payment of a fee of \$250. If an appeal is successful then 50% of this fee shall be reimbursed.

## **18. INTERPRETATIONS**

- 18.1 Interpretation of these Rules & Regulations will rest with the Rugby Alberta Rules & Regulations Committee.
- 18.2 Situations not covered by these Rules & Regulations, where relevant, will be referred to the Rugby Alberta Rules & Regulations Committee.
- 18.3 The Rugby Alberta Rules & Regulations may be amended or added to as needs arise by the Rugby Alberta Rules & Regulations Committee.

18.4 If a club wishes to make amendments to the Rugby Alberta Rules and Regulations they must submit in writing to the RRC any amendments proposed clearly stating the following:

- i) The original rule as it stands in the RA Rules and Regulations.
- ii) The proposed change, addition or deletion to the written section of the RA Rules and Regulations.
- iii) The reason and justification for requesting the change, addition or deletion.
- iv) Any recommendation for changes to the Rugby Alberta Rules and Regulations by the RRC must be approved by the Rugby Alberta Board before being incorporated into the document.