



USA RUGBY

USA RUGBY
COMPETITION MANAGEMENT HANDBOOK
Administrator Management Edition

Last Revised: 1 September 2017

USA Rugby
2655 Crescent Drive, Suite A
Lafayette, CO 80026



INTRODUCTION & TABLE OF CONTENTS

Competition management is a critical component of every successful rugby competition. To assist with this important element, USA Rugby has created a competition management system (CMS), also known as USA Rugby Stats, to manage rosters, capture match information, generate standings, and provide valuable player data.

Currently, the CMS can be used by any computer, tablet, or smartphone, which enables teams to update their live matches as they progress. Once a match is complete, its data can be instantly added to a competition's standings. Additionally, the embeddable features of the system enable teams and competitions to have these results instantly update to their websites. For the purposes of this handbook, we have divided the competition management instructions into several important sections:

▪ Types of Profiles	pg. 3
▪ Menu Navigation & Profile Set-Up	pg. 4-6
▪ Competitions Overview & Permissions	pg. 7
▪ Adding & Deleting Matches	pg. 7-8
▪ Adding Playoff Matches	pg. 9
▪ Adding a Match Location	pg. 10-11
▪ Editing Match Details	pg. 12-13
▪ Adding Match Signatures & Locking Matches	pg. 14-16
▪ Editing Team and Club Profiles	pg. 17
▪ Editing Player Profiles	pg. 18-19
▪ Processing Player Profile Information	pg. 20-21
▪ Expanded Features (List of Embed-Friendly URLs)	pg. 22
▪ Competition Resources Center	pg. 23
▪ CMS Checklist for Administrators	pg. 24
▪ Appendix 1: Running Score Form	pg. 25
▪ Appendix 2: Player Movement/Substitution Form	pg. 26
▪ Appendix 3: USA Rugby Technical Zone Guidelines	pg. 27-28

If you have any questions regarding use of the competition management system, please contact Erik Geib at USA Rugby by e-mailing egeib@usarugby.org or calling 720-508-8009.



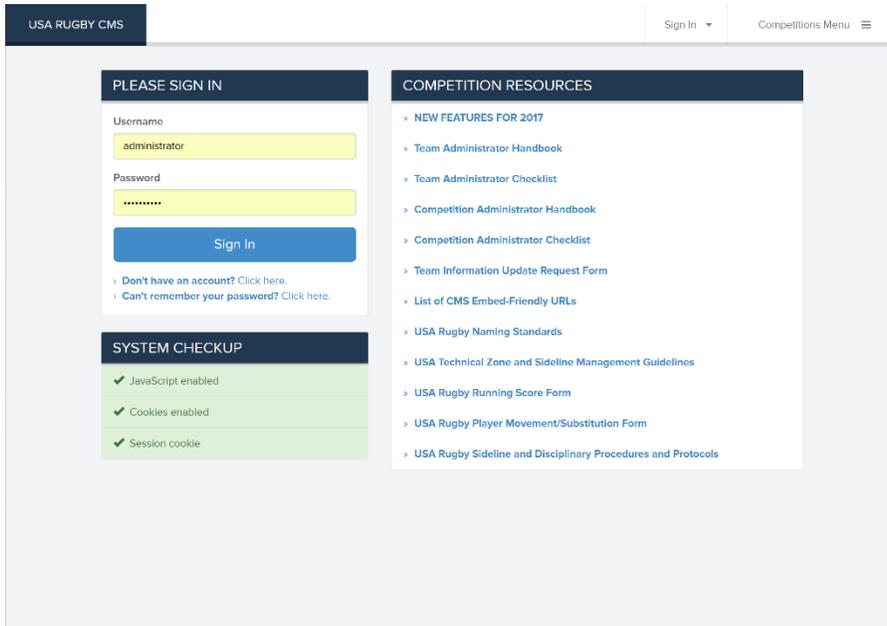
TYPES OF PROFILES

First and foremost, it's important to recognize that there are several types of login credentials for using the system. As a union or competition administrator, you have expanded powers that club admins do not have. Depending on how your profile was set up by the super administrator (e.g. a USA Rugby employee), you may have powers delegated to Union admins, Competition admins, or both.

Power	Super	Union	Competition	Club/Team
Create competitions	<input checked="" type="checkbox"/>			
Place teams into competitions	<input checked="" type="checkbox"/>			
Add/delete players to rosters	<input checked="" type="checkbox"/>			
Change team images/logos/name/initials	<input checked="" type="checkbox"/>			
Notation of player eligibility/citizenship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Limited team editing powers (groups of teams)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Lock completed matches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Add/delete/edit matches in competition(s)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Add match signature (admin)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Add match signature (team)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add searchable venues/locations for matches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Limited club/ team editing powers (ind. teams)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add match location details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enter match data for teams	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update player profiles [photos/stats]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Embed features of the system into website(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



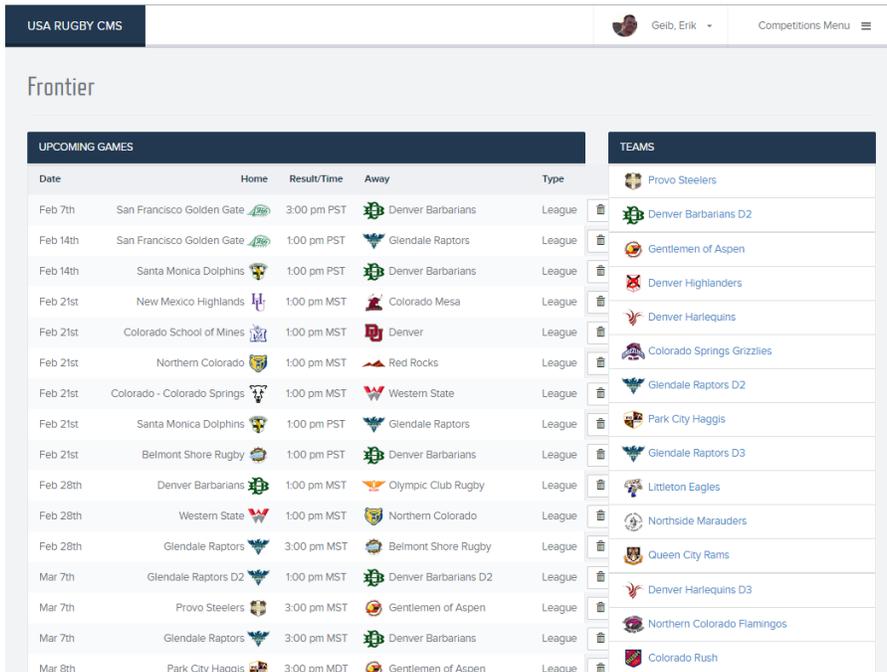
MENU NAVIGATION & PROFILE SET-UP



To begin, you should receive your username and password from your USA Rugby. Once you have received your login information, proceed to the USA Rugby competition management system located at:

<http://www.usarugbystats.com>

Once you've logged in, you'll be able to edit your account and attach it to an e-mail address of your choosing. *You'll also be able to change your password, which USA Rugby recommends all users do upon entering the system*



When you first login, your screen should look something like the image adjacent to this text. If you are a competition admin, you will see a list of your competitions. Competition admins can edit the teams in their competition by clicking into their competitions. If you are a union/CR admin, you'll see a list of teams (in the system) affiliated with your union/CR. If your credential is for both, you'll see both.

Left: What the login screen looks like for a union/CR administrator.



MENU NAVIGATION & PROFILE SET-UP (cont.)

USA RUGBY CMS | Geib, Erik | Competitions Menu

Geib, Erik

UPCOMING GAMES			
Date	Home	Result/Time	Away
Mar 7th	Glendale Raptors D2	1:00 pm MST	Denver Barbarians D2
Mar 7th	Provo Steelers	3:00 pm MST	Gentlemen of Aspen
Mar 8th	Park City Haggis	3:00 pm MDT	Gentlemen of Aspen
Mar 14th	Northern Colorado Flamingos	1:00 pm MDT	Glendale Raptors D3
Mar 14th	Boulder Rugby	3:00 pm MDT	Glendale Raptors D2
Mar 14th	Denver Highlanders	3:00 pm MDT	Denver Harlequins
Mar 14th	Park City Haggis	3:00 pm MDT	Colorado Springs Grizzlies
Mar 21st	Denver Harlequins D3	1:00 pm MDT	Glendale Raptors D3
Mar 21st	Queen City Rams	1:00 pm MDT	Northern Colorado Flamingos
Mar 21st	Denver Harlequins	3:00 pm MDT	Park City Haggis
Mar 21st	Glendale Raptors D2	3:00 pm MDT	Gentlemen of Aspen
Mar 21st	Provo Steelers	3:00 pm MDT	Denver Highlanders
Mar 21st	Colorado Springs Grizzlies	3:00 pm MDT	Denver Barbarians D2
Mar 22nd	Gentlemen of Aspen	3:00 pm MDT	Park City Haggis
Mar 28th	Northern Colorado Flamingos	1:00 pm MDT	Glendale Raptors D3
Mar 28th	Queen City Rams	1:00 pm MDT	Denver Harlequins D3

YOUR COMPETITIONS

- Rocky Mountain Senior Men's Division II 2014-2015
- Rocky Mountain Senior Men's Division III 2014-2015

Administrators who only oversee competitions (e.g. local representatives) will only see their competitions listed and not their teams. They still have access to their teams through the competition portals, but the landing page is designed to drive them to the competition management screens.

USA RUGBY CMS | Geib, Erik | Competitions Menu

Geib, Erik | Competitions Menu

Home	Result/Time	Away	Type
Golden Gate	3:00 pm PST	Denver Barbarians	League
Golden Gate	1:00 pm PST	Glendale Raptors	League
Golden Gate	1:00 pm PST	Denver Barbarians	League
Golden Gate	1:00 pm MST	Colorado Mesa	League
Golden Gate	1:00 pm MST	Denver	League
Golden Gate	1:00 pm MST	Red Rocks	League
Golden Gate	1:00 pm MST	Western State	League
Golden Gate	1:00 pm PST	Glendale Raptors	League
Golden Gate	1:00 pm PST	Denver Barbarians	League
Golden Gate	1:00 pm MST	Olympic Club Rugby	League
Golden Gate	1:00 pm MST	Northern Colorado	League
Golden Gate	3:00 pm MST	Belmont Shore Rugby	League
Golden Gate	1:00 pm MST	Denver Barbarians D2	League
Golden Gate	3:00 pm MST	Gentlemen of Aspen	League
Golden Gate	3:00 pm MST	Denver Barbarians	League
Golden Gate	3:00 pm MDT	Gentlemen of Aspen	League

TEAMS

- Provo Steelers
- Denver Barbarians D2
- Gentlemen of Aspen
- Denver Highlanders
- Denver Harlequins
- Colorado Springs Grizzlies
- Glendale Raptors D2
- Park City Haggis
- Glendale Raptors D3
- Littleton Eagles
- Northside Marauders
- Queen City Rams
- Denver Harlequins D3
- Northern Colorado Flamingos
- Colorado Rush

If your account has credentials for both a union/CR administrator *and* a competition(s) administrator, it will default to the team-list view that union/CR admins see. If you would like to go directly to competition management, you may do so by accessing the competition menu in the top-right corner.

Note: The menu will pop the contents of your screen to the left to make room for the competition menu. This does not affect usability, and you may close the menu by clicking it again.



MENU NAVIGATION & PROFILE SET-UP (cont.)

USA RUGBY CMS

Geib, Erik

Competitions Menu

Frontier

UPCOMING GAMES

Date	Home	Result/Time	Away	Type
Feb 7th	San Francisco Golden Gate	3:00 pm PST	Denver Barbarians	League
Feb 14th	San Francisco Golden Gate	1:00 pm PST	Glendale Raptors	League
Feb 14th	Santa Monica Dolphins	1:00 pm PST	Denver Barbarians	League
Feb 21st	New Mexico Highlands	1:00 pm MST	Colorado Mesa	League
Feb 21st	Colorado School of Mines	1:00 pm MST	Denver	League
Feb 21st	Northern Colorado	1:00 pm MST	Red Rocks	League
Feb 21st	Colorado - Colorado Springs	1:00 pm MST	Western State	League
Feb 21st	Santa Monica Dolphins	1:00 pm PST	Glendale Raptors	League
Feb 21st	Belmont Shore Rugby	1:00 pm PST	Denver Barbarians	League
Feb 28th	Denver Barbarians	1:00 pm MST	Olympic Club Rugby	League
Feb 28th	Western State	1:00 pm MST	Northern Colorado	League
Feb 28th	Glendale Raptors	3:00 pm MST	Belmont Shore Rugby	League
Mar 7th	Glendale Raptors D2	1:00 pm MST	Denver Barbarians D2	League
Mar 7th	Provo Steelers	3:00 pm MST	Gentlemen of Aspen	League
Mar 7th	Glendale Raptors	3:00 pm MST	Denver Barbarians	League
		3:00 pm MDT	Gentlemen of Aspen	League

TEAMS

- Provo Steelers
- Denver Barbarians D2
- Gentlemen of Aspen
- Denver Highlanders
- Denver Harlequins
- Colorado Springs Grizzlies
- Glendale Raptors D2
- Park City Haggis
- Glendale Raptors D3
- Littleton Eagles
- Northside Marauders
- Queen City Rams
- Denver Harlequins D3
- Northern Colorado Flamingos
- Colorado Rush

To edit your account, click your username at the top of the page and select 'Your Profile' from the dropdown menu.

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Administrative Account Profile

ACCOUNT DETAILS

Account ID: 90611

Display Name:

Username: wookiees

Email:

CHANGE YOUR PASSWORD

Password:

Password Verify:

Leave fields blank to keep current password.

Now that you're on your account page, you'll be able to update the details associated with your account. Items available to edit include e-mail address and password.

Once you've entered your updates, click 'Save Changes.' If you're not redirected back to your admin page, you may re-navigate there by clicking the 'USA Rugby CMS' button in the top-left corner of the screen.



ADDING & DELETING MATCHES

USA RUGBY CMS

rocky-mountain

Competitions Menu

Support

- Competition Resources
- Support Center
- Contact

Unions

- Rocky Mountain Collegiate
- Rocky Mountain Men's DIA
- Rocky Mountain Senior GU

Competitions

- Rocky Mountain Senior Men's

YOUR TEAMS

Home	Result/Time	Away	Type	Rocky Mountain Collegiate Conference
Denver Barbarians D4	11:30 am MDT	Colorado Springs Grizzlies D4	League	— Air Force
Archie Lumberjacks	12:00 pm MDT	Northern Colorado Flamingos	League	— Air Force B
#15 Air Force	12:00 pm MDT	Texas Tech	League	— Colorado
Glendale Merlins D2	1:00 pm MDT	Denver Barbarians	League	— Colorado College

To add or delete a match, open a competition through your landing portal or navigation menu.

USA RUGBY CMS

rocky-mountain

Competitions Menu

Rocky Mountain Senior Men's Division II 2017-2018

2017-2018 — League — Rugby 15s

Embed

SCHEDULE TEAMS STANDINGS

Date	Home	Result/Time	Away	Type	
Sep 9th, 2017	Glendale Merlins D2	1:00 pm MDT	Denver Barbarians	League	🗑️
Sep 23rd, 2017	Boulder Rugby	12:00 pm MDT	Glendale Merlins D2	League	🗑️
Sep 23rd, 2017	Denver Highlanders	12:00 pm MDT	Denver Harlequins	League	🗑️
Sep 30th, 2017	Boulder Rugby	12:00 pm MDT	Denver Barbarians	League	🗑️
Sep 30th, 2017	Glendale Merlins D2	12:00 pm MDT	Denver Highlanders	League	🗑️
Oct 7th, 2017	Denver Barbarians	12:00 pm MDT	Denver Highlanders	League	🗑️
Oct 7th, 2017	Denver Harlequins	12:00 pm MDT	Boulder Rugby	League	🗑️
Oct 7th, 2017	Glendale Merlins D2	1:00 pm MDT	Park City Haggis	League	🗑️
Oct 14th, 2017	Denver Harlequins	12:00 pm MDT	Glendale Merlins D2	League	🗑️
Oct 14th, 2017	Denver Highlanders	12:00 pm MDT	Boulder Rugby	League	🗑️

To add or delete a match, open a competition through your landing portal or navigation menu.

Once there, you'll land on a page showing the schedule, teams, and standings affiliated with that competition. To delete a match, simply click the delete button to the right of a match.

Quick-Add Match

Date:

Home Team:

Away Team:

Time:

Timezone:

Location:

Location Details:

Add a Location

Add Match!

To add a match, scroll to the bottom of the schedule and use the features in that space. Each match should have a date, home team, away team, time, time zone (the system follows daylight savings time – don't worry), and location.

It is strongly suggested that rescheduled matches simply be edited, and not deleted and re-added.

ADDING & DELETING MATCHES (cont.)

USA RUGBY CMS

rocky-mountain

Competitions Menu

Rocky Mountain Senior Men's Division II 2017-2018

2017-2018 — League — Rugby 15s

SCHEDULE TEAMS STANDINGS

Date	Home	Result/Time	Away	Type	
Sep 9th, 2017	Glendale Merlins D2	1:00 pm MDT	Denver Barbarians	League	<input type="radio"/> <input type="trash"/>
Sep 23rd, 2017	Boulder Rugby	12:00 pm MDT	Glendale Merlins D2	League	<input type="radio"/> <input type="trash"/>
Sep 23rd, 2017	Denver Highlanders	12:00 pm MDT	Denver Harlequins	League	<input type="radio"/> <input type="trash"/>
Sep 30th, 2017	Boulder Rugby	12:00 pm MDT	Denver Barbarians	League	<input type="radio"/> <input type="trash"/>
Sep 30th, 2017	Glendale Merlins D2	12:00 pm MDT	Denver Highlanders	League	<input type="radio"/> <input type="trash"/>
Oct 7th, 2017	Denver Barbarians	12:00 pm MDT	Denver Highlanders	League	<input type="radio"/> <input type="trash"/>
Oct 7th, 2017	Denver Harlequins	12:00 pm MDT	Boulder Rugby	League	<input type="radio"/> <input type="trash"/>
Oct 7th, 2017	Glendale Merlins D2	1:00 pm MDT	Park City Haggis	League	<input type="radio"/> <input type="trash"/>
Oct 14th, 2017	Denver Harlequins	12:00 pm MDT	Glendale Merlins D2	League	<input type="radio"/> <input type="trash"/>
Oct 14th, 2017	Denver Highlanders	12:00 pm MDT	Boulder Rugby	League	<input type="radio"/> <input type="trash"/>

To delete a match, simply click the 'trash can' icon next to the match that needs deleting.

It is strongly suggested that rescheduled matches simply be edited, and not deleted and re-added.

USA RUGBY CMS

rocky-mountain

Competitions Menu

Are You Sure?

Are you sure you want to remove this match?
All rosters, scores and game events relating to it will also be removed.

MATCH DETAILS

Home Team: Denver Barbarians

Away Team: Denver Highlanders

Date/Time: Sat, 07 Oct 2017 12:00:00 -0600

Location: Denver, CO - Observatory Park

Match Status: Pending

As a fail-safe to prevent accidental deleting, you will be required to confirm the desire to delete on an additional screen.

It is strongly suggested that rescheduled matches simply be edited, and not deleted and re-added.



ADDING PLAYOFF MATCHES

Playoff matches may be added in the same manner that league/conference matches are added, with one notable caveat:

You must add playoff matches in the playoff competitions, *NOT* in the regular season league/conference schedule.

Failure to add playoff matches to the proper competition will result in distorted/improper calculations for your regular season standings.

You may ignore the 'standings' section of the playoffs modules, as they will not calculate into the regular season standings for any reason whatsoever – unless, of course, you put the playoff matches in the wrong space.

Notably, playoff matches will display with the 'Playoffs' tag in each team's schedule, differentiating them from their regular league matches.

Date	Opponent	Result/Time	Type
Sep 20th	@  Illinois	W 36 - 7	League
Oct 4th	vs.  Wisconsin	W 32 - 27	League
Oct 10th	vs.  Michigan State	W 34 - 7	League
Oct 18th	@  Indiana	L 17 - 19	League
Oct 25th	vs.  Purdue	W 83 - 8	League
Nov 8th	@  Ohio State	L 22 - 34	League
Nov 15th	vs.  Iowa	L 31 - 36	Playoffs

A sample of how playoff matches display inside a team's individual schedule.

ADDING A MATCH LOCATION

One neat feature of the system is the ability to add permanent, searchable locations that you may assign matches to. These locations have their own pages, and will be able to embed into your site(s) in the near future. By creating and selecting locations, you can manage the history of matches at a location, provide map/address details, upload a photo of the pitch, and/or add the capacity of the venue.

In order to keep the locations easily searchable, it's requested that you follow USA Rugby's naming protocols for locations. The location should be typed as the proper name of the facility, with the address, city, and state lines in the different value fields. If the venue doesn't have a name, you may easily put "___ Rugby Pitch" (e.g. Barbarians Rugby Pitch). The system will then auto-format the venue for you.

Format: City, ST – Name of Facility

Example: Glendale, CO – Infinity Park South

Please note that a failure to follow the location naming standards may result in the deleting or editing of that location(s) by a super administrator. If a location is deleted, it will not delete matches associated with it; deleting will only remove the location on the matches affected and delete the option of placing matches there in the future.

Date	Home Team	Time	Away Team	League	
Apr 7th, 2018	Boulder Rugby	12:00 pm MDT	Denver Highlanders	League	 
Apr 7th, 2018	Denver Barbarians	12:00 pm MDT	Park City Haggis	League	 
Apr 8th, 2018	Denver Harlequins	11:00 am MDT	Park City Haggis	League	 
Apr 14th, 2018	Boulder Rugby	12:00 pm MDT	Denver Harlequins	League	 
Apr 14th, 2018	Denver Highlanders	12:00 pm MDT	Denver Barbarians	League	 
Apr 14th, 2018	Park City Haggis	12:00 pm MDT	Glendale Merlins D2	League	 
Apr 21st, 2018	Denver Barbarians	12:00 pm MDT	Glendale Merlins D2	League	 
Apr 21st, 2018	Denver Harlequins	12:00 pm MDT	Denver Highlanders	League	 
Apr 21st, 2018	Park City Haggis	3:00 pm MDT	Boulder Rugby	League	 

Quick-Add Match

Date:

Home Team:

Away Team:

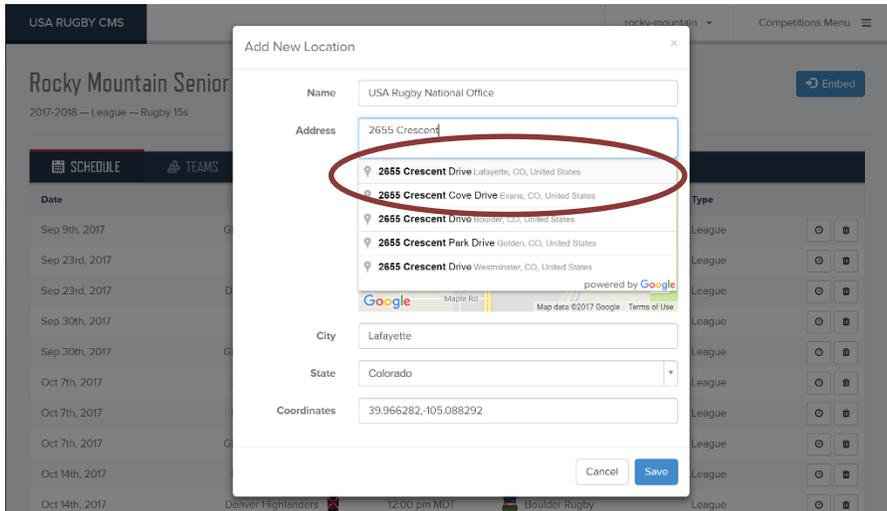
Time:

Timezone:

Location:

To add a location as an administrator, click the 'Add a Location' button on the bottom of your competition page.

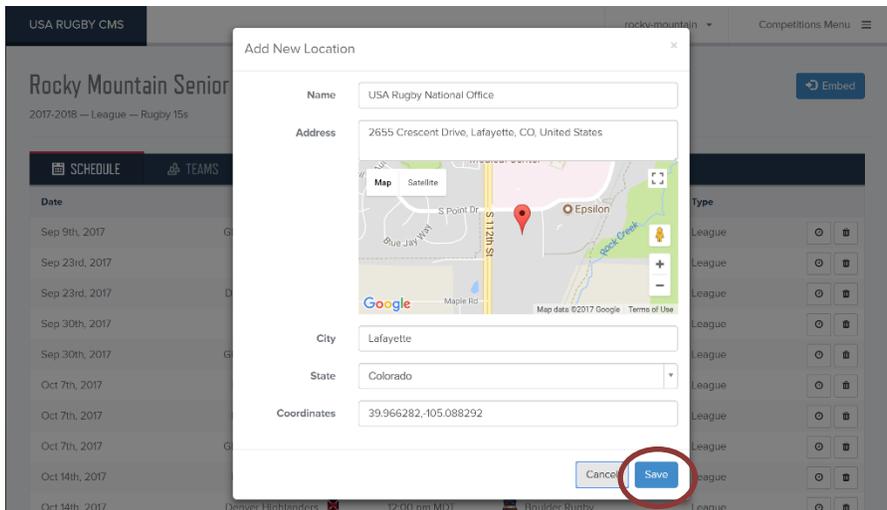
ADDING A MATCH LOCATION (cont.)



Here, you will be prompted to add a location following the naming protocols that USA Rugby adheres to.

Format: City, ST – Name of Facility
Example: Glendale, CO – Infinity Park South

In order for the location to display accurately, please be sure to click on the GoogleMap-generated address in the address bar. A successful attempt to add the address in this manner should display a map in the space below.



Once you've completed the proper procedure for adding a location, click the 'Save' button to add the location to the USA Rugby master location database. The location will now be selectable in the dropdown as you add matches. If it does not automatically alphabetically-sort in your list, you may need to refresh the page.

Please note that a failure to follow the location naming standards may result in the deleting or editing of that location(s) by a super administrator. If a location is deleted, it will not delete matches associated with it; deleting will only remove the location on the matches affected and delete the option of placing matches there in the future.



EDITING MATCH DETAILS

As an administrator, you have expanded match editing powers not available to teams. In addition to the date/time/time zone/location/location details that teams can edit, you can also swap the home and away teams (for example: if you entered a match incorrectly) and lock/unlock matches.

If a team has failed to enter its data correctly, the suggested national standard for changing match details is petition by the affected team by emailing **signed copies** of the original match paperwork used at the field. The paperwork should be signed by both teams, the (center) referee, and/or the #4/data-tracker.

Power	Super	Union	Competition	Club/Team
Edit Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Time Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select/Change Home Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Select/Change Away Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Add Team Match Signatures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Admin Match Signature	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Select Match Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enter Match Location Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lock Matches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Unlock Matches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Date	Home	Result/Time	Away	Type
Sep 10th, 2016	Denver Harlequins	22 - 37	Denver Barbarians D2	League
Sep 10th, 2016	Park City Haggis	20 - 0	Provo Steelers	League
Sep 10th, 2016	Boulder Rugby	18 - 37	Glendale Raptors D2	League
Sep 24th, 2016	Denver Barbarians D2	10 - 10	Boulder Rugby	League
Sep 24th, 2016	Park City Haggis	55 - 29	Denver Harlequins	League
Oct 1st, 2016	Provo Steelers	50 - 29	Boulder Rugby	League
Oct 1st, 2016	Denver Barbarians D2	7 - 43	Glendale Raptors D2	League
Oct 8th, 2016	Boulder Rugby	38 - 28	Park City Haggis	League
Oct 8th, 2016	Glendale Raptors D2	71 - 7	Denver Harlequins	League
Oct 9th, 2016	Denver Barbarians D2	:39 - 22	Park City Haggis	League

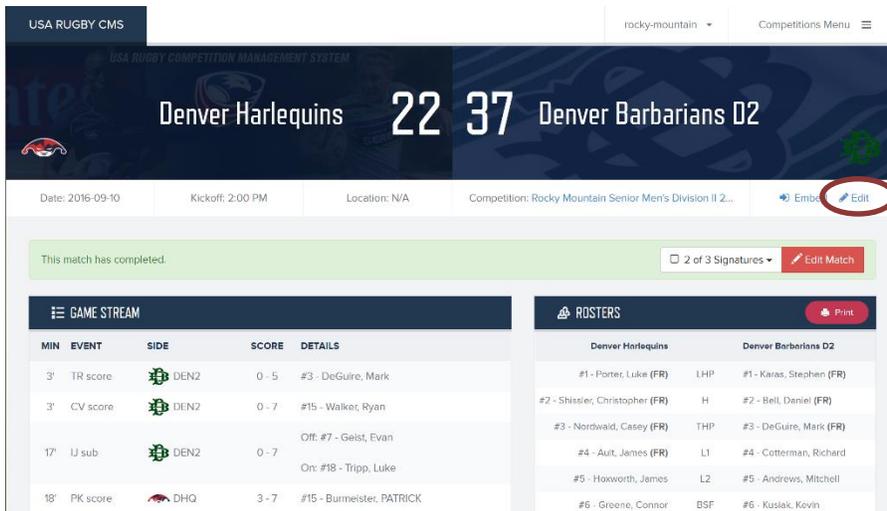
To edit match details, begin by opening a match from one of your menus.

Competition administrators may find matches to edit by selecting a match from the main menu, a competition menu, or a team's page.

Union/CR administrators may find matches to edit by selecting a match from the main menu or a team's page.

To open a match for editing, click the match's 'Result/Time' link in the middle of the schedule.

EDITING MATCH DETAILS



USA RUGBY CMS | rocky-mountain | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Denver Harlequins 22 37 Denver Barbarians D2

Date: 2016-09-10 | Kickoff: 2:00 PM | Location: N/A | Competition: Rocky Mountain Senior Men's Division II 2... | Embed | **Edit Match**

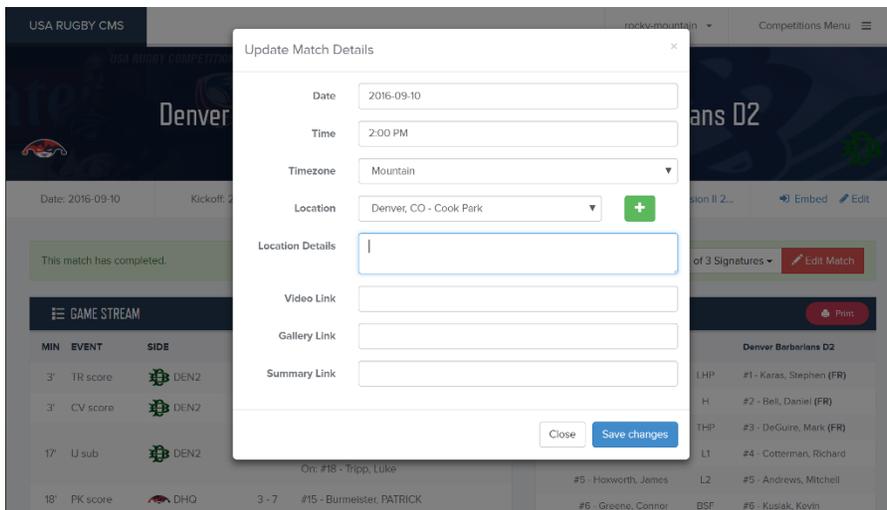
This match has completed. | 2 of 3 Signatures | Edit Match

MIN	EVENT	SIDE	SCORE	DETAILS
3'	TR score	DEN2	0 - 5	#3 - DeGuire, Mark
3'	CV score	DEN2	0 - 7	#15 - Walker, Ryan
17'	IJ sub	DEN2	0 - 7	Off: #7 - Geist, Evan On: #18 - Tripp, Luke
18'	PK score	DHQ	3 - 7	#15 - Burmeister, PATRICK

ROSTERS	
Denver Harlequins	Denver Barbarians D2
#1 - Porter, Luke (FR) LHP	#1 - Karas, Stephen (FR)
#2 - Shissler, Christopher (FR) H	#2 - Bell, Daniel (FR)
#3 - Nordwald, Casey (FR) THP	#3 - DeGuire, Mark (FR)
#4 - Ault, James (FR) L1	#4 - Cotterman, Richard
#5 - Hoxworth, James L2	#5 - Andrews, Mitchell
#6 - Greene, Connor BSF	#6 - Kuslak, Kevin

To edit a match, click the 'Edit' button in the top-right corner of the match screen.

Note: You may have to unlock a match to edit it. Unlocking matches that are locked is covered on the next page.



Update Match Details

Date: 2016-09-10

Time: 2:00 PM

Timezone: Mountain

Location: Denver, CO - Cook Park

Location Details:

Video Link:

Gallery Link:

Summary Link:

Close Save changes

Editable match details include the date (pay attention to the format!), time, time zone, location, and location details. Additional, enhanced fields include links to match Video, photos ('Gallery'), and/or a news write-up ('Summary'). These links will then attach themselves to public viewing of the match on usaclubrugby.org (coming October 2017).

You may also lock and unlock matches from this page after your admin signature is added.



ADDING MATCH SIGNATURES & LOCKING MATCHES

Locking and unlocking matches is a very important part of your role as an administrator. By locking a match after it is marked complete, you have the power to stop teams from editing matches that have been played and changing the data of that match and/or the eligibility of a team's players.

After every match, **each participating team** is responsible for entering their match data, including **all scores, substitutions, and cards**. Once that data is entered, **each team is also responsible for adding their match signature**. To see the protocols and procedures for teams to add their signatures and data, please see pages 13-17 of the [Team Administrator Handbook](#).

Note: Reserve players will not get credit for playing if teams don't enter them as substitutes. Always check to ensure teams entered their roster and substitutions.

USA RUGBY CMS

rocky-mountain Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Denver Harlequins 22 37 Denver Barbarians D2

Date: 2016-09-10 Kickoff: 2:00 PM Location: Cook Park Competition: Rocky Mountain Senior Men's Division II 2... Embed Edit

This match has completed.

2 of 3 Signatures - Edit Match

- Sign for Admin
- Home has signed
- Away has signed

Print

GAME STREAM

MIN	EVENT	SIDE	SCORE	DETAILS
3'	TR score	DEN2	0 - 5	#3 - DeGuire, Mark
3'	CV score	DEN2	0 - 7	#15 - Walker, Ryan
17'	IJ sub	DEN2	0 - 7	Off: #7 - Geist, Evan On: #18 - Tripp, Luke
18'	PK score	DHQ	3 - 7	#15 - Burmeister, PATRICK

ROSTERS

Denver Harlequins		Denver Barbarians D2	
#1 - Porter, Luke (FR)	LHP	#1 - Karas, Stephen (FR)	
#2 - Shissler, Christopher (FR)	H	#2 - Bell, Daniel (FR)	
#3 - Nordwald, Casey (FR)	THP	#3 - DeGuire, Mark (FR)	
#4 - Ault, James (FR)	L1	#4 - Cotterman, Richard	
#5 - Hoxworth, James	L2	#5 - Andrews, Mitchell	
#6 - Greene, Connor	BSF	#6 - Kuslak, Kevin	

Once each team has entered all of its match data, it is required to add a 'match signature' to a game. Only after both teams have added their signature can the match be marked 'Completed.' If you don't see a score for a match, or its results in your league's standings, there's a good chance a signature is missing.

Additionally, competition admins are responsible for adding their own signature to verify that both teams have successfully added all proper scoring/sub/card info. Only after the competition admin signs can a match be locked.

USA RUGBY CMS

rocky-mountain Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Denver Harlequins 22 37 Denver Barbarians D2

Date: 2016-09-10 Kickoff: 2:00 PM Location: Cook Park Competition: Rocky Mountain Senior Men's Division II 2... Embed Edit

This match has completed.

3 of 3 Signatures - Edit Match Lock Match

Print

GAME STREAM

MIN	EVENT	SIDE	SCORE	DETAILS
3'	TR score	DEN2	0 - 5	#3 - DeGuire, Mark
3'	CV score	DEN2	0 - 7	#15 - Walker, Ryan
17'	IJ sub	DEN2	0 - 7	Off: #7 - Geist, Evan On: #18 - Tripp, Luke
18'	PK score	DHQ	3 - 7	#15 - Burmeister, PATRICK

ROSTERS

Denver Harlequins		Denver Barbarians D2	
#1 - Porter, Luke (FR)	LHP	#1 - Karas, Stephen (FR)	
#2 - Shissler, Christopher (FR)	H	#2 - Bell, Daniel (FR)	
#3 - Nordwald, Casey (FR)	THP	#3 - DeGuire, Mark (FR)	
#4 - Ault, James (FR)	L1	#4 - Cotterman, Richard	
#5 - Hoxworth, James	L2	#5 - Andrews, Mitchell	
#6 - Greene, Connor	BSF	#6 - Kuslak, Kevin	

Note: If a team forgets to sign the match but entered all of its data, competition admins have the ability to sign for them.

After your administrative signature has been added the match may be locked.



ADDING MATCH SIGNATURES & LOCKING MATCHES (cont.)

USA RUGBY CMS

rocky-mountain

Competitions Menu

Rocky Mountain Senior Men's Division II 2016-2017

2016-2017 — League — Rugby 15s

SCHEDULE TEAMS STANDINGS

Date	Home	Result/Time	Away	Type	
Sep 10th, 2016	Denver Harlequins	22 - 37	Denver Barbarians D2	League	Click to SIGN FOR ADMIN
Sep 10th, 2016	Park City Haggis	20 - 0	Provo Steelers	League	
Sep 10th, 2016	Boulder Rugby	18 - 37	Glendale Raptors D2	League	
Sep 24th, 2016	Denver Barbarians D2	10 - 10	Boulder Rugby	League	
Sep 24th, 2016	Park City Haggis	55 - 29	Denver Harlequins	League	
Oct 1st, 2016	Provo Steelers	50 - 29	Boulder Rugby	League	
Oct 1st, 2016	Denver Barbarians D2	7 - 43	Glendale Raptors D2	League	
Oct 8th, 2016	Boulder Rugby	38 - 28	Park City Haggis	League	
Oct 8th, 2016	Glendale Raptors D2	71 - 7	Denver Harlequins	League	
Oct 9th, 2016	Denver Barbarians D2	39 - 22	Park City Haggis	League	

To quickly add signatures and lock matches, you may also add your signature from the schedule screen. If both teams have not added their signatures, you will be presented with a warning.

It's recommended that you check matches before you add your signature and lock them, but you may add your signature from this screen.

USA RUGBY CMS

rocky-mountain

Competitions Menu

Rocky Mountain Senior Men's Division II 2016-2017

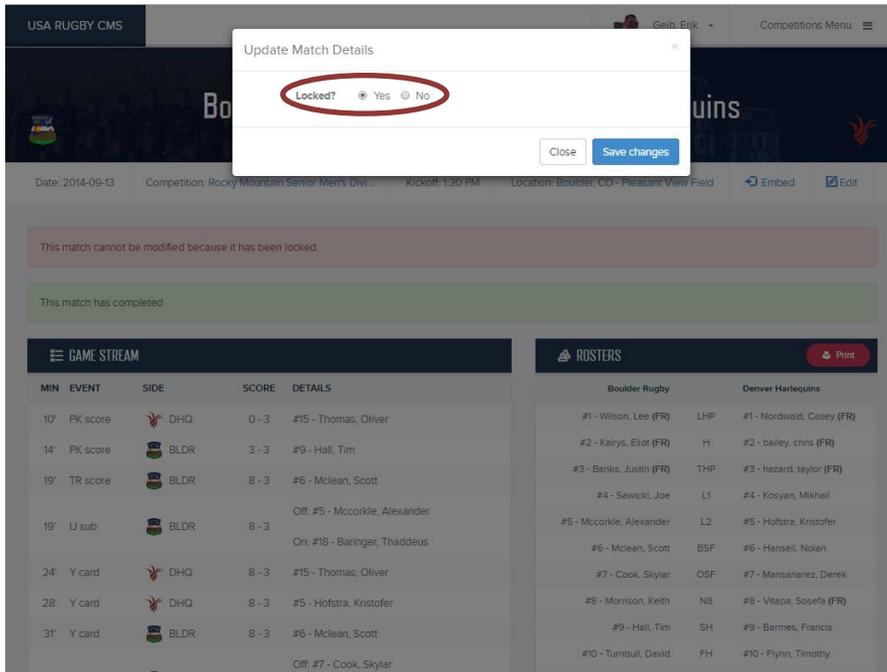
2016-2017 — League — Rugby 15s

SCHEDULE TEAMS STANDINGS

Date	Home	Result/Time	Away	Type	
Sep 10th, 2016	Denver Harlequins	22 - 37	Denver Barbarians D2	League	Click to LOCK
Sep 10th, 2016	Park City Haggis	20 - 0	Provo Steelers	League	
Sep 10th, 2016	Boulder Rugby	18 - 37	Glendale Raptors D2	League	
Sep 24th, 2016	Denver Barbarians D2	10 - 10	Boulder Rugby	League	
Sep 24th, 2016	Park City Haggis	55 - 29	Denver Harlequins	League	
Oct 1st, 2016	Provo Steelers	50 - 29	Boulder Rugby	League	
Oct 1st, 2016	Denver Barbarians D2	7 - 43	Glendale Raptors D2	League	
Oct 8th, 2016	Boulder Rugby	38 - 28	Park City Haggis	League	
Oct 8th, 2016	Glendale Raptors D2	71 - 7	Denver Harlequins	League	
Oct 9th, 2016	Denver Barbarians D2	39 - 22	Park City Haggis	League	

Again, once a match has all three signatures it may be locked. Administrators also have the ability to lock matches from the schedule screen.

EDITING MATCH DETAILS & LOCKING MATCHES (cont.)



The screenshot shows the USA RUGBY CMS interface. A modal window titled "Update Match Details" is open, with the "Locked?" field set to "No". The "No" radio button is circled in red. Below the modal, a message states "This match cannot be modified because it has been locked." and another message states "This match has completed." The page also features a "GAME STREAM" table and a "ROSTERS" section.

MIN	EVENT	SIDE	SCORE	DETAILS
10'	PK score	DHQ	0 - 3	#15 - Thomas, Oliver
14'	PK score	BLDR	3 - 3	#9 - Hall, Tim
19'	TR score	BLDR	8 - 3	#6 - Mclean, Scott
19'	IJ sub	BLDR	8 - 3	Off: #5 - Mccorkle, Alexander On: #18 - Baringer, Thaddeus
24'	Y card	DHQ	8 - 3	#15 - Thomas, Oliver
28'	Y card	DHQ	8 - 3	#5 - Hofstra, Kristofer
31'	Y card	BLDR	8 - 3	#6 - Mclean, Scott
				Off: #7 - Cook, Skylar

If you need to edit a match that has already been locked, simply click 'No' as the status of the locked match, followed by clicking 'Save changes.'

Locking and unlocking matches is a very important part of your role as an administrator. By locking a match after it is marked complete, you have the power to stop teams from editing matches that have been played and changing the data of that match and/or the eligibility of a team's players.

It is suggested that administrators lock matches every Sunday/Monday as part of their compliance check.

If a team has failed to enter its data correctly prior to an administrator locking the match, the suggested national standard for changing match details is petition by the affected team by emailing **signed copies** of the original match paperwork used at the field. The paperwork should be signed by both teams, the (center) referee, and/or the #4/data-tracker.



EDITING TEAM AND CLUB PROFILES

Both competition and union administrators can edit limited team profile information. The powers available to these administrators is identical to the powers of the individual teams, however.

Competition/union administrators do not have the power to change team logos, team cover images, team names, or team initials. Those rights are reserved by USA Rugby to adhere to naming standards, keep images clean/formatted, and not allow conflicting data (e.g. initials). Teams may petition to change those items individually by completing the CMS Team Update/Information Form located here: <http://tinyurl.com/usarcms>

Note: This form is also available to teams in the team administrator handbook.

The initials feature is for creating score ‘squares,’ as commonly seen on news sites such as ESPN, MLS Soccer, etc. As that feature becomes more robust, you’ll see updates regarding its implementation. Individual team initials are selected by USA Rugby to prevent conflicting initial sets from appearing in competition with one another. For more information about the initials and/or the score ‘squares,’ see [List of CMS Embed-Friendly URLs](#).

Power	Super	Union	Competition	Club/Team
Edit Team Name	<input checked="" type="checkbox"/>			
Edit Team Initials	<input checked="" type="checkbox"/>			
Edit Team ID (link to registration)	<input checked="" type="checkbox"/>			
Edit Team Logo	<input checked="" type="checkbox"/>			
Edit Team Cover Image	<input checked="" type="checkbox"/>			
Edit Union Affiliation	<input checked="" type="checkbox"/>			
Edit Metro Area	<input checked="" type="checkbox"/>			
Add/Remove Players from Roster	<input checked="" type="checkbox"/>			
Sync Player Roster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Club Establishment Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit ‘About Club’	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Practice Field Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Club Colors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit City	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Team Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Website Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Facebook Page Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Twitter Handle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Instagram Page Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This information will then be able to feed into other websites, including USA Rugby’s website(s), to create a “one-stop shop” for information collection and distribution.

To see how to edit Club and Team profiles, please consult pages 5-7 of the [Team Administrator Handbook](#).

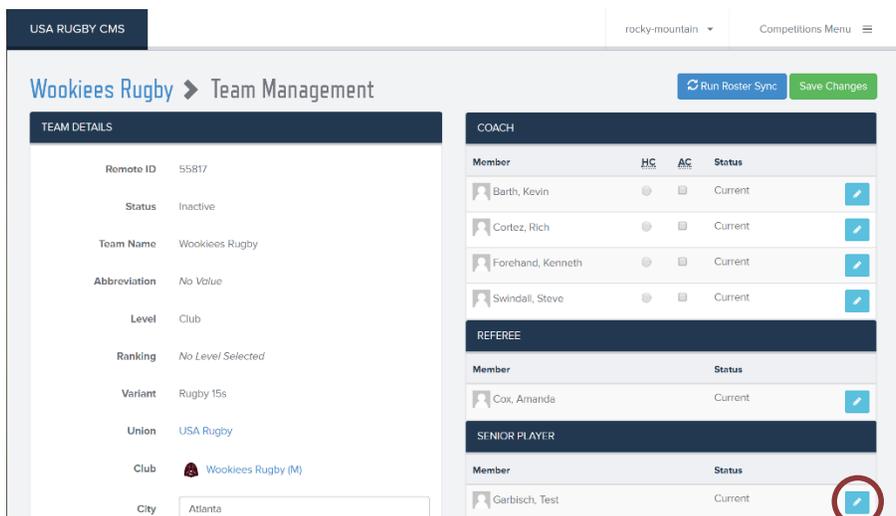
EDITING PLAYER PROFILES

Teams, players, and admins may upload player profile information to present more information about participants and therefore expand the media presence of your competition(s).

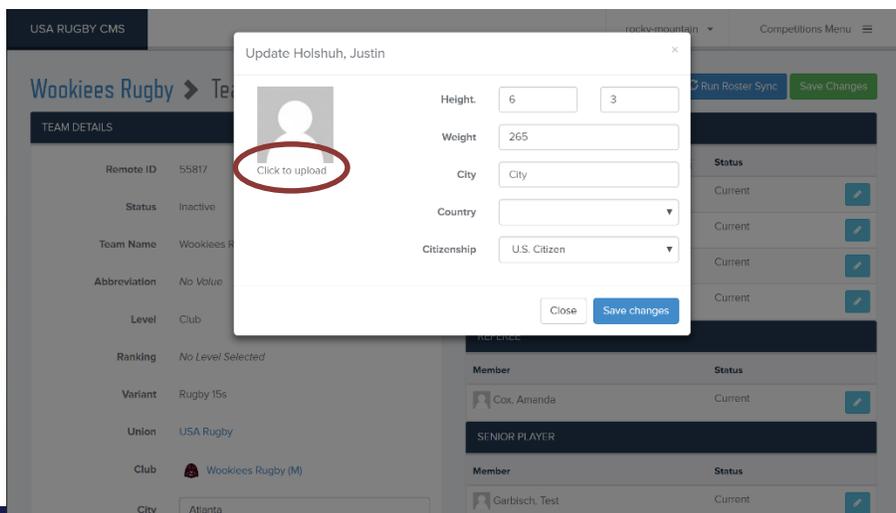
Power	Super	Union	Competition	Team	Player
Denote Player Eligibility/Citizenship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Upload Player Profile Image	<input checked="" type="checkbox"/>				
Upload Player Height	<input checked="" type="checkbox"/>				
Upload Player Weight	<input checked="" type="checkbox"/>				
Upload Player Training Metrics	<input checked="" type="checkbox"/>				

Future updates to this section will include the ability to select former teams affiliated with a player, as well as more robust individual information (hometown, etc.).

To access player profiles, follow the 'Team Set-Up & Editing' section of the [Team Administrator Handbook](#) (pages 6-7).

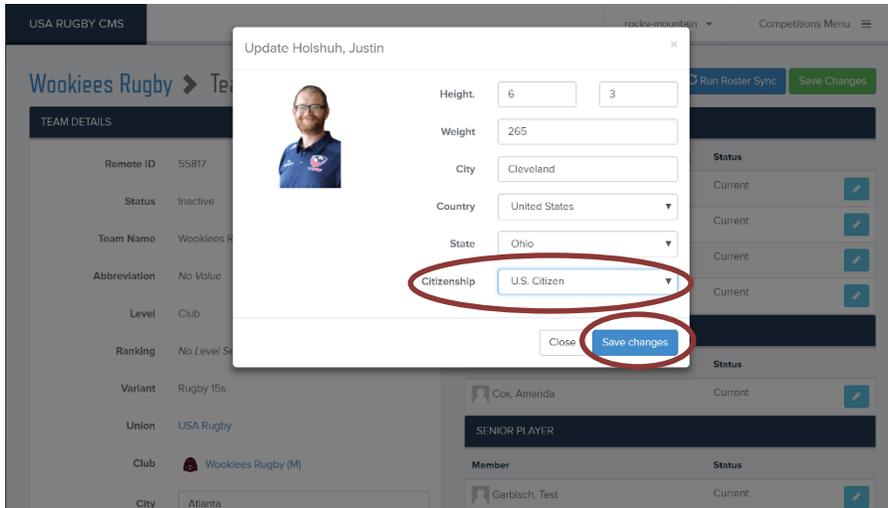


If you would like to update individual data about team members in your competition(s)/union(s), you may do so by clicking the 'pencil' icon on the 'Edit Team' screen.



Only administrators can edit a player's eligibility status, but you may edit items such as player photo, height, weight, and hometown.

EDITING PLAYER PROFILES (cont.)



Update Holshuh, Justin

Height: 6' 3"

Weight: 265

City: Cleveland

Country: United States

State: Ohio

Citizenship: U.S. Citizen

Close Save changes

If you have union administrator credentials, you can also select their citizenship/eligibility. **You should never select a player's citizenship status without verifying their documentation in person. Do *not* request personal data via electronic communication.**

If you need assistance determining citizenship/residency, please contact the USA Rugby Eligibility Department.



PROCESSING PLAYER PROFILE INFORMATION

Match data from competitions automatically calculates onto a player's profile. As you'll see there a number of ways this information is presented, including summations of a player's participation history and his/her individual statistics against specific opponents.

Cornelius, William Embed Update Profile

PLAYER STATISTICS										
	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC	
All-Time	8	7	20	2	2	2	0	0	0	
2014-2015	8	7	20	2	2	2	0	0	0	

TEAM STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Sith Lords Rugby	2	2	5	1	0	0	0	0	0
	Wookiees Rugby	1	1	10	0	2	2	0	0	0
	Bounty Hunters Rugby	0	0	0	0	0	0	0	0	0
	BLDR	5	4	5	1	0	0	0	0	0

OPPONENT STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Death Stars Rugby	1	1	0	0	0	0	0	0	0
	Bounty Hunters Rugby	1	1	5	1	0	0	0	0	0
	Rebels Rugby	1	1	10	0	2	2	0	0	0
	Stormtroopers Rugby	0	0	0	0	0	0	0	0	0

PLAYER PROFILE	
Height:	5' 10"
Weight:	180 lbs
Citizenship:	U.S. Citizen

TEAMS PLAYED FOR	
	Boulder Rugby
	Bounty Hunters Rugby
	Sith Lords Rugby
	Wookiees Rugby

The system is designed to designate the difference between a player starting a match (GS | Games Started) versus simply playing in a match (GP | Games Played). Since the USAR Eligibility Regulations require that a player physically step onto the field to count as having played, the failure to add a substitution by a team will result in a player not getting credit for participating in that match. Players not listed as starters only get a 'Games Played' credit by being substituted into a match.

The 'Games Played' versus 'Games Started' statistics are also politically helpful for monitoring the roster decisions of a club with multiple sides in your area.

Cornelius, William Embed Update Profile

PLAYER STATISTICS										
	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC	
All-Time	8	7	20	2	2	2	0	0	0	
2014-2015	8	7	20	2	2	2	0	0	0	

TEAM STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Sith Lords Rugby	2	2	5	1	0	0	0	0	0
	Wookiees Rugby	1	1	10	0	2	2	0	0	0
	Bounty Hunters Rugby	0	0	0	0	0	0	0	0	0
	BLDR	5	4	5	1	0	0	0	0	0

OPPONENT STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Death Stars Rugby	1	1	0	0	0	0	0	0	0
	Bounty Hunters Rugby	1	1	5	1	0	0	0	0	0
	Rebels Rugby	1	1	10	0	2	2	0	0	0
	Stormtroopers Rugby	0	0	0	0	0	0	0	0	0

PLAYER PROFILE	
Height:	5' 10"
Weight:	180 lbs
Citizenship:	U.S. Citizen

TEAMS PLAYED FOR	
	Boulder Rugby
	Bounty Hunters Rugby
	Sith Lords Rugby
	Wookiees Rugby

If you see a player with a line against an opponent and no data associated with it, it means the player was rostered against that opponent but didn't step onto the field of play. That player does not have credit for participating in the match and should petition to his/her competition/union administrator with the original match paperwork to get credit for participation.

Note: Teams' reserve players will not get credit for playing if they don't enter them as substitutes. Always check to ensure teams are entering their substitutions in matches.

PROCESSING PLAYER PROFILE INFORMATION (cont.)

USA RUGBY CMS Geib, Erik | Competitions Menu

Gross, Luke Embed | Update Profile

PLAYER STATISTICS										
	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC	
All-Time	0	0	5	1	0	0	0	0	0	
2014-2015	0	0	5	1	0	0	0	0	0	

TEAM STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Death Stars Rugby	0	0	5	1	0	0	0	0	0

OPPONENT STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Stormtroopers Rugby	0	0	5	1	0	0	0	0	0

PLAYER PROFILE	
Height:	N/A
Weight:	N/A
Citizenship:	Not Specified

TEAMS PLAYED FOR	
	Death Stars Rugby

If you see a player that has credit for scoring or being disciplined in a match, but has no 'GP' or 'GS' statistic affiliated with that match, it implies the team rostered the player but did not submit his/her substitution into the system. That player does not have credit for participating in the match and should petition to his/her competition/union administrator with the original match paperwork to get credit for participation.

Note: Teams' reserve players will not get credit for playing if they don't enter them as substitutes. Always check to ensure teams are entering their substitutions in matches.

Notably, the statistics you see reflect data for **league matches only**. They do not include friendlies.

Player profile information is very useful for eligibility cases involving teams in your area. It is very important that you check the CMS for a player before providing a full release to USA Rugby.



EXPANDED FEATURES (List of Embed-Friendly URLs)

[List of CMS Embed-Friendly URLs](#)

The competition management system is designed to capture data that can be seamlessly incorporated into the websites of USA Rugby, your local union/competition, and your club. iFrame/embed technology is built in throughout the system to allow for teams to frame schedules, rosters, match data, and standings without having to replicate the results seen elsewhere. This also allows websites to have instantly-up-to-date information. All one has to do is place the appropriate frame code into their webpage, which can be done before or after matches occur. These features also give web stories additional ‘pop,’ as a match write-up can feature the rosters, scoring information, and resulting standings of an event. Additionally, all frames are built to scale as necessary to fit the spaces of your website.

Date	Opponent	Result/Time	Type
Aug 16th	Rebels	D 0 - 0	League
Aug 23rd	Wookies	5 - 5	League
Aug 30th	Smugglers	2:00 pm PDT	League
Sep 6th	Stormtroopers	2:00 pm PDT	League
Sep 13th	Death Stars	2:00 pm EDT	League
Sep 20th	8th Lords	2:00 pm PDT	League
Sep 27th	Bounty Hunters	2:00 pm CDT	League

An example of a team schedule in iFrame mode.

Date	Opponent	Result/Time	Type
Aug 16th	Rebels	D 0 - 0	League
Aug 23rd	Wookies	5 - 5	League
Aug 30th	Smugglers	2:00 pm PDT	League
Sep 6th	Stormtroopers	2:00 pm PDT	League

An example of a team schedule compressed to a smaller space.

American Premiership Network | **AMERICAN RUGBY PREMIERSHIP** | [HOME](#) [NEWS](#) [TEAMS](#) [STANDINGS](#) [MATCHES](#) [TV INFO](#) [STATISTICS](#) [FANS](#) [ABOUT](#)

An example of a team standings iFrame after being dropped into a website.

2014-2015 American Rugby Premiership Standings

Team	GP	R	W	L	T	PF	PA	PD	BT	BL	FF	PTS
Life Running Eagles	4	4-0-0	4	0	0	204	58	146	4	0	0	20
New York Athletic	4	3-1-0	3	1	0	136	87	49	3	1	0	16
Old Blue of New York	4	1-3-0	1	3	0	89	127	-38	1	2	0	7
Boston Rugby	4	1-2-1	1	2	1	59	100	-41	0	0	0	6
Boston Irish Wolfhounds	4	0-3-1	0	3	1	72	188	-116	0	0	0	2



COMPETITION RESOURCES CENTER

[NEW FEATURES FOR 2017](#)

[Team Administrator Handbook](#)

[Team Administrator Checklist](#)

[Competition Administrator Handbook](#) [this document]

[Competition Administrator Checklist](#) (also included in this document)

[Team Information Update Request Form](#)

[List of CMS Embed-Friendly URLs](#)

[USA Rugby Naming Standards](#)

[USA Technical Zone and Sideline Management Guidelines](#) (also included in this document)

[USA Rugby Running Score Form](#) (also included in this document)

[USA Rugby Player Movement/Substitution Form](#) (also included in this document)

[USA Rugby Sideline and Disciplinary Procedures and Protocols](#)

Documents in the Team CMS Handbooks

1. CMS Checklist

- a. Assists teams with completing tasks asked of them in a timely manner
- b. Outlines the steps teams need to take before, during, and after each match

2. Running Score Form

- a. Assists teams with keeping track of the score throughout a match; Running Score Forms are used at all USA Rugby National Championship Series events, as well as all World events
- b. Should be signed by both teams, the #4/match-tracker, and the center match official

3. Player Movement/Substitution Form

- a. Assists teams with keeping track of the replacements, substitutions, and discipline that occurs during a match. Player Movement/Substitution Forms are used at all USA Rugby National Championship Series events, as well as all World Rugby (nee IRB) events
- b. Should be signed by both teams, the #4/match-tracker, and the center match official

4. Technical Zone & Sideline Management Guidelines

- a. Technical Zone & Sideline Management Guidelines are used at all USA Rugby National Championship Series events, as well as all World Rugby (nee IRB) events
- b. USA Rugby's Technical Zone & Sideline Management Guidelines vary slightly from World Rugby's guidelines, with each variation accommodating the practical realities of non-WR matches
- c. Teams are strongly encouraged to adhere to USA Rugby's Technical Zone & Sideline Management Guidelines during their Competitive Region matches, and are required to adhere to them at all National Championship Series Events. It is strongly encouraged that leagues & conferences enforce these guidelines.



CMS CHECKLIST FOR ADMINISTRATORS

When initially logging in...

1. Received administrative username and password from USA Rugby _____
2. Received usernames/passwords for all teams in competition(s) from USA Rugby _____
3. Logged in to usarugbystats.com to test that username and password work correctly _____
4. Updated user account information, including password change & e-mail address submission _____

Before every season...

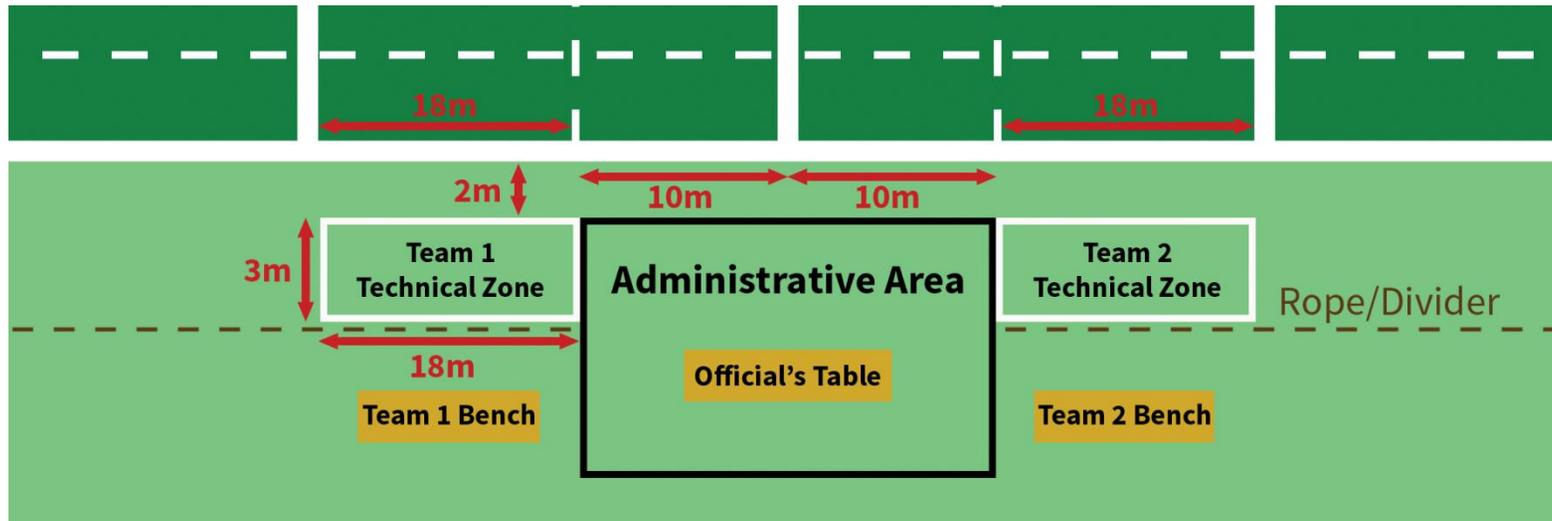
5. Checked to ensure that schedule(s) is/are loaded accurately _____
6. Emailed teams their individual usernames and passwords _____
7. Confirmed with teams that they've received their usernames/passwords _____
8. Reviewed Team Management edition of CMS Handbook _____
9. Edited/added/deleted matches as necessary _____

After every match weekend...

10. Checked to see that every team has entered its roster, sub, scoring, and disciplinary info. _____
11. Checked to see that each team has added its match signature to the match _____
12. Checked to see that the match is marked 'completed' _____
13. Checked the status of each match and the standings to ensure accuracy of information _____
14. Added 'Admin signature' to the match _____
15. Locked every completed match so that teams may no longer edit matches _____



USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES



- Technical zone (TZ) defined as space in front of the rope/barrier between the 10m line and 22m line*
- Technical zone ends 2m from the touch line to give room for ARs & touch judges
- Coaches may not cross into the other team's TZ or leave their own TZ
- No more than 2 coaches are allowed in the technical zone
- Coaches should not stand in/near the try zone or anywhere on the field of play
- Uncertified coaches should not be in the TZ
- #4 (Fourth Official) or Match Manager (data tracker) occupies the space between the 10m lines (Administrative Area)
- Chairs may be set up in the Administrative Area for disciplinary/sin bin purposes
- No coach or player is allowed in the Administrative Area except when petitioning for a substitution
- Teams may have two medical professionals "in front of the rope"
- Medical professionals may roam either sideline and are not confined to the TZ*
- Only one (1) medical professional per team is allowed per side of the field*
- Second medical professional must be across from first medical professional on opposite sideline*
- Coaches are not allowed onto the field with medical personnel unless explicitly allowed by the match official
- Medical personnel should always introduce themselves to the match official(s) before the match begins
- Team benches should also be between the 10m line and 22m line* but "behind the rope" and not in the technical zone
- Spectators should be on the opposite sideline from the teams unless a second rope is present to prevent mixing of spectators with players/staff/administrators
- Water carriers must stay "behind the rope"* unless the match official signals that they may enter the playing field
- Water carriers should endeavor to wear a top that clashes with players on the field
- Coaches may not serve as water carriers
- Water carriers should not be in the TZ*
- Coaches should not huddle with teams on the field after scores
- Teams must warm up in the end they are attacking into, not the end they are defending
- Players warming up must wear a contrasting top to the players on the field (e.g. a penny)
- Teams should not warm up with balls, cones, or other equipment (e.g. ruck pads)
- Teams should not warm up within 5m of the field of play
- If space demands it, teams may warm up in the try zone but only if they access the try zone by staying "behind the rope" to and from

*Variance specific to USA Rugby that differs from the IRB standard



USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES

