

1. First on Duty on Friday and Saturday

- 1.1. If you are going to be late, please let your Pitch Manager or a tournament director know in advance. We will try and organise temporary cover until you arrive.
- 1.2. Please collect a Pitch Manager's folder / box from the tournament registration office. These will contain balls, score sheets, pens, pencils etc. Please inform the Pitch Manager that you have collected the Pitch Manager's folder for your age group.
- 1.3. Please ensure there are balls, score sheets etc. available so that the matches can start on time.

2. When it is Your Time Slot

- 2.1. Please check in with your Pitch Manager 15 minutes before your slot commences and locate the Pitch Manager's folder / box.
- 2.2. Please also locate the bag of balls for your pitch and ensure they do not "disappear". We have 2 days of rugby to play and need all the balls.
- 2.3. Please retrieve the Pitch Marshall's bib from your predecessor (and wear it! – it is the only way parents / players / spectators / ref's etc. will know who you are).
- 2.4. Determine where your pitch is in the schedule of games and whether you are running on time, ahead or behind schedule.
- 2.5. Agree who is to take the score sheet and ball from the referee who is refereeing the current game – you or the person you are replacing.

3. Prior to Each Game

- 3.1. Ideally 10 minutes before every game, please ensure that the relevant teams are aware they are playing next and that they are ready to start their match on time. This will get easier as the day goes on and you get to know the participating teams.
- 3.2. Locate the referee that has been allocated by the relevant participating club (U13 and down) and confirm that he / she will referee the match.
- 3.3. Organise a coin toss between the two teams. The captain of the team that wins the toss decides whether to kick off or to choose an end. If the winner of the toss decides to choose an end, the opponents must kick off and vice versa. If this is not done before the game is ready to kick-off please advise the referee.
- 3.4. Fill out the initial details (Game No., Age Group, Teams etc.) on the score sheet (see below) and give it to the referee along with the match ball.
- 3.5. Each team is required to provide a line judge – find out who it will be and get them ready.

Sit back and watch the game and then start all over again!



Sample Score Sheet:

		HSBC Rugby Festival Dubai		24th / 25th January, 2020	
Age Group:	Under-	Pool / Match No:			
Team-1:		Team-2:			
Points:		Points:			
Result:	Won Draw Lost	Result:	Won Draw Lost		
Yellow Card/s: [Player Name/s]		Yellow Card/s: [Player Name/s]			
Red Card/s: [Player Name/s]		Red Card/s: [Player Name/s]			
Referee Name: _____	Referee's Club: _____				
Signature: _____					

4. After Each Match

- 4.1. At the end of the match retrieve the scoresheet and the match ball.
- 4.2. Move all players, coaches and the referee off the pitch to allow the next game to start immediately.
- 4.3. Ensure that the referee signs the scores sheet. Most referees need something to lean on when completing the score-sheet. Please help them out as they have been running around more than you!
- 4.4. Ensure the score-sheet is correctly filled out and signed by the referee.
- 4.5. Please ensure that the score-sheets are then held in the Pitch Marshall's box / passed to the next Pitch Marshall and not filed in your pockets.
- 4.6. A Pitch Manager / runner will collect the score sheets and take them up to the registration area.
- 4.7. Pitch Managers / runners will then update the scoreboards on your pitch.

MVP

The 'Most Valued Player' award is awarded to a player on the winning team in the cup final of each age group. The player is nominated by the coaches of the winning team and the award is for the player they consider to be the Most Valued Player during the entire tournament.

5. Other Duties

- 5.1. You are the first point of contact for anyone with any queries or questions in relation to your pitch. You will probably also get a lot of other general enquiries such as "where are the toilets", "where are the U14's playing" etc. In your Pitch Manager's folder is a map of the grounds, a complete schedule for the Tournament and a complete list of volunteers and their mobile numbers. If the answers to the queries are not apparent from all this, then please refer the person to the Tournament Registration Office or contact one of the people listed at the end of this document.



- 5.2. Keep an eye on the time and how we are going with regards the schedule. If you start to run seriously behind time (more than 1 game) then please contact your Pitch Manager and / or the Tournament Registration Office. We do have some flexibility to reschedule some games and the earlier we can be informed the better.
- 5.3. Please encourage parents / supporters to stay behind the rope lines or the fences around the pitches. We are happy for line judges, coaches, and medical people to be on the sideline but all others have to stay back for player and spectator welfare. If you find you are having real difficulties in enforcing this, please engage with your Pitch Manager.
- 5.4. There are probably many other things we've forgotten but hopefully there will not be too many unforeseen problems....

6. Last on Duty on Friday and Saturday

- 6.1. Ensure that there is a 1st Aider or Medical Representative Pitch Side!
- 6.2. Return the Pitch Marshall's box to the Tournament Registration Office (balls, bibs etc.).
- 6.3. Please do not take these home thinking you will be the first in for the next day...
- 6.4. Please ensure that the score sheet from the last game is given to the Pitch Manager / Runner or taken up to the Tournament Registration Office before going home.
- 6.5. If appropriate, please send the score of the last game to the Tournament Registration Office.

Pitch Manager Duties

For each group of pitches, we have a Pitch Manager (he or she is an old hand at Pitch Marshalling) to assist where the pitch Marshall needs support.

The pitch Managers will be responsible for keeping the scoreboards up to date.

1. Support your Pitch Marshalls!
2. Assist with pushing the games along – timing is important and the tournament always runs late.
3. Control the players / coaches / spectators / team managers AND THE PARENTS if they become unruly.
4. Support the referee if any disputes occur – THE REFEREE'S DECISION IS FINAL. Call the Tournament Directors for major disputes.
5. The Pitch Marshalls will ensure the score sheets are correctly filled out and will place them in the Pitch Marshall's Box alongside each pitch.
6. Inform the Pitch Marshall that you are taking the score sheets (so they don't panic) and deliver them to the Tournament Registration Office where any revision to the scoreboards will be given to you.
7. Please enter the details from the score sheets on the Pitch Side scoreboards (note: use the white board markers not permanent markers)
8. Help ensure participating Clubs supply referee's for every game.
9. Help keep spectators back from the touchlines.

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