



RUGBY 7s

MATCH DAY

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Imperatives

At all times the interest and welfare of the players comes first.

Suggested roles & responsibilities

Tournament Staff will be required to undertake the following match day roles:

1. Field of Play - Operations Manager

Tasks

- Coordinate, brief and resource Ground Mangers and runners
- Coordinate set up and pull down of all on-field equipment
- Liaise with TD and Administrator match day protocol changes/confirmations
- Liaise with coach and referee manager as appropriate
- Complete match day checklist for venue/area
- Assist ground managers with implementation of match protocol
- Oversee sideline management during match
- Oversee management of FOP; including medical, water carriers and ball boys
- Oversee collation & communication of match reports
- Oversee stocking and supply of match day resources with Ground managers/medical team
- Oversee medical treatment communication with various parties

Competencies

- Knowledge of Laws of the Game
- Knowledge of Tournament Rules
- Knowledge of Draw
- Operational planning and leadership
- Communication and task delegation skills
- Coordination of on-field medical treatment through match medical staff & external parties

2. Ground Managers

Tasks

- Set up and pull down of all on-field equipment
- Assist team managers with match protocol (pre, during & post)
- Sideline management during match
- Management of FOP; including medical, water carriers and ball boys
- Issuing and collection of FOP bibs and balls
- Collect, record and gain sign off of match reports

- Provide extra sub cards if required
- Ice and water provision
- Coordinate medical treatment communication with Match Doctor & external parties

Competencies

- Knowledge of Laws of the Game
- Knowledge of Tournament Rules
- Knowledge of Draw
- Communication and task delegation skills
- Coordination of on-field medical treatment through match medical staff & external parties

3. Match Day Assistant

Tasks

- Assist in the management of teams pre, during and post match
- Provide documents to team management as required
- Collect match reports and other documentation and return to admin center
- Update scores through scoreboard and public notice boards
- Provide tournament information to teams and public
- Assist with provision of medical treatment as directed by ground Managers, Match Doctor & external parties

Competencies

- Knowledge of Tournament Manual
- Knowledge of Tournament Rules
- Knowledge of Staff Roles at Tournaments
- Knowledge of Tournament Venue
- Communication skills
- Knowledge of on-field medical treatment through match medical staff



1. Please ensure you read the Tournament Rules carefully.
2. Each team playing will be located in a marked off technical zone, they can have three runners (two can be players). All runners need a bib from you and the team manager needs the player movement cards (5) from you at the start of each game
3. Use the two-way radio to keep Tournament admin updated with score/scorers during the games.
4. Tournament admin will contact you (on two-way radio) at the conclusion of each game regarding the score, have this ready.
5. Complete both Tournament Match Report sheets during the game and get referee (both sheets) and Team manager (theirs only) to sign at conclusion of match.
6. Results on hard copy will be sent into the admin tent, by you, using runners that we will send you.
7. You will be supplied with morning tea and lunch. There will also be ball kids' food and drink to hand out
8. You have a team of Ball Kids for the games – rotate teams of three game on, game off
9. An esky will be supplied to you with ice, additional ice is at the Medical tent
10. Two water eskies are supplied for each team tent, these will need to be filled, checked and topped up during the day
11. Ensure you keep the two-way on so we can get in touch with you.
12. After Pool matches finish, you will be told information regarding the draw for the knockout stage (e.g. Plate & Cup Semis) of the tournament.
13. Ensure all balls, two-way radios, bibs, paperwork, stopwatches, clipboards etc are returned to the admin tent at the conclusion of the games on your oval.

Thank you for your assistance

GOOD LUCK WITH THE TOURNAMENT



Venue:

Completed by:

Date:

Signed:

Field Of Play (FOP)

Functional Area	Requirement	Check (Y/N)	Comments
Dimensions / Line Markings			
Technical Zone Markings	World Rugby Tech Zone Protocols		
Goal Post Pads	Rugby Australia Safety Directives		
Quality of Surface			
Safety Surface			
Pre-game FOP Inspection			

Playing Enclosure

Functional Area	Requirement	Check (Y/N)	Comments
Enclosure Barrier – 5m space	World Rugby Law 1		
Teams, match officials and ground	Signage - authorised entry		
mgt personnel only			
Power supply	Extension cord/s Xm long		
Inside Playing Enclosure	5m Clear of FOP;		
Ground Mgt Personnel - Clearly Identifiable	2 Chairs, 1 Table, 1 Tent; Seating (halfway)		
Team A Management/ Replacements	8 Chairs, 1 Tent Seating (left of halfway)		
Team B Management/ Replacements	85 Chairs, 1 Tent Seating (right of halfway)		
No. 4 / No. 5 Match Official	2 Chairs (1 next to each team 2 GM table)		
Match Day documents/resources	Clipboard, program, scoresheets, pens, stapler, watch/phone, walkie talkie		
Water Drums	2 per team (4 per oval) - filled		
Esky - food, drink, ice	3 - 1 per team and 1 for GM -Staff drinks, food supplies, Ice bags (2) and freezer bags		
Match footballs	3 per Match		
Ball Persons	6 Uniformed (4 per match)		
Bibs	3 per team (1 for Medic/Physio)		
Outside Playing Enclosure			
Medical	Rugby Australia Safety Directives		
Match Doctor / Medically Trained Person	3 Chairs, 1 Tent, 2 physio tables, 1 sharps, bibs (2)		
Scoop Stretcher	1 scoop/field (if available)		
Cervical Collars	Hard /Soft		
Emergency Contacts.	@ First aid tent		
Esky - food, drink, ice	1 x Staff drinks, food supplies, Ice bags (2)		

	and freezer bags		
Emergency Vehicle Access	Unlock gate/s		
Medical Room	Tent with sides		
First Aid Equipment	At first aid tent		
Changing rooms			
Team signs	Team signs on doors (check open)		
Warm Up Area			
Venue	Warm up ovals or first games on FOP ¼ field.		
Availability	10 minutes prior to KO		
Air horn (1)	X mins prior to KO		
Support Services			
Ground Manager			
Walkie talkies	8-GM's (2), FOP Manager, Floater, TD, Admin, Doc, scoreboard		
Score Board (fixed)	Attended & maintained		
Public Address System	Available & attended		
Ancillary Services	As required		
Run Sheet			
Official team briefing	Confirm time and venue		
Final Run Sheet	1 day prior		
Time Synchronisation	Referees, GM's & admin, Scoreboard		
KO on Time	5 minutes of clear time		
Media/communication/parking			
Scorers	Immediately – walkie talkie		
Half & Full Time Score	Immediately – walkie talkie		
Match Results & Scorers	Collated & sent to admin - ongoing		
Staff and spectator parking	Areas marked off and signage up		

Your Team vs Opposition Team

Event: Venue: Date: Oval:

RESULT		
Your team:	Halftime score:	Fulltime score:
Opposition team:	Halftime score:	Fulltime score:

*Indicate Scorers in panels below.

Jersey #	Position	Players Name (First & Surname) PLEASE PRINT	Tries	Conv	Pen	DG	Sin Bin	Order Off
1	L / H Prop							
2	Hooker							
3	T / H Prop							
4	Scrumhalf							
5	Flyhalf							
6	Centre							
7	Wing/Fullback							
8	Utility							
9	Utility							
10	Utility							
11	Utility							
12	Utility							
PENALTY TRIES:								
TOTAL POINTS:								

SCORE / SCORERS:
i.e. Try #7 >team name<; 5-0
Conv #7 >team name<; 7-0

Manager: Sign: Date:
Referee: Sign: Date:

Please supply this team list to the Ground Manager 5 minutes prior to the commencement of your match. In addition, a member of team management are required at the completion of the game to sign off that team sheets are an accurate and correct record of the match.



