

# 49<sup>TH</sup> COBRA 10s 2019

9<sup>TH</sup> – 10<sup>TH</sup> NOVEMBER 2019

## TOURNAMENT MANUAL



# HOME

# OF RUGBY 10s



# 49<sup>TH</sup> COBRA 10s 2019

## 9<sup>th</sup> – 10<sup>th</sup> November 2019



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## A CONTACT DETAILS

### COBRA RUGBY CLUB

#### TOURNAMENT ORGANIZING COMMITTEE

Name	:	Tan Sri Krishnan Tan
Position	:	Chairman
Email	:	N/A
Name	:	Lt. Col (Retd) Tommy Pereira
Position	:	Deputy Chairman
Email	:	tommy@rqnet.com.my
Name	:	Datuk Aldillan Bin Anuar
Position	:	Vice Chairman
Email	:	aldillan@gmail.com
Name	:	Tan Thiam Jin
Position	:	Vice Chairman
Email	:	tjcobra888@gmail.com
Name	:	Anette Andersson
Position	:	Organizing Secretary
Email	:	geyzel1@gmail.com
Name	:	Nazarudin Bin Borhan
Position	:	Logistics Director
Email	:	nazerudinb@yahoo.com
Name	:	Francis Chew
Position	:	Tournament Director
Email	:	princebobo@hotmail.com
Name	:	Sevakumaran Sangkarlingam
Position	:	Referee Manager
Email	:	Sevakumaran_57@yahoo.com
Name	:	Prof. Dr. Ernest Yeoh
Position	:	Medical Services Director
Email	:	pyeyeoh@gmail.com

### MALAYSIA RUGBY

Name	:	Rohimi Ahmad
Position	:	Representative
Email	:	rohimi762@gmail.com



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## B TOURNAMENT INFORMATION

<b>Organizer</b>	: COBRA Rugby Club (COBRA)		
<b>Event Dates &amp; Times</b>	Saturday	9 <sup>th</sup> November, 2019	0830 hr – 1600 hr
	Sunday	10 <sup>th</sup> November, 2019	0900 hr – 1500 hr
<b>Event Venue</b>	: Stadium Petaling Jaya, Kelana Jaya, Selangor Darul Ehsan		
<b>Tournament Rules</b>	: The Tournament By-Laws are based on the World Rugby (WR) By-Laws with ten-a-side variations of the game as adopted by the Malaysian Rugby		
<b>Rugby Format</b>	: 10-a-side		
<b>Participating Teams</b>	: 12 teams, mainly from foreign countries, including teams from Malaysia		
<b>Tournament Format</b>	12 teams in 4 groups of 3 teams		
	Day 1	Saturday	Preliminary Rounds (12 matches)
	Day 2	Sunday	Knockout Stages (13 matches)
<b>Categories</b>	1 <sup>st</sup> Division	Cup Competition	
	2 <sup>nd</sup> Division	Plate Competition	
	3 <sup>rd</sup> Division	Bowl Competition	
<b>Prizes</b>	Cup Champion		
	Runner-Up		
	Plate Champion		
	Bowl Champion		
<b>Match Duration</b>	All matches	10 minutes each half (2 halves with 2 minute break)	
	Finals (Cup)	10 minutes each half (2 halves with 2 minute break)	
<b>Entrance To Stadium</b>	: <b>Free Of Charge</b>		
<b>Supporting Bodies</b>	: <ul style="list-style-type: none"> <li>● National Sports Council</li> <li>● Olympic Council of Malaysia</li> <li>● Malaysia Rugby Union</li> <li>● Majlis Bandaraya Petaling Jaya</li> <li>● Polis DiRaja Malaysia</li> </ul>		



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## C TOURNAMENT GROUPINGS

### GROUP A

A1	AUCKLAND VARSITY VIPERS	NEW ZEALAND
A2	BRIMBANK BUCKS	AUSTRALIA
A3	WEST COAST SHARKS (2)	SOUTH AFRICA
A4	KL SARACENS	MALAYSIA

### GROUP B

B1	NNK	SOUTH AFRICA
B2	GLOBAL LIONS	NEW ZEALAND
B3	NS SILVERBACKS	AUSTRALIA
B4	POLIS BERSATU	MALAYSIA

### GROUP C

C1	COBRA	MALAYSIA
C2	WEST COAST SHARKS (1)	SOUTH AFRICA
C3	BALI DEVELOPMENT	INDONESIA
C4	RMAF BLACKHAWKS	MALAYSIA



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## TOURNAMENT FIXTURES DAY 1 : 9<sup>TH</sup> NOVEMBER 2019

No	TIME	GROUP	TEAM (HOME)	--	TEAM (AWAY)
1	8:30:00	POOL A	AUCKLAND VARSITY VIPERS	--	BRIMBANK BUCKS
2	8:55:00	POOL A	WEST COAST SHARKS (2)	--	KL SARACENS
3	9:20:00	POOL B	NNK	--	GLOBAL LIONS
4	9:45:00	POOL B	NS SILVERBACKS	--	POLIS BERSATU
5	10:10:00	POOL C	COBRA	--	WEST COAST SHARKS (1)
6	10:35:00	POOL C	BALI DEVELOPMENT	--	RMAF BLACKHAWKS
7	11:00:00	POOL A	WEST COAST SHARKS (2)	--	AUCKLAND VARSITY VIPERS
8	11:25:00	POOL A	KL SARACENS	--	BRIMBANK BUCKS
9	11:50:00	POOL B	NS SILVERBACKS	--	NNK
10	12:15:00	POOL B	POLIS BERSATU	--	GLOBAL LIONS
11	12:40:00	POOL C	BALI DEVELOPMENT	--	COBRA
12	13:05:00	POOL C	RMAF BLACKHAWKS	--	WEST COAST SHARKS (1)
13	13:30:00	POOL A	AUCKLAND VARSITY VIPERS	--	KL SARACENS
14	13:55:00	POOL A	BRIMBANK BUCKS	--	WEST COAST SHARKS (2)
15	14:20:00	POOL B	NNK	--	POLIS BERSATU
16	14:45:00	POOL B	GLOBAL LIONS	--	NS SILVERBACKS
17	15:10:00	POOL C	COBRA	--	RMAF BLACKHAWKS
18	15:35:00	POOL C	WEST COAST SHARKS (1)	--	BALI DEVELOPMENT

## TOURNAMENT FIXTURES DAY 2 : 10<sup>TH</sup> NOVEMBER 2019

19	9:00:00	CUP / PLATE QTR FINALS	TEAM RANKED 1	--	TEAM RANKED 8
20	9:25:00		TEAM RANKED 4	--	TEAM RANKED 5
21	9:50:00		TEAM RANKED 2	--	TEAM RANKED 7
22	10:15:00		TEAM RANKED 3	--	TEAM RANKED 6
23	10:40:00	BOWL SEMIFINALS	TEAM RANKED 9	--	TEAM RANKED 12
24	11:05:00		TEAM RANKED 10	--	TEAM RANKED 11
25	11:30:00	PLATE SEMIFINALS	LOSER MATCH 19	--	LOSER MATCH 20
26	11:55:00		LOSER MATCH 21	--	LOSER MATCH 22
27	12:20:00	CUP SEMIFINALS	WINNER MATCH 19	--	WINNER MATCH 20
28	12:45:00		WINNER MATCH 21	--	WINNER MATCH 22

## BREAK

29	13:30:00	BOWL FINAL	WINNER MATCH 23	--	WINNER MATCH 24
30	14:00:00	PLATE FINAL	WINNER MATCH 25	--	WINNER MATCH 26
31	14:30:00	CUP FINAL	WINNER MATCH 27	--	WINNER MATCH 28



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## D TOURNAMENT RULES

**1.1** All matches shall be played according to the World Rugby Bye Laws, Regulations and Laws of the Game with Ten-a-side variations as framed by World Rugby and as adopted by the Malaysian Rugby Union. These Laws and Regulations can be found on the World Rugby website

### 1.2 TEAM SIZE

All Teams being hosted by the Tournament will have the following Team Members' costs covered as per the offer in the Invitation Letter :

**1.2.1** up to 16 Players;

**1.2.2** up to 2 Management with the capability to fulfil team management and medical obligations

### 1.3 ELIGIBILITY

**1.3.1** A Player is eligible to participate in this tournament if they are not subjected to the following :-

- (i)** Any outstanding disciplinary proceedings in respect of Illegal and/or Foul Play and/or Misconduct;
- (ii)** Any outstanding appeal proceedings in relation to the above
- (iii)** Any suspension from the Game as a result of disciplinary proceedings, appeal proceedings or otherwise

**1.3.2** Age window as specified below

**a.** Ensure players comply with the World Rugby Age Policy. The player must be 17 years of age or older to participate in this Tournament.

**b.** Under 18 Players should not play Adult Rugby unless the following are obtained :

- (i)** Written agreement from the Under 18 player to play Adult Rugby and acceptance of any associated risk with playing with adults and acceptance of any associated risk with playing adults who may be stronger and more physically developed than him/her
- (ii)** Parental or legal guardian's consent in writing
- (iii)** Written confirmation from a medical practitioner with an understanding of the demands of Adult Rugby to whom the player is known that the player is in a physical condition to play Adult Rugby and that this view is supported by a musculo-skeletal evaluation and /or other appropriate assessments
- (iv)** Written agreement from a medical officer with an understanding of the demands of Adult Rugby employed or retained by the player's home Club/Province/Union that the player is in a physical condition to play Adult Rugby and that this view is supported by a musculo-skeletal evaluation and/or other appropriate assessments
- (v)** Written confirmation from a coach with an appropriate understanding of the physical attributes required of and the risks to players in Adult Rugby and to whom the player is known that the player has the requisite skills and experience to play Adult Rugby
- (vi)** Such other consents agreements or confirmations (if any) as may be required by the player's home Club/Province/Union or to comply with the local jurisdiction.

### 1.4 TEAM DECLARATION

**1.4.1** The Tournament Declaration Form must be completed and to submit during the Team Managers' meeting. In completing the Tournament Declaration Form, all management personnel's role must be clearly stated and must only include active members of the coaching, medical or team management staff.

**1.4.2** The final Tournament Declaration form with playing shirt numbers (All teams must register a minimum of eight (8) and a maximum of sixteen (16) players should be signed by the Team Manager at the Managers' Meeting. This list may be amended and resubmitted before the start of the team's first match (kick-off in the first game of the Tournament).

**1.4.3** After this deadline, the final list cannot be amended eventhough on reasons of medical grounds

**1.4.4** Players must retain the same shirt number throughout the Tournament

**1.4.5** Any team that plays with an unregistered player at any time during the Tournament shall forfeit that game.

**1.4.6** Any team that fields less than eight (8) players at the commencement of their scheduled game shall forfeit that game.

## 2.0 TOURNAMENT STRUCTURE

### 2.1 MATCH SCHEDULE

Teams shall play tournament matches in accordance with the match schedule. The Tournament Director reserves the right to alter the match schedule. In this event, teams will be informed at the earliest opportunity.



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## 2.0 TOURNAMENT STRUCTURE (CONT'D)

### 2.2 MATCH DURATION

The duration of Matches will be ten minutes each half with a two-minute half time interval.

### 2.3 REPLACEMENTS

**2.3.1** A match shall be played by no more than **TEN** players in each team on the playing area

**2.3.2** A team may nominate up to **SIX** replacements

**2.3.3** Rolling substitution. There is no limit to substitution of players throughout a match, so long as the players involved have been registered under that team.

**2.3.4 Permanent Replacement.** A player is deemed to be injured and is prevented from continuing a match if :

(i) it is the opinion of a doctor that it would be inadvisable for the player to continue.

(ii) The referee decides (with or without medical advice) that it would be inadvisable for the player to continue and the referee orders that player to leave the playing area

**2.3.5** If, at any point during a match, a player is concussed or has suspected concussion, that player must be immediately and permanently removed from the playing area. This process is known as "Recognise and Remove"

### 2.4 TECHNICAL ZONE

In accordance with the procedure implemented by World Rugby, two technical zones shall be outlined and parallel to the touchline on both sides of the halfway line and outside the playing area

**2.4.1** Each team is allowed to have the following personnel in the Technical Zone during their matches: Team Manager, Coach, Assistant Coach, up to 2 Physiotherapists and six reserve Players.

**2.4.2** A maximum of three from the Technical Zone are allowed to enter the field of play for the purposes of water carrying (which is only permitted when play is stopped for an injury or when a try has been scored).

**2.4.3** The Manager and Coach are not permitted to act as water carriers at any time.

**2.4.4** Team medic(s) are permitted to follow play along the touchlines, on the technical zone side of the field of play and on the far side depending on the number of medics assigned to the team (Maximum 2)

**2.4.5** Except as specified in (2.4.2) or as otherwise allowed under the Laws and regulations of the Game, all non-playing personnel must remain inside the Technical Zone

### 2.5 ON-FIELD PRESENTATION

**2.5.1** All players in a Participating Team must wear the same jersey, shorts and socks that are of a standard commensurate with the prestige of an international rugby match.

**2.5.2** Teams must have an alternate set of jerseys to wear for games where there is a colour clash. The alternate set of jerseys must also be registered with the Tournament Director.

**2.5.3** The "Home Team" is the first mentioned team for each match. In the event of a clash of jersey colours the "Home" team shall have to change its jerseys to a set of acceptable colour.

**2.5.4** Squad numbers (1-16) will be assigned to all players who participate in any match in a tournament. Once assigned a number, a player will retain such number for the duration of the tournament.

**2.5.5** Players must wear the same numbered jersey in both sets of strip.

### 2.6 KICK-OFF

**2.6.1** The winner of the toss decides whether to choose an end for the first-half or kick-off.

## 3.0 TOURNAMENT FORMAT

**3.1** The tournament will be a **TWELVE** (12) team event.

**3.2** The teams will be divided into three (3) groups of four (4) teams each.

### 3.3 PRELIMINARY ROUND

**3.3.1** Teams in the respective groups will play a round-robin format within their groups. Each team shall play three (3) matches against teams in their groups.

**3.3.2** No extra time will be played in pool matches.



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### 3.0 TOURNAMENT FORMAT (CONT'D)

**3.3.3 POINTS SYSTEM.** Competition points will be awarded for pool matches on the following basis:

- (i) WIN - Four (4) Points
- (ii) DRAW - Two (2) Point
- (iii) WALKOVER - Four (4) Points with a score of 28-0
- (iv) LOSS - Zero (0) Points

### 3.4 DETERMINING POOL TABLE STANDINGS

**3.4.1** Position in the pool competition table shall be determined by competition points as set out in the above Points System table.

#### **3.4.2 TWO TEAMS EQUAL ON COMPETITION POINTS – POOL STAGE**

**3.4.3** If at the conclusion of the pool stage, two Teams are equal on competition points for any position in the pool:

- (i) **Head to Head** - Such position in the pool competition table will be determined on the result of the match between the two equal Teams. The Team that won that match shall be deemed to have finished higher in the pool competition table.

**3.4.4** If the Match between the two Teams equal on Competition points at the end of the pool stage was a draw, then the following process shall be used to determine the placing:

- (i) **Points Difference** - The Total Points For minus the Total Points Against a Team in all pool matches shall be considered. The Team with the highest positive margin of points shall be ranked higher in the pool competition table. If the tie remains unresolved then;
- (ii) **Tries Difference** - The Total Number of Tries For minus the Total Number of Tries Against a Team in all pool matches shall be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table. If the tie remains unresolved then;
- (iii) **Highest Points** - The Team that has scored the highest number of points in the pool matches shall be ranked higher in the pool competition table. If the tie still remains unresolved, then;
- (iv) **Highest Tries** - The Team that has scored the highest number of tries in the pool matches shall be ranked higher in the pool competition table. If the tie still remains unresolved, then;
- (v) **Coin Toss** - The tie will be resolved by the toss of a coin between the Team Mangers concerned

#### **3.4.5 MORE THAN TWO TEAMS EQUAL ON COMPETITION POINTS – POOL STAGE**

- (i) **Points Difference** - The Total Points For minus the Total Points Against a Team in all pool matches shall be considered. The Team with the highest positive margin of points shall be ranked higher in the pool competition table. If the tie remains unresolved then;
- (ii) **Tries Difference** - The Total Number of Tries For minus the Total Number of Tries Against a Team in all pool matches shall be considered. The Team with the highest positive margin of tries shall be ranked higher in the pool competition table. If the tie remains unresolved then;
- (iii) **Highest Points** - The Team that has scored the highest number of points in the pool matches shall be ranked higher in the pool competition table. If the tie still remains unresolved, then;
- (iv) **Highest Tries** - The Team that has scored the highest number of tries in the pool matches shall be ranked higher in the pool competition table. If the tie still remains unresolved, then;
- (v) **Coin Toss** - The tie will be resolved by the toss of a coin between the Team Mangers concerned

**3.4.6** If any team gives a walkover in the Group matches, all their games will be deemed null and void. They will be placed last in their group irrespective of the results of their other matches.

### 3.5 KNOCKOUT ROUNDS

**3.5.1** After the Preliminary Round, the teams will be ranked #1 - #12.

**3.5.2** The Teams that finished at the Top of the Group (A, B & C) will be ranked as 1, 2 & 3.

**3.5.3** The Teams that finished second of the Group (A, B & C) will be ranked as 4, 5 & 6

**3.5.4** The Teams that finished third of the Group (A, B & C) will be ranked as 7, 8 & 9

**3.5.5** The Teams that finished bottom of the Group (A, B & C) will be ranked as 10, 11 & 12



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### 3.0 TOURNAMENT FORMAT (CONT'D)

#### 3.5.6 Determine The Ranking

- (i) Ranking of the teams shall be determined by competition points as set out in the above Points System table.
- (ii) If 2 teams or more equal on Competition Points, then the following process as stated in (3.4.5) shall be used to determine the ranking.

#### 3.5.7 Teams ranked #1 – #8 will advance to the Quarter-Finals for the Cup/Plate pool

(i)	Team Ranked 1	v	Team Ranked 8		Team Ranked 3	v	Team Ranked 6
	Team Ranked 2	v	Team Ranked 7		Team Ranked 4	v	Team Ranked 5

- (ii) The winners of the Cup/Plate pool Quarter-Finals will advance to the semi-finals of the CUP Championship.
- (iii) The losers of the Cup/Plate pool Quarter-Finals will proceed to the semi-finals of the PLATE Championship.
- (iv) Teams ranked #9 - #12 will proceed to the Semi-Finals for the Bowl pool.

	Team Ranked 9	v	Team Ranked 12		Team Ranked 10	v	Team Ranked 11
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- (v) The winners of the Cup Semi-Finals will advance to the Finals of the CUP Championship.
- (vi) The winners of the Plate Semi-Finals will advance to the Finals of the PLATE Championship.
- (vii) The winners of the Bowl Semi-Finals will advance to the Finals of the BOWL Championship.

#### 3.5.2 TEAMS TIED – KNOCK-OUT STAGE

During the Knock-out Competition, in the event of a Match being drawn at the end of normal time, sudden death extra time will be played until a winner is determined

- (i) After a 2-minute interval, Extra Time will be played in periods of five minutes. After each period the Teams will change ends immediately.
- (ii) In extra time, the Team which scores first will immediately be declared the winner without further play.
- (iii) A toss by the Team Managers and the referee will be conducted to determine which team will kick off the commencement of the extra time and choose which end the team will kick off from.

### 3.6 CANCELLED AND ABANDONED MATCHES

#### 3.6.1 DURING PRELIMINARY ROUNDS

- (i) Where a pool Match has been abandoned during the first half the result shall be declared a draw. In this instance, each Team will be awarded two Match points and any points and tries scored will count towards the total points and tries scored by each Team in all their pool Matches
- (ii) Where a Match has been abandoned either at half-time or at any time in the second half, the result and any points and tries scored by each Team in the Match shall stand.
- (iii) If due to bad weather, matches cannot be completed by 7.00pm on Day One, a meeting of the affected Team Managers will be called.
- (iv) The outcome of the remaining matches will be decided by the toss of a coin. The team that wins the toss will be awarded victory with a score of 5-0.(One Try)

#### DURING KNOCKOUT ROUNDS

3.6.2 Where a Match has been abandoned either at anytime in the first half or in the second half, the result and any points and tries scored by each Team in the Match shall stand.

3.6.3 If the Teams are drawn, the winner shall be determined in accordance with the following criteria, in the following order

- (i) the Team which has scored most tries during the Match is declared the winner;
- (ii) the Team that has scored most points during the Tournament is declared the winner;
- (iii) the Team which has scored most tries during the Tournament is declared the winner;
- (iv) the Team that has received less red cards during the Tournament is declared the winner;
- (v) the Team that has received less yellow cards during the Tournament is declared the winner;

### 3.7 REFUSAL TO PLAY AND EXPELLED TEAMS

3.7.1 If a Team willfully refuses to play, or willfully abandons a Match in progress, without the prior consent of the match referee, then, subject to confirmation by the Disputes Committees, that Team will be expelled from the Tournament.



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## 3.0 TOURNAMENT FORMAT (CONT'D)

**3.7.2** If a Team has been expelled from the Tournament, for whatever reason, then :

- (i) That Team shall be deemed to have been awarded no pool competition table points and to have scored no tries or points in the pool Matches; and
- (ii) For the purposes of determining standings in the pool phase, all Match results against such team shall be deemed null and void. This means that all pool competition table points awarded in Matches against the expelled team and tries and points scored or conceded in Matches against such Team will not be considered in determining standings in the pool competition table.

## 3.8 REPORTING TIMES

**3.8.1** All teams must be at the field-side five (5) minutes before the scheduled kick-off of each of their games.

**3.8.2** Any team that does not field a complete team as in Rule (1.4.6) above, five (5) minutes after scheduled kick-off, will forfeit their game, provided their opposing team is on the field.

**3.8.3** If both opposing teams fail to report to the Referee on the field of play five (5) minutes after the scheduled kick-off, both teams will forfeit their game.

## 4.0 PROTESTS

**4.1** All protests must be submitted in writing through Team Managers to the Tournament Director within twenty (20) minutes of the end of the game during which the matter of the protest occurred. Verbal protests will not be entertained. A protest must be submitted together with a deposit of RM 200. The deposit will be returned if the protest is upheld. Should the protest be overruled, the deposit will be forfeited.

## 5.0 APPEAL AND DISCIPLINARY COMMITTEE

**5.1** This Committee shall hear all appeals and decide on disciplinary action for the duration of the Tournament

**5.2** Players or Team Officials reported for misconduct or sent off the field shall have their cases considered as soon as possible by the Committee

**5.3** Any player who is sent off the field shall be automatically suspended for one (1) match and the Committee shall determine his further participation in the Tournament

**5.4** Any player who receives two (2) Yellow cards in a particular match shall be given a red card. The player is automatically suspended for the subsequent match. The Committee shall determine his further participation in the tournament

**5.5** Any player who receives more than two (2) Yellow cards in the Tournament shall be automatically suspended for the subsequent match. The Committee shall determine his further participation in the tournament

**5.6** The quorum for the meeting of this Committee shall be three (3) members. Disciplinary action taken by the Committee shall only apply for the duration of the Tournament. The Committee shall report the actions taken to relevant bodies for any further review.

## 6.0 INTERPRETATION OF TOURNAMENT RULES

**6.1** The Organising Committee reserves the right of interpretation in the case of doubts arising from the wording of any rule. It shall also have the right to decide on any situation that is not covered by the rules and such decision shall be final.

## 7.0 TROPHY OWNERSHIP AND RESPONSIBILITY

**7.1** The Hui Weng Choon Trophy (Tournament Trophy) remains the property of COBRA and cannot be won outright

**7.2** The winning team shall receive the Trophy and a replica, but will have to return the Trophy to the Organising Committee before they depart for home.

## E TOURNAMENT ARRANGEMENTS – PARTICIPATING TEAM'S RESPONSIBILITIES

### Summary of Participating Teams Responsibility :

- Participating Teams are obliged to comply with the requirements and responsibilities as specified in this Tournament Manual and should ensure that all necessary parties, in particular all Team Members, are familiar with the contents.
- Participating Teams are responsible for the actions of all persons under their control as defined in the Participation Agreement and are accountable for the compliance of those persons with the Terms of Participation.
- Participating Teams are subject to penalties for any breach of the specifications of these Terms of Participation.



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## Withdrawal at Short Notice

- ❑ Foreign Participating Teams that withdraw from the 49<sup>th</sup> COBRA 10s 2019 tournament shall have their deposit money amounting to USD 1,000 forfeited.

## International Travel Costs

- ❑ All travelling expenses will be the sole responsibility of the Participating Teams.
- ❑ This shall include all airfares, visas, baggage costs and insurance (to include home repatriation) so as to arrive at the nearest agreed international airport/port/location one day before the start of the first match day.

## Insurance Cover

- ❑ Participating Teams should take out appropriate insurance (medical, hospital and medivac) which should include home repatriation. If insurance cannot be taken out then an indemnity form must be completed prior to taking part in the Tournament.

## Entry Visa

- ❑ Participating Teams are responsible (including all costs) for entry and exit visas (as applicable).
- ❑ They may request an invitation letter from the Organizer but have the ultimate responsibility to secure visas in time to travel.

## F TOURNAMENT ARRANGEMENTS – TOURNAMENT ORGANIZER'S RESPONSIBILITIES

### Internal Travel

- ❑ Tournament related "Internal Travel" for each Team (16 players + 2 team officials) to the Match Venues shall be provided by the Tournament Organizer. Tournament Organizer shall not provide any "Internal Travel" to the Training Venues, which is approximately 15 mins walk from the Tournament Hotel.
- ❑ The Tournament Organizer shall not be responsible for transport for Players to and from premises to obtain medical treatment or on other occasions. However the Tournament Organizer shall assist Participating Teams to book for the transportation through the Team Liaison Officer.

### Accommodation and Meals

- ❑ Participating Teams will be accommodated according to the following principles and Participating Teams should not make their own accommodation arrangements unless previously agreed with the Tournament Organizer (Logistics Director).
- ❑ Teams wishing to arrive at their hotel earlier or depart later than the stipulated 5 days – 4 nights accommodation as provided by the Tournament Organizer, may do so, however Participating Teams will be responsible for all such organisation and costs, including but not limited to transport, accommodation and meals associated with their early arrival or late departure.



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- ❑ The Tournament Organizer will endeavor to assist Teams with their early arrival or late departure in terms of accommodation, access to Training Venues etc., however availability is not guaranteed
- ❑ Standard Accommodation Provision
  - Each Team shall receive accommodation for up to 9 twin rooms (16 players and 2 Team Officials) for a duration of 5 days – 4 nights.
- ❑ Extra Team Members and VIP Officials Accommodation
  - Each Team is responsible for arranging accommodation at its own cost for its extra Team Staff and VIPs. However the Tournament Organizer will assist with bookings where possible.
- ❑ Hotel House Rules and Compliance
  - The Team Officials are responsible for conduct of their Team to ensure all hotel 'house rules' are complied with at all times for the duration of their stay. In the event of unruly behaviour, the hotel has the right to remove the individual(s) from the property.
  - No improper behaviour will be accepted during the Tournament at the hotel and in particular on the Finals day. Any incident will be treated with highest severity and the Tournament Director in case of any incident may decide Misconduct charges.
- ❑ Billing Instructions
  - Upon arrival at the hotel, the Team Manager will be requested to pay a deposit of RM 1,500 (Refundable on day of checking out) as he /she shall be responsible for all incidentals accrued by the Team for the duration of the Tournament.
  - Each Team Member will be responsible for payment of extras (room service, personal laundry, telephones, newspapers, internet access etc).
- ❑ Laundry – Teams & Match Officials
  - The Tournament Organizer will pay for the laundry of 1 jersey, 1 pair of shorts, 1 pair of socks and any sports performance gear worn per player in a match environment (if two different strips have had to be worn then both shall be laundered), except the final match day.
  - All laundry of personal items must be paid for by the individual Teams. Further details of the laundry provision will be confirmed at the Team Manager's Meeting.

## Meals

- ❑ The Tournament Organizer will provide breakfast throughout the Participating Teams stay at the hotel (5 days – 4 nights) and lunch at the stadium for both the tournament days only.
  - Buffet style breakfast will be provided at the hotel. Breakfast on both tournament days will start at 0530 hr.



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- Buffet style lunch will be provided at the stadium only on both the tournament days
- Participating Teams should be aware of the Host Country's food and cooking style. Any specific meal requests for religious or cultural reasons for example should be outlined to the Tournament Organizer well in advance and the Tournament Organizer will strive to meet such requests.
- Specific dietary requirements should be communicated to the Tournament Organizer a minimum of 14 days prior to the tournament.

## Match Officials

- ❑ The Tournament Organizer shall provide transport, meals and accommodation for all appointed Local Match Officials and overseas-based Match Officials. This may include :
  - Judicial Officer
  - Citing Commissioner
  - Referee Manager
  - Coach of Match Officials
  - Referees and Assistant Referees

## Team Liaison Officer (TLO)

- ❑ A Team Liaison Officer will be provided for each Foreign Participating Team. Team Liaison Officers shall not be provided for the local teams.
  - Each Team Liaison Officer will be able to communicate effectively in English, in the language of the Tournament Organizer and (where possible) in the language of the participating Teams.
  - The Team Liaison Officer will be responsible for ensuring that the legitimate requirements of the Team are met during the Tournament, looking after the general interests and welfare of the Team and making all necessary arrangements for training and Match day operations

## Accreditation

- ❑ Tournament accreditation passes (as applicable) shall be supplied to the official squad members as nominated on the squad declaration sheet submitted to the Tournament Organiser.
- ❑ Team Managers must ensure that official accreditation is worn by all Team Members when accessing Training Venues, Match Venues and other notified areas.
- ❑ All non-playing Team Members not on the playing enclosure must wear their accreditation at all times within Match Venues, otherwise access to secure areas within the Match Venue may be denied.

## Training Facilities

- ❑ The Tournament Organizer shall provide participating teams' access to facilities to aid team's preparation and recovery including, but not limited to :



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- Training Grounds (one a day including, where appropriate)
- Gymnasium at the Hotel (Limited)
- Swimming Pool at the Hotel
- Medical facilities as appropriate.
- Meeting room (if possible)

## Water and Ice

- ❑ Each Participating Team shall be provided with mineral water during both the tournament days.
- ❑ The confirmation of the distribution and the amount of water shall be detailed at the Team Manager's Meeting. Information shall be available from the event Organisers where teams can purchase additional water.
- ❑ Adequate quantities of ice should always be available at the tournament venue.

## Ice baths

- ❑ Ice baths/bins for all players shall also be made available after each match, but it is the responsibility of each team to ensure cleanliness. Team Managers must be aware of the possible cross infection in ice baths together with the provision of wound information and clinical waste bags for dressing and any blood related wounds.
- ❑ The Tournament Organizer shall make facility to sanitize / ensure a strict environment for ice baths.

## Match Officials' : Communications & Equipment

- ❑ Match Officials will require :
  - 6 sets of radio equipment for the following: Referee; 2 x Assistant Referees; Substitute controller; Main Control Desk and CMO;
  - Match Officials flags

## Team Managers' Meeting

- ❑ The Team Managers' meeting will take place at the Teams' hotel on the day before the start of the tournaments at 1530 hr @ Cahaya V Rooftop. The Team Manager and the Team Liaison Officer of each Team must attend the meeting. Schedule and medical arrangements will be confirmed at this meeting.

## Trophies and Medals

- ❑ The Tournament Organizer shall prepare trophies and medals for the tournament participants

## Tournament Dinner

- ❑ A tournament dinner for all participating personnel will be held at COBRA Rugby Club on 10<sup>th</sup> November 2019 @ 1900 hr.



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## **MEDICAL ARRANGEMENTS**

### **Match Venue Medical Facilities**

- It is vitally important that the Tournament Organizer shall ensure that full and proper medical facilities and back-up are provided at all match venue(s).

### **Medical History**

- Each Participating Team shall :
  - Ensure that its players are suitably fit to participate in the Tournament and that its players comply in all respects with the Medical requirements set out in the Participation Agreement;
  - If requested provide written confirmation / certification to the Tournament Director, from a duly qualified medical practitioner appointed by the Participating Team to the effect that each Member of the Team is in all respects medically, physically and dentally fit to participate in the Tournament for the duration of the Tournament Term (subject to illness contracted or injury sustained during the Tournament);
  - For the avoidance of doubt, it is the sole responsibility of the Participating Team to ensure that all Team Members are medically, dentally and physically fit to attend and to participate in the Tournament and that only Team Members that are medically, dentally and physically fit shall participate in any Match in the Tournament.
  - The Participating Team is solely responsible for ensuring that all medical, dental and physical examinations of Team Members and reviews of their medical, dental and physical fitness histories are undertaken by fully qualified and suitably experienced personnel.
  - Be required to report any injuries sustained during the Tournament to the Match Doctor or Tournament Medical Officer and abide by the Tournament injury reporting system

### **Medical Fees and Costs**

- The cost of treatment for illness contracted or injury sustained (including without limitation any dental treatment) by a Member of any Team at anytime during the Tournament Term shall be paid by the Participating Team.
- Arrangements for Medical attention and treatment are to be made only through the Team Liaison Officer. The Team Liaison Officer shall, at the conclusion of the Team's stay in the country of the Tournament Organizer, provide the Tournament Organizer with details of the Medical treatment provided and costs incurred.
- In addition to the costs described above the Participating Teams shall be responsible for strapping, bandages, mouth guards and similar items.

### **Medical Insurance**

- Medical expenses insurance, including medical repatriation, shall be taken up by the Participating Teams plus repatriation costs (if applicable) for each Member of its Team.
- A copy of such insurance policy shall be provided to the Tournament Director upon request. If for any reason the participating team cannot provide insurance, it must provide an indemnity form to Malaysia Rugby/Tournament Organizer for all costs/ liability incurred.



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- ❑ The Participating Teams are responsible for ensuring that its Medical staff are properly qualified and insured to give medical treatment in the host country.

## Team Doctor

- ❑ All Team doctors should be recognised medical practitioners in their own country.
- ❑ Team doctors and/or physiotherapists must be aware of any Players who require specialist medical care, e.g. diabetes, and be able to inform Match doctors as necessary.
- ❑ Team doctors must ensure that Players are aware of the high risk associated with the use of recreational drugs such as cocaine, ecstasy and caffeine.
- ❑ Players must be made aware of their duty of care to other Players in relation to skin conditions, such as Herpes Gladiatorum or scum pox. This is a highly infective condition. A Player with this condition needs medical advice and **must not play** while the rash is present, as he /she is putting others at risk.
- ❑ All participating Teams should bring with them a supply of various sizes of (or adjustable) neck collars for use if a Player is injured during training. Any Team requiring other specialized equipment must inform the Tournament Director well in advance.
- ❑ Cardiac disorders causing sudden death in sport are numerous but one group, cardiomyopathy can be detected by ECG and echocardiography. The incidence of cardiomyopathy is 1 in 500.

## Role of Tournament Appointed Medical Team in Case of Injury

- ❑ The Tournament-appointed medical team will only attend to a Player who has been referred by the referee or the doctor of either Team. The Player is then under the responsibility of the Match doctor.
- ❑ This responsibility ends when the Match Doctor considers that the Player is in a fit state to rejoin his Team which he may do either on the pitch or in the dressing rooms, but only once he has informed the Team doctor to which he belongs.
- ❑ All Players with serious injury, head, neck, back or lower limb injuries should be taken off the field by stretcher. No Player should hobble off the field with the help of a physiotherapist but should be taken off on a stretcher quickly and efficiently by agreed protocols.
- ❑ Match doctor will examine the Player off the pitch and will then decide to manage him in the medical room or transfer him to hospital.
- ❑ If transfer to hospital is decided then the Match doctor will send a medical person if necessary and certainly a member of the Player's Team with the Player to hospital.
- ❑ Match doctor stays in contact with the ambulance and hospital to update the Player's Team doctor and family
- ❑ Match Doctor's decision to rest the player from further participation in the tournament is final especially in the serious injury cases such as concussions, head, neck, back or lower limb injuries and etc.



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## H FORMS / PAPERWORK TO BE SUBMITTED

ITEM	APPENDIX	DESCRIPTION	SUBMIT BY
1	APPENDIX 1	TOURNAMENT PARTICIPATION	31.05.2019
2	APPENDIX 2	MALAYSIA RUGBY CODE OF CONDUCT	08.11.2019
3	APPENDIX 3	DISCLAIM LIABILITY	08.11.2019
4	APPENDIX 4	TEAM REGISTRATION (TO BE GIVEN TO TM UPON ARRIVAL)	08.11.2019
5	APPENDIX 5	APPLICATION TO PLAY IN MALAYSIA	08.11.2019
6	APPENDIX 6	PROTEST	IF REQUIRED
7	APPENDIX 8	PREPARATION OF SOUVENIR PROGRAMME	15.10.2019
		<input type="checkbox"/> TEAM PHOTO	
		<input type="checkbox"/> TEAM SINOPSIS	
		<input type="checkbox"/> TEAM LOGO	

### STADIUM PETALING JAYA & PLACEMENT OF MEDICAL TEAM

