



2018 USA RUGBY CLUB 7s SEASON | USACLUB7s.COM | LAST UPDATED: 1 JUNE 2018

## CLUB 7s SEASON TEAM CHECKLIST

### *Before the season begins...*

1. Purchased or in possession of two sets of kit with matching sizes/numbers \_\_\_\_\_
2. Put together administrative team, including coach(es), manager, and medical \_\_\_\_\_
3. Checked the list of [Qualifying Tournaments & Approved Tournaments \(for Player Eligibility\)](#) \_\_\_\_\_
4. Contacted competitive region officials about participation in 7s events \_\_\_\_\_
5. Read the rules of competition in the [Admin section of usaclub7s.com](#) \_\_\_\_\_
6. Filled out the [2018 USA Club 7s Enrollment Form](#) \_\_\_\_\_
7. Registered club with USA Rugby (N/A if using XVs club as base for 7s team) \_\_\_\_\_
8. Sent [Player Information Form](#) to all players and posted form on team website for new players \_\_\_\_\_  
Note: All players must fill out this form by July 1; any player participating after July 1 must fill out this form prior to participation in any qualifying or approved tournament.
9. Paid proper entry fees for tournaments of planned participation \_\_\_\_\_
10. Created an 'eligibility book' with identification and citizenship information for all 7s players \_\_\_\_\_  
Note: 'Eligibility book(s)' should have all other necessary paperwork, including but not limited to individual waivers, media waivers, emergency contact info., etc. Team officials should always store this information in a secure manner, and teams and individuals are solely responsible for the safe protection of this information (USA Rugby is not liable for lost/stolen information and advises teams to practice sound storing practices)

### *Before every tournament...*

11. Confirmed event details such as medical plans, shade, rest times, schedule, etc. \_\_\_\_\_
12. Arranged/confirmed all team travel details, including transportation, lodging, food, etc. \_\_\_\_\_
13. Created a 12-player roster with a noted (single) traveling reserve \_\_\_\_\_  
Note: Traveling reserve must be declared on roster and at check-in, and only 1 player may be a traveling reserve; Traveling reserves may not participate in tournaments unless the head medical official has ruled a player from your 12-player roster unable to continue and the tournament organizer has been notified of the replacement. Rosters may never have more than 3 non-citizens on them at any time, including any replacements
14. Scheduled or confirmed a check-in time with the event organizer \_\_\_\_\_
15. Successfully complete the check-in procedure with the event organizer \_\_\_\_\_