



# NATIONAL SMALL COLLEGE RUGBY ORGANIZATION

The Home of Small College Rugby in America

[www.nscro.org](http://www.nscro.org)

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## CHECKLIST for an NSCRO 7s Qualifying Tournament Issued February 2018

The **Goal** is to insure that the Host's Tournament runs smoothly and in accordance with all related NSCRO 7s Regulations and Policies thus making it an NSCRO 7s Qualifying Tournament. To do so the Tournament Director (TD) and the assigned NSCRO Representative (Rep) must work together. The Tournament Director is responsible for all communications with participating teams, as well as referees, to insure they are fully aware of all host and NSCRO requirements.

Thank you for helping to make the Small College rugby experience a great one for all involved.

Bring this Checklist to the Tournament.

The TD shall bring a copy of the NSCRO 7s documents:

Event Regulations, Qualifying Sevens Competition Rules and Regulations, Field Preparation and Sideline Policy, Tournament Rules, Instructions to Referees as well as a few copies of the Final Team Roster and Player Checklist form and Participation Waiver form.

### Prior to the Tournament

- A. Emergency Action Plan** – TD is to submit to the NSCRO President ([president@nscro.org](mailto:president@nscro.org)) for review the Tournament Emergency Action Plan (EAP) no less than 2 weeks prior to the date of the Tournament. TD is to bring copies of the EAP to the Tournament and give to all team coaches and medical staff. Refer to <http://www.nscro.org/forms> for NSCRO EAP template for use.
- B. Team Forms / Regulations** – TD is to email all participating teams all NSCRO 7s Regulations, Policies, and forms ASAP; including the NSCRO 7s Player and Team Eligibility Policy and Player Eligibility Verification (PEV) form (these documents are specific for NSCRO 7s). Advise teams that all NSCRO 7s documents can be found in the RESOURCES section of the NSCRO website.
- C. Match Officials (Refs and ARs)** – TD to confirm with all match officials, tournament location, schedule, etc. including knowing who the appointed Head Referee will be. All referees are to be sent the NSCRO Referee Instructions and QT Rules. ARs should be used for semifinals and finals, as a minimum.
- D. Tournament Schedule** – TD is provide NSCRO Men's 7s Commissioner a draft of the schedule (tournament brackets) no later than the Sunday before the Tournament for review and approval. Schedule shall be prepared in accordance with the NSCRO 7s Bracketing Standards. Use the standard NSCRO 7s QT Schedule template to keep track of results during the Tournament and then used for reporting results to NSCRO.

## CHECKLIST for an NSCRO 7s Qualifying Tournament (cont'd)

- E. Team Check-In** – Rep is set up a Check-In Schedule at the field (based on Tournament Schedule with teams playing first, checking in first). This can start right after the Tournament Captain's Meeting (which TD should arrange). The TD shall communicate this to the teams and identifying who the NSCRO Rep is.
- F. Player Eligibility** – The NSCRO 7s Player Eligibility Verification (PEV) form needs to be received from all Teams, no later than 14 days prior to the Tournament. They can identify up to 20 players for eligibility review. The TD shall forward the completed PEV forms and associated documentation to the Bill Krecker, NSCRO Eligibility Director, at [eligibility@nscro.org](mailto:eligibility@nscro.org) as soon as they are received from each Team. The Eligibility Director shall review the PEV form and associated documentation (if required) prior to the Event, in accordance with the NSCRO Player Eligibility Policy. The NSCRO Eligibility Director will advise the team, NSCRO Rep and TD regarding the outcome of the review, including any players who are ruled ineligible. If any player is deemed ineligible, the Team may submit an additional PEV for a replacement for the ineligible player.

### **At the Event**

**A. Team Check-In.** The Rep is to collect the original signed PEV Form(s) and 12-Player 7's Final Team Roster and Player Checklist form. Teams will check in as a group, with all players listed on the Event Roster present\*.

\*Exception - If due to different travel arrangements, a couple of players are not with club at time of Team Check-In, it is acceptable check them in when they arrive.

1. Use "PEV Form" column on Final Team Roster to check off players who are eligible. If not eligible, put an "X" in the box.
2. Be sure the actual jersey numbers worn by the player are shown on the roster. Sometimes they do not match the standard 1 to 12 numbering system.
3. Refer to Playoff Regulations for full details relating to Eligibility and Check-In.
4. Maintain all eligibility documents during the Tournament.

***Return the PEV and Waiver forms to the winning team following the QT Championship match, for their use at the NSCRO National 7s Championship as well as any team that will be participating in additional NSCRO 7s QTs.***

**B. Field Set Up** - Insure it is in compliance with NSCRO *Field Preparation and Sideline Policy*, including spectator barrier goal to goal, both sides of field.

### **C. Medical Staff**

1. TD is to provide a covered medical area with table and chairs, also a cooler with ice if medical personnel do not provide it.
2. TD is to meet the medical staff and give them copy of EAP.
3. TD to reinforce the importance of having at least one staff member keeping an "eye of the field" at all times during play if the other is busy treating a player off the field.

## CHECKLIST for an NSCRO 7s Qualifying Tournament (cont'd)

### D. Match Play – The Rep is to....

1. Insure only those persons allowed by NSCRO Playoff Regulations are inside spectator barrier.
2. Be sure that a protocol has been arranged with teams and the match officials regarding how replacement players may enter a match.
3. Remind referee to submit report for any yellow or red cards awarded as required by his Society. For red cards only, the Rep is to send the referee's name and contact info, player's name and team ASAP to Megan Braun, NSCRO Disciplinarian, at [braun.megan@gmail.com](mailto:braun.megan@gmail.com). Players awarded a red card may not play in any subsequent matches at the Tournament.
4. Report any off field behavior by Players, Team staff or supporters, which is not in compliance with NSCRO's Code of Conduct to the NSCRO Disciplinarian along with the NSCRO President and Men's 7s Commissioner.
5. Call NSCRO Men's 7's Commissioner, Howard Kent (303-620-9913), if you have any issues/questions that need clarification. Steve Cohen (609-284-5658) is the backup contact person.

### E. Following the Championship Match

NSCRO does not award Trophies or Player Recognitions for the QT events. Any such awards are done at the discretion of the Host Team.

Within 48 hours of the completion of the Tournament, the TD is to send the NSCRO Men's 7s Commission a summary report about the Tournament including all scores using the NSCRO schedule and results template.

**NOTE:** The TD is to provide NSCRO with a quality photo of the winning team in kit (with trophy). Send via email to [president@nscro.org](mailto:president@nscro.org).

Within 7 days of the completion of the Tournament, the TD shall send the NSCRO Fee of \$100 per paid team entry to the NSCRO President – payable to NSCRO - as follows:

Steve Cohen  
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