**Annex A.2**

Competition Application Form

To: Munster Rugby Fixtures Sub-Committee

Season \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club / School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all the Competitions being applied for, Adult and Age Grade

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned, on behalf of the above named club / school,

(**i) hereby apply to participate in the named competitions**

**(ii) hereby confirm that we are aware of, and undertake to abide by the Competition Rules laid down by the Munster Rugby Committee**

**(iii) hereby undertake to ensure that all players, officials and supporters will conduct themselves in a fitting and sporting manner, both on and off the field of play and especially toward match officials and opposition.**

A cheque for the amount of € \_\_\_\_\_ is enclosed (Fees are set by each RSC)

Signed (i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i) President / Principal (ii) Hon Sec./ Gamesmaster

**Annex A. 3**

SUMMARY OF DUTIES AND RESPONSIBILITIES OF A RUGBY CLUB / SCHOOL

It as a fundamental responsibility of clubs and schools to ensure that all members and stakeholders have an enjoyable experience where they can play and socialise in a safe environment.

To that end, coaches and especially Age Grade coaches, have an onus on them to ensure that players reach their potential, whatever that level will be (only 3% of players will become ‘elite’ players !)

## **1. IRFU Long Term Player Development**

- extract from LTPD Brochure available at <http://www.irishrugby.ie/downloads/LTPD_Brochure_FINAL.pdf>

### Stage 1 - FUNdamental

Players in this category are age-grade players (5 - 12 approx)

THE PLAYER - PLAYS

The capacities of young players dictate that most learning activities are best promoted through the medium of play. This theme does not just apply to modified games but also to reduced exercises and drill activities. Specific techniques and corrections can be integrated throughout the activity while still maintaining maximum participation and enjoyment. This will also ensure that players receive a positive and motivating experience.

# THE COACH - GUIDES

To facilitate the needs and capacities of younger players the coach should act as a Guide, providing the environment for players to explore in a safe and exciting way. Corrections and guidance should be subtle and simple, dealing with issues in a broad rather than detailed perspective.

THE GAME - FUN

The end product should be a fun and safe experience. The emphasis is placed on open play (general movement) with all players running, passing and tackling. Younger players will continue to participate in activities that are **enjoyable and rewarding**. As players mature and develop greater capacities, their needs and the demands of the game will also change.

#### Stage 2 - LEARN TO PLAY & PRACTICE

THE PLAYER - EXPLORES

Players in this category are age-grade players (12-14 approx).

At this stage the players’ capacities allow them to learn through exploring. Trying out new approaches, pursuing solutions and new experiences in a controlled environment will facilitate the development of the player. Individuals are capable of problem-solving and should be encouraged to express their opinions.

# THE COACH - TEACHES

Due to maturation, the players are now capable of longer periods of concentration and attention; therefore teaching rather than guiding is more appropriate for accelerating learning. Knowledge of how to facilitate learning through understanding is critical together with skill development and progressions.

THE GAME - STRUCTURED

With the capacity for greater understanding and technical competence the game develops from open play to a more structured format to include the development of basic unit play (restarts - forwards & three-quarters). **The game is still fun, safe and enjoyable with ample running, passing and tackling.**

#### Stage 3 - TRAIN TO TRAIN

THE PLAYER - FOCUSES

Players in this category are two-fold; age-grade players (15-17 approx) & adult ‘junior’ players. Age-grade players have the capacity to focus and therefore can increase their competencies radically with the correct attention & application. Greater self-awareness and responsibility are characteristics of players at this stage, which if nurtured will form the foundations for future realization and success. Players are highly competitive and foster a greater awareness of team spirit and common goals and values. Adult players (junior) have similar technical and tactical competencies due to limited development, but have greater physical, mental and lifestyle capacities due to greater maturation and experience/achievement.

THE COACH - CHALLENGES

Given the greater capacities of players, the requirement for the coach is to go beyond teaching and challenge players to become more proficient and achieve higher standards of performance. Therefore the coach extracts a higher level of performance through appropriate challenges and application of pressure.

THE GAME - PERFORMANCE

Even though players are now highly competitive and play in league & cup competitions the essence at this stage is precise performance of the individual, units and team in the pursuit of achieving goals. The game is clearly structured and cohesive, with a greater emphasis on the role of the units. However, to maximise development**, the focus should be on performance in the pursuit of desired outcomes and results.**

#### Stage 4 - TRAIN TO COMPETE

THE PLAYER - SPECIALISES

Players in this category are two-fold; players (18-21 approx) & ‘junior 1 & above’ players. Players have now committed themselves to rugby as their chief sport and are willing to invest a significant amount of time and energy to become successful. They are driven and are fiercely competitive with a greater capacity for all game related competencies. Players pay more attention to developing themselves as positional specialists in order to undertake their functional roles. With their increase in knowledge and maturity, players are capable of strong opinions and of taking greater responsibility while also contributing more towards problem solving.

THE COACH - FACILITATES

Since the characteristics of players are such that they have the capacity for greater input, the role of the coach shifts towards facilitation. Allowing opportunity for opinions and problem-solving is critical if players are to develop confidence and relative autonomy. The coach will still need to employ teaching, challenging and guiding skills where appropriate, the emphasis should be on developing players’ ability to ‘navigate’ rather than ‘replicate’.

THE GAME - OUTCOME

The game is fiercely competitive with positional specialists clearly influencing events, mini units & units well synchronised and team play concentrated on reducing error and maximising success. **The focus is on achieving desired outcomes in respect to attack & defence goals** (team, unit, mini-unit). For example, winning the lineout is more important now than thinking about the performance; however the essences of the previous stages performance, structured, fun) are all brought to bear in the pursuit of achieving the ‘outcomes’.

**2. Match Day Requirements**

The following are In addition to the requirements laid down in the Branch Bye-Laws

1. PRE-MATCH

a) Club Fixtures Secretary / Gamesmaster should make contact with opponents on the week of the game, to confirm fixture, date, time, venue (and changing facilities – see Note below)

b) Ensure that the ground is available, fit for play and correctly marked and flagged.

c) Any change in venue should be confirmed with the Branch, the Opposition and the MAR at the earliest possible time.

d) Teams should arrive in good time, be properly equipped for the game (with particular reference to studs) and should have a touch judge.

e) The opposition and referee should be met by an official of the home team, and shown to the changing accommodation. Every Club should endeavour to provide washing and changing facilities for visiting clubs and referees.

f) First Aid equipment (including a stretcher) should be available at the ground.

NOTE: For clubs / schools with dressing rooms at a separate location to their playing field, the following procedure should be implemented

g) Notify MAR of exact location of dressing rooms e.g. Hotel, Community Centre, etc. at earliest possible date.

h) Ensure during the week preceding a game that each visiting team is made familiar with the location of the dressing rooms

i) An official of the Home Club / school should meet, on their arrival, both the referee and the visiting team and should also direct them after changing to the pitch

2. DURING THE MATCH

a) Players are expected to play within the spirit of the game and must accept all decisions of the referee without dissent of any kind.

b) Clubs & Schools are responsible for the behaviour of their supporters and should ensure that they behave properly with regard to shouting abuse at players, referee or opposition supporters

3. AFTER THE MATCH

a) Team selectors / mentors are asked to take account of vicious or unfair play whether detected by the referee or not, when selecting future teams.

b) Clubs & schools should encourage players and members to mix with the opposition after the match, and the captain should ensure that the referee is afforded due hospitality.

**Annex A.4**

**Player Registration**

**General – to be read in conjunction with Annex A.4A**

1. Branch Registrar: Judi Kennedy

Address: Munster Rugby Office,

UL Arena, University of Limerick, Plassey, Limerick

Tel: 00353-61-335644

Fax: 00353-61-371117

Email: [judikennedy@munsterrugby.ie](mailto:judikennedy@munsterrugby.ie)

Website: [www.munsterrugby.ie](http://www.munsterrugby.ie/)

2. Registrar

(a) Each Club/School must nominate to the Branch Registrar, at least 1 Registrar to take control of input of player data into Player Registration System. Some larger Clubs may need 3 registrars to cater for their mini, youth and adult sections.

(b) A Club Administrator Form must be completed and authorized by a Club Officer/School Principal and returned to the Branch Registrar, Limerick Office, for processing.

(c) Each Club/School must ensure that all forms are filed in a secure fashion to comply with the Data Protection Act.

3. **A player shall only have ONE IRFU Registration Number**

4. **Only the Branch Registrar can register a Non- Irish Player**

5. Any players who are registered after the 3rd January of the current season cannot play until the Munster Rugby Committee clears them at least seven days prior to playing.

**Adult Players:**

1. **Irish born Players**

(a) The Club registrar must enter the player’s full name (as per Birth Cert or Passport), date of birth and other information as requested on the IRFU database. The Player must sign the Registration Application Form

(e) If a player wishes to play outside of Ireland, they must complete the IRB Clearance Form (available on the IRFU website) and have it signed by the IRFU who will forward it to the New Union (e.g. Australia)

Note: When a player is cleared to play outside Ireland they must be cleared on their return to Ireland.

2. **Returning Irish Players: these are treated in the same manner as Overseas Players**

3. **Overseas Players**

(a) Before coming to Ireland, the player must complete the IRB Clearance Form and submit to the Union that they are currently registered with (e.g. Australia). That Union will complete the Form & send to the IRFU who will, if everything is in order, issue a clearance letter.

(b) The Irish club must receive a clearance letter from the IRFU for an overseas player to play in Ireland.

(c) The “Application to Play/Coach in Ireland” Form and a “Visiting Player Profile (VPP)” Form must be completed (see Annex B). The Player must go to a Munster Branch Office\*\* with a representative of the Club and present the two completed forms, plus copies of their passport and any relevant work visa.

(\*\* or to the Regional Verification Officer, where the club is located more than 40 miles from a Branch Office. In that case the RVO, will forward the paperwork to the Branch Registrar)

(d) Once the Player has been cleared by the Munster Rugby Committee the Club will be advised by email. Please note the player is not permitted to play until this clearance is received.

**Reminder: Clubs shall not register any non-Irish players on the IRFU player registration system.**

**Age Grade Players:**

1. General

(a) All players must be registered by the IRFU. When registration is completed, the Club must request an IRFU Identification Card for the player (u13-u18)

(b) **Players shall only be registered ONCE on the IRFU database. The onus is on Clubs and schools to ensure that this is the case and if found to be in breach, the Club and/or School will be severely sanctioned.**

If a registered player is moving to an ‘exempted school’ or to a Third level College, the school, college or club can request the Branch to have his registration filed under the ‘Double Registration’ section of the IRFU database. Double registered Third level Students, can only play in “College” competitions

2. Registration Process for First-time registrations

(a) Club/School will provide an IRFU Player Registration form (see Annex B) to be completed as follows -

(i) submit name (as per Birth Cert / passport), address, date of birth (as per Birth Cert / passport) and name of their sponsoring club/school, signed by the player, Parent/Guardian, the Hon Secretary / Youth Officer /Principal / Gamesmaster of the club / school.

***Note:*** *where there is a difference in name between Birth Cert & Passport (e.g Finbarr v Barry), this shall be notified to the Branch Registrar.*

(ii) Data Protection Section signed by Parents /Guardians

(iii) attach / upload a copy of the Birth Certificate or Passport

(iv) include €4 administration fee for ID card issue

(v) Club/school will upload player photo to database

(b) (i) The club/school will upload the information onto the IRFU database. A player ID number is provided but the player is shown as Awaiting Registration and not eligible until such time as his Name and Date of Birth are verified by the Regional Verification Officer. This must be done within 3 months or the player details will be deleted by the IRFU.

Regional Verification Officers

North : Nuala Hennigar frankhennigar@hotmail.co.uk 087-2646386

South: Paul Simpson paulsimpson64@hotmail.com 087-2446664

East : Morgan Mooney morgan.mooney@analog.com 087-6672784

West : Denis Kelleher deniskelleher317@gmail.com 086-7761888

(ii) Mini’s (U12) **must** have DOB verified by providing a copy of the birth certificate or passport and sent to the Regional Verification Officer within 3 months

(iii) *12-18 age group* - the following verification process applies:

* + copy of birth certificate or passport (must be uploaded to player file)
  + club must upload photo to file (U13 upwards)
  + all the above to be sent to the Regional Verification Officer
  + once Name and DOB are verified, the Club must request ID cards by email from Branch Office in Limerick & pay €4 administration fee for each card.

(c) An IRFU ID card is printed and returned to the Club

(d) Clubs/schools must retain documentation in a secure place that will comply with the Data Protection Act.

(e) Players shall not play for more than one club at the same grade in any competition.

3. Registration by Schools of previously registered Club players

(a) The school/club can create a Double Registration

1. Dual Status – Extract from IRFU Regulation 9 (2016/17)

9.15 Dual Status Players

*9.15.1 The term “dual status” refers to a player who although a bona fide registered playing member of a non League Club in Ireland may play for a Club in the League and/or Cup provided the following regulations are observed. A League Club shall be limited to selecting or playing not more than three such players in one season and each player may make a maximum of 6 appearances in a match day squad during a season. Selection shall include players who are selected as replacements / substitutes for League and or Cup matches.*

*A League Club wishing to use the dual status principle shall follow the procedures set out below.*

9.15.2.1 A request shall be made to the Secretary of the Non-League Club on a match by match basis. When permission is obtained, an application shall be made in writing to the IRFU Rugby Administration Manager, outlining in detail the exceptional circumstances that has led to the request for the use of a Dual Status player, at least forty eight hours prior to the match, enclosing the written permission of the non-League Club.  Acceptance as a Dual Status player shall not in any way impact the players’ status or eligibility to play for the non- league club.

*9.15.2.2 The name of each Dual Status player and the letter of release from the Junior Club shall also be sent to the relevant Branch office.*

*9.15.2.3 The name/s of dual status player/s shall be indicated on the League or Cup team sheet (D/S).*

9.15.2.4 Dual status players shall not play in the Play-Off match between the winner of the All Ireland Provincial League Championship and the club finishing second bottom in Division 2C.

9.15.2.5 In Play-Off matches between AIL clubs a player shall have made a minimum of 4 appearances as a Dual Status player to be eligible to play in a Play-Off match.

### *9.15.3 Dual status players shall satisfy regulation 9.14 relating to player eligibility. An overseas player, as defined in regulation 9.14.2.4, may not play as a dual status player for a Club which has already registered an overseas player for that season.*

### *9.15.4 A player shall only be a dual status member of one AIL Club in the same season. Any player who transfers to a Junior Club in the same season may only play as a Dual Status Player for the club from whom he transferred for the remainder of that season.*

**Annex A. 4a**

**6. REGULATIONS RELATING TO THE REGISTRATION, ELIGIBILITY, MOVEMENT AND PAYMENT OF CLUB PLAYERS.**

* 1. **Definitions.**

Save whereas set out in the Definitions of the Laws of the Union the following definitions shall apply and where the context so admits or requires words denoting the singular include the plural and vice versa and words denoting any gender include all genders:

“Club Affairs Committee” means the committee established by the Union to manage and oversee all matters contained within this Regulation, including and especially any alleged breach of Regulation 6.6.

“Competitive Match” means any match in any competition, league or cup under the jurisdiction of the Union or a Branch.

“Disciplinary Committee” and “Committee of Appeal” mean the Disciplinary Committee and Appeals Committee of the Union as defined in Regulation 5.

“Player” means any player of the Game whether male or female who is registered, intends to register or is required to register as a playing member of a club affiliated to the IRFU in order to play the Game within the jurisdiction of the IRFU.

“Material Benefit” means money, consideration, gain, gift or other benefit or advantage whatsoever (to include but not limited to provision of accommodation whether residential or otherwise, or payment of or contribution to rent, reimbursement or discharge of loans, whether student or otherwise, provision of a vehicle for the Player’s use) promised or given to a Player or any Third Party, directly or indirectly or in a fiduciary capacity on behalf of such Player, whether in cash, in kind or otherwise, by a Club or any Third Party for having participated in or undertaken or agreed to participate in any game of Rugby Football (including, for the avoidance of doubt, any win or performance related bonus), but does not include:-

(i) Reimbursement of vouched expenses incurred for reasonable travel and subsistence incurred solely and directly in relation to official Club training; or

(ii) Reimbursement of vouched expenses incurred for reasonable travel, accommodation, subsistence or other expense incurred solely and directly in relation to the playing of matches; or

(iii) Any Material Benefit agreed between a Player and the Union

“Retention Money” means any Material Benefit paid in consideration of a Player continuing to participate or undertaking to participate in any game of Rugby Football for a Club or continuing to be a registered member of a Club.

“Rugby Administration Manager” means the person appointed by the Union to assist in the administration and management of the playing of rugby.

“Season” means the rugby season defined and determined by the Union.

“Signing on Money” means any Material Benefit paid in consideration of a Player undertaking to participate in any game of Rugby Football for the Club or becoming a registered member of a Club.

“Third Party” means where the context admits or requires a Player’s spouse, partner, any member of his immediate family, or any other individual, body corporate, partnership (or any other entity or body whether incorporated or not).

“University Club” means a Club which is in any way affiliated to or associated with (whether by name or otherwise) a third level Education Institution or receives funding from such an Institution.

6.2 **Regulations**

6.2.1 The Club Affairs Committee shall have power to investigate any matter arising in relation to the application or breach of Regulation 6 and if it deems it appropriate refer any such matter to the Disciplinary Committee

6.2.2 **All Branches, Clubs and Players shall be deemed to have full knowledge and understanding of the provisions of Regulation 6 and shall be bound to comply with same.**

6.2.3 **Every Club shall be responsible for distributing, informing and explaining Regulation 6 to its Players in a timely manner and where a dispute arises the Club shall provide evidence that this responsibility has been fully discharged.**

6.2.4 Notwithstanding the provisions of Regulation 6.2.3 in the event that a Player is found to have acted (or omitted to act) in breach of the provisions of Regulation 6 he shall be held personally responsible and liable to disciplinary sanction over and above any sanction that may be imposed upon his (or any other) Club in respect of the said breach.

6.2.5 Each Player shall fully co-operate when required to attend at or assist with any Club Affairs Committee investigation and to attend at or assist with any Disciplinary Committee hearing concerning an alleged breach of the provisions of Regulation 6 even if he or his club is not directly affected.

6.2.6 Failure on the part of any member of a Club (whether a playing member or a non-playing member) to fully co-operate in accordance with the provisions of Regulation 6 shall be considered an act of misconduct in itself and the Player or member in question may be referred to the Disciplinary Committee for consideration as to the imposition of an appropriate sanction.

# **6.3** Registration

6.3.1 Prior to the commencement of each season every club shall appoint a Registration Officer(s) and advise its Branch of the identity of that person.

6.3.2 All Players playing the game shall be registered on the Union Player Registration Programme (the” Register”) in accordance with the following provisions.

6.3.2.1 By 1st September in each year, all adult Players shall be registered and be in possession of a Registration Number. Thereafter all new Players shall be registered before playing the game.

6.3.2.2 By 1st October in each year, all age grade Players up to and including Under 18 category shall be registered and be in possession of a Registration Card and Registration Number.

6.3.2.3 By 1st December in each year, all schools Players shall be registered and be in possession of a Registration Number.

6.3.3 Save in exceptional circumstances to be approved of in advance by the Branch Registration Officer and in the case of schools Players, every registration record shall include the Player’s name, home address, date of birth and registration number. All adult Players shall sign their registration application form.

6.3.4 In the case of schools Players the name of the Player’s school shall appear on his registration record in place of his home address, unless the Player has been previously registered by a club.

6.3.5. The application form for the registration of a Player under 18 years of age shall be signed by the Player’s parent / guardian prior to being entered on the Register.

6.3.6 All clubs and schools shall retain all registration application forms in safe keeping.

6.3.7. A Player who is attending school may be registered with both a club and a school.

6.3.8. An adult Player may be a member of more than one club, but may only be registered at any one time as a Player with one club.

6.3.9 All Players when registering with a Club (whether on first registration or on transfer to a Club) shall be required to complete and execute a form as set out in Appendix 1 Part 3 affirming that he is familiar with the provisions of Regulation 6 and that he will neither seek nor accept any Material Benefit either from his club or from any Third Party in consideration for his playing services.

# **6.4** Eligibility

Save and except as provided in Regulation 6.4.3 below:-

6.4.1 A Player shall not be eligible to play a Competitive Match for a Club unless he is registered with that Club and has been issued with a valid registration number.

6.4.2 No Player registered with a Club may play a Competitive Match with another Club in Ireland or elsewhere unless such Player has been registered with that Club in accordance with these regulations.

6.4.3 Exceptions to Regulation 6.4.1 and 6.4.2:

6.4.3.1 Dual status Players as defined in the regulations governing the All Ireland League and Cup.

6.4.3.2 Players registered with one Club and playing for another club in an Under 20 competition or for a third level College or University as a student where prior written approval to play for such other Club has been obtained from the relevant Branch or the Union.

6.4.3.3 Where consent of a Branch or the League Sub Committee, as applicable, has been obtained in accordance with Regulation 6.4.5 below.

6.4.4 Where a Player transfers from one Club (the “Former Club”) to another (the “New Club”) such New Club may not register the Player nor may the Player play a Competitive Match for the New Club until the Union’s Inter Club Transfer/Registration Forms as set out in Appendix 1 have been completed by all parties, namely, the Player, the Former Club, the New Club and approved by the relevant Branch. The Club Affairs Committee may in its absolute discretion review and investigate any issues or concerns it may have in relation to the proposed transfer.

6.4.5 In special circumstances a Branch or the All Ireland League and Cup Sub Committee may, on written application of a Player with the written consent of his Former Club and his New Club (and of the other Branch if the Player is registered with a Club in a different Branch), permit such Player to play a Competitive Match for a Club notwithstanding that he has already played a Competitive Match for his Former Club in the same season.

Where the application is for consent to play a Competitive Match in the All Ireland League and Cup, the application shall be to the All Ireland League Sub Committee.

6.4.6 In addition to these eligibility regulations, the Union or a Branch shall be entitled to make any other eligibility regulations for Competitive Matches under their respective jurisdictions.

6.4.7 Registration of a Player with a Club does not of itself make such Player eligible to play a Competitive Match for such Club.

6.4.8 The regulations governing the All Ireland League and Cup relating to Player eligibility shall where applicable be complied with.

6.5 **Movement of Players from one Club to another**

6.5.1 No Material Benefit shall be offered to any Player in order to induce that Player to move from one Club to another Club. Neither shall any Player who is attending school be offered Material Benefit in order to persuade or induce that Player to become a member of a Club. The Club Affairs Committee may in its absolute discretion review and investigate any issues or concerns it may have in relation to any approach to or movement of a Player

6.5.2 A Player registered with a Club who wishes to move to a different Club shall first give written notice to the Club with whom he is currently registered (his “Former Club”) and shall thereafter comply with the conditions set out below.

6.5.3 The notice referred to in 6.5.2 shall be in the form set out in Part 1 of the Transfer Form provided in Appendix 1 and shall be signed by the Player and delivered to the Secretary or Director of Rugby or Head Coach of the Former Club as required in 6.5.4 below, and shall be signed by the person in the Former Club to whom it is delivered by way of receipt, dated and returned immediately to the Player. The Former Club may retain a copy.

6.5.4 A Player must give notice of his intention to move Clubs before 1st June if his Former Club is an All Ireland League Club, or before 1st September if his Former Club is a Non All Ireland League Club.

6.5.5 Where the Former Club and the New Club agree to the Player moving Clubs then notice is not required to be given to the former Club by the dates laid down in 6.5.4.

6.5.6 If the Player wishes to be registered with a New Club, he must complete the Registration Form in Part 2 provided in Appendix 1 and have the Transfer Form in Part 3completed by Secretary and Director of Rugby (or equivalent officer) or Head Coach of the New Club, certifying that no Material Benefit and/or Signing on Money has been paid or agreed to be paid directly or indirectly to the Player transferring to the New Club. This Form duly completed must then be delivered to the Branch of the Union to which the New Club is affiliated.

The Branch must then transmit the Transfer Form duly completed to the Union’s Rugby Administration Manager if either Club involved in the transfer is an All Ireland League Club.

6.6 **Payments to Players**

6.6.1 No Material Benefit shall be offered or paid by a Club to any Player. For the avoidance of doubt, this includes the payment of Signing on Money or Retention Money. The Club Affairs Committee may in its absolute discretion review and investigate any issues or concerns it may have in this regard.

6.6.2 Not withstanding the above, the following benefits may be paid:

6.6.2.1 Reimbursement of vouched expenses incurred for reasonable travel and subsistence incurred solely and directly in relation to official Club training and or matches, not exceeding the levels that may be set from time to time by the IRFU Union Committee;

6.6.2.2 A University may provide a Player with a bona fide academic bursary or scholarship as a student at that University. However, a University Club must supply to the Union full details of all students receiving such a bursary or scholarship before 1st November in each year;

6.6.2.3 Any Material Benefit agreed between a Player and the Union, or between a Player and a Branch.

6.6.3 A Club may provide Players with reasonable and necessary rugby kit and with reasonable refreshments immediately before and after games.

6.6.4 This Regulation 6.6 shall not apply to a Player (who may or may not be an overseas player within the meaning of regulations governing the All Ireland League) who is also actively engaged as first team coach in coaching the first team of the Club, provided that:

6.6.4.1 The Club supplies to the Union details of such Player’s contract before commencement of the All Ireland League in each season;

6.6.4.2 Such contract is approved by the Union Committee or its appointed delegate;

6.6.4.3 The Player holds a coaching qualification of a minimum standard to be determined by the Union from time to time;

6.6.4.4 No more than one Player is engaged and remunerated by the Club in this manner at any one time.

6.6.5 At its Annual General Meeting each Club shall be required to gain its members’ approval of any expenses and other benefits (subject always to the provisions of 6.6.1) paid to Players both during the preceding season (or any close season) and which are due to paid in the forthcoming season. Written evidence of such approval shall be provided to the Union at the same time as the certificates required under 6.6.6 below.

* + 1. All expenses and other benefits paid to Players (including under 6.6.2 and 6.6.4) and details of the amounts paid to each Player shall be disclosed to the Union. Each Club shall provide to the Union at the end of each season, and not later than 31st August immediately following such season, statements in the form of Appendix 2 annexed hereto, in relation to the payments and benefits paid by the Club to Players for such season.

6.7 **Procedure in respect of an alleged breach of Regulation 6**

* + 1. Save and except as provided in Regulation 6.7.2 below, any Club alleging a breach of Regulation 6.3, 6.4 or 6.5 above shall be entitled to make a complaint concerning the alleged breach to the relevant Branch in accordance with its byelaws and regulations.
    2. Where an alleged breach of Regulation 6.3, 6.4 or 6.5 above relates to the registration or eligibility to play for a Club of any Player playing in the All Ireland League or Cup competitions, any other Club participating in any such competition or competitions shall be entitled to make a complaint to the Union concerning the alleged breach in accordance with Regulation 9.

6.7.3

6.7.3.1 Any Branch, Club or Player shall be entitled to present a written complaint concerning an alleged breach of Regulation 6.6 to the Rugby Administration Manager of the Union for referral to the Club Affairs Committee in accordance with these regulations.

6.7.3.2 Where such complaint is made by a Branch, there must first have been a process of reasonable review to establish the reasonableness of the complaint, and the complaint must be signed by the Secretary or acting Secretary of the Branch.

6.7.3.3 Where such complaint is made by a Club, it must be signed by the Secretary or acting Secretary of the Club and accompanied by a payment of €500. It is within the discretion of the Club Affairs Committee to refund or waive this payment if it deems it appropriate to do so.

6.7.3.4 Where such complaint is made by a Player or Players, it must be signed by the Player or Players and accompanied by a payment of €100. The Union shall use all reasonable endeavours to protect the anonymity of any Player who makes a complaint under this Regulation. It is within the discretion of the Club Affairs Committee to refund or waive this payment if it deems it appropriate to do so.

6.7.3.5 All complaints must be accompanied by appropriate supporting evidence, which may include but not be limited to documents, photographs and signed witness statements.

6.7.3.6 The Club Affairs Committee shall reserve to itself in its absolute discretion the right to determine whether to investigate any complaint made under this Regulation. The Club Affairs Committee may also investigate any matter raised under Regulations 6.7.1 and 6.7.2 provided that it recognises that the authority to determine such matters lies with, respectively, the Branch and the League Sub Committee.

6.7.4 Pursuant to Regulation 6.7.3.6, in the event that the Club Affairs Committee investigates a complaint and finds cause to believe on the balance of probability that a breach of Regulation 6.6 has been committed, it shall in its absolute discretion refer such complaint to the Disciplinary Committee for determination in accordance with these Regulations.

6.7.5 Where there is found to be a breach or non-observance of Regulation 6.6, the Disciplinary Committee shall be entitled in its absolute discretion to impose any one or more of the following sanctions or penalties on the offending Club, Player or person, as the case may be:

(i) A caution, a warning as to future conduct, or a reprimand;

(ii) A fine;

(iii). The requirement to replay a match at such time and at such venue as is thought fit;

(iv) The forfeiture of, and/or the granting to another club or clubs, of the competition points for a match or matches;

(v) The deduction of competition points;

(vi) The suspension or expulsion of the Branch, Club, Player or person for such period as may be deemed appropriate;

(vii) Such other penalty or sanction as may be deemed appropriate;

(viii) A payment of costs.

6.8  **Appeals**

6.8.1Any decision made pursuant to this Regulation 6 by:

1. The Club Affairs Committee or
2. The Disciplinary Committee or
3. The League Sub Committee

may be appealed to the Committee of Appeal of the Union.

* + 1. Any decision made pursuant to this Regulation 6 by a Branch Disciplinary Committee may be appealed to the Committee of Appeal of the Branch
    2. All appeals shall be dealt with in accordance with these Regulations.

6.9 **Applicable Law**

These regulations shall be governed by and construed in accordance with the Laws of the Republic of Ireland.

**APPENDIX 1**

**INTER-CLUB TRANSFER FORM**

**PART 1: NOTICE OF INTENTION TO CHANGE CLUB**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B \_\_\_\_\_\_\_\_\_\_\_

being a Player registered with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RFC hereby give notice that it is my intention to leave the named Club.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the Secretary, Director of Rugby or Coach of the above mentioned Club (please tick as appropriate):-

* Hereby acknowledge receipt of the above notice if received prior to registration date or;
* Give approval to the transfer although received after the registration date.
* Acknowledge receipt of the above notice but do not agree to the transfer as notice was received after the registration date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 2: REGISTRATION FORM**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Player) as part of the process of registering to play with

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RFC (the Club) hereby certify and acknowledge as follows:

1. that by virtue of my registration as a playing member of a Club affiliated to the IRFU and playing rugby football under the auspices of the IRFU that I am deemed to have a full familiarity with and an understanding of the provisions contained within Regulation 6 of the IRFU Regulations;
2. that in the event that I am found to have acted (or omitted to act) in breach of the provisions of Regulation 6 I may be held personally responsible and liable to disciplinary sanction over and above any sanction that may be imposed upon my or any other Club in respect of the said breach;
3. that any failure on my part to fully co-operate in accordance with the provisions of Regulation 6 shall be considered an act of misconduct and may be referred to the Disciplinary Committee for consideration as to the imposition of an appropriate sanction;
4. that I have read and understand the Union’s Regulation 6 relating to the registration, eligibility, movement and payment of Club Players in Ireland and, in particular, that I have read and understand the definition of Material Benefit which is contained within Regulation 6;
5. that I affirm that the Union’s Regulations 6.5 relating to the movement of players and 6.6 relating to the payment of players have been complied with, and that no Material Benefit of any kind including Signing on Money has been paid or agreed to be paid directly or indirectly to me in return for my transferring to or playing for this Club.

Signed by Player: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_

**in the presence of**

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Rugby/Head Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

**PART 3: TRANSFER FORM**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Director of Rugby/Head Coach

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RFC hereby certify as follows:

1. We have read and understand the Union’s Regulations relating to the registration, eligibility, movement and payment of Club Players in Ireland.

2. We affirm that the Union’s Regulations 6.5 relating to the movement of players and 6.6 relating to the payment of players have been complied with, and that no Material Benefit of any kind including Signing on Money has been paid or agreed to be paid directly or indirectly to the player in return for transferring to or playing for this Club.

Signed by Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

Signed by Director of Rugby/Head Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_

**PART 3: FOR OFFICE USE ONLY**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that the above player

is cleared to play with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RFC in accordance with Branch Regulations.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Branch Stamp: \_\_\_\_\_\_\_\_

Branch retains this form and sends copies to the new Club and to the Union (if either Club is an All Ireland League Club).

**APPENDIX 2**

**STATEMENT IN RELATION TO MATERIAL BENEFITS**

**PROVIDED TO PLAYERS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RFC** (Name of Club)

**Part 1:**

In accordance with the responsibilities conferred upon us by the Constitution of the Club, and to the best of our knowledge and belief, we the undersigned hereby state that:

(i) We have read and understand the Union’s Regulations relating to the registration, eligibility, movement and payment of Club players.

(ii) No Material Benefit, No Match Fees and No Win Bonuses, save those permitted by the regulations and listed hereunder, have been paid, promised or given by any third party to any player in the Club during the past season.

(iii) No Retention Money and no Signing on Money has been paid or agreed to be paid directly or indirectly to any player by the Club in return for playing for or transferring to the Club.

(iv) All expenses and other Material Benefits paid to Players during the past season and which are due to be paid in the forthcoming season have been approved by the Club membership in Annual General Meeting.

**Part 2: to be completed by the Club’s Treasurer** (but signed by all parties below)

In accordance with the responsibilities conferred upon me by the Constitution of the Club, and to the best of my knowledge and belief, I the undersigned hereby certify that only the following benefits and vouched expenses for training, playing or being selected for the team or a substitute on the bench have been paid or promised to the following players during the season, and have been approved by the Club membership in Annual General Meeting:

|  |  |  |
| --- | --- | --- |
| ***Player-Coach payment*** | |  |
| Name of Coach: |  | | |
| Coaching qualification: |  | | |
| Total amount of remuneration during the season (gross): |  | | |

|  |  |  |
| --- | --- | --- |
| ***Player expenses*** | |  |
| Vouched expenses paid during the past season: | Financial: | | |
| Non-financial benefits: | | |
| List of players in receipt of vouched expenses / benefits during the past season: |  | | |
| Vouched expenses agreed to be paid during the forthcoming season: | Financial: | | |
| Non-financial benefits: | | |
| Any other payments or benefits paid or agreed which may fall within the scope of IRFU Regulation 6 |  | | |

Club Secretary: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Treasurer

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Rugby/Head Coach:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_