



HSBC

RUGBY FESTIVAL DUBAI

GUIDE FOR PITCH MARSHALLS & PITCH MANAGERS

WELCOME NOTE

Thank you all for volunteering to be Pitch Marshals over the two days of the Tournament. We hope that you have an enjoyable time, and that the Tournament runs smoothly.

Our priority is that everyone enjoys themselves during the tournament. Please bear this in mind and try to remind any parents, coaches and players or supporters who may lose sight of this priority.

Please ensure that you arrive at the pitches on time. We will host over 230 rugby teams over the two days and, as such, the Tournament has been tightly programmed to facilitate all the games over these two days. For some age groups there are breaks built into the schedule but in others there is little or no flexibility. Either way, delays may become inevitable due to injuries, problems with teams, or just the unforeseen! If your age group is running behind schedule, please let the referees and your Pitch Manager know so they help to improve the control of game timings. Please do not stress about this – someone else will do the worrying – just do your best to keep everyone on time and to keep the programme moving along.

As Pitch Marshals, you are responsible for what happens on your designated pitch. You have the authority to stop games, re-organise games, insist that supporters keep off the pitch etc. The Pitch Managers and Tournament Directors trust your judgement and will back you up and support your decisions throughout the Tournament. The following pages provide some guidelines regarding your responsibilities as a Pitch Marshal.

If you encounter something that is not covered, please call a Pitch Manager or Tournament Director for advice. Please do not hesitate to call for help even if it is simply for a second opinion in relation to a decision you are deliberating over! Remember to use the 2-way radios as a first point of call – Tournament organisers and other helpers are listening in and should respond promptly. If you need help, a second opinion or just to talk something through, please call:

Tournament Director David Tidman 054 779 3193
Tournament Director Ross Clow 050 675 6309

We appreciate your help – the Tournament could not happen without your support.





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PITCH MARSHAL DUTIES

There will be Pitch Marshals for each Age Group playing. The primary duty of a Pitch Marshal is to get the teams, referees, and line judges on to the pitches to start the matches on time, ensure the match score sheets are recorded accurately, and to submit the score sheets to the Pitch Manager.

Each age group will have a Pitch Manager (he or she will typically have performed Pitch Marshalling duties before) to assist and support you. The Pitch Managers are responsible for keeping the score boards up to date.

1. First on Duty on Saturday and Sunday
 - 1.1. If you are going to be late, please let your Pitch Manager or a tournament director know in advance. We will try and organise temporary cover until you arrive.
 - 1.2. Meet up with your Pitch Manager and ensure that balls and score sheets are available so that the matches can start on time.

2. When it is Your Time Slot
 - 2.1. Please check in with your Pitch Manager 15 minutes before your slot commences and locate the Pitch Manager's folder / box.
 - 2.2. Determine where your pitch is in the schedule of games and whether you are running on time, ahead or behind schedule.
 - 2.3. Please retrieve the Pitch Marshal's bib from your predecessor (and wear it! – it is the only way parents / players / spectators / ref's etc. will know who you are and is needed to be allowed on the pitch).
 - 2.4. Please also locate the bag of balls for your pitch and ensure they do not "disappear". We have 2 days of rugby to play and need all the balls.
 - 2.5. Agree who is to take the score sheet and ball from the referee who is refereeing the current game – you or the person you are replacing.

3. Prior to and During Each Game
 - 3.1. Ideally 10 minutes before every game, please ensure that the relevant teams are aware they are playing next and that they are ready to start their match on time. This will get easier as the day goes on and you get to know the participating teams.
 - 3.2. Locate the referee that has been allocated by the relevant participating club (U12 and down) and confirm that he / she will referee the match.
 - 3.3. Organise a coin toss between the two teams. The captain of the team that wins the toss decides whether to kick off or to choose an end. If the winner of the toss decides to choose an end, the opponents must kick off and vice versa. If this is not done before the game is ready to kick-off, please advise the referee.
 - 3.4. Fill out the initial details (Game No., Age Group, Teams etc.) on the score sheet (see below)
 - 3.5. Give the referee the match ball.
 - 3.6. Each team is required to provide a line judge – find out who it will be and get





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them ready.

3.7. Sit back and enjoy the game and then start all over again!

SAMPLE SCORE SHEETS:


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Age Group: Under-	Pool / Match No:
Team-1:	Team-2:
Points:	Points:
Result: Won Draw Lost	Result: Won Draw Lost
Yellow Card/s: [Player Name/s]	Yellow Card/s: [Player Name/s]
Red Card/s: [Player Name/s]	Red Card/s: [Player Name/s]
Referee Name: _____	Referee's Club: _____
Signature: _____	



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Age Group: Under-	Trophy / Match No:
Team-1:	Team-2:
Points:	Points:
Result: Won Draw Lost	Result: Won Draw Lost
Yellow Card/s: [Player Name/s]	Yellow Card/s: [Player Name/s]
Red Card/s: [Player Name/s]	Red Card/s: [Player Name/s]
MVP - FINAL [Player's Name]	MVP - FINAL [Player's Name]
Referee Name: _____	Referee's Club: _____
Signature: _____	



SPIRIT OF RUGBY AWARD

The 'Spirit of Rugby' award is awarded to one player in their relevant age group. The player is selected from the nominations by the referee during all games in the tournament based on his/her demonstration of the core rugby values of Sportsmanship and Respect. The back of each scoresheet provides a reminder of these values.

4. After Each Match
 - 4.1. At the end of the match collect the match ball.
 - 4.2. Move all players, coaches, and the referee off the pitch to allow the next game to start immediately.
 - 4.3. Ensure that the scoresheet is filled out correctly and signed by the referee. Most referees need something to lean on when completing the scoresheet. Please help them out as they have (probably) been running around more than you!
 - 4.4. Please ensure that you deposit the scoresheet in the Pitch Marshal's box and not in your pocket.
 - 4.5. A Pitch Manager / runner will collect the score sheets and take them up to the registration area.
 - 4.6. Pitch Managers / runners will then update the scoreboards on your pitch.





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5. Last on Duty on Friday and Saturday
 - 5.1. Return the Pitch Managers box to the Tournament Registration Office (balls, bibs etc.).
 - 5.2. Please do not take these home thinking you will be the first in for the next day...
 - 5.3. Please ensure that the score sheet from the last game is given to the Pitch Manager / Runner or taken up to the Tournament Registration Office before going home.
 - 5.4. If appropriate, please send the score of the last game to the Tournament Registration Office.

6. General Duties
 - 6.1. You are the first point of contact for anyone with any queries or questions in relation to your pitch. You will probably also get a lot of other general enquiries such as “where are the toilets”, “where are the U14’s playing” etc. In your Pitch Manager’s folder is a map of the grounds and a complete schedule for the Tournament. If the answers to the queries are not apparent from all this, then please refer the person to the Tournament Registration Office or contact one of the Tournament Directors.
 - 6.2. Keep an eye on the time and how we are going with regards the schedule. If you start to run seriously behind time (more than 1 game) then please contact your Pitch Manager and / or the Tournament Registration Office. We do have some flexibility to reschedule some games and the earlier we can be informed the better.
 - 6.3. In line with Rugby 7s direction to protect pitches from unnecessary wear, please remind supporters to stay off the grass and behind the barriers around the pitches. Only pitch marshals, line judges, coaches, and medics should be on the pitch itself.
 - 6.4. Finally, rugby should be played in the spirit of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship. Please encourage all involved to hold these values high and enjoy the rugby.
 - 6.5. If you find you are having real difficulties in enforcing this, please engage with your Pitch Manager. There are probably many other things we’ve forgotten but we’re confident there won’t be too many unforeseen challenges...

PITCH MANAGER DUTIES

A Pitch Manager is assigned to each age group. We thank all Pitch Managers for their ongoing support.

1. At least thirty minutes before your matches start, please collect a Pitch Manager’s folder / box from the tournament registration office. These will contain balls, score sheets, pens, pencils etc.
2. Ensure that your Pitch Marshals and Medics are pitch side and equipped





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3. Collect the score sheets from the Pitch Marshal's Box alongside each pitch, inform the Pitch Marshal that you are taking the score sheets (so they don't panic), and keep the Pitch Side scoreboards up to date (note: use the white board markers not permanent markers)
4. Ensure the paper scoresheets are kept safe in case of any confirmation is needed later in the tournament.
5. Help to ensure that participating clubs supply referees for every game.
6. Assist with pushing the games along – timing is important, and the tournament always seems to run late.
7. Rugby should be played in the spirit of Teamwork, Respect, Enjoyment, Discipline and Sportsmanship. Please encourage all involved to hold these values high and enjoy the rugby. Control the players / coaches / spectators / team managers AND THE PARENTS if they become unruly. Support the referee if any disputes occur – THE REFEREE'S DECISION IS FINAL. #RESPECTTHEREF
8. You are not expected to have to deal with any sort of abuse. If this does happen call the Tournament Directors and they will come to your pitch to deal with situation.
9. Support your Pitch Marshals!

