



USA RUGBY

USA RUGBY
COMPETITION MANAGEMENT HANDBOOK
Team Management Edition

Last Revised: 1 September 2017

USA Rugby
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INTRODUCTION & TABLE OF CONTENTS

Competition management is a critical component of every successful rugby competition. To assist with this important element, USA Rugby has created a competition management system (CMS), also known as USA Rugby Stats, to manage rosters, capture match information, generate standings, and provide valuable player data. In due course, it is USA Rugby's goal to provide CMS services to all its member clubs for use across all competitions, including league/conference play, regional and national playoffs, and even friendly matches.

Currently, the CMS can be used by any computer, tablet, or smartphone, which enables teams to update their live matches as they progress. Once a match is complete, its data can be instantly added to a competition's standings. Additionally, the iFrame features of the system enable teams and competitions to have these results instantly update to their websites. For the purposes of this handbook, we have divided the competition management instructions into several important sections:

- **Logging In & Account Set-Up** **pg. 3**
- **Club Set-Up & Editing** **pg. 5**
- **Team Set-Up & Editing** **pg. 6**
- **Roster Management & Match Detail Editing** **pg. 8**
- **Collecting Match Data** **pg. 12**
- **Results Management** **pg. 13**
- **Expanded Features (Embed-Friendly URLs)** **pg. 18**
- **Competition Resources Center** **pg. 19**
- **Team Information Updates/Submissions** **pg. 20**
- **Competition Management Checklist** **pg. 21**
- **Appendix 1: Running Score Form** **pg. 22**
- **Appendix 2: Player Movement/Substitution Form** **pg. 23**
- **Appendix 3: USA Rugby Technical Zone Guidelines** **pg. 24**

If you have any questions regarding use of the competition management system, please contact Erik Geib at USA Rugby by e-mailing egeib@usarugby.org or calling 720-508-8009.

The competition management system is free to use for USA Rugby members during their participation in sanctioned USA Rugby competitions.



LOGIN & ACCOUNT SET-UP

To begin, you should receive your username and password from your local rugby administrator. Once you have received your login information, proceed to the USA Rugby competition management system located at: <http://www.usarugbystats.com>. If you are having difficulty logging in, it is recommended that you clear your browser's cookies and cache.

To begin, you should receive your username and password from your local rugby administrator. Once you have received your login information, proceed to the USA Rugby competition management system located at:

<http://www.usarugbystats.com>

Once you've logged in, you'll be able to edit your account and attach it to an e-mail address of your choosing. **You'll also be able to change your password, which USA Rugby recommends all clubs do upon first entering the system.**

| Date | Opponent | Result/Time | Type |
|----------------|-------------------------|-------------|--------|
| Aug 16th, 2017 | vs. Smugglers Rugby | D 22 - 22 | League |
| Aug 23rd, 2017 | @ Droids Rugby | W 13 - 5 | League |
| Aug 26th, 2017 | @ Rebels Rugby | W 27 - 3 | League |
| Sep 6th, 2017 | vs. Sith Lords Rugby | 2:00 pm EDT | League |
| Sep 13th, 2017 | @ Bounty Hunters Rugby | 2:00 pm CDT | League |
| Sep 20th, 2017 | vs. Stormtroopers Rugby | 2:00 pm EDT | League |

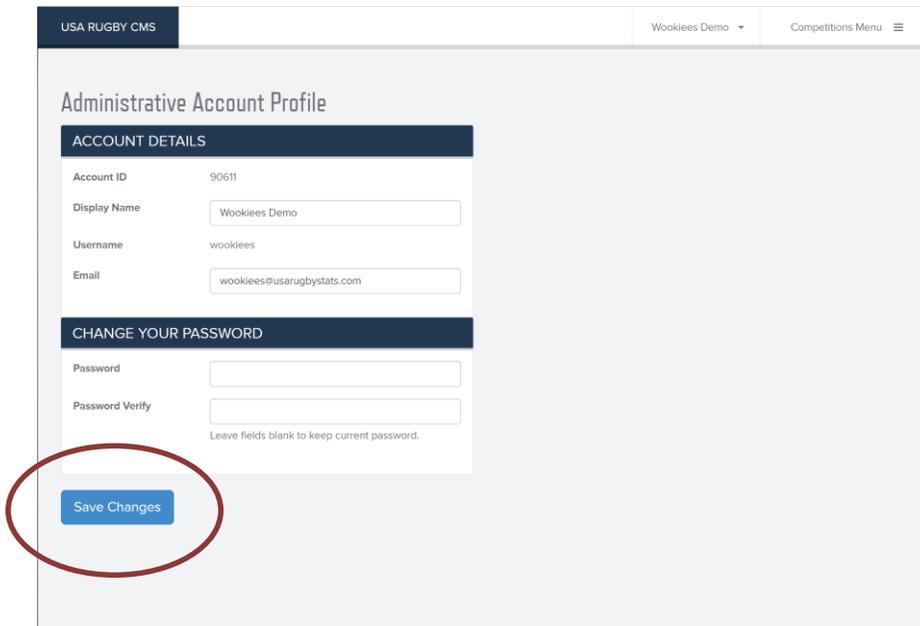
| Imperial Division | Record | PTS |
|----------------------|--------|-----|
| Sith Lords Rugby | 3-0-0 | 13 |
| Death Stars Rugby | 2-1-0 | 9 |
| Droids Rugby | 0-2-1 | 1 |
| Bounty Hunters Rugby | 0-3-0 | 0 |

| Rebellious Division | Record | PTS |
|---------------------|--------|-----|
|---------------------|--------|-----|

To edit your account, click your username at the top of the page and select 'Your Profile' from the dropdown menu.

You may be tempted to click 'Edit Team,' but team set-up and editing is covered in the next section of this manual. For now, it is important that you review the details associated with your account.

LOGIN & ACCOUNT SET-UP (cont.)



USA RUGBY CMS

Wookiees Demo

Competitions Menu

Administrative Account Profile

ACCOUNT DETAILS

Account ID: 90611

Display Name:

Username: wookiees

Email:

CHANGE YOUR PASSWORD

Password:

Password Verify:

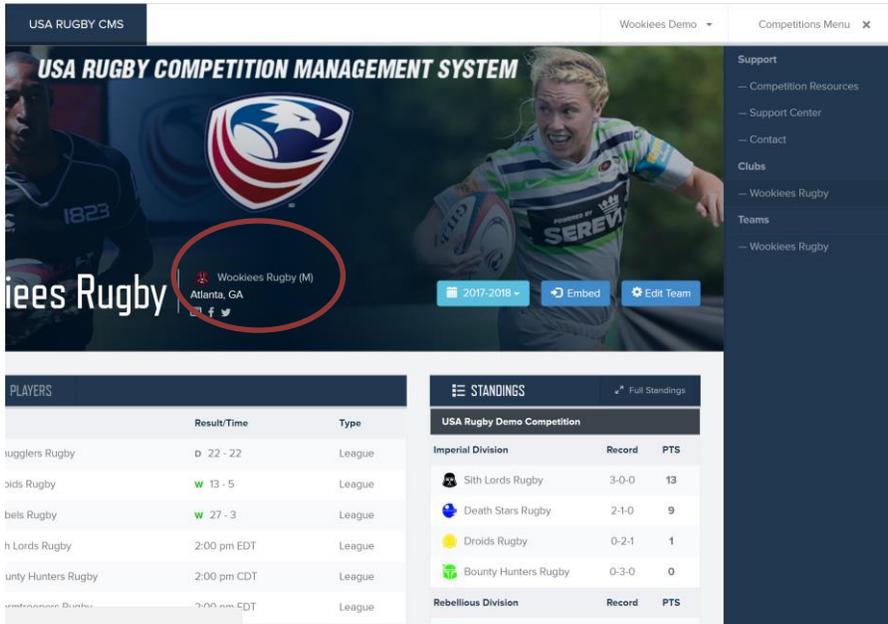
Leave fields blank to keep current password.

Now that you're on your account page, you'll be able to update the details associated with your account. Items available to edit include e-mail address, password, and display name.

Once you've entered your updates, click 'Save Changes.' If you're not redirected back to your team page, you may re-navigate there by clicking the 'USA Rugby CMS' button in the top-left corner of the screen.

Pro Tip: It's important to enter an e-mail address associated with your account. This is the e-mail address that will be used to unlock your account if you should lose your username and/or password. Additionally, your account details (name, e-mail) will be the items that USA Rugby uses to assist you should you call to ask about the system.

CLUB SET-UP & EDITING



USA RUGBY CMS

Wookiees Demo

Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby (M)
Atlanta, GA

2017-2018

Embed

Edit Team

Support

- Competition Resources
- Support Center
- Contact

Clubs

- Wookiees Rugby

Teams

- Wookiees Rugby

PLAYERS

| | Result/Time | Type |
|---------------------|-------------|--------|
| sugglers Rugby | D 22 - 22 | League |
| oids Rugby | W 13 - 5 | League |
| bels Rugby | W 27 - 3 | League |
| h Lords Rugby | 2:00 pm EDT | League |
| unity Hunters Rugby | 2:00 pm CDT | League |
| rebellious Rugby | 2:00 pm EDT | League |

STANDINGS

USA Rugby Demo Competition

| Imperial Division | Record | PTS |
|----------------------|--------|-----|
| Sith Lords Rugby | 3-0-0 | 13 |
| Death Stars Rugby | 2-1-0 | 9 |
| Droids Rugby | 0-2-1 | 1 |
| Bounty Hunters Rugby | 0-3-0 | 0 |

| Rebellious Division | Record | PTS |
|---------------------|--------|-----|
| | | |

To edit your club's display information, go to your Team's parent Club. You may find this by clicking the Club name next to your team (that has a (M) or (W) sex field next to it) or by selecting your club from the 'Competitions Menu' dropdown.

On the next page ('Club Management'), you can enter your city/state information, as well as link to your team's preferred e-mail, website, Facebook, and Twitter addresses.

Club Name: Wookiees Rugby

Abbreviation: No Value

Sex: Men's

Union: USA Rugby

City: Denver

Metro Area: Denver-Aurora-LakeWOOD, CO

State: Colorado

Practice Field: Glendale, CO - Infinity Park

Primary Color: Brown

Secondary Color: White

Year Established: 1983

About Club: Rrrrrr-ghghghghgh!

Club Website:

Video URL:

Photo Gallery URL:

Facebook Handle:

Twitter Handle:

Instagram Handle:

CLUB IMAGES

Club Logo: 

Cover Image: 

In the 'Club Management' section, you may update your club's location, practice field, colors, establishment date, information about your club, and URLs and handles for your club's media platforms.

Note: If you need to update your team logo, you may do so by filling out the [CMS Team Update Form](#) online. You may also submit a cover image for your club via this form.

Team names are entered under [USA Rugby's Naming Standards](#) and may be adjusted by petition.

Please remember to click 'Save Changes' when editing your team information.

TEAM SET-UP & EDITING

In addition to editing the details of your club, you may also edit the details of players who participate with your team(s). As some teams have different registration IDs than their parent club, this process is managed through the 'Edit Team' functions available to administrators.

Additionally, the 'Edit Team' section can assist you in verifying that all of your registered players are properly displaying inside the competition system. If a player has registered in the last 24 hours, it's typically recommended that you run a manual roster sync to get them to appear in your management portal, as the automatic sync only runs once every 24 hours.



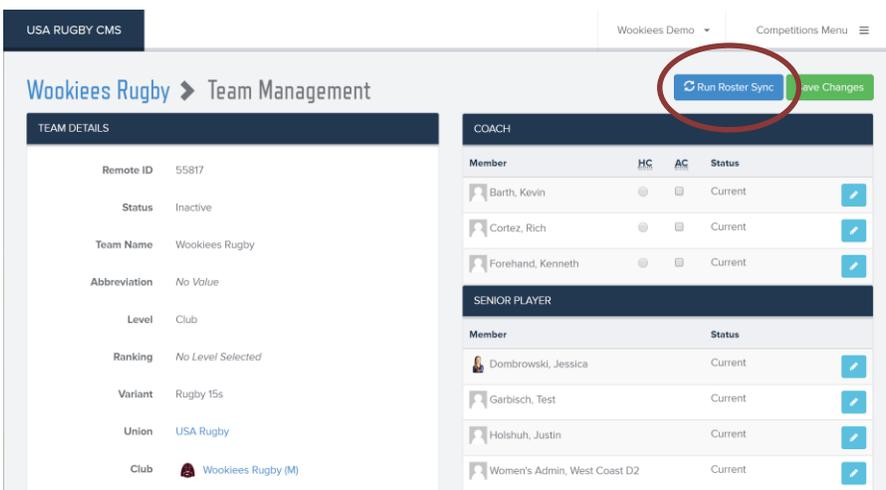
To edit your team's roster, select 'Edit Team' on the page of a team associated with your Club.

Note: Edits made to a player on the Team you select will appear for that player on all Teams that they participate with.

| Players | GP | Height | Weight | Hometown |
|---------------------|----|--------|--------|-------------|
| Allen, Alicia | 0 | -- | -- | |
| Barth, Kevin | 0 | -- | -- | |
| Cervino, Maria | 0 | -- | -- | |
| Clapinson, Nicholas | 0 | -- | -- | |
| Cortez, Rich | 1 | -- | -- | |
| Crips, Robert | 0 | -- | -- | |
| Dombrowski, Jessica | 0 | 5'4" | 100lbs | Chicago, IL |
| Dyke, Katie | 0 | -- | -- | |

| Imperial Division | Record | PTS |
|----------------------|--------|-----|
| Sith Lords Rugby | 3-1-0 | 13 |
| Death Stars Rugby | 2-1-0 | 9 |
| Droids Rugby | 0-2-1 | 1 |
| Bounty Hunters Rugby | 0-3-0 | 0 |

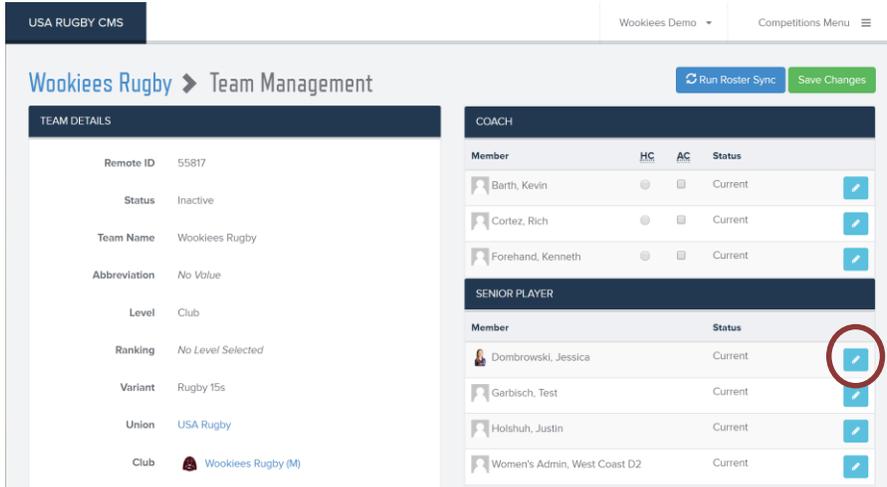
| Rebellious Division | Record | PTS |
|---------------------|--------|-----|
| Wookiees Rugby | 3-0-1 | 14 |
| Smugglers Rugby | 2-1-1 | 12 |



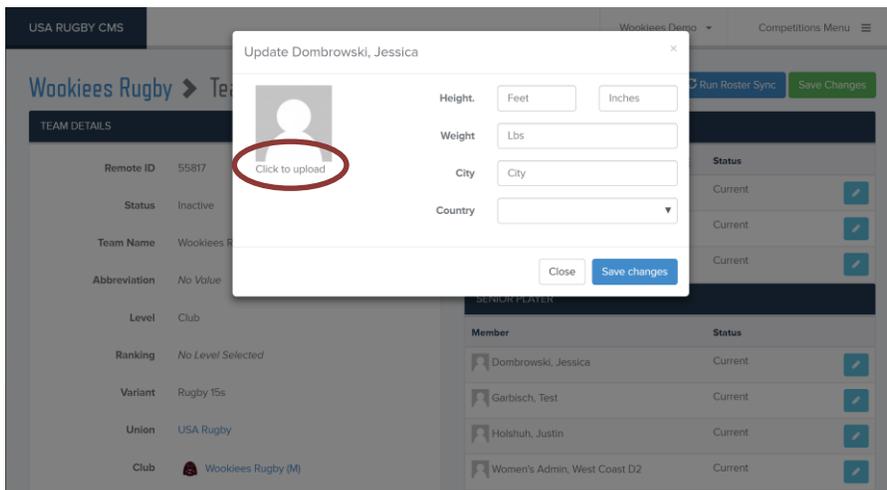
If you need to sync your roster to make recently-registered players appear, you may do so by clicking 'Run Roster Sync.'

A roster sync may take up to 2 minutes to complete. If your roster sync fails to add players to your CMS roster, please contact USA Rugby.

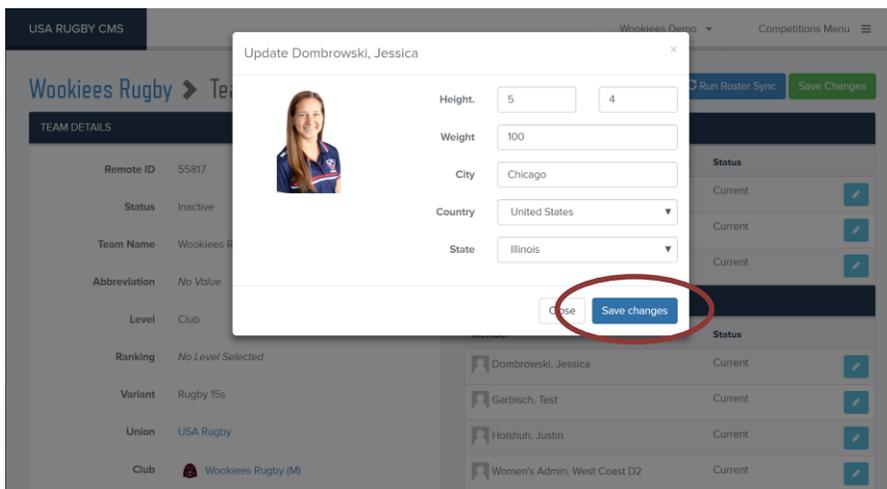
TEAM SET-UP: PLAYER SET-UP



If you would like to update individual data about your team members, you may do so by clicking the 'pencil' icon on the 'Edit Team' screen.



Only administrators can edit a player's eligibility status, but you may edit items such as player photo, height, weight, and hometown.



After you've edited an individual player, make sure you click 'Save changes.'



ROSTER MANAGEMENT & MATCH DETAIL EDITING

If you haven't edited your user account and/or team information pages, please consult pages 3-7 of this document before beginning roster management.

USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby | Atlanta, GA

2017-2018 | Embed | Edit Team

| DATE | OPPONENT | RESULT/TIME | TYPE |
|----------------|-------------------------|-------------|--------|
| Aug 16th, 2017 | vs. Smugglers Rugby | D 22 - 22 | League |
| Aug 23rd, 2017 | @ Droids Rugby | W 13 - 5 | League |
| Aug 26th, 2017 | @ Rebels Rugby | W 27 - 3 | League |
| Sep 6th, 2017 | vs. Sith Lords Rugby | 2:00 pm EDT | League |
| Sep 13th, 2017 | @ Bounty Hunters Rugby | 2:00 pm CDT | League |
| Sep 20th, 2017 | vs. Stormtroopers Rugby | 2:00 pm EDT | League |

Upon logging in and being directed to your club's landing page, you'll see your team's schedule on the left side of the page. To open a match, click the **Date**, **Result/Time**, or **Type** of match.

Note: Unless your specific match time was submitted alongside your schedule by your local competition manager, USA Rugby has selected 1:00 PM by default. You can edit your match time within the system, however.

USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby | Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed. | 0 of 2 Signatures | Forfeit/Cancel

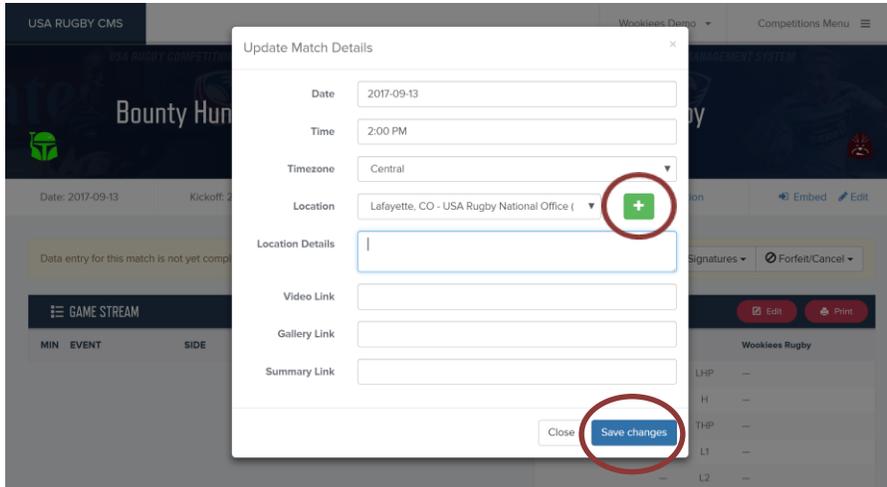
| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|-------|-------------------|-------|---------|
| | | Wookiees Rugby | | |
| | | Sith Lords Rugby | | |
| | | LHP | | |
| | | H | | |
| | | THP | | |
| | | L1 | | |
| | | L2 | | |
| | | BSF | | |
| | | OSF | | |
| | | NB | | |
| | | SH | | |
| | | #10 - Daly, David | | FH |

Once you've opened the 'match view' of your match, you will be presented with several available options.

First, be sure to click the 'Edit' button on the top line (under the score) to verify that the match details are correct.

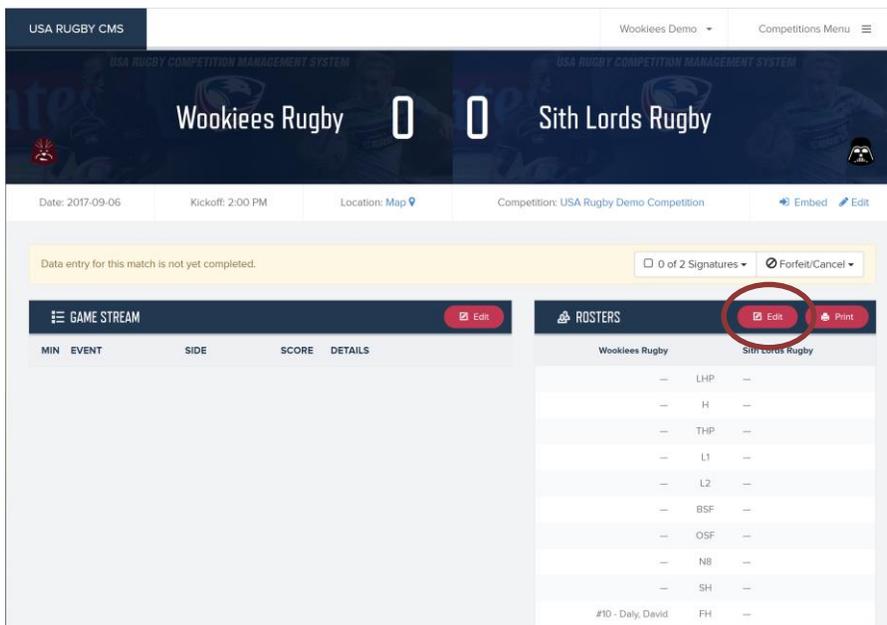
Here you can edit the **Date**, **Time**, **Timezone**, and **Location** of your match. If the **Location** of your match isn't available from the dropdown menu, you may enter the match's address in the 'Location Details' area. By default, most match addresses are the city the home club is based in. Contact an administrator if you would like your home ground to show up in the list of available (selectable) **Locations**.

ROSTER MANAGEMENT & MATCH DETAIL EDITING (cont.)



After clicking 'Edit,' you can edit the **Date**, **Time**, **Timezone**, and **Location** of your match. If the **Location** of your match isn't available from the dropdown - menu, you may add the location by selecting the 'addition' icon.

Once your match is marked 'Complete,' you may also go back in and add links to match Video, photos ('Gallery'), and/or a news write-up ('Summary'). These links will then attach themselves to public viewing of the match on usaclubrugby.org (coming October 2017).



| Wookiees Rugby | Sith Lords Rugby | |
|-------------------|------------------|---|
| — | LHP | — |
| — | H | — |
| — | THP | — |
| — | L1 | — |
| — | L2 | — |
| — | BSF | — |
| — | OSF | — |
| — | NB | — |
| — | SH | — |
| #10 - Daly, David | FH | — |

After you've verified that the match details are accurate, you can proceed to edit your roster. To begin editing your roster, click the 'Edit' button on the right side of the screen, next to 'Rosters.'

You'll be able to enter your players by Jersey Number, Name, and Front Row capability. If you do not see a registered member of your club in the dropdown, please try to run the 'roster sync' in your team profile.

Note: For the purposes of data collection, please enter only the number worn by the actual player – not the number associated with his position. If players are wearing duplicate numbers, make sure the #4, the ref, and the opposition is aware.



ROSTER MANAGEMENT & MATCH DETAIL EDITING (cont.)

USA RUGBY CMS | Wookiees Demo | Competitions Menu

Rebels Rugby 0 0 Wookiees Rugby

Date: 2014-08-30 | Competition: USA Rugby Demo Competition | Kickoff: 2:00 PM | Location: Map | Edit

ROSTERS

| Rebels Rugby | Wookiees Rugby |
|------------------------|--|
| Loose-Head Prop (P) | 1 <input type="checkbox"/> FR Bailey, Karllyse |
| Hooker (H) | 2 <input type="checkbox"/> FR Bauder, Justine |
| Tight-Head Prop (P) | 3 <input type="checkbox"/> FR Breckenridge, Tamera |
| Lock 1 (L) | 4 <input type="checkbox"/> FR Case, Ryan |
| Lock 2 (L) | 5 <input type="checkbox"/> FR Cornelius, William |
| Blind Side Flanker (F) | 6 <input type="checkbox"/> FR Cortez, Richard |
| Open Side Flanker (F) | 7 <input type="checkbox"/> FR Cox, Brendan |
| Number 8 (NS) | 8 <input type="checkbox"/> FR Currell, Nicholas |
| Scrum Half (SH) | 9 <input type="checkbox"/> FR DAdemio, Nick |
| Fly Half (FH) | 10 <input type="checkbox"/> FR Daly, David |
| Wing 1 (W) | 11 <input type="checkbox"/> FR Emery, Shannon |

When you are done entering your roster information, be sure to click 'Save Changes.' It is important that you list your players by starting XV and then in immediate reserve order. As such, please adjust the numbers in the left hand column as you fill in your players in the 'Position' column (Loose-Head Prop, Hooker, etc.).

Once you're done entering your roster and have clicked 'Save Changes,' you may elect to print your roster from this screen to turn in to the match officials and your opponent. Please be sure to review your roster for any mistakes before handing it to others.

USA RUGBY CMS | Wookiees Demo | Competitions Menu

Wookiees Rugby 0 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

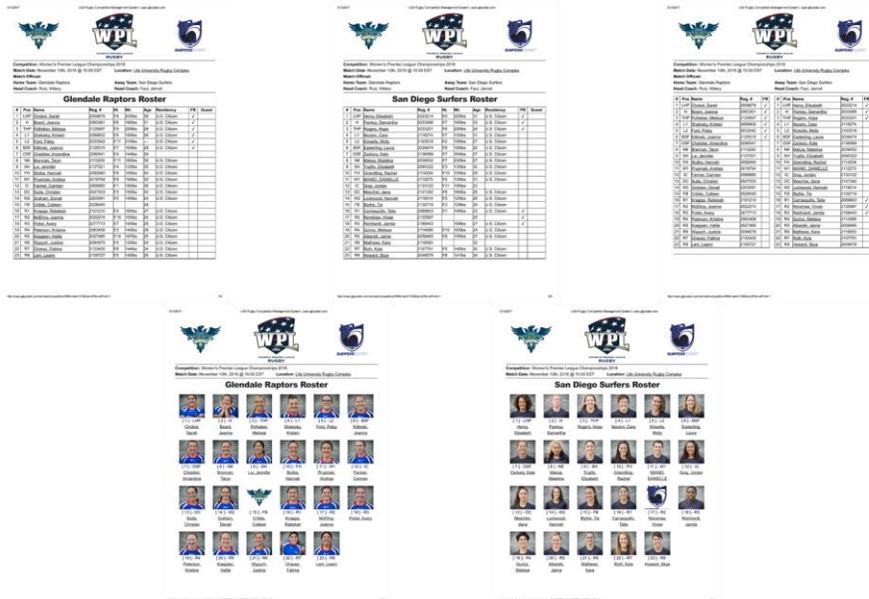
Data entry for this match is not yet completed. 0 of 2 Signatures | Forfeit/Cancel

ROSTERS

| Wookiees Rugby | Sith Lords Rugby |
|----------------|------------------|
| LHP | |
| H | |
| THP | |
| L1 | |
| L2 | |

To print your roster, select the 'Print' button on the 'Rosters' tab.

ROSTER MANAGEMENT & MATCH DETAIL EDITING (cont.)



Once your screen connects with your printer, your rosters and images will confirm to clean single-page prints. If you are having difficulty printing, you may also save to a .pdf (do not print the screen; use the 'print' function).

Notably, each print will produce a copy of:

1. Your roster
2. Your opponent's roster
3. Both rosters (for the referees)
4. Photos of your players (if loaded), and
5. Photos of your opponent's players (if loaded)

Rosters will also include height, weight, age, residency, and front row eligibility. Height, weight, and photo must be loaded by a team admin; only union admins can identify a player's residency.

Pro Tip: Remember that players can only be rostered to your team if they are registered members of your club in USA Rugby's membership database. If one of your players is currently on another team's roster, you must fill out a Transfer Request at usarugby.org and/or seek an Eligibility Waiver. Please contact eligibility@usarugby.org if you have any questions regarding eligibility.



COLLECTING MATCH DATA

Match Data Collection

Written Forms and the Competition Management System

For accuracy in match reporting, it's important that you track your data as your match progresses. At high levels of play (international, Super Rugby, national championships, etc.), "4th referees" are generally assigned to track scoring, player movement/substitutions, etc. as a match progresses. However, most matches in the U.S. do not have formal "4th referees." As such, you may wish to select a member of your club to serve in the role of a "4th referee." For club play, this is a fairly easy function to perform, and most people can be trained up on this task within a few minutes. For the purpose of this document, the person serving in the role of "4th referee" will henceforth be known as the 'Match Tracker' (as they may not possess referee certification).

Before kickoff, give printed copies of the match rosters to your opponent, the match official(s), and the person you've designated as your sideline Match Tracker. The rosters should include player names and position numbers, and should be an accurate reflection of each club's submitted match card. If changes have occurred between submission of the match card and kickoff, coaches or club administrators should let the Match Tracker know what changes occurred (name and number). The Match Tracker will then keep the rosters next to the Running Score Form and Player Movement/Substitution Form throughout the match. You may hand the match tracker and the Match Official(s) either the printed roster out of the CMS or the more traditional written/typed roster.

As a best practice, USA Rugby advises using both written forms and the competition management system while the match is in play. If the Match Tracker struggles to use both, it is advised that they focus on the written forms and enter the online CMS results after the match has concluded. If two people are available to serve in the Match Tracker role, it is advisable to let one person handle the written forms while the other handles the online system. In that situation, the written form should still be the first place that match data is entered.

Ideally, in addition to the Match Tracker, clubs should keep written track of their scores and substitutions, including times for both. This will ensure accuracy in post-match reporting, as well as aid the sideline Match Tracker should he or she have any trouble keeping track of scores and substitutions from the match.

Since you've already checked to make sure that your printed rosters are accurate to the lineups on the field, the quickest way to record match information is to write in a player's team and number on the forms. It's best to write in player names during stoppage in play or after the match so as not to miss anything that occurs on the field. Looking up and writing in names for every action can be time-consuming while the match is taking place, and can sometimes even distract the game tracker from scores or movements on the pitch. As such, it is generally a best practice to check that names and numbers line up prior to the match, and then just use teams and numbers as the match progresses.

After the match has concluded, both teams and the match official should sign the Running Score Form, Player Movement/Substitution Form, and the Roster Form(s) Both clubs should be sure to have plenty of blank copies of the Running Score Form, Player Movement/Substitution Form, and the Roster Form in their team management notebooks at all times.



RESULTS MANAGEMENT

If you did not submit your roster prior to your match, please make sure to enter it prior to entering the match results. Similarly, your opponent needs to have submitted their roster as well. If your opponent has not submitted its roster, contact your local competition manager immediately. Always double-check that your opponent's printed roster mirrors the copy in the competition management system. Do not rely on team's only inputting their roster instead of handing you a physical copy on match day.

The screenshot shows the 'USA RUGBY CMS' interface. At the top, there's a header with 'USA RUGBY COMPETITION MANAGEMENT SYSTEM' and 'Wookiees Rugby' (Atlanta, GA). Below this is a 'SCHEDULE' table with columns for Date, Opponent, Result/Time, and Type. The row for 'Sep 6th, 2017' vs 'Sith Lords Rugby' is circled in red, with the date, time '2:00 pm EDT', and 'League' type also circled. To the right, there's a 'STANDINGS' table for 'USA Rugby Demo Competition' with columns for Division, Team, Record, and PTS.

| Date | Opponent | Result/Time | Type |
|----------------|----------------------|-------------|--------|
| Aug 16th, 2017 | Smugglers Rugby | D 22 - 22 | League |
| Aug 23rd, 2017 | Droids Rugby | W 13 - 5 | League |
| Aug 26th, 2017 | Rebels Rugby | W 27 - 5 | League |
| Sep 6th, 2017 | Sith Lords Rugby | 2:00 pm EDT | League |
| Sep 13th, 2017 | Bounty Hunters Rugby | 2:00 pm CDT | League |
| Sep 20th, 2017 | Stormtroopers Rugby | 2:00 pm EDT | League |

| Division | Record | PTS |
|----------------------|--------|-----|
| Imperial Division | | |
| Sith Lords Rugby | 3-0-0 | 13 |
| Death Stars Rugby | 2-1-0 | 9 |
| Droids Rugby | 0-2-1 | 1 |
| Bounty Hunters Rugby | 0-3-0 | 0 |
| Rebellious Division | | |
| | Record | PTS |

As before, click into your match to enter the results data associated with the game played. To open a match, click the **Date**, **Result/Time**, or **Type** of match.

As you open the page, you should be able to see the rosters as entered before the match.

If there are any changes to a roster, or a roster was not entered properly prior to your match, you should use the printed/written copies of the roster from your match to update the rosters on this screen.

The screenshot shows the 'USA RUGBY CMS' interface for a match between 'Wookiees Rugby' and 'Sith Lords Rugby'. The match details include Date: 2017-09-06, Kickoff: 2:00 PM, Location: Map, and Competition: USA Rugby Demo Competition. A yellow banner states 'Data entry for this match is not yet completed.' Below this is a 'GAME STREAM' table with columns for MIN, EVENT, SIDE, SCORE, and DETAILS. The 'Edit' button next to the 'GAME STREAM' header is circled in red. To the right, there's a 'ROSTERS' table with columns for Wookiees Rugby and Sith Lords Rugby, listing player positions like LHP, H, THP, L1, L2, BSF, OSF, NB, SH, and FH.

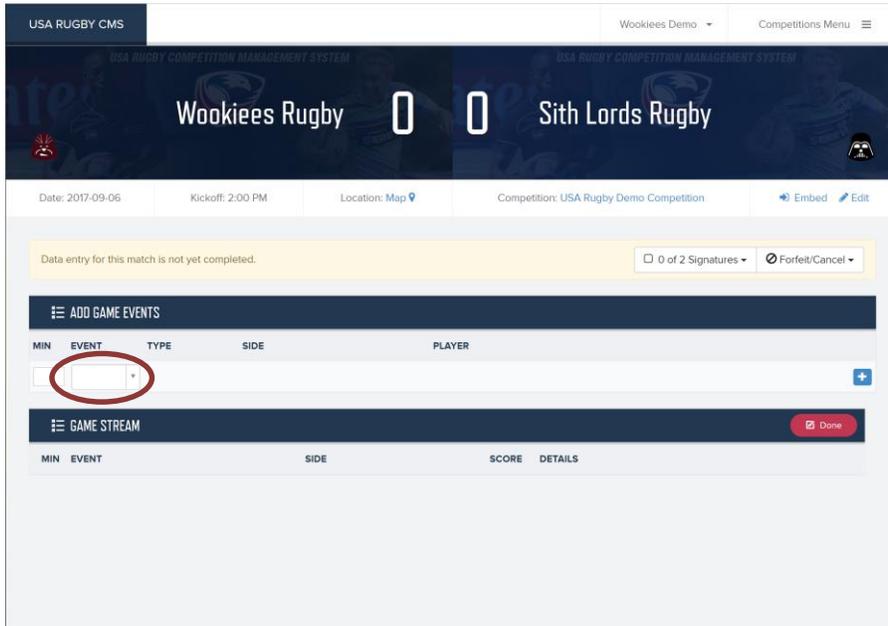
| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|-------|------|-------|---------|
|-----|-------|------|-------|---------|

| Wookiees Rugby | Sith Lords Rugby |
|-------------------|------------------|
| — | LHP — |
| — | H — |
| — | THP — |
| — | L1 — |
| — | L2 — |
| — | BSF — |
| — | OSF — |
| — | NB — |
| — | SH — |
| #10 - Daly, David | FH — |

To begin entering date for the match, click the 'Edit' button next to 'Game Stream.'

Note: It is advisable that you log in and check that rosters have been submitted for both teams at least one hour prior to kick off. If rosters are not entered at that time, it is critical that the Match Tracker(s) enter the rosters before attempting to use the online system.

RESULTS MANAGEMENT (cont.) – Adding Scores & Events



USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby 0 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed. | 0 of 2 Signatures | Forfeit/Cancel

ADD GAME EVENTS

| MIN | EVENT | TYPE | SIDE | PLAYER |
|-----|-------|------|------|--------|
| | | | | |

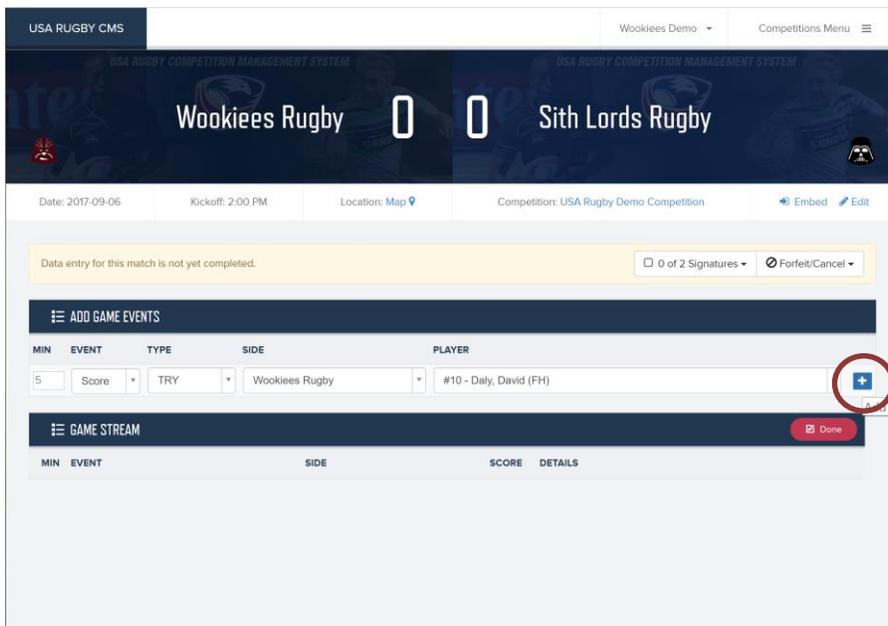
GAME STREAM | Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|-------|------|-------|---------|
| | | | | |

To add a score, substitution, or card, first enter the minute of the event, and then the type of event (Card, Score, Sub).

Notably, minutes are always entered counting up (1-80). A dropdown for the players will populate after you've selected the team.

If you do not know who scored, you may select 'Team Score.' Later, when you find out the identity of the scoring player, you can edit the team score and add in the player score in its place. Scores recorded to individual players will add to the team's total, which is reflected at the top of the match page.



USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby 0 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed. | 0 of 2 Signatures | Forfeit/Cancel

ADD GAME EVENTS

| MIN | EVENT | TYPE | SIDE | PLAYER |
|-----|-------|------|----------------|------------------------|
| 5 | Score | TRY | Wookiees Rugby | #10 - Daly, David (FH) |

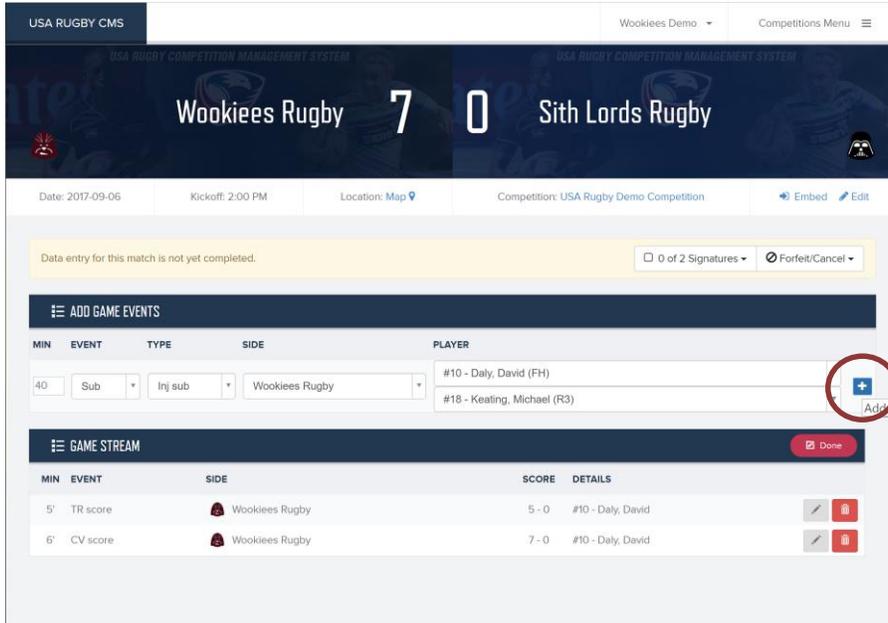
GAME STREAM | Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|-------|------|-------|---------|
| | | | | |

After you've entered the minute, event type, scoring type, team, and player, you may add the score to the match by clicking either the '+' icon or tabbing and hitting 'enter' on your keyboard.

For those proficient in keyboarding skills, USA Rugby notes that data may be quickly entered using the tab/alt-tab and enter keystrokes. Use of the mouse is not 100% necessary for data entry until you are done entering match results.

RESULTS MANAGEMENT (cont.) – Subs & Editing Events



USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby 7 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed. 0 of 2 Signatures Forfeit/Cancel

ADD GAME EVENTS

| MIN | EVENT | TYPE | SIDE | PLAYER |
|-----|-------|---------|----------------|---|
| 40 | Sub | Inj sub | Wookiees Rugby | #10 - Daly, David (FH) #18 - Keating, Michael (R3) |

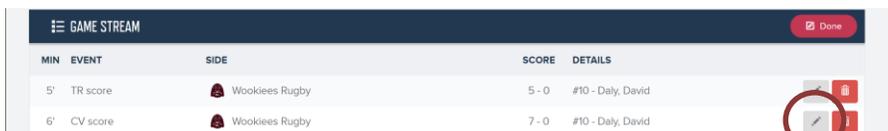
GAME STREAM Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|-------|-------------------|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |

In a similar fashion, record all the substitution and card information for the match. Notably, substitutions and cards must be specific to the affected players.

For substitutions, please be sure to note the type of substitution being made: Blood, Front Row Card, Injury, and Tactical.

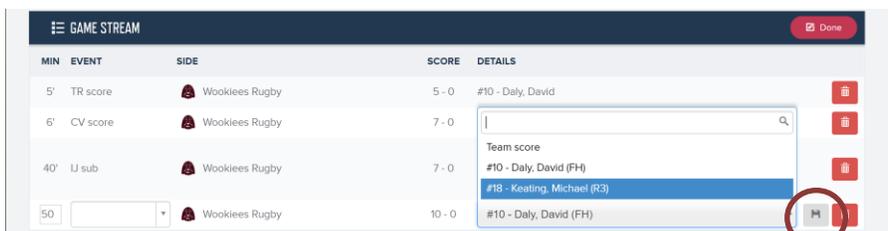
Note: Your reserve players will not get credit for playing if you don't enter them as substitutes. Always check to ensure your opponent entered his/her subs.



GAME STREAM Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|-------|-------------------|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |

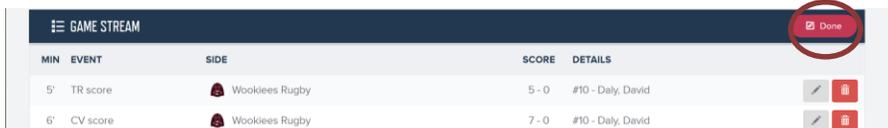
If you need to edit a 'Team score' after it's been entered, or you entered the wrong player, minute, or event type, you may do so by clicking the 'pencil' icon next to events in the Game Stream.



GAME STREAM Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|--------|---|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |
| 40' | IJ sub | Wookiees Rugby | 7 - 0 | #10 - Daly, David (FH) #18 - Keating, Michael (R3) |
| 50' | | Wookiees Rugby | 10 - 0 | #10 - Daly, David (FH) |

After you've made your edit, be sure to click the 'Save' icon next to where your edit was made.



GAME STREAM Done

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|-------|-------------------|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |

Once all events are added/edited, be sure to click 'Done' to save all Game Stream events.

Note: Your reserve players will not get credit for playing if you don't enter them as substitutes. Always check to ensure your opponent entered his/her subs.



RESULTS MANAGEMENT (cont.) – Signatures & Completion

USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby 10 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed.

2 of 2 Signatures - Forfeit/Cancel

Sign for Home

Waiting for Away

GAME STREAM

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|--------|--|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |
| 40' | IJ sub | Wookiees Rugby | 7 - 0 | Off: #10 - Daly, David On: #18 - Keating, Michael |
| 50' | PK score | Wookiees Rugby | 10 - 0 | #18 - Keating, Michael |

ROSTERS

| Wookiees Rugby | Sith Lords Rugby |
|-------------------|------------------|
| — | LHP |
| — | H |
| — | THP |
| — | L1 |
| — | L2 |
| — | BSF |
| — | OSF |
| — | NB |
| — | SH |
| #10 - Daly, David | FH |

When a match is over and the data is verified as accurate, please add your team's match signature.

The match will not be 'Complete' and added to your standings until both sides have added their match signature and the match is marked 'Complete.'

Before you add your signature it is **critically important** that you verify all match information is correct, especially the score at the top of the screen. As such, **it is important that you verify the score, including number of tries, with the head match official before you enter data or change the status of the match to 'Completed.'**

USA RUGBY CMS | Wookiees Demo | Competitions Menu

USA RUGBY COMPETITION MANAGEMENT SYSTEM

Wookiees Rugby 10 0 Sith Lords Rugby

Date: 2017-09-06 | Kickoff: 2:00 PM | Location: Map | Competition: USA Rugby Demo Competition | Embed | Edit

Data entry for this match is not yet completed.

2 of 2 Signatures - Mark Complete Forfeit/Cancel

Home has signed

Away has signed

GAME STREAM

| MIN | EVENT | SIDE | SCORE | DETAILS |
|-----|----------|----------------|--------|--|
| 5' | TR score | Wookiees Rugby | 5 - 0 | #10 - Daly, David |
| 6' | CV score | Wookiees Rugby | 7 - 0 | #10 - Daly, David |
| 40' | IJ sub | Wookiees Rugby | 7 - 0 | Off: #10 - Daly, David On: #18 - Keating, Michael |
| 50' | PK score | Wookiees Rugby | 10 - 0 | #18 - Keating, Michael |

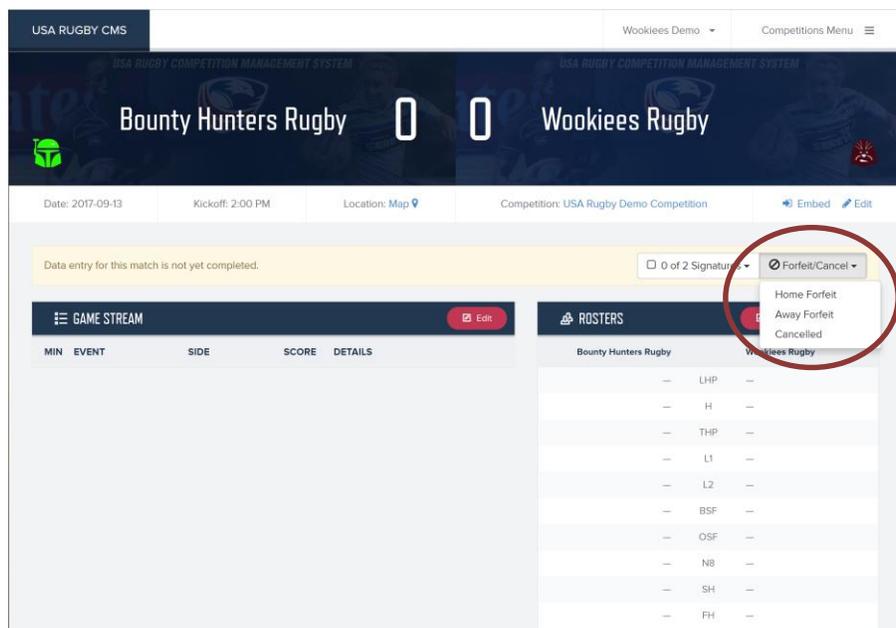
ROSTERS

| Wookiees Rugby | Sith Lords Rugby |
|-------------------|------------------|
| — | LHP |
| — | H |
| — | THP |
| — | L1 |
| — | L2 |
| — | BSF |
| — | OSF |
| — | NB |
| — | SH |
| #10 - Daly, David | FH |

After both teams have added their match signature, the match may be marked complete, and the result will go into the standings.

Failure to properly add your signature to the match will disable your competition administrator from locking the match (they can add your signature, however), which will alert them to your failure to enter data. **Do not forget to add your signature** and, if adding the second signature, **do not forget to hit the 'Mark Complete' button.**

RESULTS MANAGEMENT (cont.) – Forfeits & Cancellations



The screenshot shows the USA RUGBY CMS interface for a match between Bounty Hunters Rugby and Wookiees Rugby. The match details include Date: 2017-09-13, Kickoff: 2:00 PM, Location: Map, and Competition: USA Rugby Demo Competition. A dropdown menu is open, showing options for 'Forfeit/Cancel': Home Forfeit, Away Forfeit, and Cancelled. The 'Cancelled' option is highlighted with a red circle.

‘Away Forfeit’ and ‘Home Forfeit’ will automatically dock the away/home team 1 league point (PTS) in the standings. **However, you must log the recorded score as designated by your competition in order for it to calculate in the standings as such (forfeits are usually 28-0).**

‘Cancelled’ lets your supporters know that this match never took place due to weather, travel, etc.

After the match has concluded, both teams and the match official should sign the Running Score Form, Player Movement/Substitution Form, and the Roster Form. Please keep these for record keeping should any conflict/dispute arise at a later date.

If you cannot access your match due to it being locked, please contact your local competition manager. Competition managers will typically lock matches within 48 hours of them concluding and/or as soon as results have been entered for both teams and a match has been turned to ‘Completed.’ The locking of matches prevents teams from altering match data after the fact, and is a built-in safeguard to the system.



EXPANDED FEATURES (List of Embed-Friendly URLs)

[List of CMS Embed-Friendly URLs](#)

The competition management system is designed to capture data that can be seamlessly incorporated into the websites of USA Rugby, your local union/competition, and your club. iFrame/embed technology is built in throughout the system to allow for teams to frame schedules, rosters, match data, and standings without having to replicate the results seen elsewhere. This also allows websites to have instantly-up-to-date information. All one has to do is place the appropriate frame code into their webpage, which can be done before or after matches occur. These features also give web stories additional 'pop,' as a match write-up can feature the rosters, scoring information, and resulting standings of an event. Additionally, all frames are built to scale as necessary to fit the spaces of your website.

| Date | Opponent | Result/Time | Type |
|----------|----------------|-------------|--------|
| Aug 16th | Rebels | D 0 - 0 | League |
| Aug 23rd | Wookies | 5 - 5 | League |
| Aug 30th | Smugglers | 2:00 pm PDT | League |
| Sep 6th | Stormtroopers | 2:00 pm PDT | League |
| Sep 13th | Death Stars | 2:00 pm EDT | League |
| Sep 20th | 8th Lords | 2:00 pm PDT | League |
| Sep 27th | Bounty Hunters | 2:00 pm CDT | League |

An example of a team schedule in iFrame mode.

| Date | Opponent | Result/Time | Type |
|----------|---------------|-------------|--------|
| Aug 16th | Rebels | D 0 - 0 | League |
| Aug 23rd | Wookies | 5 - 5 | League |
| Aug 30th | Smugglers | 2:00 pm PDT | League |
| Sep 6th | Stormtroopers | 2:00 pm PDT | League |

An example of a team schedule compressed to a smaller space.

American Premiership Network | **AMERICAN RUGBY PREMIERSHIP** | [HOME](#) [NEWS](#) [TEAMS](#) [STANDINGS](#) [MATCHES](#) [TV INFO.](#) [STATISTICS](#) [FANS](#) [ABOUT](#)

An example of a team standings iFrame after being dropped into a website.

2014-2015 American Rugby Premiership Standings

| Team | GP | R | W | L | T | PF | PA | PD | BT | BL | FF | PTS |
|-------------------------|----|-------|---|---|---|-----|-----|------|----|----|----|-----|
| Life Running Eagles | 4 | 4-0-0 | 4 | 0 | 0 | 204 | 58 | 146 | 4 | 0 | 0 | 20 |
| New York Athletic | 4 | 3-1-0 | 3 | 1 | 0 | 136 | 87 | 49 | 3 | 1 | 0 | 16 |
| Old Blue of New York | 4 | 1-3-0 | 1 | 3 | 0 | 89 | 127 | -38 | 1 | 2 | 0 | 7 |
| Boston Rugby | 4 | 1-2-1 | 1 | 2 | 1 | 59 | 100 | -41 | 0 | 0 | 0 | 6 |
| Boston Irish Wolfhounds | 4 | 0-3-1 | 0 | 3 | 1 | 72 | 188 | -116 | 0 | 0 | 0 | 2 |



COMPETITION RESOURCES CENTER

[NEW FEATURES FOR 2017](#)

[Team Administrator Handbook](#) [this document]

[Team Administrator Checklist](#) (also included in this document)

[Competition Administrator Handbook](#)

[Competition Administrator Checklist](#)

[Team Information Update Request Form](#)

[List of CMS Embed-Friendly URLs](#)

[USA Rugby Naming Standards](#)

[USA Technical Zone and Sideline Management Guidelines](#) (also included in this document)

[USA Rugby Running Score Form](#) (also included in this document)

[USA Rugby Player Movement/Substitution Form](#) (also included in this document)

[USA Rugby Sideline and Disciplinary Procedures and Protocols](#)

2013-2014 Data

Archived competition management system data (from the 2013-2014 competitive season) can be found here: <http://192.155.94.102/>

If you are having trouble populating 2013-2014 results in your iFrames, please change the 'usarugbystats.com' portion of your URL(s) to '192.155.94.102' and/or contact USA Rugby for assistance.



TEAM INFORMATION UPDATES/SUBMISSIONS

If you would like to change your team's logo, cover image, or name, please fill out the CMS Team Information Update Form located here:

<http://tinyurl.com/usarcms>

Please note that USA Rugby reserves the right to approve/deny items in the cover photo space, and will not accept team logos that are difficult to clean (i.e. remove the background from).

Team names are entered under USA Rugby's naming standards and may be adjusted by petition. For more information on USA Rugby's team naming standards, please see page 19 of this document. If your team has changed its overall club name, please make sure you also inform your geographic union and the USA Rugby Membership Department.

Notably, teams are able to update their team e-mail address, website URL, Facebook address, Twitter handles, and geographic location by clicking the 'Edit Club' button on their landing page. Improper use or abuse of these functions will subject teams and users to fines, discipline, and/or possible legal procedures against those responsible. Please note that the system is designed to track which account makes any and all changes while a user is logged in.



COMPETITION MANAGEMENT CHECKLIST

When initially logging in...

1. Received username and password from local competition manager _____
2. Logged in to usarugbystats.com to test that username and password work correctly _____
3. Updated user account information, including password change & e-mail address submission _____
4. Checked team roster(s) for missing players (players registered within 24 hours may be manually synced) _____
5. Updated Club information ('Edit Club'), including media URLs and team location _____

Before every match...

6. Logged in to usarugbystats.com and submitted roster electronically* _____
7. Clicked 'Print' after submitting your roster, which creates all necessary copies of your rosters _____
8. Printed 2-4 copies of the running score form & 1-2 copies of the player movement/sub form _____

After every match...*

9. Had match official(s) and opposition sign the rosters, running score, & player sub forms _____
10. Logged in to usarugbystats.com and verified final rosters are correct** _____
11. Clicked 'Edit' in the 'Game Stream' section to enter match data** _____
12. Entered scoring, substitution, and disciplinary information for the match** _____
13. Verified that match data is complete and added match signature** _____
14. If both team signatures are present, marked match as 'Completed'*** _____

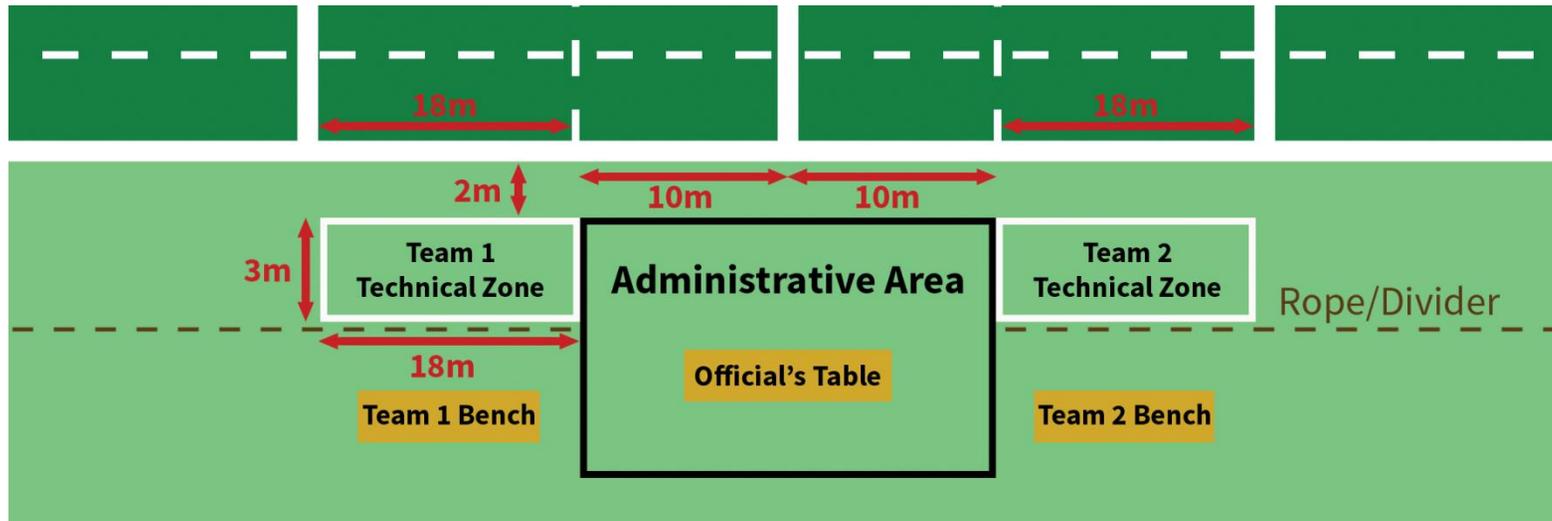
* Checklist items 10-14 may be completed during a match if one or both teams has designated a fourth official or Match Tracker to enter data live. Step 9 is still a recommended step, however, to have a referee and the teams physically sign off on designated paperwork.

** Be sure to verify with your local competition manager the deadlines by which your team is required to complete these items. Generally, most competitions require rosters to be submitted no later than 24 hours before a match and match data to be entered no later than 24-48 hours after a match has concluded.

Pro Tip: If you need to change incorrectly entered data after your competition manager has locked the match, please e-mail that person with a verifiable explanation for why they should unlock the match and/or make corrections for you.



USA RUGBY TECHNICAL ZONE (TZ) & SIDELINE MANAGEMENT GUIDELINES



- Technical zone (TZ) defined as space in front of the rope/barrier between the 10m line and 22m line*
- Technical zone ends 2m from the touch line to give room for ARs & touch judges
- Coaches may not cross into the other team's TZ or leave their own TZ
- No more than 2 coaches are allowed in the technical zone
- Coaches should not stand in/near the try zone or anywhere on the field of play
- Uncertified coaches should not be in the TZ
- #4 (Fourth Official) or Match Manager (data tracker) occupies the space between the 10m lines (Administrative Area)
- Chairs may be set up in the Administrative Area for disciplinary/sin bin purposes
- No coach or player is allowed in the Administrative Area except when petitioning for a substitution
- Teams may have two medical professionals "in front of the rope"
- Medical professionals may roam either sideline and are not confined to the TZ*
- Only one (1) medical professional per team is allowed per side of the field*
- Second medical professional must be across from first medical professional on opposite sideline*
- Coaches are not allowed onto the field with medical personnel unless explicitly allowed by the match official
- Medical personnel should always introduce themselves to the match official(s) before the match begins
- Team benches should also be between the 10m line and 22m line* but "behind the rope" and not in the technical zone
- Spectators should be on the opposite sideline from the teams unless a second rope is present to prevent mixing of spectators with players/staff/administrators
- Water carriers must stay "behind the rope"* unless the match official signals that they may enter the playing field
- Water carriers should endeavor to wear a top that clashes with players on the field
- Coaches may not serve as water carriers
- Water carriers should not be in the TZ*
- Coaches should not huddle with teams on the field after scores
- Teams must warm up in the end they are attacking into, not the end they are defending
- Players warming up must wear a contrasting top to the players on the field (e.g. a penny)
- Teams should not warm up with balls, cones, or other equipment (e.g. ruck pads)
- Teams should not warm up within 5m of the field of play
- If space demands it, teams may warm up in the try zone but only if they access the try zone by staying "behind the rope" to and from

*Variance specific to USA Rugby that differs from the World Rugby standard

