

USA Club Rugby XV's National Championship Series Roster Instructions

Important: USAR SCC Eligibility guidelines provide detailed information; the following is a brief summary but is not all-inclusive.

For Clubs – Player Roster:

The Excel sheet contains rows for you to submit up to 35 player names to be verified by your clubs AND your union official for participation in a National Championship Series (NCS) event. However, you may **only** check-in up to 28 players for a weekend at an NCS event – and **only** have 23 players on a roster in an NCS match. *Clubs may submit up to 35 players for the eligibility review.*

Note that every player checking in from your club ***MUST BRING*** a government-issued photo ID as well as proof of citizenship in the form of a birth certificate or passport (see Eligibility regulations section 7.4, Player Documentation). Notably, passports may be accepted as both a photo ID and proof of citizenship. If you have players that are Resident Aliens, they must bring the original copy of their Permanent or Conditional Residence Card ('Green Card'). For U.S. citizens, a photocopy of a birth certificate or passport suffices. U.S. citizens do **not** need to physically bring their original passports or birth certificates with them. For multi-club teams, players must register with, and can only compete for, one of the teams fielded by the club in Competitive/Qualifying Tournaments.

First Name & Last Name should be as reflected on the players' government-issued ID forms. Do **not** use nicknames. List players in alphabetical order.

Registration for both players and team administrators/coaches will be verified in Rugby Xplorer (RX).

Note that players on your roster form must be registered as players, must be in good standing with your club and your union, and must have met the minimum requirements set forth in the Eligibility Regulations.

Citizenship Status is the status of each individual player as a U.S. Citizen, Resident Alien, or Non-Resident. No Match Roster may contain more than five (5) Non-Resident Players. Of note, you may list a different group of five Non-Residents on each USA Rugby NCS Match Roster. At NCS events where there are two NCS Matches, you may check in up to 10 Non-Residents as part of your overall 28 player check-in group. If a player lacks proof of citizenship, they will count as a Non-Resident. Other individuals that count as Non-Residents include those who lack citizenship or permanent residence status, such as international players living in the U.S. on a Visa. International players counting as non-residents must also illustrate their arrival in the country prior to April 1, which may be demonstrated by bringing a copy of their Customs and Border Protection arrival/departure records online. Players who are declared Non-Residents by virtue of not bringing paperwork to an NCS event must submit paperwork within 48 hours of the event's conclusion. If you have questions about residency status, please email seniorclubeligibility@usa.rugby.

Professional Players will be accounted via a No (player has not played in any professional matches), Yes, or Has waiver (player has possession of a waiver for USAR SCC Eligibility). A player is considered a professional that has taken the field in the current and/or the immediately preceding year representing a professional franchise (e.g., Major League Rugby, Guinness Premiership). Academy matches do not count as Professional Rugby matches. If the player has played professionally and doesn't have a waiver, the number of games played must be included. No Division 1 Match Roster may contain more than five (5) Professional Players, no Division 2 Match Roster may contain more than two (2) Professional Players, and no Division 3 Match Roster may contain more than one (1) Professional Player.

For Clubs – Staff Roster:

You may bring up to 8 staff members to any NCS event. This includes a group of coaches and administrators that are official representatives of your club, as well as any medical personnel you have included to assist with your medical/training needs. If the NCS event you are attending is credentialed, staff members must wear their credentials at all times while in areas designated for teams and players. During match play, staff members may sit with the team on benches, but only up to 2 coaches and up to 2 medical personnel may be in the Technical Zone at any point during a match. All other staff members must remain in the bench area away from the Technical Zone during play. Medical personnel are expected to have medical credentials on them at all times and may roam any part of the sideline at all times (1 per sideline per team). *Unregistered coaches and administrators should not be in your team's sideline area or designated team/player spaces, such as team tents.* **Unregistered coaches and administrators represent a liability to your club and the event.** Medical personnel do not need to be registered provided they have professional medical credentials, such as a Doctor of Medicine (M.D.) degree or a professional ACT trainer. Note that Event-designated medical personnel have the final say in all medical matters and may overrule your staff when it comes to player participation. Be aware that there is **NO** Head Injury Assessment (HIA) protocol at NCS events – players suspected of a head injury will be removed from play and will not be given a chance to return to the match they were removed from.

For Clubs – Submitting Data Sheet and Paperwork:

Once completed, this data must be submitted to your Union Official for review and signature. Unless your Union President has otherwise designated another official for this data, it is expected that your Union President will be the one to complete the signature line of the Excel sheet. After your Union Official returns your data sheet, you or your Union Official must submit it to seniorclubeligibility@usa.rugby and the event manager (to be provided) no later than the deadline for your first NCS match [see the last page of this document for deadlines]. *An email that includes Union Official approval may act as the signature indicating that the official has reviewed and approved your forms.* Remember, by acknowledging the data sheet, you are taking responsibility for the information on the forms. If that information is found to be inaccurate, forged, or incorrect there will be disciplinary sanctions placed on you as a team representative, the player(s) found in violation, and/or the Union Official who signed the document. Disciplinary sanctions may include fines, suspension, forfeiture of matches, and/or loss of seed(s) for future competitions. If you have any questions about the form, please re-read this document prior to emailing to seniorclubeligibility@usa.rugby.

For Union Officials – Player Roster / Games Played:

Verify that each name submitted is properly registered to the club and meets the minimum eligibility requirements for participation as outlined in the Eligibility Regulations. Players must have been registered by 11:59 pm on April 1, have participated in at least 2 matches for the club at the appropriate (or lower) divisional level *after* being registered, and – if from a club competing with multiple sides, be eligible based on the multi-side club eligibility criteria. If you have questions regarding players from clubs with multiple competitive sides, please email seniorclubeligibility@usa.rugby.

This form requires an accurate count of the number of matches each individual player participated in. Within RX, you will find this number by looking at the **Player & Team Official History Report**. For those using Approved Cup or Friendly matches to assist with Spring eligibility for teams qualifying from Fall-only competitions, separately indicate the number of matches each player participated in Approved Cup or Friendly matches separate from the league games more commonly used for eligibility purposes.

If a player from a multi-side club did not play in the required 2 league qualifying matches with their club, they may gain eligibility by counting matches from their club's lower division side – provided the lower division side competed in an approved competition also playing towards a divisional national championship.

If players are seeking a waiver of eligibility, they must have it at the time they check in and, as a union official, you should note they require a waiver instead of assuming they will receive one.

Note that players who are simply rostered but not entered as substitute in a match do not get to use that match for the purpose of eligibility. The Eligibility Regulations require that players *play* in a minimum of 2 matches prior to the National Championship Series (NCS), and *play* is defined as physically stepping onto the field in a given match. USA Club Rugby reserves the right to check any and all individual player eligibility through an audit/review of all team match records; therefore, ensure these are available in a timely manner.

For Union Officials – Staff Roster:

Teams may bring up to 8 staff members to an NCS event – which are the staff who will be on the sideline and in team/player areas at each event. Check that each Coach or Administrator who is listed on this form are properly registered with their club at <https://usarugby.sportlomo.com/rosters/>. If a team lists an individual(s) as medical personnel, it is solely the responsibility of the event check-in staff to verify their credentials, and no action is needed from you for medical personnel.

For Union Officials – Submitting Data Sheet and Paperwork:

After you have completed the review of a team's data, you or the club must submit it to seniorclubeligibility@usa.rugby and the event director (to be provided) no later than the deadline for your team's first NCS match. An email that includes Union Official approval may act as the signature indicating that you have reviewed and approved the forms. Remember, by acknowledging this data, you are taking responsibility for the information on the sheets. If that information is found to be inaccurate, forged, or incorrect there will be disciplinary sanctions placed on you as a Union Official, the player(s) found in violation, and/or the Team Representative who signed the document. Disciplinary sanctions may include fines, suspension, forfeiture of matches, and/or loss of seed(s) for future competitions.

Data Sheet and Paperwork Submission Deadline (2023):

Teams competing the weekend of April 29 must submit their form by Monday, April 24.

Teams competing the weekend of May 6 must submit their form by Friday, April 28.

Teams competing the weekend of May 13 must submit their form by Friday, May 5.

Teams competing the weekend of June 3rd must submit their form by Friday, May 26.

In the event that a qualifying event is held on the weekend of the due dates, the roster is due by that Monday night at 11:59 PM.