

Canadian Association of Independent Schools (C.A.I.S.) Senior Boys & Girls Invitational Rugby Tournaments

Guidelines - Rules – Regulations

2006-2007 Final Edition

(modified at Coaches' Meeting April, 2006; approved by CAIS AD Exec. Cttee Sept., 2006)

The tournament coaches understand that the guidelines, rules and regulations of this tournament are subject to the approval of the CAIS Athletic Directors and Heads of Schools.

I NAME

Canadian Association of Independent Schools Invitational Senior Boys & Girls Rugby Tournament.

II DATE

To be held on the last second to last week-end of April. To be held on Friday/Saturday/Sunday unless compelling reasons require a change.

III QUALIFICATIONS OF PARTICIPANTS

- a. full time students in good standing within their institutions as determined by the Head of School. Exchange students who come for a term or students with exceptional circumstances (i.e. training for a national or other high level 'team', skill, etc.), who are taking a reduced academic load, are not considered part-time. Given the rare occasion of 'part-time' and the unique situations that we have (such as the exchange situation or highly skilled athlete/musician, etc. the CAIS states that ultimately the decision on the interpretation of 'full-time' student should rest with the Head of school.
- b. gender specific
- c. 18 years old or younger on December 31st of the particular school year
- d. maximum number of players on the tournament roster may not exceed 30 and the maximum number of players on each particular game roster may not exceed 24.

IV ENTRY FEES

Intended to offset the majority of costs of hosting the event.

- a. \$43.00 per player
- b. The coaches, athletic directors and Heads must approve any raise in fees.
- c. Host schools will provide a financial statement to the subsequent two hosts.

V ROLE OF CAIS ATHLETIC DIRECTORS EXECUTIVE COMMITTEE

- a. Liaison between CAIS office (Executive Director) and Athletic Directors.
- b. Accept applications to establish new CAIS tournament events, subject to the approval of the CAIS.
- c. Co-ordinate the host locations and publish a master calendar of all CAIS athletic events.
- d. Send out the initial letter inviting all CAIS schools to the upcoming events.
- e. Receive new applications for participation in the specific tournaments.
- f. Assure that each new application be awarded participation in the tournament as promptly and fairly as possible, and be involved on an equal basis.
- g. Notify the permanent tournament committee and the host schools of new applications.
- h. Notify new member schools of their first year of the participation.
- i. Assist the tournament committee in establishing the schools that will be involved each year.
- j. Oversee the Tournament Coaches' Meeting at each event and be represented on the Tournament Committee.
- k. Entertain discipline appeals levied by a Tournament Committee on an individual / school.
- l. Unacceptable behavior by a school or individual will be reported to the executive committee for review and possible sanctions. A CAIS code of conduct will be developed.
- m. Changes to the Tournament Guidelines must be approved by the executive committee before they take effect the following year.

- n. The implementation of the guidelines, rules and regulations will require annual meetings of the CAIS athletic directors executive committee. The cost of assembling this group will be shared among all CAIS schools that participate in CAIS national athletic events. The charge will be **\$35** per team per event.

VI PERMANENT TOURNAMENT COMMITTEE

A committee will include representatives from Western Canada, Ontario, Quebec and Eastern Canada. A chairperson will be appointed. The committee will include one member of the CAIS Athletic Directors' Executive Committee.

The committee has the following responsibilities:

- a. Update the tournament guidelines on a regular basis. Recommendations will be forwarded to the CAIS Athletic Directors' Executive Committee for approval.
- b. Provide the host school with the guidelines (to be included with the tournament package).
- c. Select the schools for the tournament based on the criteria established in the guidelines. In the event of a situation where a draw is required, whether it is by proximity or random, a Head of School from one of the tournament committee's schools must be present.
- d. Keep an account of the schools that have taken their turn to sit-out of the event in order to accommodate the number of tournament entries.
- e. Handle all information at the coaches' meeting concerning the guidelines of the tournament.
- f. Seed the teams based on the previous year's results and set up the divisions. The host school will then prepare the schedule based on the above information.
- g. The present permanent tournament committee includes: Andre Simard (SC) - Chair, Dean Sherman (CDS), Kim Walsh (KES), Kate Snihur (SLS), Ian Middleton (ASH).

VII DISCIPLINE COMMITTEE

- a. The Discipline Committee will consist of a representative from each of the geographical regions and the host school (Chair). The coach(es) involved in the situation will be asked to provide relevant information. The head referee will provide a written report of the situation.
- b. This committee will be selected/confirmed annually at the coaches meeting for the present year.
- c. The Discipline Committee has the responsibility to recommend the appropriate sanctions for inappropriate behavior by players and coaches.
- d. The decisions reached by the members of the Discipline Committee while performing their duties will be accepted as representative of the tournament coaches.
- e. Appeals will be directed to the permanent tournament committee.
- f. This year's Discipline Committee:
 - Chair (Host School)
 - Eastern Canada
 - Quebec
 - Ontario
 - Western Canada (if present)

VIII PROBATIONARY PROCEDURES

- a. Letters to the offending schools must be addressed to the Head of School with a copy to the Athletic Director and mailed by the Chair of the Discipline Committee within two months of the incident.
- b. Letters of appeal must be addressed to the Chair of the Executive Committee and mailed within three months of the incident.
- c. The appeal will be reviewed by the Executive Committee and the offending school must be notified of any re-considerations within five months of the incident. Decisions of the Executive Committee are final and binding.
- d. A copy of all correspondence should be forwarded to the Permanent Tournament Committee Chair. The Permanent Tournament Committee should be consulted by the Executive in arriving at its decisions.
- e. Probationary Violations – If, while on probation, a school/coach/athlete violates the tournament guidelines or fails to meet the expectations of the tournament, and this behavior is brought before the Discipline Committee, the school/coach/athlete may forfeit its place in the following tournament.

IX ELIGIBILITY

To date, it has not been necessary to limit the number of entries. Ideally, the total number of teams for each event should be divisible by 4 or 8. Participating schools must meet the following requirements:

- a. Schools must be members of the CAIS.

- b. Schools must attend the tournament on a regular basis (i.e. not miss 2 events in a row).
- c. Schools must be willing to host or co-host the tournament.

X INVITATIONS

- a. The intent is to include as many schools from the CAIS as possible to assure the national flavor of the tournament. The tournament will not exclude any CAIS school that is prepared to meet the entry conditions outlined in Item IX above.
- b. Invitations must be sent to and received by **all** CAIS schools before October 1st of the school year.
- c. A written commitment to participate must be sent to the Tournament Chair before October 31st of the school year. **Schools declining the invitation will not be credited with sitting out.**
- d. Schools applying for the first time will be admitted to the tournament in the year following their application. Exception: A new school may “sit out” one additional year but would not be asked to miss another event until all participating schools have missed at least one tournament after the year in which the school did not take part.

XI PARTICIPATION

- a. If the number of applicant schools exceeds the required number, the criteria for sitting out will be:
 - i) Volunteers.
 - ii) A geographical lottery, removing schools within a close proximity of the tournament. "Close proximity" means that a school would not participate because they are in the same general area as the host school. Assuming that there are no schools within the general geographical area of the host, a random draw would be conducted among the schools on the list eligible for sitting out. e.g. Ottawa is in the same general area as Lennoxville, Québec. It is a 4-hour drive between the two.
 - iii) A random draw.
 - iv) Once a team has sat out, they will be removed from the sitting-out draw until all of the other teams have taken their turn to sit out. No one will be required to sit out a second time within 3 years of sitting out the 1st time.
- b. Schools scheduled to host a tournament will be guaranteed participation in the event the year before they host, their hosting year, plus the year following. This does not apply if more than two schools share hosting responsibilities.
- c. If a member school is unable to participate one year, their position will not be in jeopardy the following year.
- d. When a participating school takes part one year but is absent from the next event, the Tournament Committee is empowered to select a replacement school for the one year only. Only CAIS schools should be invited as replacement teams.
- e. After an exhaustive search, if a CAIS school cannot be found to complete the tournament roster, and the integrity of the schedule is at risk, then a non-CAIS school may be added. The convenor and Tournament Committee must strive to find a team which would be competitive without dominating, and one whose coaching staff understands the difficulty of this non-CAIS school issue for the integrity of this CAIS event. The convenor may adjust the fees charged to this team as deemed necessary. The convenor should strive to seed the team as best as possible without upsetting the competitiveness of the draw and the geographical representation included in the groupings. In other CAIS events and prior versions of these rugby rules, the non-CAIS school was not allowed to be credited with wins or advance through the rounds. The coaches at this rugby tournament feel very strongly that from the safety, competitive, and integrity points of view, that the non-CAIS team's results should count and they should move through the tournament without any special restrictions on their performance and success. To maintain the integrity of the awards history of the tournament, should a non-CAIS school win a trophy as a divisional winner, the non-CAIS school would be presented the trophy on field for pictures, but the best finishing CAIS school would have their name inscribed on the permanent trophy. It was agreed unanimously to go ahead this year with this method on a trial basis with the rationale being brought to the CAIS AD's Executive Cttee. (After discussion regarding the success of the 2006 experiment, the CAIS AD's Executive Cttee has agreed to allow this on a one-year trial basis subject to review, but emphasized once again the desire/need for CAIS teams only whenever possible in these events.)
- f. Should a school miss two tournaments in a row, then the Tournament Committee may select a permanent replacement. Should a school that has been replaced wish to take part in the tournament in future years, they will follow the same application procedure as for all new schools.

- g. Schools that volunteer to sit out after October 1st of the school year and are asked to participate in order to complete the designated team format, will be credited with a “year-out.”
- h. Schools that have committed to participate prior to the October 31st deadline and later withdraw from the tournament may not be credited with a “year-out” and may face disciplinary action if this late withdrawal causes scheduling problems.

XII HOST SCHOOL(S)

The tournament is not a competition to out-do the previous year's host. Simply provide the athletes with the best opportunity to play the sport, meet new friends, and to be proud representatives of their schools and humble guests.

Host schools:

- a. Are encouraged to accept as many teams as possible.
- b. Must provide safe and appropriate facilities for the tournament.
- c. Must provide certified officials for all games. Where possible, provincially carded officials, should be used at these competitions. These provincially carded officials could be students at one of the host schools but they must not officiate at their own school's games or games which will affect their school's position in the standings.
- d. Must provide first aid care at the game sites.
- e. Must provide lunch on the game days.
- f. Should make every effort to facilitate transportation to and from the airport/train station for out-of-town teams.
- g. Must arrange to have the minutes of the Coaches' Meeting(s) kept and sent along with the tournament results to the participating schools within one month of the conclusion of the tournament.
- h. Must employ an approved tournament format.
- i. Will provide the hosts for the next two tournaments with a detailed tournament financial statement to assist them in their planning.

XIII FORMAT

The tournament format must provide each team with an equal opportunity to achieve success. Although each host is encouraged to use a standard format, they should not be tied down to this. Due to field availability and seating space at lunch, it may be necessary to modify the format. The Tournament Committee must approve changes.

- a. Tournament schedules will be distributed at least 1 month prior to the event.
- b. Four 3-team round-robin divisions are recommended.
- c. Guidelines for Division Alignment. The teams will be seeded into first-round divisions based on the previous year's performance, and then adjusted according to the following criteria:
 - i) The four championship semi-finalists from the previous year should be placed in different divisions wherever possible.
 - ii) Teams which were in the same first-round division the previous year should not meet again in the first-round division wherever possible.
 - iii) Teams from the same geographical area or local league should not meet in the first-round division wherever possible, and the set-up should ensure regional representation in each division wherever possible.
 - iv) The previous tournament record of teams returning to competition after sitting out a year will be considered when deciding their seeding position.
- d. Round robin play will be used to determine placings in the re-alignment divisions.
- e. The top seeded teams should be kept apart in scheduling re-alignment division play eg #1A(seed 1)vs #1D(seed 4); #1B(seed2) vs #1C(seed 3) in Cup semi-finals.
- f. A second round of competition will include multiple levels, usually 3 or 4. With 12 teams, the top group of four will compete for a cup, the middle group of four for a plate, and the lower group of four for a bowl. With 10 teams, the top group of four will compete for a cup and plate, the middle group of four for a bowl, and the lower group of two is involved in "friendly" matches. The total number of games should not exceed five over the three days, always respecting the total number of minutes played. (This past year girls teams played a 1vs2; 2vs1 and 3vs4; 4vs3 which meant six games for eight out of the ten teams. As long as seeding is done well, perhaps some of the cross-overs – at least the 3/4 4/3 could be eliminated.)
- g. The second round may include round robin competition **or** elimination play on each side.
- h. Teams from the same first-round division should not play each other until the championship game.
- i. Each team must play an equal number of games leading to the championship.

- j. The rest time between games will be as fair as possible for all teams.
- k. All teams must have a minimum of one game on the final day.

XIV TOURNAMENT BUDGET

- a. The following items will be included in the tournament entry fee:
 - i) Referees (certified)
 - ii) Touch Judges for championship finals (& semi-finals if possible)
 - iii) Qualified Medical and/or First Aid and/or Athletic Therapy personnel
 - iv) Lunches
 - v) Coaches' Meeting & Reception
 - vi) Awards (as indicated below)
 - vii) Equipment rental (e.g., portable toilets, goals, facilities, and equipment)
 - viii) Security

Note: Entry fees will not cover all of the above expenses. Host schools are expected to cover the difference. The host school will not incur cost for transportation to the event nor accommodation.

- b. The cost of the following optional features will be borne by the host school(s):
 - i) Program
 - ii) Banquet
 - iii) Coaches' gifts (e.g. mugs, umbrellas) and/or Coaches' dinner and/or evening hospitality
- c. The following costs will be borne by the participating schools.
 - i) Transportation (airports and rail stations). The host school(s) will assist with arrangements.
 - ii) T-shirts may be provided. Participating schools will order and pay for the number of T-shirts that they require.
- d. Event title sponsorship must be approved by CAIS. At this time, there are no official CAIS national sponsors.

XV AWARDS

- a. List of Awards (for both the boys and girls tournament)
 - i) One banner will be presented to the tournament champions.
 - ii) Permanent trophies will be presented to the division champions to hold for one year.
 - Cup Tournament Champions
 - Plate 2nd Division Champions (or equivalent)
 - Bowl 3rd Division Champions (or equivalent)
 - iii) "Keeper" trophies or plaques may also be presented for each of the awards indicated in XV ii)
 - iv) Gold medals with red ribbons will be awarded to the tournament champions.
 - v) Silver medals with red ribbons will be awarded to the tournament finalists.
 - vi) The banner, medals, and ribbons will feature the CAIS logo.
- b. The ribbons will include:
 - CAIS Invitational Senior (Boys or Girls) Rugby Tournament Champions 2007
 - CAIS Invitational Senior (Boys or Girls) Rugby Tournament Finalists 2007
- c. Other awards may be presented at the discretion of the permanent tournament committee and the host school. Changes to the wording on the above awards are subject to the approval of the CAIS Athletic Directors' Executive Committee.
- d. Example of required wording on awards:

CAIS
Senior (Boys' or Girls') Rugby Tournament
Champions
2007

Hosted by King's Edgehill School

- e. A formal awards presentation ceremony will take place at the conclusion of the final game.
- f. The CAIS athletic directors' executive committee will purchase the medals and banners, based on the needs expressed by the Permanent Tournament Committees of the various tournaments. One supplier will be selected to provide each type of award, and consistency from year to year. The cost of these awards will be borne by the host school.
- g. An all-star team from the participants will not be selected.

XVI RULES

- a. Any adopted rule changes will take effect the following year unless there are extenuating circumstances.
- b. Official Canadian Rugby Union (Under 19) rules will be in effect. Teams will be notified of any regional rules and these will be discussed at the coaches' meeting.
- c. The length of game periods will be 20-minute halves.
- d. A team will play a maximum of 90 minutes per day.
- e. Except in the championship final, each team is expected to provide one linesperson per game.
- f. Substitutions:
 - i) May be made at any stoppage in play.
 - ii) Once subbed for, a player may not return. (Exceptions: injury of front row player requires an experienced replacement; blood sub).
 - iii) A player who is bleeding may be substituted for and return when ready.
 - iv) At some junctures (i.e. penalties, or the last two minutes of a game), the referee may decide not to allow a substitution.
- g. In round-robin competition, a team will be awarded 3 points for a win and 1 point for a tie.
- h. In round robin competition, overtime periods are not played.
- i. In the event of a 2-way tie in the standings at the conclusion of round-robin competition, the team awarded the higher standing will be:
 - The team that won the game between the tied teams.
 - The team with the greater number of converted tries in the game involving the tied teams.
 - The team with the greater number of tries in the game involving the tied teams.
 - The team with the greater number of drop goals in the game involving the tied teams.
 - The team with the greater number of converted penalty kicks in the game involving the tied teams.
 - The team with the lower number of red cards in the game involving the tied teams.
 - The team with the lower number of yellow cards in the game involving the tied teams.
 - The team with the least points against in games involving the tied teams.
 - The team with the least points against in their division.
 - The team with the most points for in all round-robin games.
- j. In the event of a tie in the standings involving more than 2 teams at the conclusion of round robin competition, the team awarded the higher standing will be:
 - The team with the least points against in games involving the tied teams.
 - The team with the least points against in their division.
 - The team with the most points for in all round-robin games.
 Penalty kicks
- k. For elimination play-off games, overtime will be played if time permits (N.B. We must respect the 90-minutes of rugby per day) and ties will be broken as follows:
 1. Two full 5-minute overtime periods. If tie not broken...
 2. Three total penalty kicks from 22 m. line, 3 kickers. One from centre, then one from the left 15 metre marker, and one from the right 15 metre marker. Teams alternate kicks. If tie not broken...
 3. Sudden death kicks following the same order but with the kickers kicking from a different spot.
 Note: All kickers must have been on the field when the overtime expired. A coin toss will determine who kicks first.
- l. A player sent off with a Yellow Card for a "cooling-off" period to the "sin bin" will not be permitted to play for at least 5 minutes of game time. This player will stand at the opposing team's end line. He/she cannot be replaced and may return only when the referee signals to him/her. A second Yellow Card in the same game will result in the player's automatic ejection from the remainder of that game. If both Yellow Cards in the same game were for personal offences, the individual will also receive an automatic suspension from the team's next game. The referee must distinguish both on the field and on the scoresheet at the end of the game whether the Yellow Card(s) awarded were attributed for team offences (not retreating 10, sealing the ball, etc.) or for personal offences (rough play, etc.). A similar standard will be applied to individuals who receive two Yellow Cards for personal offences in different games. Although not necessarily ejected from any game, he/she will receive an automatic suspension from the team's next game for accumulating two Yellow Cards for personal offences. Referees, players, and coaches must clearly understand the nature of the Yellow Card infractions and their consequences.
- m. A Red Card or ejection from a game will result in an automatic suspension from the team's next game. The Discipline Committee will decide if any further action needs to be taken.
- n. Any suspension from the next game may be appealed to the Discipline Committee.

- o. Rule Clarification: In a ruck or a scrum, as soon as the player removing the ball places 2 hands on the ball, the ball is considered out.
- p. Rule Clarification: For line outs, pre-gripping is permitted.
- q. Scoresheets: Given... 1) the maximum game roster of 24 versus the total roster of 30, 2) the complicated nature of the tie-breaking scenarios, 3) the importance of having proper notice of disciplinary infractions re: cards, a standardized scoresheet needs used at this event to have consistency in all these areas.

XVII ADDITIONAL REQUIREMENTS

- a. Every participating school must attend the tournament coaches' meeting(s). The meeting will take place at the tournament hotel or the host school at 8:00 pm on the evening preceding the first day of competition.
- b. Each school must be represented at all formal functions organized by the host school.
- c. Every tournament participant must make every effort to attend the formal awards ceremony at the conclusion of the final games of the tournament.

XVIII STAFF SUPERVISION

Coaches and leaders should be qualified to the standards set at the provincial level and should be employees of the school. Where a coach is not a member of the school's staff, a school staff member must accompany the team and assume responsibility for the conduct of their students. At least one of the supervisors must be of the appropriate gender.

XIX HOTEL SUPERVISION GUIDELINES

- a. Each team should have two supervisors, at least one of which is of the appropriate gender.
- b. Teams must be supervised at all times in the hotel.
- c. Coaches of teams occupying the same floor of the hotel should exchange rooming lists.
- d. Curfew will be the same for all teams; (e.g. 10:59 PM for senior teams). Students will be in their own rooms without guests and not in the hallways. Coaches are encouraged to speak to any student who has not complied with the curfew.
- e. A major curfew violation must be reported to the respective coach and the permanent tournament committee immediately and the player(s) should be suspended from all play the following day. Issues that cannot be resolved will be referred to the tournament disciplinary committee.
- f. The host school(s) and the permanent tournament committee will work with hotel management to ensure that all participants understand and respect hotel standards.
- g. Hotels will be instructed to centralize room locations for each school to permit adequate supervision.
- h. Supervision Option: Hire a security person to patrol the areas occupied by your school.
- i. Unless there are space limitations, schools are strongly urged to stay in the designated tournament hotel. The host schools must arrange accommodation in hotels which provide quality accommodation at reasonable expense.
- j. If two hotels are used, they should be located close to one another.

APPENDIX I**LIST OF HOST SCHOOLS**

1996	Stanstead College
1997	Stanstead College
1998	Stanstead College
1999	Trinity College School
2000	Trinity College School
2001	Ridley College
2002	Ridley College
2003	King's-Edgehill School
2004	Appleby College
2005	Bishop's College School
2006	Ridley College
2007	King's Edgehill School

LIST OF PROPOSED FUTURE HOST SCHOOLS

2008	Trinity College School
2009	West/Quebec
2010	West/Quebec – Stanstead ?
2011	Appleby College (centennial year)
2012	
2013	