



**USA RUGBY**

**2015-2016 USA RUGBY  
COMPETITION MANAGEMENT HANDBOOK  
*Team Management Edition – Senior Clubs***

*Last Revised: 26 August 2015*

**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:

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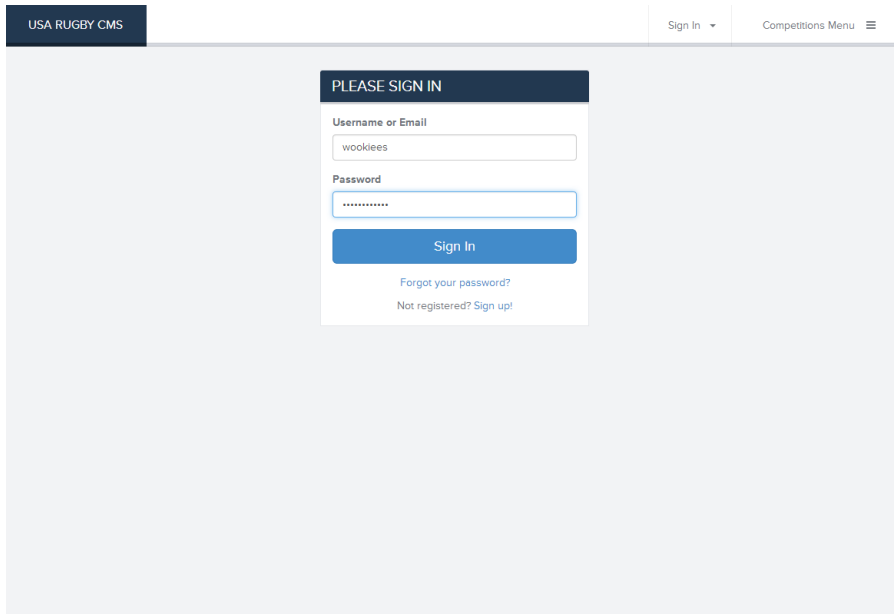
If you have any questions regarding use of the competition management system, please contact Erik Geib at USA Rugby by e-mailing [egeib@usarugby.org](mailto:egeib@usarugby.org) or calling 720-508-8009.

***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.



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

### Your Profile

ACCOUNT DETAILS	
Account ID	90611
Display Name	Wookiees Demo
Username	wookiees
Email	<input type="text" value="wookiees@usarugbystats.com"/>

MEMBERSHIP DETAILS	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Telephone Number	<input type="text"/>

CHANGE YOUR PASSWORD	
Password	<input type="password"/>
Password Verify	<input type="password"/>
<small>Leave fields blank to keep current password.</small>	

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, first name (of team contact), last name (of team contact), and telephone number (of team contact). There are also options to edit 'Personal Stats,' but these are account features more generally associated with the athletes on your team. Advanced updates to the CMS will enable you to edit these features for the players on your roster.

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, phone #) will be the items that USA Rugby uses to assist you should you call to ask about the system.

**Pro Tip:** If the system is saying your e-mail address is already being used, that's because it's associated with your individual player/coach/admin account that has been synced into the system from the USA Rugby Membership Database. **E-mail addresses should be unique to the team and not personal e-mail addresses.**

# TEAM SET-UP & EDITING

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	D 22 - 22	League
Aug 23rd	vs. Droids Rugby	D 5 - 5	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

Team	Record	Points
Sith Lords Rugby	2-0-0	8
Smugglers Rugby	1-0-1	7
Stormtroopers Rugby	1-0-0	5
<b>Wookiees Rugby</b>	<b>0-0-1</b>	<b>2</b>
Rebels Rugby	0-0-1	2
Droids Rugby	0-1-1	2

To edit your team display information and run a roster sync, click the 'Edit Team' button on your landing/team page.

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

**If your account manages more than one team, you will need to select which team you're editing from your landing page before arriving on the screen you see to your left (see 'Set-Up For Clubs With Multiple Sides, pg 6).**

Note: If your club has multiple sides, your login screen will look like this (pictured left). First select the team you'd like to edit.

Player	Membership Status
Bailey, Carlyse	Current
Bauder, Justine	Current
Breckenridge, Tamara	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
DAdamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Geib, Erik	Current

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. For more information on USA Rugby's team naming standards, please see page 19 of this document.

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



## TEAM SET-UP & EDITING (cont.)

The first time you login to your account, it is important that you sync your club's roster to the USA Rugby membership database. Subsequent synchronizations will occur nightly (after the first sync), but the account must be synced in order to populate your roster. If a player has registered within 24 hours of your match, you will also want to sync the roster to make that player appear in your management portal.

The screenshot shows the 'Team Management' interface for 'Wookiees Rugby'. The 'Run Roster Sync' button is circled in red. The page is divided into several sections: 'TEAM DETAILS', 'CONTACT INFORMATION', 'TEAM IMAGES', and 'TEAM MEMBERS'. The 'TEAM MEMBERS' section contains a table of players and their membership status.

Player	Membership Status
Bailey, Karlyse	Current
Bauder, Justine	Current
Breckenridge, Tamara	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
D'Adamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Geib, Erik	Current

To sync your club's roster, click 'Run Roster Sync' on the 'Edit Team' page. The initial sync may take up to 5 minutes to complete. If your roster sync fails to add players to your CMS roster, please contact USA Rugby.

## TEAM SET-UP: SET-UP FOR MULTIPLE SIDES

The screenshot shows the 'YOUR TEAMS' section of the USA Rugby CMS for user 'Luke Skywalker'. The 'Rebels Rugby' team is circled in red. The page also displays 'UPCOMING GAMES' and 'PAST GAMES'.

Date	Away	Result/Time	Home	Type
Aug 16th	Droids Rugby	0 - 0	Rebels Rugby	League
Aug 23rd	Smugglers Rugby	0 - 0	Rebels Rugby	League
Aug 23rd	Wookiees Rugby	13 - 5	Droids Rugby	League
Aug 26th	Wookiees Rugby	25 - 3	Rebels Rugby	League
Aug 30th	Droids Rugby	0 - 11	Smugglers Rugby	League
Sep 6th	Bounty Hunters Rugby	2:00 pm MDT	Rebels Rugby	League
Sep 6th	Stormtroopers Rugby	2:00 pm PDT	Droids Rugby	League
Sep 13th	Droids Rugby	2:00 pm EDT	Death Stars Rugby	League
Sep 13th	Rebels Rugby	0 - 0	Stormtroopers Rugby	League

Note that if your login covers multiple teams, you may set up each team account by clicking the appropriate team on your login screen.

# TEAM SET-UP: PLAYER SET-UP



**Wookiees Rugby** Atlanta, GA [Edit Team](#)

**PLAYERS**

Players	POS	PTS
Aigroup, BU Test	--	0
Aigroup, Sarah	--	0
Cavaller, Kellie	--	0
Clerk, Justin	--	0
Daly, David	--	0
Doyscher, Jenna	--	0
Gill, Laura	--	0
Gross, Luke	--	0
Kenton, Manuel	--	0
Langdon, Chese	--	0
McCann, David	--	0
Quick, Alee	--	0

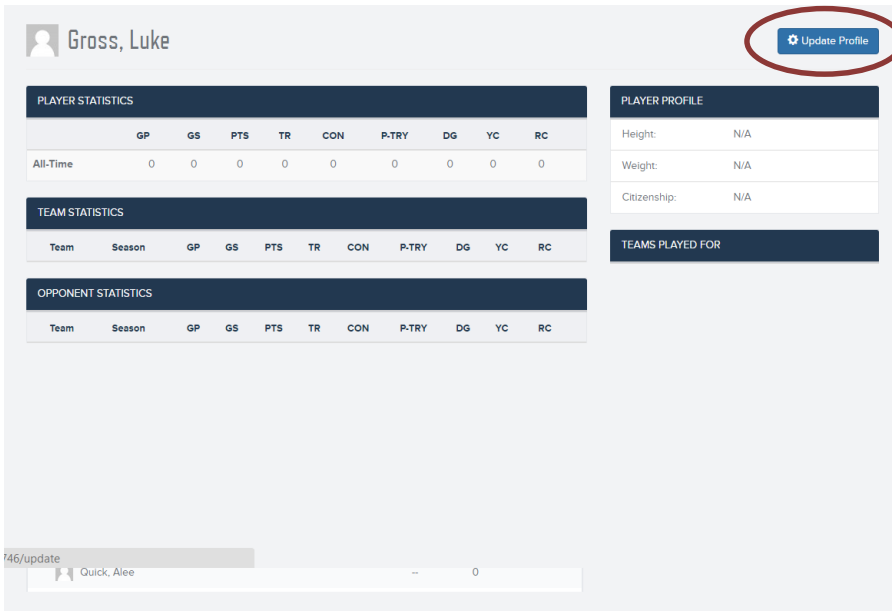
**STANDINGS** Full Standings

USA Rugby Demo Competition

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

Rebellious Division	R	PTS
Smugglers Rugby	2-1-1	12
Wookiees Rugby	1-0-1	6
Rebels Rugby	1-2-1	6
Stormtroopers Rugby	1-2-0	5

If you would like to update individual data about your team members, you may do so by selecting individual players on the 'Players' tab of your team's page.



**Gross, Luke** [Update Profile](#)

**PLAYER STATISTICS**

	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
All-Time	0	0	0	0	0	0	0	0	0

**TEAM STATISTICS**

Team	Season	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
------	--------	----	----	-----	----	-----	-------	----	----	----

**OPPONENT STATISTICS**

Team	Season	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
------	--------	----	----	-----	----	-----	-------	----	----	----

**PLAYER PROFILE**

Height: N/A  
Weight: N/A  
Citizenship: N/A

**TEAMS PLAYED FOR**

46/update

Quick, Alee	--	0
-------------	----	---

Only administrators can edit a player's eligibility status, but you may edit items such as player photo, height, weight, etc. Notably, future improvements to the system will work to incorporate these features into a more robust system.

It is expected that player profile images will display in a larger format by December 1, 2015.



## TEAM SET-UP: PLAYER SET-UP (CONT.)

**Gross, Luke**

### ACCOUNT DETAILS

Account ID: 113746  
Display Name: Gross, Luke  
Username: 2034705  
Email:

### CHANGE YOUR PASSWORD

Password:   
Password Verify:   
Leave fields blank to keep current password.

### MEMBERSHIP DETAILS

First Name: Luke  
Last Name: Gross  
Citizenship: Not Specified  
Telephone Number: 303-539-0300  
Profile Picture:  Gravatar  Custom Photo

### PERSONAL STATS

Height:  ft  in  
Weight:  lbs  oz   
Bench Press:  lbs   
Sprint Time:  sec

To upload a player's image, select 'Custom Photo' and then follow your browser's prompts to upload your file(s).

Similarly you may enter data such as height, weight, bench press, and/or sprint time. Some of this data will be seen by scouts (e.g. sprint time) in the future while other data will display publicly on your CMS roster (height, weight).

**Save Changes**

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Don't forget to save your data!





# ROSTER MANAGEMENT & MATCH DETAIL EDITING

If you haven't edited your user account and/or team information pages, please consult pages 3-6 of this document before beginning roster management.

Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	D 22 - 22	League
Aug 23rd	vs. Droids Rugby	D 5 - 5	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	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.

Update Match Details

Date: 2014-08-30

Time: 2:00 PM

Timezone: Mountain

Location: [Dropdown]

Location Details: Boulder, CO

Close Save changes

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.)

The screenshot shows the USA RUGBY CMS interface for a match between Rebels Rugby and Wookiees Rugby. The match details at the top include the date (2014-08-30), competition (USA Rugby Demo Competition), kickoff (2:00 PM), and location (Map). Below the match details, there is a 'Start it now' button and a 'ROSTERS' section. The 'ROSTERS' section has two columns: 'Rebels Rugby' and 'Wookiees Rugby'. The 'Wookiees Rugby' column has an 'Edit Roster' button circled in red.

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 Roster' button on the right side of the screen.

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 either run the 'roster sync' in your team profile (Section 2 of this document) or see the Pro Tip below.

**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.

The screenshot shows the USA RUGBY CMS interface for the same match. The 'ROSTERS' section is expanded, showing a table with columns for 'Rebels Rugby', 'Wookiees Rugby', and 'Player Name'. The 'Wookiees Rugby' column has a 'Save Changes' button circled in red.

Rebels Rugby	Wookiees Rugby	Player Name
Loose-Head Prop (F)	1	Bailey, Carlyse
Hooker (H)	2	Bauder, Justine
Tight-Head Prop (F)	3	Breckennridge, Tamara
Lock 1 (L)	4	Case, Ryan
Lock 2 (L)	5	Cornelius, William
Blind Side Flanker (F)	6	Cortez, Richard
Open Side Flanker (F)	7	Cox, Brendan
Number 8 (NB)	8	Cutrell, Nicholas
Scrum Half (SH)	9	DAdemio, Nick
Fly Half (FH)	10	Daly, David
Wing 1 (W)	11	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.

**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](http://usarugby.org) and/or seek an Eligibility Waiver. Please contact [eligibility@usarugby.org](mailto: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.), "4<sup>th</sup> 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 "4<sup>th</sup> referees." As such, you may wish to select a member of your club to serve in the role of a "4<sup>th</sup> 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 "4<sup>th</sup> 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.



Date	Opponent	Result/Time	Type
Aug 16th	vs. Smugglers Rugby	0-22 - 22	League
Aug 23rd	vs. Droids Rugby	0-0-0	League
Aug 30th	vs. Rebels Rugby	2:00 pm MDT	League
Sep 6th	vs. Sith Lords Rugby	2:00 pm EDT	League
Sep 13th	vs. Bounty Hunters Rugby	2:00 pm CDT	League
Sep 20th	vs. Stormtroopers Rugby	2:00 pm EDT	League

Team	Points
Sith Lords Rugby	2-0-0 8
Smugglers Rugby	1-0-1 7
Stormtroopers Rugby	1-0-0 5
Wookiees Rugby	0-0-1 2
Rebels Rugby	0-0-1 2
Droids Rugby	0-1-1 2

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.



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

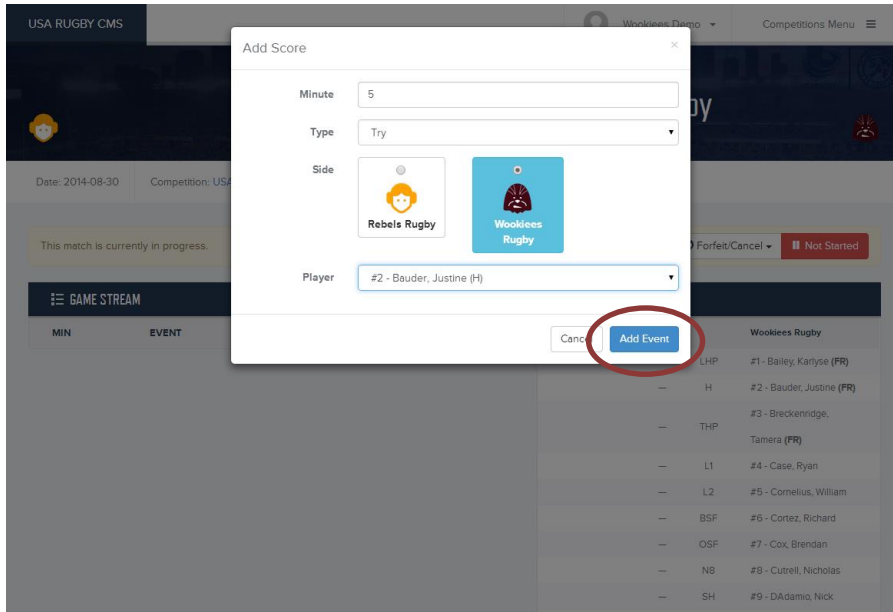
This match has not yet started [Start it now](#)

Rebels Rugby	Wookiees Rugby
LHP	#1 - Bailey, Karlise (FR)
H	#2 - Bauder, Justine (FR)
THP	#3 - Breckenridge, Tamara (FR)
L1	#4 - Case, Ryan
L2	#5 - Cornelius, William
BSF	#6 - Cortez, Richard
OSF	#7 - Cox, Brendan
NB	#8 - Cutrell, Nicholas
SH	#9 - D'Adamo, Nick
FH	#10 - Daly, David
WI	#11 - Emery, Shannon

To begin entering date for the match, click the 'Start it now' button. This notifies the system that the rosters are correct and the match results will thus be accurate.

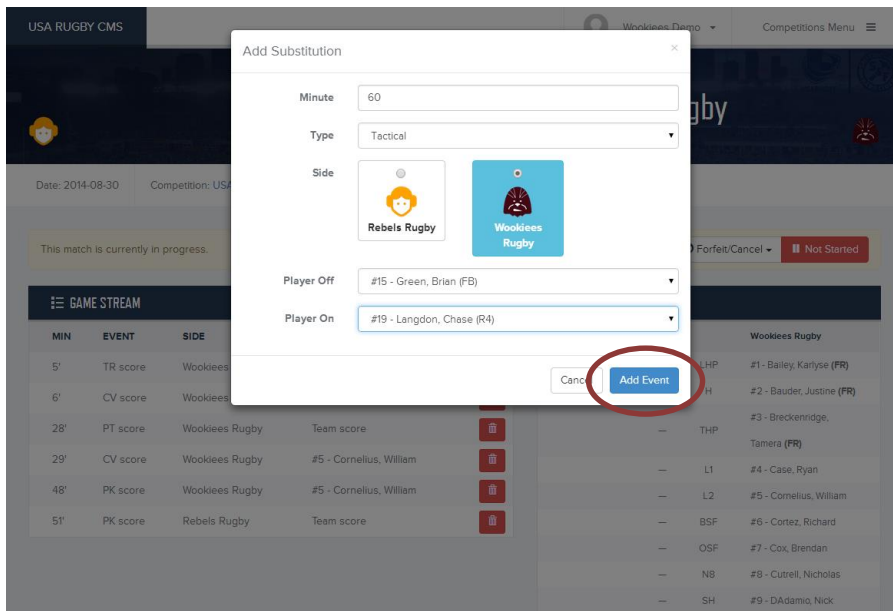
**Note:** It is advisable that you log in and check that rosters have been submitted for both teams at least one hour prior to kick off. If rosters are not entered at that time, it is critical that the Match Tracker(s) enter the rosters before attempting to use the online system.

## RESULTS MANAGEMENT (cont.)



To add a score, click the score button and type in the minute, the type, the team, and the player who scored. **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 the team itself (e.g. –Rebels Rugby--). Later, when you find out the identity of the scoring player, you can delete 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.



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.**

This data will now display in the 'Game Stream' section on the left side of the screen.

**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.)

USA RUGBY CMS

Wookiees Demo

Competitions Menu

Rebels Rugby 3 20 Wookiees Rugby

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

This match is currently in progress. Mark: **Completed** Forfeit/Cancel Not Started

GAME STREAM			
MIN	EVENT	SIDE	DETAILS
5'	TR score	Wookiees Rugby	#2 - Bauder, Justine
6'	CV score	Wookiees Rugby	#5 - Cornelius, William
12'	Y card	Wookiees Rugby	#8 - Cutrell, Nicholas
28'	PT score	Wookiees Rugby	Team score
29'	CV score	Wookiees Rugby	#5 - Cornelius, William
48'	PK score	Wookiees Rugby	#5 - Cornelius, William
51'	PK score	Rebels Rugby	Team score
60'	TC sub	Wookiees Rugby	Off: #15 - Green, Brian On: #19 - Langdon, Chase

ROSTERS			
Rebels Rugby		Wookiees Rugby	
---	LHP	#1 - Bailey, Carlyse (PR)	
---	H	#2 - Bauder, Justine (FR)	
---	THP	#3 - Breckenridge, Tamera (FR)	
---	L1	#4 - Case, Ryan	
---	L2	#5 - Cornelius, William	
---	BSF	#6 - Cornez, Richard	
---	OSF	#7 - Cox, Brendan	
---	NB	#8 - Cutrell, Nicholas	
---	SH	#9 - D'Adamo, Nick	

When a match is over and the data is verified as accurate, please turn the match to 'Completed.'

After you turn the match to 'Completed,' the status of the match will automatically update without the screen refreshing.

Before you change the status of your match 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.'

***If you need to make roster edits, or enter your roster after the match has started and been marked completed, select 'Not Started' on the screen. You can then edit your roster, start the match, and mark it as completed again when all data is complete.***

'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). 'Canceled' lets your supporters know that this match never took place due to weather, travel, etc. 'Started' is key to letting people know that the 0-0 scoreline is not because the match hasn't started – it's because there hasn't been a score yet. 'Completed' lets everyone know that the match is over and triggers the system to add your data to your league's standings. **DO NOT CLICK 'COMPLETED' UNTIL ALL MATCH DATA IS ENTERED.** If the final score is not accurate, clicking 'Completed' will enter inaccurate data into your competition's standings. Doing so may result in a fine from your local competition manager.

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 & FUTURE DEVELOPMENT

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	vs. Wookies	5 - 5	League
Aug 30th	@ Smugglers	2:00 pm PDT	League
Sep 6th	vs. Stormtroopers	2:00 pm PDT	League
Sep 13th	@ Death Stars	2:00 pm EDT	League
Sep 20th	vs. 5th 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	vs. Wookies	5 - 5	League
Aug 30th	@ Smugglers	2:00 pm PDT	League
Sep 6th	vs. 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

If you or your webmaster are unfamiliar with embed technology, please use this simple html code to drop CMS features into your website:

```
<iframe src="http://www.example.com/gallery/index.html" width=100% height="600"
frameborder="0" scrolling="no"></iframe>
```



## EXPANDED FEATURES & FUTURE DEVELOPMENT (cont.)

In using that code, please remember to change the URL (bold/red), width (bold/blue), and height (bold/green) to reflect the space available on your page(s). You should also remember to not have bold or colored text in your code (it is bolded and colored above to emphasize areas to change). Example: `<iframe src="http://192.155.94.102/standings?comp_id=178" width="705" height="850" frameborder="0" scrolling="no"></iframe>`


Team schedules may be uploaded using the following URL formula, with the '#' being the team number you see for your team on its team page (Example: team #42 is Boulder Rugby): <http://usarugbystats.com/embed/team/#/season/2015-2016/schedule> | [Example: Boulder \(#42\)](#)

Similarly, league standings and schedules may be embedded using the number in the URL from your standings link. A database of schedules and standings are located at [usarugby.org/club-competitions](http://usarugby.org/club-competitions). <http://usarugbystats.com/embed/competition/#/schedule> | [Example: Rocky Mountain Men's D2 \(#2\)](#)  
<http://usarugbystats.com/embed/competition/#/standings> | [Example: Rocky Mountain Men's D2 \(#2\)](#)

### Future Development

Individual stats are a large component of that development. As the system currently exists, data is being captured for individual players throughout all matches those players participate in. These statistics will continue to evolve in the way they're presented and compared, and teams/administrators will soon be able to upload player photos, eligibility/citizenship status, individual metrics (bench press, 40 time, etc.), among other abilities.

Additionally, USA Rugby will be seeking ways to upload videos, photos, and other features that enhance match presentation. If you would like to be a part of the development dialogue, please contact USA Rugby today.

 **Cornelius, William** Embed Update Profile

PLAYER STATISTICS										
	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC	
All-Time	8	7	20	2	2	2	0	0	0	
2014-2015	8	7	20	2	2	2	0	0	0	

TEAM STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Sith Lords Rugby	2	2	5	1	0	0	0	0	0
	Wookiees Rugby	1	1	10	0	2	2	0	0	0
	Bounty Hunters Rugby	0	0	0	0	0	0	0	0	0
	BLDR	5	4	5	1	0	0	0	0	0

OPPONENT STATISTICS										
Season	Team	GP	GS	PTS	TR	CON	P-TRY	DG	YC	RC
2014-2015	Cumulative	8	7	20	2	2	2	0	0	0
	Death Stars Rugby	1	1	0	0	0	0	0	0	0
	Bounty Hunters Rugby	1	1	5	1	0	0	0	0	0
	Rebels Rugby	1	1	10	0	2	2	0	0	0
	Stormtroopers Rugby	0	0	0	0	0	0	0	0	0

PLAYER PROFILE	
Height:	5' 10"
Weight:	180 lbs
Citizenship:	U.S. Citizen

TEAMS PLAYED FOR	
Boulder Rugby	
Bounty Hunters Rugby	
Sith Lords Rugby	
Wookiees Rugby	

Individual statistics as they currently exist. These statistics will become more robust as the system develops.





## FULL LIST OF EMBED-FRIENDLY URLS

Please note that changes are constantly occurring to the color, size, and format of embed-ready links. By Summer 2015, it is anticipated that USA Rugby will be able to provide all embeddable frames in differently-themed color formats. The frames will also link inside of each other, preventing any messy formatting errors or ugly frame views. In most cases, the URL is the same as the ones you see throughout the system, with 'embed/' typed between '.com' and the first folder ('/') separation.

USA Rugby is currently working on a plan to create code to present this data in table format that reads directly to your union/competition websites. You'll first see this in the forthcoming club-focused site. Please stay in contact with the Club Department for details.

### Team

Tabs: <http://usarugbystats.com/embed/team/#/season/2015-2016>

-# is the team number, which you can find in the URL of any team page

Schedule: <http://usarugbystats.com/embed/team/#/season/2015-2016/schedule/>

-# is the team number, which you can find in the URL of any team page

Players: <http://usarugbystats.com/embed/team/#/season/2015-2016/players/>

-# is the team number, which you can find in the URL of any team page

Standings: <http://usarugbystats.com/embed/team/#/season/2015-2016/standings>

-# is the team number, which you can find in the URL of any team page

### Competition

Tabs: <http://usarugbystats.com/embed/competition/#>

-# is the competition number, which you can find in the URL of any competition

Schedule: <http://usarugbystats.com/embed/competition/#/schedule>

-# is the competition number, which you can find in the URL of any competition

Standings: <http://usarugbystats.com/embed/competition/#/standings>

-# is the competition number, which you can find in the URL of any competition

### Match

Tabs: [http://usarugbystats.com/embed/competition/#/match/\\*\\*/](http://usarugbystats.com/embed/competition/#/match/**/)

-# is the competition number, which you can find in the URL of any competition

-\*\*\* is the match number, which you can find in the URL of any match

Stream: [http://usarugbystats.com/embed/competition/#/match/\\*\\*\\*/stream](http://usarugbystats.com/embed/competition/#/match/***/stream)

-# is the competition number, which you can find in the URL of any competition

-\*\*\* is the match number, which you can find in the URL of any match

Rosters: [http://usarugbystats.com/embed/competition/#/match/\\*\\*\\*/rosters](http://usarugbystats.com/embed/competition/#/match/***/rosters)

-# is the competition number, which you can find in the URL of any competition

-\*\*\* is the match number, which you can find in the URL of any match

### Player

<http://usarugbystats.com/embed/player/#>

-# is the player number, which you can find in the URL of any player

### Match 'Squares' (ESPN-style ticker)

Games: <http://usarugbystats.com/embed/squares/otf?matches=#,#,#,#,#,#,#,#,#,#,#,#,#,#,#,#>

-# is the match number, which you can find in the URL of any match



# COMPETITION RESOURCES CENTER

## *Forms & Documents*

USA Rugby Competition Manager/Administrator Handbook: [Club](#) | [College](#)  
Note: Requires having an administrator login to use

[USA Rugby Disciplinary Procedures](#)

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

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

[USA Rugby Team Information/Update Form](#)

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

## *2014-2015 Data*

Archived competition management system data (from the 2014-2015 competitive season) can be found within the USA Rugby Competition Management System ([usarugbystats.com](http://usarugbystats.com)). If you would like to embed data from previous seasons, please use the Full List of Embed-Friendly URLs and change the season from '2015-2016' to '2014-2015', where applicable.

## *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 Team' 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.

Player	Membership Status
Bailey, Carlyse	Current
Bauder, Justine	Current
Breckenridge, Tamera	Current
Case, Ryan	Current
Cornelius, William	Current
Cortez, Rich	Current
Cortez, Richard	Current
Cox, Brendan	Current
Cutrell, Nicholas	Current
DAdamo, Nick	Current
Daly, David	Current
Emery, Shannon	Current
Every, Richard	Current
Geib, Erik	Current

Cover images may be altered for presentation purposes, including branding of USA Rugby and/or USA Rugby's sponsors. If your team, competition, or union would like to sell this space for advertisement or sponsorship, please contact Erik Geib at USA Rugby ([egeib@usarugby.org](mailto:egeib@usarugby.org) | 720-508-8009).



## USA RUGBY CLUB NAMING STANDARDS & POLICIES

A common inquiry to USA Rugby is, “Why is my team named the way it is in your CMS / on your website / at your events?” The answer, quite simply, is that USA Rugby follows an adopted set of naming standards whenever possible.

When USA Rugby first began implementing competition management systems several years back, there were many stated preferences among teams as to how their identity would be displayed. Unfortunately, individual preferences often create confusing and non-uniform displays for those without knowledge of a team, area, or specific competition. As such, USA Rugby developed a set of standards for displaying team information in a (mostly) uniform manner. Notably, these display standards do not reflect any actual change to the name of your club, nor do they reflect a desire of USA Rugby or any other party to change the identity of your club. Quite simply, they are in place to provide a uniform way to display information for the casual observer.

**No acronyms.** Acronyms don’t convey much information to the uninformed, and several teams often try to use the same or similar acronyms (‘PAC,’ etc.). As such, USA Rugby breaks down acronyms to reflect the relevant information for observers, while removing unnecessary words such as ‘Club,’ ‘Rugby Club,’ or ‘Rugby Football Club’ whenever possible.\* For example, in the CMS, the Houston-based club commonly known as ‘HARC’ becomes ‘Houston Athletic’ (Houston Athletic Rugby Club).

**Names should have a geographic indicator and a nickname.** Club names are often long endeavors and some clubs want to have full representation of their name while others are satisfied with just a city, a nickname, or some combination therein. While the Denver Harlequins Rugby Football Club may have a preference to be known as ‘Denver,’ ‘Denver Harlequins RFC,’ or ‘Denver Harlequins Rugby Football Club,’ it is more presentable to display them as ‘Denver Harlequins.’

**‘Rugby’ as part of the name.** If a club does not have any sort of geographic indicator (example: Old Gaelic), USA Rugby defaults to calling the club by its name and the word ‘Rugby’ (e.g. Old Gaelic Rugby). Similarly, if a club is only known as a geographic location and the words ‘Rugby Football Club,’ ‘Rugby Club,’ etc., USA Rugby defaults to that geographic indicator and the word ‘Rugby’ (example: Boston Rugby).

### Examples:

**Metropolis RFC**, a Minnesota-based Division I team in the Midwest Conference, is known as ‘**Metropolis Rugby**’ in the CMS. The team is not known as Minnesota Metropolis (or similar), so Metropolis takes the place of the geographic indicator and ‘Rugby’ takes the place of the nickname.

**OMBAC**, a San Diego-based team in Southern California, is known as ‘**Old Mission Beach Athletic**’ in the CMS. The word ‘Club’ is unnecessary and makes the club name too long in the system. The word ‘Athletic’ takes the place of the nickname and ‘Old Mission Beach’ is the geographic indicator.

**Cleveland Eastern Suburbs RFC**, a Cleveland-based Division II team in the Midwest Conference, is known as ‘**Cleveland Eastern Suburbs**’ in the CMS. The ‘Eastern Suburbs’ bit suffices as a nickname.

**Dallas RFC**, a Dallas-based Division I team in the Red River Conference, is known as ‘**Dallas Rugby**’ in the CMS. Though the team is popularly nicknamed the Reds, Dallas has previously requested to go by ‘Dallas RFC,’ as it is the owner and original proprietor of the named association with Dallas. As USA Rugby does not use ‘RFC,’ it has entered ‘Rugby’ in its place.



# 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. Synced roster & updated team information, including media URLs and team location \_\_\_\_\_

## *Before every match...*

5. Logged in to usarugbystats.com and submitted roster electronically\* \_\_\_\_\_
6. Printed 3 copies of the match roster and/or created 3 copies of the match roster form \_\_\_\_\_
7. Printed 2-4 copies of the running score form & 1-2 copies of the player movement/sub form \_\_\_\_\_

## *After every match\*...*

8. Had match official(s) and opposition sign the rosters, running score, & player sub forms \_\_\_\_\_
9. Logged in to usarugbystats.com and verified final rosters are correct\*\* \_\_\_\_\_
10. Changed match status to 'Started' to enter match data\*\* \_\_\_\_\_
11. Entered scoring, substitution, and disciplinary information for the match\*\* \_\_\_\_\_
12. Verified that match data is complete for both teams before marking match as 'Completed' \_\_\_\_\_
13. Add your 'match signature' to verify that you have submitted the info. to be correct \_\_\_\_\_

\* Checklist items 9-12 may be completed during a match if one or both teams has designated a fourth official or Match Tracker to enter data live. Step 8 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**

# USA RUGBY PLAYER MOVEMENT/SUBSTITUTION FORM

**TEAM A:** \_\_\_\_\_

v

**TEAM B:** \_\_\_\_\_

PLAYER OFF	PLAYER ON	REASON	TIME

PLAYER OFF	PLAYER ON	REASON	TIME

**Reason Codes:**  
**RI** Replacement Injury  
**ST** Substitution Tactical  
**TRB** Blood and / or Open Wound  
**BPR** Player returns after blood

**SIN** Sin Bin  
**SBR** Player Returns  
**SO** Send Off  
**SBALT** Player off for a front row player during Sin Bin  
**SBALTR** Player Returns after front row Sin Bin

**Referee** \_\_\_\_\_

**TJ1** \_\_\_\_\_

**TJ2** \_\_\_\_\_

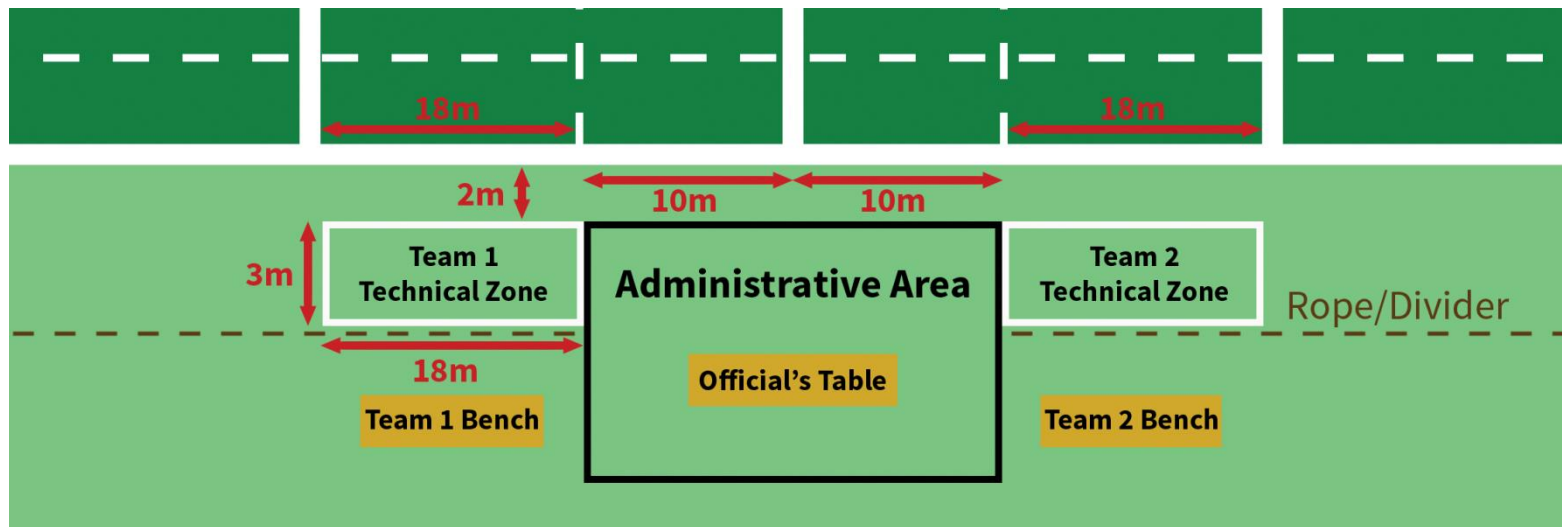
**4<sup>th</sup> Official** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# 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 IRB standard



