



# SOUTH AFRICAN RUGBY UNION ("SARU")

## Side-Line Management Protocol for Sevens

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# Side-Line Management Protocol for Sevens

## 1. Scope

- 1.1. Applies to all Members (including associated members) of the South African Rugby Union and their respective Referee Societies (including their associated members) serving as appointed Match Officials/Personnel administrating the Technical Zone in SA RUGBY (“SARU”) Sevens tournaments (includes but not limited to World Rugby and Rugby Africa hosted in South Africa).
- 1.2. In Seven tournaments administrated by World Rugby and Rugby Africa their Technical Zone protocol supersedes this protocol. Should a Technical Zone protocol not exist then this protocol will be applicable.

## 2. Purpose

The purpose of this protocol is to ensure consistency among its members in the administration of the Technical Zone for Sevens in South Africa, including the standardisation of its application.

**The Side-Line Management Protocol for Fifteens applies to the Sevens format, where applicable, subject to the variations mentioned in this document.**

## 3. Match Official Structure

The following match officials’ structure shall be used:

Officials Structure	Other Reference	Description	
Referee		Match Referee	Match Officials
AR 1		Assistant Referee 1	
AR 2		Assistant Referee 2	
AR 3		Reserve Referee	
AR 4		In-Goal Assistant Referee 4	
AR 5		In-Goal Assistant Referee 5	
AR 6	RC 1	Replacement Controller	
AR 7	RC 2	Replacement Controller	
TMO		Television Match Official	
TZM		Technical Zone Manager	Side-line Personnel
R		Recorder	
Time		Time Keeper	
SLM		Side-line Manager	

## **4. Technical Zone Protocol for Seven's**

### **4.1. Dimensions of the Technical Zone**

- 4.1.1. The Technical Zone must not exceed seven (7) metres in length and two and a half (2.5) metres in width.
- 4.1.2. Refer to [ANNEXURE "A"](#) for the recommended dimensions, layout, player and personnel placements for the Technical Zone area.

### **4.2. Personnel Permitted in the Technical Zone**

- 4.2.1. Each Team is allowed to have the following personnel in the Technical Zone during their Matches – total of nine (9):
  - 4.2.1.1. Head Coach
  - 4.2.1.2. Team Manager
  - 4.2.1.3. Physiotherapist (medically trained)
  - 4.2.1.4. An additional person who is either medically trained or a coaching member of the Team.
    - 4.2.1.4.1. The Tournament Director/Match Commissioner must receive prior notification of their role or responsibility in the team.
  - 4.2.1.5. Five Reserve Players

### **4.3. Water Carriers**

- 4.3.1. A maximum of three (3) personnel can enter the field of play for the purposes of carrying water, which is only permitted when play is stopped for an injury or when a try has been scored.
- 4.3.2. The Manager and Coach are not permitted to act as water carriers.

## **5. Side-Line Management**

### **5.1. Recorder(s)**

Records all match events (scoring and scorers, red/yellow cards, concussion Blue Cards where applicable, player replacement process, etc.) for statistical purposes and record keeping.

Liaises with the timekeeper in terms of times for the events.

## **6. Administration of the Technical Zone**

### **6.1. Side-Line Manager**

- 6.1.1. Ensures that no unauthorised team member, official or other personnel is in the side-line area.
- 6.1.2. Ensures that the Technical Zones are clearly marked and set out with appropriate number of seating for a maximum of nine (9) persons as per paragraph **4.2.1**.
- 6.1.3. Ensures that the Technical Zones have well stocked water coolers with water and isotonic drinks (where possible), rubbish bins, and that the side-line management is set up with a table and chairs together with sin bin chairs (two (2) or four (4) depending on space available).
- 6.1.4. Ensures that enough communication devices are available to Data Inputting personnel (results, etc.).
- 6.1.5. Ensures that there are enough Rugby Sevens replacement cards for both teams for all matches, Sevens match report forms, referee and assistant referee report forms, stopwatches and stationery.
  - 6.1.5.1. Each team receives 6 Replacement Cards per match.
- 6.1.6. Ensures that all Match Management personnel perform their responsibilities with appropriate authority and efficiency and that teams move quickly into and away from the Technical Zones between matches.
- 6.1.7. Ensures that the tunnel area is kept clear and assists the Host Broadcaster's Floor Manager to ensure that timings for all matches are strictly adhered to.
  - 6.1.7.1. Teams are in place at match kick-off time minus two minutes (-2).
- 6.1.8. Confirms that the Emergency Medical Services personnel are positioned on the side-line with clear sight of the Playing Enclosure and are not intruding on the Technical Zones or match management.
- 6.1.9. Ensures that Warm Up areas (if available behind the dead ball lines of the Playing Enclosure) are managed and kept clear to allow for easy flow of teams to and from the Warm Up area.
- 6.1.10. Reports to the Tournament Director/Match Commissioner on any breaches of protocol by teams or behaviour of teams that may bring the game into disrepute.
- 6.1.11. Oversees the Ball Retriever Team Manager and that the Ball Retrievers perform their duties efficiently.
- 6.1.12. Ensures that all sponsors branding boards and other commercial areas, where necessary, are kept clear of medical personnel, cameramen and photographers.

## 6.2. Technical Zone Manager

- 6.2.1. Should a Side-Line Manager not be appointed, their tasks mentioned above are added to the Technical Zone Manager tasks.
- 6.2.2. Ensures that the side-line area is kept clear and only appropriate personnel are in these areas.
- 6.2.3. Manages the Replacement Controllers at each of the Technical Zone areas.
- 6.2.4. Confirms that the Match Officials Communication System is operating clearly before the commencement of each match.
- 6.2.5. Ensures that the replacement information received from each Replacement Controller is clear and that there is no confusion over players' numbers coming onto and going off the field.
- 6.2.6. Communicates to the match Referee that a player is being replaced, receives acknowledgement from the Referee and sends the replacement player onto the Field of Play.
  - 6.2.6.1. Ensures that the on/off procedure for the players is as efficient as time and play will allow.
    - 6.2.6.1.1. Referees don't need to know the details unless they need to tell who the player is that needs to come off.
    - 6.2.6.1.2. Replacement at try time – referee only needs to know “replacement completed”
    - 6.2.6.1.3. A team may replace the same player more than once, provided that no more than five (5) replacements are made in total.
    - 6.2.6.1.4. At a penalty kick (PK) the non-offending team may ask for a replacement to take place and if they do, the opponents may also have replacements made.
      - 6.2.6.1.4.1. **The team penalised may not initiate the replacement process.**
- 6.2.7. Communicates to the match Referee when a sin-binned player needs to return to the Field of Play.
- 6.2.8. Ensures that the Replacement Controllers perform their responsibilities in a firm, authoritative manner without aggressive behaviour.
- 6.2.9. Ensures that the teams medically trained personnel operate from the Technical Zone.
  - 6.2.9.1. They can roam the touchlines and may be positioned alongside the playing area – one on the far side and one on the near side on the touchline. The two medically trained personnel may not be together on the same side of the touchline, when roaming.



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- 6.2.10. Manages and reports any breaches of protocol and/or any acts of misconduct to the Side-line Manager.
- 6.2.11. Ensures that the standby Referee remains within the side-line area (where applicable).
- 6.2.12. Monitors the Host Broadcaster's cameramen's positions within the side-line area.
- 6.2.13. Knows and understands the current laws regarding blood management and Head Injury Assessment (HIA) protocols.

### 6.3. Replacements Controller (AR 6&7)

- 6.3.1. Manages the Technical Zone, works closely with each Team management for efficient operation of replacements and liaises directly with the Technical Zone Manager.
- 6.3.2. Establishes positive relationships with the relevant team manager and/or the team management official administering the team's replacements during a match.
- 6.3.3. Manages the Technical Zone in a firm and non-confrontational manner.
- 6.3.4. Confirms that their Technical Zone has enough cold water in the cooler between each match.
- 6.3.5. Ensures that the Technical Zone is cleared of all rubbish prior to the arrival of each team.
- 6.3.6. Provides 6 Replacement Cards to the Team Manager immediately upon arrival at the Team's Technical Zone.
- 6.3.7. During a match, receives the completed Replacement Cards from the Team Manager, confirms if it has been fully completed, and whether the replacement is for blood, HIA, or if it is a tactical/injury replacement.
- 6.3.8. Takes the player who is going to enter the Field of Play to the Technical Zone Manager.
- 6.3.9. Ensures that there are three (3) Water Carrier Bibs in the Technical Zone prior to kick-off and retrieves these from the team before they leave the Technical Zone after the match.
  - 6.3.9.1. Water Carriers can be any member of the team personnel listed in **4.2.1** other than the Team Manager and Coach.
- 6.3.10. Ensures that Water Carriers remain in the Technical Zone except for when they are permitted on the Field of Play according to the laws.
- 6.3.11. Ensures that all Team Management, particularly the Team Coach, remain within the Technical Zone marked out area.
- 6.3.12. Reports any actions contrary to Law or any acts of misconduct in the Technical Zone protocol to the Technical Zone Manager and/or Side-line Manager.
- 6.3.13. Directs a suspended player, where applicable, to the Sin Bin Chair.
- 6.3.14. Advises the Technical Zone Manager that a suspended player is returning to the Field of Play.

## 6.4. Recorder(s)

*(Replacements and Scores)*

- 6.4.1. Ensures that copies of team lists are provided and received in good time prior to each match.
- 6.4.2. Maintains records of replacements and ensures compliance with the Laws.
- 6.4.3. Clearly relays players' on/off information to Data Inputting personnel/broadcasters by radio communication, if applicable.
- 6.4.4. Keeps a manual score of the match in a timeline format, recording scorers' numbers.
- 6.4.5. Collects and retains Referee and Assistant Referees report forms and ensures that these are completed following any sending-off or temporary suspension before the Referee and/or Assistant Referees leave the pitch.
  - 6.4.5.1. Ensure all judicial forms are collated and collected by the relevant people.
- 6.4.6. Files all records and passes these onto the Tournament Office.

## 6.5. Timekeepers

### 6.5.1. Side-Line Table:

*(Primarily for Sin-Bin timing and timing of HIA and blood-bins)*

- 6.5.1.1. Sin-Bin timing should commence *immediately* when the referee signals to re-start the match after a yellow card has been issued.
- 6.5.1.2. Keeps manual time of temporary suspensions (sin-bins) and ensures Replacement Controllers are alerted when 90 secs have elapsed to allow 30 secs for the match referee to be notified of the player's impending return.
- 6.5.1.3. Keeps time for HIA and blood bin players.
- 6.5.1.4. Keeps an air horn as a backup should the main stadium hooter malfunction.

### 6.5.2. Stadium:

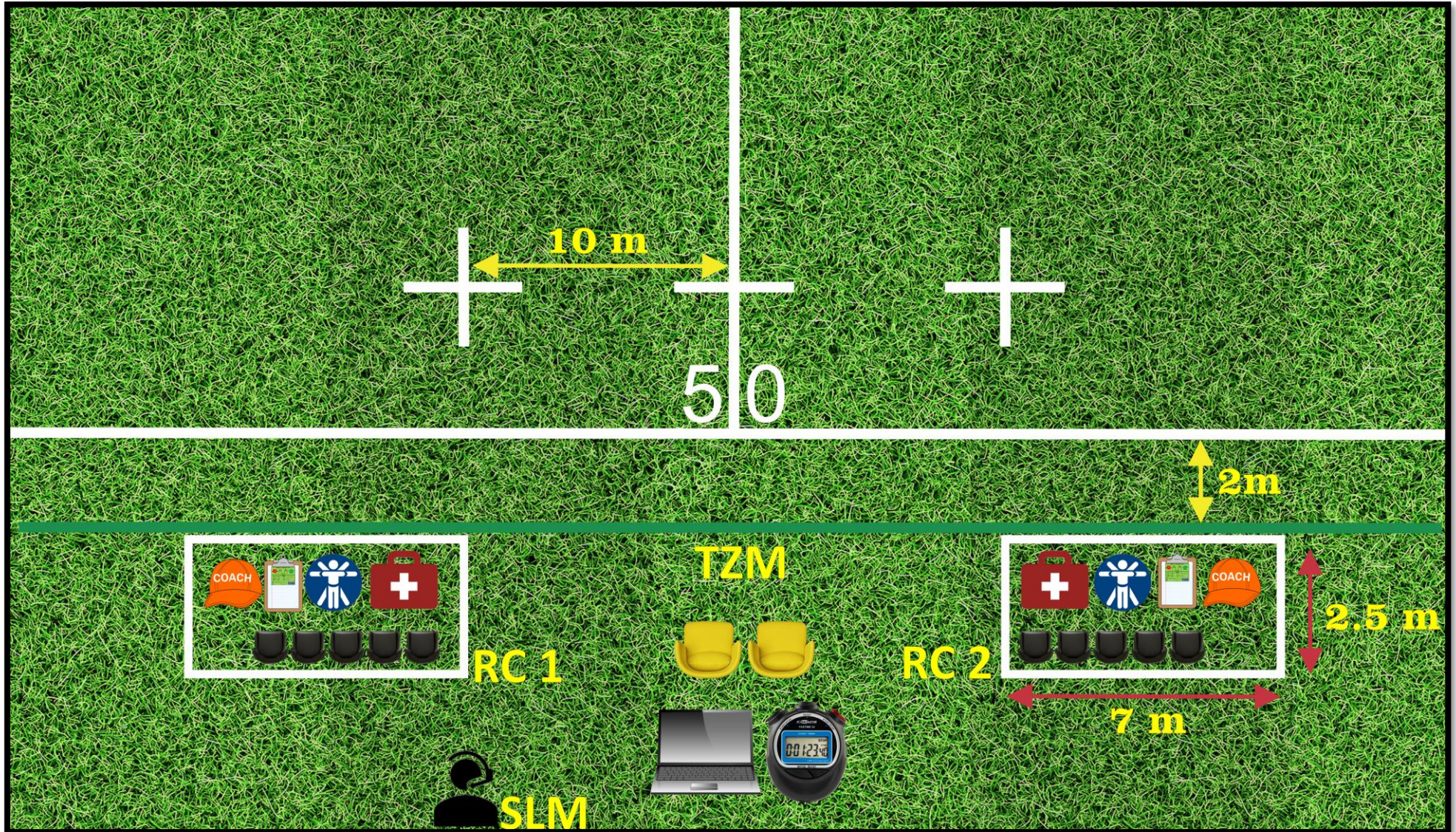
- 6.5.2.1. Keeps actual playing time throughout each half and halftime of each match.
  - 6.5.2.1.1. Playing time starts on the player kick at kick-offs and not on the whistle.
  - 6.5.2.1.2. A restart will occur if the team scoring a try within the last 30 seconds takes the kick with time remaining on the clock. The match will end at the next stoppage within Law.
    - 6.5.2.1.2.1. A time-off called for replacements purposes will not affect this.
- 6.5.2.2. Keeps two (2) minutes break time prior to commencement of Extra Time.
- 6.5.2.3. Sets Extra Time and monitors blocks of five (5) minutes until a score occurs within these extra time blocks when the match will be won – sudden death.
- 6.5.2.4. Communicates time with match referee if required.



## **7. Compliance**










- 7.1. All Persons, as defined by the Constitution of the South African Rugby Union, are bound by and must comply with the Side-Line Management Protocol for Sevens, where applicable.
- 7.2. The following immediate sanctions shall apply should any of the following persons display unacceptable behaviour, breaches the Technical Zone Protocol or brings the game into disrepute:
  - 7.2.1. **Medical trained personnel:** Loses their side-line roaming privileges and will be restricted to function from within the Technical Zone only.
    - 7.2.1.1. Should a player require medical attention for an injury sustained in the match, the medical trained personnel will be allowed to enter the playing area to treat the injured player.
    - 7.2.1.2. Any misconduct by medical trained personnel, where applicable, shall be reported to the Health Professions Council of South Africa (HPCSA).
  - 7.2.2. **Water carriers:** Loses their water carrier privileges and will be restricted to function as a replacement only or be removed from the playing enclosure, where no further participation will be allowed.
  - 7.2.3. **Team Management:** Will be removed from the playing enclosure and no further participation will be allowed.
- 7.3. Any person breaching the Technical Zone protocol as in **7.2** above shall be reported to the Tournament Director/Match Commissioner and Designated Disciplinary Official by the Match Referee and/or Technical Zone Manager.
- 7.4. The Match Commissioner and/or Designated Disciplinary Official shall investigate any complaints relating to the breach of the Technical Zone protocol.

# Annexure 'A'





**KEY:**

<p><b>RC 1</b></p>	<p><b>Replacement Controller</b></p>	<p><b>SLM</b></p>	<p><b>Side-Line Manager</b></p>		<p><b>Physio / Trainer / Medic</b></p>
<p><b>RC 2</b></p>	<p><b>Replacement Controller</b></p>	<p><b>TZM</b></p>	<p><b>Technical Zone Manager</b></p>		<p><b>Medically trained persons: Either a team doctor or physiotherapist</b></p>
	<p><b>Recorder</b></p>		<p><b>Coach</b></p>		<p><b>Replacements</b></p>
	<p><b>Time Keeper</b></p>		<p><b>Team Manager</b></p>		<p><b>Temporary Suspension chair</b></p>
	<p><b>Match Officials “Refs Comms” Personnel</b></p>				