



## SCYR TOURNAMENT SANCTION REQUIREMENTS & HOST CLUB DUTIES (As Of 091515)

### Overview

All tournaments held in Southern California that include a youth/HS bracket must apply for approval and sanctioning by SCYR **AND** USA Rugby. SCYR works closely with USAR to ensure that all tournaments hosted by SCYR clubs meet the sanctioning requirements for both organizations.

SCYR sanctioning ensures the tournament fits appropriately within the Annual Competitive Calendar and does not conflict with other tournaments (date & location), while USA Rugby sanctioning ensures that the host club's Certificate of Insurance (COI) is valid for the event. In order for an event to qualify for USA Rugby sanctioning, EVERY team participating in the tournament **MUST** be IN GOOD STANDING with USA Rugby, meaning:

1. Have paid its club dues (all SCYR member club dues have been paid)
2. Have a registered, certified and current Level 200 coach
3. Have minimum 7 or 15 players registered, depending on the competition

The steps listed below **MUST** be completed in order for a tournament to be sanctioned by SCYR and USA Rugby. Failure to follow these requirements will yield disciplinary action by SCYR and an invalid Certificate of Insurance from USA Rugby (and thus major liability risk for the host club)!

### SCYR Tournament Sanction Process & Host Club Duties

NOTE: Apply for SCYR sanctioning **before** USAR sanctioning!

1. The host club must fill out the current SCYR Tournament Host application at least 3 months before the tournament date:  
<https://docs.google.com/forms/d/1fypgx57aSLX9KYeRnfSrPf9fsmsXz0170bMW9QkLRQE/viewform?c=0&w=1>
2. SCYR will evaluate the tournament request and if approved, SCYR will inform the host club of approval, pending compliance with USAR sanctioning requirements.
3. The host club must then submit to USAR a Tournament Sanction Application (<http://usarugby.org/documentation/membership/event-sanction-application-2014-2015.pdf>) and a list of attending clubs ([sanctions@usarugby.org](mailto:sanctions@usarugby.org)). An expedite fee of \$50 will be assessed to late applications that do not meet the four week submission deadline. The host club must inform SCYR ([tournaments@socalyouthrugby.org](mailto:tournaments@socalyouthrugby.org)) when the USAR application has been filed.
4. The host team may then request a Certificate of Insurance (COI) from USAR:  
<http://usarugby.org/insurance/liability-insurance/certificate-of-insurance-request>
5. At least 30 days prior to the tournament, the host club must send a list of participating teams to USAR ([sanctions@usarugby.org](mailto:sanctions@usarugby.org)) and copy SCYR



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([tournaments@socalyouthrugby.org](mailto:tournaments@socalyouthrugby.org)). Be sure to identify the tournament using the original name and date to list participating teams by age grade and gender.

6. USAR will check the list of participating teams and confirm that all are current and in good standing. USAR will directly contact any teams that are out of compliance and inform them of what they need to do to become compliant. USAR will alert both SCYR and the host club of any teams that are not compliant.
7. As the tournament approaches (and the list of participating clubs inevitably changes), the host club **MUST** continue to update USAR of teams that have been added to (or deleted from) the list of teams participating in the tournament. USAR will continue to confirm team compliance and communicate accordingly.
8. The host club **MUST** submit the final list of participating teams to USAR by the Wednesday before the tournament.
9. Once all the attending teams are confirmed to be in compliance, USAR will issue to the host club (and copy SCYR) an official letter sanctioning the tournament and listing the approved participating teams – this unlocks the insurance coverage promised by the previously issued COI. **IF ANY TEAMS PARTICIPATE IN THE TOURNAMENT THAT WERE NOT ON THE LETTER, THE COI IS VOID AND WILL NOT COVER THE TOURNAMENT!**