



# Rugby Union 2015/16

League & Cup Rules and Regulations

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# CODE OF CONDUCT

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AoC Sport, its member colleges and other participants will encourage the development of high standards of performance and behaviour. Both staff and competitors should always seek to set a good example by the way in which they carry out their duties and responsibilities both on and off the field. AoC Sport may refuse the entry of any team that does not follow this charter.

## AoC SPORT

1. Will ensure that the rules are fair. They need to be thoroughly understood by competitors and officials, and properly enforced.
2. Will make every effort to ensure that the rules are applied consistently and with absolute impartiality.
3. Will make every effort to impress upon participants and officials the absolute need to maintain the highest standards of sporting behaviour in the organisation and the practice of their sport.

## STAFF/COACHES

1. Must ensure that all competitors satisfy the eligibility requirements of AoC Sport competitions and that they are registered before playing.

2. Insist that competitors understand and abide by the principles of good sporting behaviour.
3. Must not countenance the use of illegal or performance-enhancing drugs by competitors.
4. Must never employ methods or practices that might involve risks to long-term health or physical development of their students.
5. Must not attempt to manipulate the rules to the advantage of their competitors.
6. Must show respect to all officials and their decisions.
7. Will demonstrate proper professional behaviour at all times, providing a positive role model for the competitors. In particular foul, abusive or offensive language/actions must not be used in the presence of competitors.
8. Must not use social networking sites to make derogatory comments about any official, opponent or AoC Sport.
9. Must prioritise AoC Sport matches to ensure that they are played on the dates specified.

10. When playing as the home team, must communicate relevant information to the opponents at least seven days before the match.
  11. Must ensure the criteria of the competition are met in full.
  12. Must take the competition rules, a playing under protest form, evidence of eligibility and completed team sheet to every match.
  13. Must follow all administration requirements related to the collation of team sheets and the updating of results.
5. Must accept success and failure, victory and defeat with good grace and without excessive display of emotion.
  6. Must treat their opponents and team members with due respect and fairness at all times, which includes the use of social networking sites.
  7. Must respect everyone participating in AoC Sport competitions in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.

## COMPETITORS

1. Must abide by both the laws and the spirit of their sport.
2. Must accept the decisions of the umpires and referees without question or protestation.
3. Must not cheat and in particular must not possess, consume or supply illegal or performance-enhancing drugs.
4. Must exercise self-control at all times.

## SPECTATORS

1. Must support their team in a friendly, positive way, without abusing officials or other competitors, and without trying to influence the decisions of referees or organisers.

**It is recommended that a copy of the Rule Book of all sports be to hand, and that the member college/organisation be affiliated to the Governing Bodies of all the sports in which it is taking part.**

# PREMIER LEAGUE AND REGIONAL LEAGUES

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## 1. ELIGIBILITY

- 1.1 All participants in AoC Sport competitions must be recorded on the Individualised Learning Record (ILR) by the institution. They must be on the ILR as a continuing student at the time of the match. Students on the ILR who are registered as completed, withdrawn or transferred are not eligible to play.
- 1.2 All participants in a rugby union team must be on the ILR of the same institution unless written permission is received from AoC Sport.
- 1.3 It may be possible for a student to be on a funded study programme at more than one college. In such circumstances, the student will play for the college at which they study more guided learning hours at. If this college does not enter a team in the student's chosen sport, the college at which the student studies fewer hours must make a written request to the other college for the release of the student.
- 1.4 All participants must be under 19 and over 16 years of age at midnight on 31 August in the academic year of participation.

- 1.5 Any college submitting false information or playing an ineligible player(s) may forfeit the match, subject to the submission of a written explanation.

## 2. STAFFING

- 2.1 There must be a person in attendance at each game who is a qualified first aider.
- 2.2 Premier Only: College/team head coaches must be qualified at UKCC Rugby Union Level 3.
- 2.3 In other rugby union leagues the head coach must hold a current RFU coaching qualification.

## 3. COMPETITION SYSTEM

- 3.1 Premier Only: The competition will be organised and administered by AoC Sport through its subsidiary England Colleges RFU (ECRFU).
- 3.2 Rugby Union Leagues: The competition will be organised and administered by the Competition Administration Officer (Rugby).
- 3.3 Premier Only: The competition will be organised around a 'regional league' principle, although there will be some travelling outside of regions involved. AoC Sport will

designate colleges to each league according to the entries received and geographical location.

- 3.4 In all other rugby union leagues the Regional Operations Officers will designate colleges to each league according to the entries received and geographical location, the leagues to be approved at the Regional Operations Group meeting.
- 3.5 Dates of fixtures will be advertised to participating teams within two weeks of the leagues being determined by the Regional Operations Groups' via FixturesLive.
- 3.6 Matches will be played on the Wednesday afternoon designated by AoC Sport in the fixture list. Games will be scheduled between September and April.
- 3.7 Matches can be played on other days if both teams are in agreement.
- 3.8 Where a team is unable to complete a fixture on the designated date due to extenuating circumstances they must contact AoC Sport at least seven days in advance of the fixture to obtain permission to agree an alternative date with the opposition. The fixture must be rescheduled within seven days and the new date for the match posted on FixturesLive. Colleges

entering this competition must accept that completion of fixtures within this timescale must take priority over other competitions.

- 3.9 Where teams cannot mutually agree on a new date, the Competition Administration Officer (Rugby) may set a date that both colleges must abide by. Failure to re-play the game on the date specified will result in both teams facing a point penalty and/or fine.
- 3.10 A match may be cancelled for legitimate reasons only such as:-
- International call ups (two players).
  - Severe weather conditions.
  - Work experience (providing AoC Sport is notified by 30 September).

Non legitimate reasons are:-

- Lack of players due to injury, illness, holidays, etc.
- Clashes with non AoC Sport competitions.
- Other arrangements clashing with the structured season.

Please note the AoC Sport structured season with all dates for the year was available in May and by completing the online entry form institutions accepted the dates as a commitment.

- 3.11 Where a match is cancelled for not legitimate reasons after midday on the day before the match teams may apply for a walkover by using the form available in the resources section of the AoC Sport website.
- 3.12 Protests must be lodged and walkovers sought within seven days of the fixture. Walkovers will only be granted in exceptional circumstances and must be sent to [appeals@aoc.co.uk](mailto:appeals@aoc.co.uk) using the Stage 1 (S1) Walkovers, Protests and Appeals form. It is not acceptable for teams to merely enter a 30-0 score when an opponent has not fulfilled a fixture.
- 3.13 A score of 30-0 will be recorded in the event of a walkover.
- 3.14 Where a team offers three walkovers in a season all of their results will be removed, with any remaining fixtures being converted to friendlies.
- 3.15 If a fixture is agreed to be postponed by both parties then a walkover cannot be requested in the future if the fixture is not rescheduled and played by the end of the structured season.
- 3.16 No double headers are allowed in the Premier Leagues.
- 3.17 In other rugby competitions, teams wishing to play a double header must obtain permission through the AoC Sport national office and will only be granted in exceptional circumstances. If permission is granted then the result shall be awarded as follows: the first half will be classed as one match and the second half will be classed as a separate match.
- 3.18 If appropriate fixtures can be brought forward or reversed. Please note it is the home teams responsibility to update FixturesLive accordingly.
- 3.19 If you experience any issues with contacting the opposing team it is important that you raise this with AoC Sport immediately so appropriate action can be taken.
- 3.20 In league matches, points will be awarded as follows:
- Win = 3 points.
  - Draw = 1 point.
  - Loss = 0 points.
- 3.21 Where teams within the same league share the same number of points, the following criteria will be applied in order to determine the order:
- a) Points difference in League games.
  - b) Points scored in League games.
  - c) Total wins in League games.

- d) Head-to-head record of the teams involved in the tie based on total points in League games.
- e) Ranking based on points earned against top four group finishers.
- f) Lottery conducted by AoC Sport at the league office.

**3.22** Premier Only: On completion of regional league fixtures a series of play-off matches will be organised between the top colleges from each regional league to determine the national league champion. These fixtures will be scheduled by AoC Sport. Where teams within the same league share the same number of points, the criteria listed at 3.21 will be applied in order to determine who progresses to the 'play-offs'.

**3.23** In 2015-16 the top 2 teams in each of the three men's Premier League groups will qualify for the play offs together with the 2 best 3<sup>rd</sup> placed team based upon the average points difference per game using the total number of games possible in the league.

**3.24** Premier Only: Play-off quarter final and semi final matches that finish in a draw at full-time will be decided by the following:

- a) Most tries.
- b) Away team.

**3.25** In the final if scores are level after 40 minutes each way there

shall be an immediate period of extra time between the teams of 10 minutes each way.

If the scores are still tied after extra time then the winner will be the team which has scored the most tries in the game (including extra time).

**3.26** If scores are still equal then there will be a place kick competition to determine the winner

- Each team will nominate three players who are on the pitch at the end of extra time, designated kicker 1, kicker 2 and kicker 3. Each kicker will take two kicks apiece in the following order:
  - Kicker 1 from each team will take a kick from in front of the posts on the 22m line.
  - Kicker 2 from each team will take a kick 15m in from the right touch line on the 22m line.
  - Kicker 3 from each team will take a kick 15m in from the left touch line on the 22m line.
  - Kicker 1 from each team will take a kick from in front of the posts on the 40m line.
  - Kicker 2 from each team will take a kick 15m in from the right touch line on the 40m line.
  - Kicker 3 from each team will take a kick 15m in from the left touch line on the 40m line.
  - If still tied there will be a "sudden death competition"

from in front of the posts on the 40m line.

3.27 Premier Only: If the league schedule has not been completed by the deadline set by AoC Sport, colleges will be selected for the play off stage on the basis of the number of points achieved by that date.

3.28 Rugby Union leagues: If for any reason the league schedule has not been completed by the end of the season all outstanding results will be 0-0 with no league points being given to either team. Failure to complete the matches may result in a £100 fine.

3.29 If appropriate then fixtures can be brought forward or reversed. Please note it is the home teams responsibility to update FixturesLive accordingly.

3.30 Rugby Union leagues: If there is a 50 point difference in the match points then the game will be concluded and the result as it stands will be the end result.

#### 4. **PLAYER REGISTRATION**

4.1 All players from each college must be registered with AoC Sport before they are eligible to play. Details of all players to be used (i.e. full names, gender and DOB) should be completed online using the FixturesLive programme.

4.2 In the interests of increasing participation and preventing late cancellations, additional players can be brought into teams in the regional rugby union league at late notice providing:-

- They comply with rules 1.1 and 1.3.
- They are included on the team sheet.
- The opposition coach is notified.
- They are registered on FixturesLive within 48 hours of the match.

4.3 Coaches must be able to provide photo ID of their players if challenged about the eligibility of a player. This can be done by **either** using the management information system to produce the names, photographs and dates of birth of all players **or** insisting that players carry with them their valid student ID card.

4.4 A team/squad sheet should be exchanged at least 30 minutes before the start of the match in the presence of the referee. Copies of the team/squad sheets are available in the resources section of the AoC Sport website.

- Premier Only: Both teams must send the fully completed team sheet of their opponent to the Competition Administration Officer (Rugby) within two days of the

completion of each fixture. Where a game is played on a Wednesday the team sheet should be received by 5pm on the Friday. The away team manager should complete the quality standard questions before submitting the team sheet.

- Rugby Union Leagues: Each team must retain their opponent's team sheet until the end of the season in the event of AoC Sport requiring the information for any investigation.

- 4.5 All players must be listed on the match report form according to their playing position.
- 4.6 Teams may nominate seven substitutes/replacements which must include a hooker, tight-head prop and loose-head prop. A player other than a nominated front row player can play in the front row player if all replacements have been used, but only when uncontested scrums are being used. The referee must be informed of the names of the replacement players before the start of the game.
- 4.7 Any college submitting false information or playing an ineligible player(s) may be withdrawn from that competition, subject to the submission of a written explanation of their action. They may also risk the

imposition of additional sanctions, fines or other penalties.

- 4.8 No player may play for two colleges during the same season, unless written permission has been granted by AoC Sport in exceptional circumstances.
- 4.9 AoC Sport staff have the right to attend any fixture and request to see a player's student ID with or without prior notice. Failure to provide the relevant information upon request will result in further action being taken.
- 4.10 In the interests of player development movement between teams is permitted as long as they are registered in accordance with rule 4.1. However, in the spirit of the game, no more than three players listed on the team sheet of a Premier League match may play in the next Rugby Union League match and only with the permission of AoC Sport. These players must be identified on the team sheet. Failure to follow this ruling will result in the match being awarded to the other team. Colleges who continue to play premier players in the lower level leagues after receiving a warning will be removed from the competition and may be subject to a £100 fine.

## 5. CONDITIONS OF PLAY AND FIXTURE OBLIGATIONS

- 5.1 Match arrangements and directions must be confirmed by the home college at least seven days in advance of the designated match date. Start times are negotiable to accommodate the travelling of visiting teams. AoC Sport **must** be informed immediately of any agreed changes to a match date made only as a result of unforeseen circumstances.
- 5.2 Current Rugby Union Under 19 rules as laid down by the RFU.
- 5.3 All matches should be played on grass pitches to IRB specifications and all lines should be clearly marked. The pitch should be well maintained and the grass regularly mown to an acceptable length.
- 5.4 Duration – all matches will be played in accordance with the IRB rules of the game and shall be for a maximum of 70 minutes (i.e. 35 minutes each way). There should be a half time interval of a minimum of five minutes. Where a match is abandoned with 10 minutes or less of playing time remaining, the score at the time of abandonment will constitute a match result.
- 5.5 Match balls – two suitable match balls to ensure continuous play

will be provided for the referee's inspection prior to each match.

- 5.6 Team colours – in the event of a colour clash the away team will change to colours that provide a satisfactory contrast. Shirts may bear a sponsor's name and must be clearly numbered.
- 5.7 Refreshments:-
- Premier Only: Refreshments – the home college shall provide hospitality and refreshments which will replenish energy levels for their visitors following each game before they embark upon their journey home. This can be negotiated where colleges have a travelling distance to the fixture of under one hour.
  - Rugby Union Leagues: Refreshments – Where the away team travel for more than 90 minutes the home college shall provide suitable hospitality and refreshments which will replenish energy levels for their visitors following each game before they embark upon their journey home. If less than 1½ hours travelling is involved refreshments are at the discretion of the home college.
- 5.8 Results **must** be entered directly onto FixturesLive **within 48 hours** of game conclusion.

5.9 If no result is entered for a due fixture the following communication will be sent from AoC Sport to the home team and cc'd to the away team.

- At the beginning of every month an email reminder will be sent to all teams that have results outstanding requesting that the result be entered immediately or a new date to be agreed if the match has not been played.
- Thirty days later where the result of the match or new date has not been added to FixturesLive the away team will be awarded the match with a score of 30-0.

5.10 Premier Only: Failure to complete the group fixture programme by 13 March 2014 will result in a £100 fine.

5.11 A no-show occurs when a team wilfully does not show up at a game and there has been no league approved written agreement for a change to the scheduled game. Penalties for no-shows are as follows:

- A forfeit to the opposing team and 1 point is deducted from the league total.
- A forfeit will result in a 30-0 win to the team not at fault.
- The team that is guilty of a 'no show' is precluded from participating in any 'play off

opportunity should they qualify. If this is the case the next nearest team in terms of league standing will automatically qualify for this privilege.

- The club will be docked 3 points per infraction and will be automatically relegated for a second no-show in the season.

5.12 A team unable to attend a scheduled game because of an accident, weather, or Act of God should immediately notify the opponent and the league office. Each situation will be reviewed by AoC Sport which shall render a decision that may be appealed through the system laid out in rule 10.

5.13 Premier Only: No double headers are allowed in the premier rugby leagues.

## 6. MATCH OFFICIALS

6.1 Match officials – the home college should arrange for a neutral referee and where possible two qualified touch judges to officiate at each match. Their match fees will be paid by the home college.

## 7. TROPHIES

7.1 Premier Only: League winners will play a series of play-off matches

before a final is staged on a neutral venue where the winners will be presented with the NCRUL Champions Cup to be retained for one season.

7.2 Premier Only: Colleges winning the NCRUL Champions Cup are responsible for the cost of engraving.

7.3 Rugby Union Leagues: The winners of each regional league will be presented with a cup for permanent retention.

## 8. MISCONDUCT

8.1 Any person with a connection to the college (e.g. staff, student, parent etc) guilty of misconduct could cause the team/college to be withdrawn from further involvement in the competition and/or the imposition of a fine or other sanction.

8.2 Colleges are responsible for the behaviour of players and officials.

8.3 Any matters of misconduct recorded by the match officials should be sent to and will be dealt with by AoC Sport.

8.4 AoC Sport cannot intervene in any matters of misconduct that are being investigated by the RFU or the Police.

## 9. SANCTIONS AND PENALTY FINES

9.1 Colleges failing to comply with the rules of the competition or found to be guilty of misconduct may be subject to one or more of the following: the imposition of significant fines and costs, point deduction, and/or in certain circumstances, exclusion from the league.

9.2 Premier Only: Member colleges will be monitored through match reports and unannounced visits to ensure the quality standards are met.

9.3 Any college accumulating fines to the value of £200 during the course of the season will have 2 league points deducted and the college concerned may be subject to the imposition of further sanctions described.

9.4 Premier Only: In the event that a college withdraws from the league without finishing its scheduled games, it shall forfeit its entrance fee, all results will be expunged and the college may be fined £100.

9.5 At the discretion of AoC Sport, colleges that have maintained a previously exemplary record of compliance may be given a suspended fine throughout the course of the season for a first offence (this only relates to penalty fines and not points deductions). This suspended fine will be payable in full where another offence is committed.

<b>Offence</b>	<b>Fine</b>	<b>Points deduction</b>
Failure to provide adequately qualified match officials	£50	Up to 3 points
Failure to meet a fixture obligation on the appointed (or agreed) date	£100	Up to 3 points
Failure to complete fixture programme (in agreed timescale)	£100	N/A
Failure to record match results and return team sheets to the competition administrator within three days	£50	N/A
Failure to register players before they play	£50	N/A
Failure to control players and/or coaching staff		As per disciplinary procedures

## **10. WALKOVERS, PROTESTS AND APPEALS AND DISPUTES**

10.1 See page 24.

# RUGBY UNION PREMIER AND KNOCKOUT CUP RULES

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## 1. ELIGIBILITY

- 1.1 All participants in AoC Sport competitions must be recorded on the Individualised Learning Record (ILR) by the institution. They must be on the ILR as a continuing student at the time of the match. Students on the ILR who are registered as completed, withdrawn or transferred are not eligible to play.
- 1.2 All participants in a hockey team must be on the ILR of the same institution unless written permission is received from AoC Sport.
- 1.3 It may be possible for a student to be on a funded study programme at more than one college. In such circumstances, the student will play for the college at which they study more guided learning hours at. If this college does not enter a team in the student's chosen sport, the college at which the student studies fewer hours must make a written request to the other college for the release of the student.
- 1.4 All participants in the Premier and Knockout Cup competitions must be under 19 and over 16 years of age at midnight on 31 August in

the academic year of participation.

- 1.5 Any college submitting false information or playing an ineligible player(s) may forfeit the match, subject to the submission of a written explanation.

## 2. STAFFING

- 2.1 College/Team coaches must hold a current RFU coaching qualification.
- 2.2 There must be a person in attendance at each game who is a qualified first aider.

## 3. COMPETITION SYSTEM

- 3.1 The competition will be administered by AoC Sport.
- 3.2 Entry to the competition must be received by AoC Sport before the deadline stated on the online entry system.
- 3.3 Premier League teams cannot enter the Knockout Cup.
- 3.4 The competition will be in two sections where applicable:
  - Area qualifying competition.

- National play-offs between areas.

- 3.5 All games to be played on a one-off knockout basis with no replays.
- 3.6 The cup is run as a 15-a-side competition for men and a 7-a-side competition for women.
- 3.7 Each men's match may have 22 named players with only 15 on the pitch at any one time. Each women's match may have 12 named players with only 7 on the pitch at any one time.
- 3.8 Matches will be played using current Rugby Union Under 19 rules as laid down by RFU.
- 3.9 A draw (officially witnessed) will be made by the Competition Administration Officer (Rugby). The completion dates for fixtures will be circulated with the draw at the start of the competition and available on the AoC Sport structured season. Fixtures are to be played on a Wednesday afternoon or a mutually agreeable date either before or on the fixture completion for each round date stated on the website and structured season. Failure to comply with these dates will result in the toss of the coin deciding who passes through or both teams being ejected.
- 3.10 Where matches are cancelled due to weather they must be played

on the following term time Wednesday.

- 3.11 The draws shall be circulated and all games are to be played at the ground of the first named team (unless agreed otherwise by both teams).
- 3.12 First and second round losers in the men's knockout cup will enter the plate.

#### **4. PLAYER REGISTRATION**

- 4.1 All players from each college must be registered with AoC Sport before they are eligible to play. Details of all players to be used (i.e. full names, gender and DOB) should be completed online using the FixturesLive system.
- 4.2 Players who have played in the Premier Cup or the Premier League cannot play in the Knockout Cup. Failure to follow this ruling will result in the match being awarded to the other team.
- 4.3 Men's Teams may nominate seven substitutes/replacements which must include a hooker, tight-head prop and loose-head prop. A player other than a nominated front row player can play in the front row player if all replacements have been used, but only when uncontested scrums are being used. The referee must be informed of the names of the

replacement players before the start of the game.

4.4 Women's teams may nominate five substitutes and it is recommended that at least one is a recognised front row player. Uncontested scrums should be used if a team cannot field three recognised front row players.

4.5 Where colleges have more than one team in a competition a player is 'cup tied' once they have played for one team and cannot then play for the other team.

4.6 In the interests of increasing participation and preventing late cancellations, additional players can be brought into teams in the Knockout Cup and at late notice providing:-

- They comply with rules 1.1 and 1.3
- They are included and identified on the team sheet.
- The opposition coach is notified prior to the match.
- They are registered on FixturesLive within 48 hours of the match.

4.7 Coaches must be able to provide photo ID of their players if challenged about the eligibility of a player. This can be done by **either** using the management information system to produce the names, photographs and dates of birth of all players **or**

insisting that players carry with them their valid student ID card.

4.8 Any team found to have submitted false information or played an ineligible player(s) will forfeit the match.

4.9 The team sheet must be exchanged in the presence of the referee 30 minutes prior to kick off.

- Premier Cup: Both teams must send the fully completed team sheet of their opponents to the Competition Administration Officer within two days of the completion of each fixture. Where a game is played on a Wednesday the team sheet should be received by 5pm on the Friday.
- Knockout Cup: Each team must retain their opponent's team sheet until the end of the season in the event of AoC Sport requiring the information for any investigation.

4.10 AoC Sport staff have the right to attend any fixture and request to see a player's student ID with or without prior notice. Failure to provide the relevant information upon request will result in further action being taken.

## 5. CONDITIONS OF PLAY AND FIXTURE OBLIGATION

- 5.1 The home college should provide necessary information, i.e. kick-off time, colours, map etc, for the travelling team at least seven days before the fixture date.
- 5.2 Each match shall be played according to the rules of the game and shall be for a maximum of 70 minutes (35 minutes each way) for men's fixtures and a maximum of 20 minutes (10 minutes each way for women's). If a match is abandoned during play with less than 10 minutes of play remaining, then the team leading at the time of the abandonment shall be declared the winner, unless mutually agreed otherwise.
- 5.3 In the event of tied score at full-time in matches up to the semi final, the team with the most tries scored shall be the winner. If the teams have scored an equal number of tries, then the away team shall be declared the winner. Extra time shall not be played
- 5.4 In the final if scores are level after 40 minutes each way there shall be an immediate period of extra time between the teams of 10 minutes each way. If the scores are still tied after extra time then the winner will be the team which has scored the

mosttries in the game (including extra time).

- 5.5 If scores are still equal then there will be a place kick competition to determine the winner
- Each team will nominate three players who are on the pitch at the end of extra time, designated kicker 1, kicker 2 and kicker 3. Each kicker will take two kicks apiece in the following order:
    - Kicker 1 from each team will take a kick from in front of the posts on the 22m line.
    - Kicker 2 from each team will take a kick 15m in from the right touch line on the 22m line.
    - Kicker 3 from each team will take a kick 15m in from the left touch line on the 22m line.
    - Kicker 1 from each team will take a kick from in front of the posts on the 40m line.
    - Kicker 2 from each team will take a kick 15m in from the right touch line on the 40m line.
    - Kicker 3 from each team will take a kick 15m in from the left touch line on the 40m line.
    - If still tied there will be a "sudden death competition" from in front of the posts on the 40m line.
- 5.6 Match balls: two suitable match balls to ensure continuous play

must be provided by the home team.

5.7 Team colours/bibs: in the event of a colour clash the away team will change to colours which provide a satisfactory contrast.

5.8 Refreshments: the home college shall provide suitable hospitality and refreshments which will replenish energy levels for their visitors following each game before they embark upon their journey home. If less than 1½ hours of travelling is involved, refreshments are at the discretion of the home college.

5.9 Results to be inputted by the home team's Club Administrator within 48 hours of the match.

5.10 Failure to enter the result or inform AoC Sport of postponement before the Friday after the fixture is due to take place will result in a draw as to which team will progress through to the next round.

5.11 In cup competitions any walkover requests or protests must be completed on form S1 within 24 hours, sent to [appeals@aoc.co.uk](mailto:appeals@aoc.co.uk) and be accompanied by the team sheet.

## 6. MATCH OFFICIALS

6.1 The match officials shall be organised by the home college and shall be neutral. Any problems should be notified to the away college before they travel.

## 7. TROPHIES

7.1 The winning team will receive a trophy to retain for 12 months. It is the winner's responsibility to return this trophy to the organiser for presentation the following year.

7.2 There will be medals for the players of both teams playing in the final.

7.3 Colleges that win the national cup are responsible for the cost of engraving.

## 8. MISCONDUCT

8.1 It is a condition of entry that teams shall adhere to the AoC Sport Code of Conduct.

8.2 Players, coaches and managers of all competing teams shall behave in a manner that is not likely to bring the game of rugby into disrepute.

8.3 AoC Sport shall have the power to take appropriate action against any affiliated college, player, coach or manager within its jurisdiction.

8.4 Suspensions shall be valid throughout all AoC Sport competitions.

8.5 Any player, coach or manager expelled or disqualified at any stage of the competition shall be automatically suspended for the next match in any of the competitions and the matter shall be referred to AoC Sport.

8.6 Each college that enters the competition is also responsible for the behaviour of its spectators.

## **9. SANCTIONS AND PENALTY FINES**

9.1 Colleges failing to comply with the rules of the competition will be removed from the competition.

## **10. WALKOVERS, PROTESTS AND APPEALS**

10.1 See page 24.

# TERMS AND CONDITIONS OF AoC SPORT COMPETITIONS

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1. League and Cup entries should be submitted using the online system by Friday 29 May 2015 to enable leagues to be prepared in June. Entries will be accepted until 18 September though we cannot guarantee a place in the preferred league.
2. By entering AoC Sport leagues and cups you are agreeing and committing to play on the dates specified. Failure to do so may result in the match being forfeited.
3. AoC Sport, in consultation with the Regional Operations Group, reserves the right to decline entry to competitions if they are already full or if there has been a breach of the code of conduct in the preceding season.
4. Communication will be made via the Competition Lead or sport specific contact of each college as appropriate. Our website will be regularly updated with information, contact details and fixtures. ([www.aocsport.co.uk](http://www.aocsport.co.uk)).
5. Each college must have a Competition Lead that is responsible for keeping the AoC Sport, Full Time and FixturesLive league management information up to date. They are also responsible for handling the following responsibilities: scheduling, referee payments, game planning, travel coordination, handling information and liaising with AoC Sport.
6. All Competition Leads must have an email address and a telephone number which is connected to a switchboard operator or answering system. Both should be checked on a regular basis.
7. AoC Sport must be notified immediately if the name of the Competition Lead changes.
8. An email confirming all entries will be sent in June after which time the online system will reopen for withdrawals from league and cup competitions, additional entries and amendments until Friday 18 September 2015.
9. A purchase order number must be entered on the online entry form before the end of August.
10. Invoices will be issued in mid-September based on the competition entries as at Friday 18 September 2015.
11. No refund will be given if any team withdraws from the league or cup competitions after Friday 18 September 2015.

12. Relevant sports staff should be made aware of the entry submitted to ensure they know that they have teams expected to compete, and should inform AoC Sport as a matter of urgency if they will not be able to commit.
13. Any college that does not fulfil their fixtures or withdraws once the season commences can be fined up to £100 per team. AoC Sport reserves the right to suspend the entry into the competition for the following season of any team that does not fulfil their fixtures or withdraws once the season has commenced.
14. All Premier competitions must complete their fixtures and update the league tables by Friday 26 February 2016 to enable the teams qualifying for the play offs to be determined. The play offs will take place on the 9 March, 16 March and 20 April 2016 and the finals on 4 May. Failure to complete league fixtures by 26 February may result in the team's application to join the Category 1 league for the following season being declined.
15. All other leagues will officially finish at noon on 25 March 2016, with all league tables being frozen at this time.
16. Any teams entered into the football leagues and cups must affiliate to their County FA and forward their affiliation number to [competitions@aoc.co.uk](mailto:competitions@aoc.co.uk) by 31 August 2015 in order for the FA to sanction the start of our leagues and cups. **Teams will not be permitted to play in AoC Sport competitions until an affiliation number is provided.**
17. All participants in AoC Sport competitions must be recorded on the Individualised Learning Record (ILR) by the institution. They must be on the ILR as a continuing student at the time of the match. Students on the ILR who are registered as completed, withdrawn or transferred are not eligible to play.
18. All participants in AoC Sport competitions must be over 16 years of age at midnight on 31 August in the academic year of participation. All players in basketball rugby and men's football must be under 19 years of age at midnight on 31 August in the academic year of participation while in other sports players must be under 21 years of age. In Ability Counts and LLDD players must be under 25.
19. Player registration is required for every AoC Sport competition prior to the first match in that competition.

- 20.** AoC Sport competitions take priority over any other competitions unless stated otherwise in the sport specific rules.
- 21.** AoC Sport cup matches take priority over league matches.
- 22.** AoC Sport reserves the right to put colleges into the appropriate level of competition within the league and cup structure.
- 23.** AoC Sport reserves the right to cancel any cup competition in which low entries mean there is not a round of 32 and reimburse entry fees accordingly.
- 24.** It is the responsibility of every entrant organisation to ensure that it has adequate insurance for its students to participate in sporting activities on and off site, including travel to and from the venue. We reserve the right to see evidence of insurance before allowing an organisation to participate.

# APPEALS

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## SUMMARY OF AoC SPORT/ECFA - WALKOVERS, PROTESTS & APPEALS PROCESS FLOW DIAGRAM

### Playing under Protest

#### • MAKING A PROTEST TO YOUR OPPONENT

- For issues that are known before, arise on the day or during the fixture.
- Initially log your protest with the team or individual concerned. Attempt to resolve amicably.
- If the issue cannot be resolved complete a Playing under Protest Form and use as evidence to support a Stage 1 (S1) Appeal.

### Stage 1

#### • MAKING A WALKOVER OR PROTEST ABOUT YOUR OPPONENT to AoC SPORT or ECFA

- Formally submit a Stage 1 (S1) Walkovers, Protests and Appeals Form to [appeals@aoc.co.uk](mailto:appeals@aoc.co.uk).
- Evidence to be submitted detailing measures you have taken previously which could include a Playing Under Protest Form, team sheet, emails etc.
- Competition Administration Officer will investigate and a decision will be made on appropriate course of action.

### Stage 2

#### • APPEALING A STAGE 1 DECISION made by AoC SPORT or ECFA

- Formally submit a Stage 2 (S2) Protests and Appeals Form to [appeals@aoc.co.uk](mailto:appeals@aoc.co.uk).
- Evidence to be submitted detailing measures taken up to Stage 1.
- Senior Competition Administration Officer/Competitions Manager will review information, investigate and uphold original decision or make a decision on alternative course of action.

### Stage 3

#### • APPEALING A STAGE 2 DECISION made by AoC Sport or ECFA through an APPEALS COMMITTEE

- Formally submit a Stage 3 (S3) Final Stage Protests and Appeals Form to [appeals@aoc.co.uk](mailto:appeals@aoc.co.uk) together with £100 fee.
- Evidence to be submitted detailing measures taken up to Stage 2.
- Appeals Committee will be convened to review case in accordance with competition rules.

For further guidelines on the Competition Walkovers, Protests and Appeals procedures please visit <http://www.aocsport.co.uk/resources.aspx> by accessing the Competitions tab.









# Sport

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