



Horowhenua Kapiti Rugby Football Union Participation Agreement

19th March 2025 – 19th March 2026



1. The club rugby domestic competition (the competition) conducted by the Horowhenua Kapiti Rugby Football Union (HKRFU) Clubs are to submit which teams they intend entering into the competition prior to the season commencing.
 - 1.1. This will enable HKRFU to complete a first-round draw for the opening game. Failure to do so may result in a penalty as determined by the HKRFU Rugby Disputes Committee.
 - 1.2. Late nominations may be accepted in exceptional circumstances.
 - 1.3. The HKRFU will set the dates, venues and times for all the competition matches and all playing grounds shall be approved by the HKRFU Rugby Committee or CEO.
 - 1.4. The HKRFU will select a senior team to play the main game at their ground and/or opposing team venue. Club teams playing on their own grounds must mark the same outline distinctly as provided for by the IRB Rugby Laws and NZRU directive.
 - 1.5. The HKRFU has the right to appoint a senior fixture as the main curtain raiser match for any competition rugby match.
 - 1.6. Each club participating in the competition must play all matches that are scheduled to play as directed by the HKRFU Rugby Committee.
 - 1.7. Should any team default a match in the competition, the HKRFU default procedure (clause 6) will be implemented by the HKRFU appointed subcommittee for these regulations which is the HKRFU Disputes committee.
 - 1.8. Ensure that all club coaches including assistant coaches have attended and completed a Rugby Smart course as provided by the HKRFU.
 - 1.9. The minimum number of players starting in a team will be 10.
 - 1.10. Where a team wishes to perform a Haka, the team captain must notify the match referee before the games. Both teams on the field must not advance over the 10-meter line. Failure to comply may be dealt with by the match referee, HKRFU and the HKRFU rugby committee notified.
 - 1.11. The provision of aftermatch meals is to be arranged by consensus between the host club and the visiting team ahead of the fixture.
 - 1.12. No individual or club shall bring alcohol into the premises of other club's clubrooms that we not purchased on the premises.
 - 1.13. All HKRFU clubs shall display the reciprocal visitors liquor agreement signage and adhere to the rules of the agreement at all times.
 - 1.14. Any ground enclosure issues must be raised with the match referee before the game commences.
 - 1.15. The union offices or CEO MUST first be notified prior to clubs entering discussions regarding changed to venues and/or times of scheduled fixtures.
 - 1.16. Any changes must be agreed to by the President or Chairperson of each club with the final approval given by the Union.
 - 1.17. Clubs agree to have an appropriate Health & Safety Policy and Procedures. It is the Clubs responsibility, not HKRFU, to make sure all Health & Safety Policy and Procedures are met.
 - 1.18. All HKRFU teams must be affiliated to an existing HKRFU club for all forms and formats of Rugby (7's,10's,15's) included all men and women followed by the NZRU National Rugby Policies.
 - 1.19. Match-day squad number – a maximum of 22 players can be stripped in playing kit from each team. Non-playing reserves must be wearing clearly distinguished clothing from the match-day squad.
 - 1.20. Players must have a different playing jersey number and one player on the field wearing a blank jersey. This is to aid okayer identity and helps the referee's and judicial committee.

2. **Competition Format and Points**

The Ramsbotham Cup Premier Competition and the Bill Muir Cup format will be confirmed by the HKRFU when team entries are known.

2.1. **Points Awarded**

Point for the Senior Club Rugby Competition matches will be awarded on the following basis:

4 points for a win

2 points for a draw

1 point for losing by 7 or fewer points – Ramsbotham Cup Premier Competition and the Bill Muir Cup

1 point for scoring 4 or more tries

2.2. **Team Defaults**

Bill Muir Cup:

5 points awarded to the team that has won by default

Defaulting team: no loss of points if Union Office notified by 4pm Thursday

Loss of 2 points if Union Office advised after 4pm Thursday but before 5pm Friday

Ramsbotham Cup Premier Competition:

4 points for a win

2 points for a draw

1 point for losing by 7 or fewer points – Ramsbotham Cup Premier Competition and the Bill Muir Cup

The Ramsbotham Cup Premier Competition and the Bill Muir Cup format will be confirmed by the HKRFU when team entries are known.

Covid related defaults:

A maximum of 4 points can be awarded to the opposition team.

3. **Winner Determination**

At the completion of the first-round competition to determine which team has won the first round should there be a tie with both teams equal on the points table then the following criteria will be used to determine the winner.

3.1. The team that won the first-round match between each other; and

3.2. If both teams drew their first-round game, then the team with the most wins in the first round should be declared the winner; and

3.3. Should both teams have the same number of wins then the team with the most bonus points of having scored 4 or more tries shall be declared the winner; and

3.4. Should both teams have the same number of bonus points of having scored 4 or more tries than the team having the higher differential between the average of points scored for and against be declared the winners; and

3.5. Should both teams have the same average points then the team that has scored the most tries in the first round be declared the winner.

3.6. Trophies are awarded for the winners of the first round.

4. **Second Round Winner**

At the completion of the first-round competition to determine which team has won the first round should there be a tie with both teams equal on the points table then the following criteria will be used to determine the winner.

a) The team that had the most wins between each other in the two or three round robin matches; and

- b) Should both teams have the same number of wins then the team with the most bonus points of having scored 4 or more tries in all matches be declared the winner; and
- c) Should both teams have the same number of bonus points of having scored 4 or more tries then the team having the higher differential between the average of points scored for and against shall be declared the winners; and
- d) Should both teams have the same average of points then the team that has scored the most tries in both rounds be declared the winners.

5. **Semi Finals Determination**

The team that finishes top of the round robin (second round) will get the home semi final venue and play the team that finished in fourth place. The team that was runner up of the round robin will also get the home match venue and play the team that finished in third place.

The final will be played at Levin Domain.

Where teams are tied at the end of a semifinal match the winner will be determined by the following criteria:

- a) A further 10 minutes each way will be played; and
- b) Should there be a tie at the end having played extra time the team scoring the most tries in the semifinal match will be declared the winners; and
Should both teams have the same number of tries scored then the team that had the most wins between each other in the two round robin matches become the finalists; and
- c) Should both teams have the same number of wins one each then the teams shall select 5 players and have a penalty shootout by kicking a goal from the 22-metre line out in front of the goal posts, drop kick or place kick is allowed; and
- d) Should both teams be even after kicking 5 goals each they are to continue kicking for goal one player from each team as a pair until a kick has been missed by either of the pair. Then team that has successfully kicked the greater number of their goals will go through to the finals.

5.1. **Final Winner Determination**

Where teams are tied at the end of a final the winner will be determined by the following criteria:

- a) A further 10 minutes each way shall be played; and
- b) Should the teams still be tied then an extra 10 minutes each way under 'golden point' rules which means the first team to score any points shall be declared the winner; and
- c) If at the completion of this second period of extra time the two sides are still tied, they continue to play under 'golden point' rules until one team scores.

6. **Defaults**

- 6.1. Any club team unable to keep its engagement in any match must give notice to the CEO and/or HKRFU Office, who will advise the referees appointment board, no later than 4pm on the Thursday afternoon to the following Saturday the match is due to be played.
- 6.2. If a default does occur and notification is given after this time then the club shall be liable to a fine determined by the HKRFU Disputes committee and this penalty is to be paid to the HKRFU referees association and the hosting club. A list of these penalties is available in Appendix B on page 20 of this document.
- 6.3. a) If any Ramsbotham Cup Premier or Bill Muir Cup team defaults consecutively which is any 2 weeks in a row, the penalty maybe be doubles.
b) If a team defaults more than once but not consecutively the penalties remain as stated in their respective rules in Appendix B.

- c) Any team that is look to default a third time shall come before the HKRFU Disputes Committee who would decide what penalties should be given and the future the team has in the competition.
 - 6.4. Should any premier competition match not be played on the scheduled day and, in the opinion of the HKRFU, no valid reason exists for that match not being played on that day, the HKRFU may, in its discretion.
 - a) Determine that one or both of the club teams who were to participate in the match was responsible for the match not being played on that day; and
 - b) Impose a penalty and/or fine on the club/s responsible; and
 - c) Direct the match to be cancelled if the result of the match would have no effect on determining the first and second round winners and semifinals; and
 - d) Both teams who were to participate in the match agree to the match being cancelled; and
 - e) If the latter two events occur, points for the match will be shared on the basis of two points per team.
 - 6.5. Should a team in the Ramsbotham Cup Premier Competition be unable to meet the requirements in terms of front row experience then the teams shall agree in conjunction with the referee on a default. Should the game proceed, they must play with uncontested scrums.
 - 6.6. Should a team in the Bill Muir Cup competition be unable to meet the requirements in terms of front row experience, then the game shall continue to be played, but the scrums must be uncontested and the game would not be determined as a default. (Note this is a trial arrangement for Bill Muir Cup Competition only).
 - 6.7. If a team defaults within the two weeks prior to the Club semifinals, they have to appear before the HKRFU Disputes Committee.
 - 6.8. Non-competition games drawn in the Bill Muir Cup competition draw, that has been defaulted to will be awarded an automatic 28 points for their points scored, that total being equivalent to four converted tries.
- 7. Roping of Ground and Sideline Protocols**
- All grounds that are to be played on for all grades must be marked and adequately prepared and roped off. The host club is required to appoint a match day person who is responsible for roping off the playing enclosure, sideline protocols and spectators control. On the day the referee shall be the sole judge of the fitness of any ground that is to be played on. All teams must understand the following protocols.
- a) Where a ground has been roped off the area is designated as the playing enclosure. (Playing enclosure includes roping off sidelines and dead ball lines 6+ metres from the touch lines, sidelines, dead ball lines where practicable).
 - b) Failure to rope off grounds enclosure where required but the clubs hosting a game may result in games being shifted to another playing venue.
 - c) On more than one occasion this may result in a penalty and if this failure led to unruly spectator the rugby committee will decide to rule on the matter or pass it over to their disputes committee to decide on the penalties.
- 8. Entering The Field of Play**
- When replacements are made for temporary suspended or sent off front row players, this can only happen upon the referee awarding the next scrum, and another player of that team must also leave the field of play at the time.
- 9. Sideline Management**
- Access to playing enclosure and team seating:

- 9.1. Coaching staff, team management and reserve players are not permitted to enter the playing enclosure (roped off area) – except those personnel nominated for treatment or re-hydration duties during progress of a match of which there can be a maximum of 2. Coaching staff can be personnel nominated for these duties. The personnel nominated must be identifiable.
- 9.2. Trainers, medical practitioners, are permitted access to the playing enclosure for medical and/or water carrying reasons. Medical/water carrying personnel need to wear clothing (different to playing colours) and/or armbands to clearly distinguish who they are their role.
- 9.3. Should any of the reserves be used to take a tee or for water carrying reasons they must also distinguish themselves and be dressed in a tracksuit and/or suitable attire to cover his team playing colours.
- 9.4. Water is permitted to be taken when the ball is dead. Water is permitted to be given to both teams when tries are scored but not in view or causing distraction to the goal kicker.
- 9.5. It is acceptable for players to come to the sideline to take water at any time during the game.
- 9.6. In hot and humid conditions, the referee may permit discretionary extra water breaks.

10. Replacements

Temporary Replacement:

A player who temporarily replaces another player who leaves the field to have bleeding controlled and/or an open wound covered, or who replaces a front row player who has been temporarily suspended or required to leave the field to obtain a mouth guard. A temporary replacement may be used many times as it is necessary.

Permanent Replacement: A player who permanently replaces an injured player or front row player who has been ordered off.

Substitute Player: A player who replaces another player for tactical reasons:

- Team managers/team coaches will decide whether a player is to be substituted and will inform the substitution controller/ assistant referee and/or referee when a substitution is required.
- A player may be used as a substitute only once.
- A substitute player may be used as a permanent replacement for an injured player.
- A substitute player may be used to temporarily replace another player who has left the field or for a front row player who has been ordered from the field to have bleeding controlled and/or an open wound covered, or to replace a front row player who has been temporarily suspended (sin bin).

11. Blood Bin

When a player leaves the field to have bleeding controlled and/or have an open wound covered, that the player may be temporarily replaced. If the player who has been temporarily replaced does not return to the field of play within 15 minutes (actual time) of leaving the playing area, the replacement becomes permanent, and the replaced player must not return to the field of play.

12. Temporary Suspension And/Or Sin Bin

- 12.1. A player who is temporarily suspended must leave the field of play for a period of 10 minutes (playing time) excluding half time, timeout for injury or other referee stoppages.
- 12.2. The temporarily suspended must move quickly to the designated area. The player is not to have contact with his team and must either go behind the dead ball goal line as directed by the referee or sit on the designated seat if supplied on the sideline.

- 12.3. The sin bin player is allowed water, provisions of warm gear and the opportunity to warm up away from his own team and/or team bench prior to returning to the field.
- 12.4. If a player is sent to the sin bin within the 10 minutes prior to half time, then the player will remain either behind the goal dead ball line and/or in the seat provided on the sideline.

13. External Transfer

Where:

A player seeks to play in the Union, and that player has played a competition game in another NZ Union in the current year. Then that player cannot play rugby for an HKRFU affiliated club until his transfer has been approved by the HKRFU CEO.

13.1. Transfer applications are to be complete online through Rugby Xplorer (RX) where the player will need to register for an HKRFU affiliated club. The transfer will need to be approved online by the player previous club and union. When the player has an active HKRFU affiliation club, they can play.

13.2. Students and service personnel home on leave do not require an external transfer.

13.3. Age Grade Players

- The age grade player rule is to apply to all fixtures in all grades, to include any player under 18 years of age who wishes to play in a pre-season, end of season, Ramsbotham Cup Premier competition, Bill Muir Cup competition, under 21 competition, senior club 10's and senior club 7's team.
- National Rugby Policy Age to Play Senior Rugby
All senior rugby is classed as under 19 and above for this policy subject to Provincial Union right to withhold approval if a safety issues exists. 16 year olds at 1 January can play senior rugby in the backs only subject to Provincial Union right to withhold approve if a safety issue exists, 17 year olds at 1 January can play senior rugby in the forwards/backs. Players 15 years old or younger at 1 January cannot play senior rugby. Parent/guardians must sign an acknowledgement form.
- National Rugby Policy for age to play senior rugby female rugby player all senior rugby is classed as under 19 and above for this policy. Subject to Provincial Union right to withhold approval if a safety issues exists, a player must be at least 16 years of age as at the first match of the competition they are being selected for in order to participate in a senior women's rugby match. If a player is a front row player and is under 19 years of age as at the first match of the competition, they are being selected for, then that player must obtain prior written approval (using the approval form provided by NZR) from the Provincial Union before they can participate in a senior women's rugby match. If a player is a non-front row player and is under 18 years of age as at the first match of the competition they are being selected for, then that player must obtain written approval (using the approval form provided by NZR) from the Provincial Union before they can participate in a senior women's rugby match. Players who are 15 years old or younger cannot play senior women's rugby. The player, a parent/guardian, a secondary school rugby coach (if applicable), the medical practitioner and the Provincial Union must sign an approval form (provided by NZR) before a player can participate in a senior women's' rugby match.
- If the player is attending Secondary School irrespective of age, written consent is required by the parent/guardian, player's school and approved by the HKRFU. If a player is not attending school written consent is required by the parent/guardian and approved by the HKRFU.

14. Pre Competition Internal Transfers

- Any player having been registered to an HKRFU club in the previous year, will not require an internal transfer for either a pre season, end of season or HKRFU Club Competition game for the current year.

15. Post-Competition Start Internal Transfers

- The following procedure applies to a player seeking to transfer from one HK club to another after the commencement of the HK competition.
 - The player's new club shall lodge with the Union CEO a transfer notice signed by the player and the secretary of the new club.
 - *The CEO shall forthwith give the player's former club 48 hours' notice to show cause why the transfer should not be approved and if no objection is received then the CEO shall refer the transfer application to the Union's Disputes Committee for consideration.
 - *If the player's former club objects to the transfer then the CEO will liaise with both clubs to try and reach a settlement failing which the dispute will be considered by the Union's Disputes committee pursuant to the preceding paragraph.
 - The CEO shall submit the transfer application to the Union's Disputes Committee for consideration. The Disputes Committee shall only approve the transfer if there are exceptional reasons for doing so. No appeal shall lie from the Committee's decision.
Commentary: the object of this rule is to prohibit the traffic in, or recruitment of players to bolster HK teams especially for semi-finals and finals. Accordingly, the instances when the disputes committee approves a transfer pursuant to this paragraph will be rare and exceptional and only when the committee is satisfied as to the bona fides of the application. Proximity to work or distance to travel shall not on their own constitute an exceptional circumstance.
- 15.1. A team which plays a player whose transfer has not been approved in accordance with these provisions all lose competition points for each game in which the player has taken the field.

16. Player Eligibility for Semi-Final and Final

- 16.1. To play in a competition semi-final any player must have played three competition games (3 weeks) for the team before the semi-final and final.
- 16.2. All players returning from overseas must play in this Union who have been registered and cleared to play overseas have a full clearance from the New Zealand Rugby Union on returning to play in the HKRFU. A full international clearance is required of they have played for an international team and is the responsibility of the individual player and his new club.

17. Player Classification

These rules apply ONLY should a club have a Premier and a Senior Reserve side playing in the HKRFU competition.

- 17.1. Any player who starts three Ramsbotham Cup matches only in round 2 prior to the semi-finals will be ineligible for their club's Bill Muir Cup team.
- 17.2. Any team playing anyone ineligible to play in that class shall forfeit the match and the offending player or team shall be liable to suspension as determined by the HKRFU Disputes Committee for these regulations.
- 17.3. A player who is eligible for their club's Bill Muir team in a semi final can play for the Premier team in a semi-final and/or final.

18. Player Registrations

Eligible player for all grades

- 18.1. All player must be registered through Online Regulations to the Club's Rugby Explorer (RX) Website.
- 18.2. All registrations must be completed online and approved before the player commences playing for the club in either pre-season and/or competition games. A premier

player must be registered and approved no later than 5:00pm on a Friday before the match being played.

- 18.3. The CEO may accept a player registration for the Bill Muir competition until kick-off only if he is contacted by the Club before the player takes the field. The onus is on the club if the player requires an International Clearance and/or a transfer.
- 18.4. Registration forms must be completed in full and submitted by the person registering.
- 18.5. Any unregistered player that plays in a club team may result in the team forfeiting competition as determined by the HKRFU Disputes Committee for these regulations.
- 18.6. All registered players are covered under the NZRU Insurance scheme for serious injury. Failure to complete the NZRU registration form may result in the player being ineligible for insurance cover arranged for rugby members by the NZRU.
- 18.7. **International Clearances**
International clearances are a requirement under the IRB regulations, and it is the Clubs responsibility to ensure the International Clearance form is completed and has been signed by the player. It is not responsibility of the HKRFU. Any player who has previously played rugby overseas and requires International Clearance is not eligible to play rugby at any level until they have a valid international clearance. Form can be viewed and download at www.nzrugby.co.nz or contact the HKRFU office.

19. Serious Injury Protocols

- It is the responsibility of the Club to complete injury forms. These are distributed at the beginning of the season. The protocol for manage serious injuries is attached at Appendix A.
- All players who have sustained a concussion will not return to play until symptom free AND medically cleared. The HKRFU must receive a copy of the player's medical certificate they have received to be eligible to return to player, before the player takes the field. If a player does not adherer to this, their team may lose competition points. If the player takes the field in a non-competition fixture, a monetary fine may be issued.

At the ground

- Call 111 and arrange for an ambulance to transport the injured player to hospital. Ensure that there is emergency access available to the ground at all times. The amount of force required to knock someone unconscious is similar to that required to cause a spinal injury. If a player is unconscious do not move them before the ambulance/doctor has arrived UNLESS the player has stopped breathing. If the player has stopped breathing, follow the principles of ABC (Airways/Breathing/Circulation) and administer CPR. Please visit the St. John website for more information on First Aid tips at: www.stjohn.org.nz

Following a Match

- An accident report for the injured player must be completed for any head or neck injury that requires the player to be transported directly from the ground to an emergency department, hospital or after hour's medical centre. Any injury that results in the admission of a player to hospital the Coach and/or Manager of the injured player must complete a report.
- Any injury that is expected to prevent a player from playing for a period of 8 weeks or longer the coach and/or the manager of the injured player must present a report to the HKRFU.
- Should there be a death as a result of the accident then the coach and the manager must present a full report of the incident providing witnesses and a full report on how the accident happened to the best of their knowledge.

The coach, manager and referee must complete a serious injury report or complete a form if available for those injured stated as above as soon as possible following the injury, and in all cases within 48 hours of the injury must come to the notice of the HKRFU Office. Coaches,

managers and referees can obtain from the HKRFU office a copy of the NZRFU protocol for serious injury rugby players.

20. Team sheets

All teams competing in all grades under the direct control of HKRFU shall submit a team sheet on the RugbyMatch Day App before kick off.

20.1. If a team sheet or report is not received with 48 hours of the match the particular club shall be penalised as determined by the HKRFU Disputes Committee for these regulations. The club shall then have another 12 hours to get their team sheet in and failure to do so may result in the team forfeiting competition points as determined by the HKRFU Disputes committee for these regulations.

21. Two teams In A Grade

Should there be an opportunity for any club to have two or more teams in one competition they shall not under any circumstances transfer okayers from one team to the other without first obtaining permission from the HKRFU Disputes committee for these regulations.

22. Playing Uniforms

All players in competition matches must be in their registered club colours. If there is any change to a club's playing colours or design, then that club must seek approval from the HKRFU Rugby Committee for changes to these regulations.

23. Supply of Rugby Balls *Sponsored by Leslie for the 2025 season*

Only Leslie Rugby 'size 5' regulation rugby balls are to be used for the Ramsbotham Cup Premier and Bill Muir Cup grade matches. The specified size, weight and air pressure of a ball is outlined in The Laws of the Game. Failure to observe this acknowledgment of the HKRFU's Club Sponsorship may result in withdrawal of future of distribution of gear or further penalties decided upon by the disputes committee. Each team must supply a rugby ball for every match and make them available prior to the commencement of the game.

24. Cleaning of Changing Rooms

Team managers are to return keys to the rightful people if they were provided with keys for their respective changing rooms.

- All changing rooms used by teams at all venues must be left clean and tidy to the standard required by the host club.
- Should teams fail to clean up the changing rooms allocated to them a penalty maybe imposed as determined by the HKRFU Disputes Committee for these regulations.
- When a programme is to be printed for a club fixture at the Levin Domain and/or other grounds within the Union, team lists must be received by the HKRFU no later than midday Thursday prior to the game on Saturday and/or 48 hours prior to a game being played.

25. Games Called Off

25.1. At any time the referee can call of the game for any reason if the referee feels fit.

25.2. The referee must report the matter in writing to the HKRFU within 48 hours of the game ending and must attend the meeting of the HKRFU appointed subcommittee and/or Disputes committee for these regulations.

25.3. Both teams shall be suspended until their officials, as required under these rules, appear before the HKRFU appointed Sub Committee, which maybe the Disputes Committee for these regulations.

25.4. No club official, Club, team member or referee should speak to the media about the incident prior to the HKRFU appointed Sub Committee Disputes Committee for these regulations and give their decision. This is to ensure there is no trial by media.

25.5. Following the hearing, the appointed Sub-Committee for the HKRFU or the Disputes Committee for these regulations may decide the following:

- a) That no further action is taken.
- b) That the teams should be reprimanded for their conduct.
- c) That the teams should be suspended for an appropriate period,
- d) That a fine be imposed on the club.
- e) That the competition points are awarded or deducted.
- f) That the conduct of the player or players may be referred to the HKRFU Disciplinary Committee to consider whether any disciplinary proceedings should be heard and determine under that committee's jurisdiction.

25.6. **Match Abandonment Result**

In the event of a match having to be abandoned for any reason except for foul play, the following procedure shall apply:

- If the circumstance arises that the venue in which the match is played has an alternative field the match shall be moved and played on this field.
- If the circumstance arises that the venue in which the match is played has suitable lighting capacity the match will be delayed.
 - a. If the delay of a Senior Reserve match occurs, the Premier teams may discuss and agree to play their match on an alternative day. Otherwise, they will play at the conclusion of the Senior Reserve match.
- Where a match has been abandoned either at half-time or at any time in the second half the result shall stand.
- Where a match has been abandoned during the first half the result shall be declared as a draw.

25.7. Following the hearing, the appointed Sub-Committee for the HKRFU or the Disputes Committee for these regulations may decide the following:

- g) That no further action is taken.
- h) That the teams should be reprimanded for their conduct.
- i) That the teams should be suspended for an appropriate period,
- j) That a fine be imposed on the club.
- k) That the competition points are awarded or deducted.
- l) That the conduct of the player or players may be referred to the HKRFU Disciplinary Committee to consider whether any disciplinary proceedings should be heard and determine under that committee's jurisdiction.

26. **Disputes, Protests, Complaints**

26.1. In the case of any dispute, protest or complaint from a club, a written statement by the Secretary setting forth the grounds on which the dispute is based with a copy of the minute record of their Committee meeting approving the complaint and any other statements or evidence that backs up their claim, shall be forwarded to the CEO of the HKRFU no later than 4:00pm on the following Tuesday. The CEO of the HKRFU after consultation will prepare an accompanying report and then forward the complaint to the HKRFU appointed committee or Disputes Committee for these regulations to hear the case. Clubs may be called upon to give further evidence if required.

26.2. At the discretion of the HKRFU Rugby Committee they may receive written statements for disputes, protests complaints etc up to 7 days after the events, providing all conditions as stated under this rule have been met.

- 26.3. Should a Complaint that is made by the Clubs be in breach of any conditions as determined by the Disputes, Protests, and complaints etc and should be ruled invalid by the HKRFU appointed Sub-Committee and/or Disputes Committee for these regulations a penalty may be imposed against the club that made the claim.

27. Judicial and Disciplinary Hearings

- 27.1. All matter requiring Disciplinary hearings will be managed by the Hkrfu judicial Committee appointed by the HKRFU, and in accordance with the procedures detailed in the NZRU Handbook "Rules for Disciplinary Hearings.
- 27.2. All other matters that are not covered by the Disciplinary Hearings shall be heard by the HKRFU appointed sub-committee for these regulations.
- 27.3. Any appeals on any Union decision in the event of dispute, protest, complaints as to the meaning of interpretation of the HKRFU and NZRU regulations or any contingency arising not covered by these regulations, a ruling shall be given by the HKRFU Rugby Committee.
- 27.4. Should the matter proceed any further then it must be taken up the Appeals Committee comprising the HKRFU Board of Directors, and in accordance with the NZRU Handbook.

28. Suspensions

- 28.1. When an individual is serving a suspension, ad per the NZRU Disciplinary Rules, the individual is suspended from all areas of match day activities. That includes playing, as well as any involvement in Team management.

29. Referee Appointments and Replacements

- 29.1. Referee request for non- competition games (e.g. pre season/post season) must ne request through the HK Union office on a Referee Request form and ratifies by the HKRFU CEO.
- 29.2. All referee appointments to any fixture and/or game or match within the HKRFU region must be appointed by the HKRFU Referee Appointment Committee and approved by the CEO of the HKRFU.
- 29.3. Should a replacement of a referee be required then the following rules must apply:
- The referee shall appoint from either the curtain raiser or the assistant referees, a referee who is qualified to control rugby at Senior level and has attended the NZRU Safety Workshop Courses prior to the season commences.
 - Failing to find a suitable replacement, the game will be abandoned and the HKRFU advised of the time and score at the point of abandonment of game.
 - If the referee is in a position where he is unable to appoint a replacement, then the game shall be abandoned.
 - In all other games below Senior, if a referee cannot continue, he/she shall appoint a suitably qualified referee present qat the fixture that has attended the NZRU safety workshop coursers to the season commencing.
 - Failing this, the home team shall appoint a person who attended the NZRU safety workshop courses prior to the season commencing and/or current season, who shall continue to play with uncontested scrums (no pushing in the scrums) and the team putting in the ball must win it and exercise extreme care.

30. Trophy List

- Nash Cup – Ramsbotham Cup Premier First Round Winners
- Ramsbotham Cup – Ramsbotham Cup Premier Championship Winners
- Bill Muir Cup – Bill Muir Cup Championship Winners

- Championship Medals – To be handed to finalist at the conclusion of game to all players and team management. Medals for 30 people per team.
- Robinson Rosebowl – Presented to Ramsbotham Cup Premier team for team demeanour, appearance and conduct.
- K. De Castro & KB Swain Trophy – Presented to Bill Muir Cup team, for team demeanour, appearance and conduct.

30.1. Participating referees will score in the Ramsbotham Cup Premier team and the Bill Muir Cup Senior reserve team on a 3-2-1 basis at the end of the season, to determine the winners of the Robinson Rosebowl and the K. De Castro & KB Swain Trophy.

31. HKRFU Rugby Union Trophies

HKRFU will call for nominations from Clubs to be received at the Union Office for presentation at the HKRFU Rugby Awards.

- Club Coach of the Year
- Supporter of the Year
- Club Volunteer of the Year
- Saturday Morning Volunteer of the Year
- Referee of the Year as voted by Clubs

32. Club Audited Accounts

All clubs affiliated to the HKRFU are to send their audited accounts for the year ended to the Union Office after their Annual General Meeting of each year. All clubs must furnish a copy of their Audited Accounts to the Companies Office following their AGM. If a club failed to do so it would result in the Companies Office under the Incorporated Act deregistering your club and removing it.

33. Alternations To These Rules and Regulations

The rules and regulations as presented in the HKRFU Club Participation Agreement may be altered the commencement of each season and prior to the Competition start date by the Rugby Committee, provided that any notice of the proposed alteration, amendment, repeal or addition shall have been given to the CEO of the HKRFU in writing not less than 7 days before the last Rugby Committee meeting before the commencement of the Club season. Should there be a need to amend, alter, repeal or add any of the rules and regulations during the season, the Club, must give notice of any proposed request to the CEO of the HKRFU in writing, not less than 7 days before the next Rugby Committee meeting and if in case of urgency the CEO in conjunction with the Executive of the Rugby Committee would determine whether a special meeting needs to be called.

With the approval of the HKRFU Rugby Committee and in consultation with the CEO, the HKRFU Club Participation Agreement may be altered at any time to accommodate for changes to the format of the Club Competition.

HKRFU Club Members' Code of Conduct

- This Code of Conduct applies to all registered members of a club or affiliated organisation of the Horowhenua Kapiti Rugby Football Union. This includes players, coaches, managers, administrators, referees, volunteers and anyone else who is registered to a club or affiliated organisation.
- All clubs and member's must adhere to the participation agreement as set by the clubs and HKRFU for the full duration of the agreement period.
- All non-playing registered clubs members must abide by the Code of Conduct and failing to do so may see a similar sanction imposed as that of a playing club member.
- Respect all match officials. If you disagree with a decision, players, reserves or non-playing club members should never abuse, confront or interfere with the match officials during the game.
- Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in our game.
- Reserves or non-playing team members and club members should respect any assigned or erected boundaries provided at each game.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another club member.
- Respect and listen to your coaches and managers and respect your teammates and opponents. Without them, there would be no competition.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion. Carry out functions of our code, unaffected by our personal beliefs.
- We must all strive to maintain the neutrality required to enable us to work with current and future rugby communities.
- We must use our clubs resources responsibly and only for the intended purpose and continue to work to improve the performance and efficiency of our club.
- Our members must avoid any activities that may harm the reputation of our club or the game of rugby.

A breach of any of the above is taken very seriously and will be dealt with firstly by that members club in liaison with the Disputes Committee, and secondly it may result in a disciplinary hearing with the Horowhenua Kapiti Rugby Football Union Disputes Committee. We appreciate your cooperation in striving for a safe, enjoyable and positive rugby environment for all participants.

**APPENDIX A
SERIOUS INJURIES**

The following guidance is given for the correct compilation and actioning of the NZRU Serious Injury Report form.

Definitions and Club/School Responsibilities

The definitions regarding what constitute a serious injury and who has responsibility for notifying the HKRFU Union Office for applicable serious injury cases is set out below:

What	Who is Responsible	When
Any head or neck injury that requires the player to be transported directly from the ground to an emergency department, hospital or after-hours medical centre.	BOTH the match referee and the team injury official MUST complete and return a form to the HKRFU Union Office.	Within 48 hours of the end of the match.
Any injury that results in the admission of a player into hospital after a game.	The team injury official MUST complete and return a form to the HKRFU Union Office.	Within 48 hours of the team injury official finding out that the player has been admitted to hospital.
Any injury that is expected (doctors' prognosis) to prevent the player from playing for a period of eight weeks or longer.	The team injury official MUST complete and return a form to the HKRFU Union Office.	Within 48 hours of the team injury official being notified of the doctor's prognosis.

An injury that meets **any** (not all) of the three criteria above requires a Serious Injury Report form to be completed and forwarded to the HKRFU within the prescribed timeframes. Obviously if an injury does not meeting **any** of the criteria above, a Serious Injury Report form does not have to be completed.

Unless formally advised otherwise the team injury official ultimately responsible for ensuring that the form is completed is the designated team coach. The coach may delegate the task of completing the form to a manager or team medic, but the responsibility of ensuring that the task is completed ultimately rests with the coach. The rationale for having the designated team Coach as the 'team injury official' is that coach usually has overall control of the team personnel. In many instances the Coach is the only official associated with team (especially below senior rugby level).

Horowhenua Kapiti Rugby Union Responsibility

Once the Serious Injury Report has been received by the HKRFU Union Office, the Union Office staff must notify the NZRU and New Zealand Rugby Foundation of any serious injuries within 24 hours of the report being received. This is done in one of two ways.

1. Details of the injury and entered directly on to the Registration Management database.
2. The Serious Injury Report form is faxed directly to:
Steve Lancaster, Head of Participation and Development NZRU (04) 499 4995 and Lisa Kingi-Bon, Chief Executive, Rugby Foundation of New Zealand Inc, (09) 623 7920.

The Serious Injury Report Form

Additional copies of the Serious Injury Report form are available from the HKRFU Office.

APPENDIX B
Summary of Penalties

This list is not exhaustive but summarises penalties specially set out in the Club Participation Agreement that would be handed out by the HKRFU Disputes Committee.

Nature of Breach in the Following:	Clause Refers:	Club Penalty (financial or match points):
Defaults	Clause 2.2 & 6	<p>Senior Reserve:</p> <ul style="list-style-type: none"> • NIL financial penalty if within allowable time before 4pm two days prior to the game. i.e. before 4pm on Thursday if match is played on Saturday. • \$100 if after 4pm two days prior to the game but before 5pm one day prior to kick off. i.e. after 4pm on Thursday but before 5pm on Friday if the match is played on Saturday. • \$100 if after 5pm one day prior to the game and/or up to kick off. i.e. after 5pm on Friday until kick off on Saturday. <p>Premier:</p> <ul style="list-style-type: none"> • \$250 if within allowable time before 4pm two days prior to the game. i.e. before 4pm on Thursday if match is played on Saturday. • \$350 if after 4pm two days prior to the game but before 5pm one day prior to kick off. i.e. after 4pm on Thursday but before 5pm on Friday if the match is played on Saturday. • \$500 if after 5pm one day prior to the game and/or up to kick off. i.e. after 5pm on Friday until kick off on Saturday.
Roping of Grounds and Sideline Protocol	Clause 7	Failure on more than one occasion may result in the club coming before the Disputes Committee and may have future games shifted to another venue.
Player Transfers, Age Grade players and Eligibility	Clause 13, 14 & 15	The penalty for any breach to these rules could result in loss of points to offending team for each breach and the team/s played may receive points should they lose the game where the breach occurred. Penalties would be determined by the HKRFU Disputes Committee.
Player Registrations	Clause 18	The penalty for any breach to these rules may result in a fine of \$100 and/or loss of points to the offending team playing a non-registered player as determined by the HKRFU Disputes Committee.
Team Reports Completed	Clause 21	Teams that fail to meet the times allowed and are brought to the notice to the HKRFU Disputes Committee may lose their competition points where they won the game or lose points if they lost the game.
Ball Sponsor	Clause 24	Possible withdrawal of future distribution of gear to the club or further penalties as decided upon by the HKRFU Disputes Committee.

Games Called Off/Unruly Behaviour	Clause 26	The CEO of the HKRFU will consult with the Rugby Executive and Legal Counsel to determine the appropriate procedure and advise accordingly to appear before the HKRFU Sub-Committee and/or Disputes Committee. Penalties would be determined by the HKRFU Sub-Committee and/or Disputes Committee.
Other Disputes, Protests	Clause 27	The HKRFU Disputes Committee for these regulations would determine the penalty.

Disputes Committee:

The HKRFU Rugby Committee appointed Disputes Committee is to be made up of the Chairman, Deputy Chairman, President of the HKRFU and the HKRFU Solicitor with the HKRFU CEO reporting and scribing for all meetings. Where're there is a conflict of any of the above appointed committee members, they would be replaced by members of the HKRFU Rugby Committee. The quorum for this committee shall be 64%.

Appeals

Should the Club in dispute wish to lodge an appeal for any penalty handed down by the HKRRU Disputes Committee and/or Rugby Sub-Committee they must forward to the CEO a written statement no later than seven days after receiving their decision. Their appeal is to be signed by the Secretary of the Club setting forth the grounds on which their appeal is based to the CEO with a payment of \$500.00 successful or not. The HKRFU Judicial Committee is the Committees that is to consider all appeals.