

HSBC Rugby Festival Dubai 2018

Guide for Pitch Marshalls and Pitch Managers

Thank you all for volunteering to be Pitch Marshalls over the two days of the Tournament. We hope that you have an enjoyable time and that the Tournament runs smoothly.

Our priority is that everyone enjoys themselves and has **fun**. Please bear this in mind and try to remind any parents / coaches / players or supporters who may lose sight of this priority.

We will have more than 200 teams playing rugby over the two days and as such the Tournament has been tightly programmed to facilitate all the games over these two days. However, it may be inevitable that we will run over time due to injuries, problems with teams or just the unforeseen! Please do not stress about this – some else will do the worrying – just do your best to keep everyone on time and to keep the programme moving along.

For some age groups there are breaks built into the schedule to allow a bit of a catch up but in others there is little or no flexibility. If your age group is running behind schedule, please inform the referees know so they can do all they can to help improve the control of game timings.

As Pitch Marshall, you are responsible for what happens on your designated pitch. You have authority to stop games, re-organise games, insist people step back from the sideline, etc. The Pitch Managers and Tournament Directors trust your judgement and will back you up and support your decisions throughout the Tournament. The following pages provide some instructions regarding what is required in your capacity as Pitch Marshall. If you encounter something that is not covered, please call a Pitch Manager or Tournament Director for advice. Please do not hesitate to call for help even if it is simply for a second opinion in relation to a decision you are deliberating over!

Remember to use the 2-way Radios as a 1st point of call – Tournament organisers and other helpers are listening in and should respond fast.

Please ensure that you arrive at the pitches on time. If for some reason you will be delayed please contact your Pitch Manager or a Tournament Director as soon as possible.

We appreciate you helping out with the Tournament. It could not happen without your support.

If you need help, a second opinion or just to talk something through, please call:

Tournament Director	Ronan Nash	056 655 8943
Tournament Director	Peter Clapp	056 536 0011

Pitch Managers

Listed at the top of the Pitch Marshall Schedule.



Please also refer to the Pitch Marshall Schedule for a list of contacts of pitch Marshalls and Scoreboard supervisors that should be allocated to assist you on your pitch.

Pitch Marshall Duties

There will be Pitch Marshalls for each Age Group playing. The primary duty of a Pitch Marshall is to get the teams, referees and line judges onto the pitches to start the matches on time, ensure the match score sheets are recorded accurately and to submit the score sheets to the Pitch Manager.

Each pitch and year group will have a Pitch Manager (he or she will typically have performed Pitch Marshalling duties before) to assist and support the Pitch Marshalls. The Pitch Managers are responsible for keeping the score boards up to date.

1. First on Duty Friday and Saturday

- 1.1. If you are going to be late, please let your Pitch Manager or a tournament director know in advance. We will try and organise temporary cover until you arrive.
- 1.2. Please collect a Pitch Marshall's folder / box from the tournament registration office. These will contain balls, score sheets, pens, pencils etc.
- 1.3. Please ensure there are balls, score sheets etc. available so that the matches can start on time.

2. When it is Your Time Slot

- 2.1. Please meet up with the preceding Marshalls on your pitch and locate the Pitch Marshall's folder / box.
- 2.2. Please also locate the bag of balls for your pitch and ensure they do not "disappear". We have 2 days of rugby to play and need all the balls.
- 2.3. Please retrieve the Pitch Marshall's bib from your predecessor (and wear it! – it is the only way parents / players / spectators / ref's etc. will know who you are).
- 2.4. Determine where your pitch is in the schedule of games and whether you are running on time, ahead or behind schedule.
- 2.5. Agree who is to take the score sheet and ball from the referee who is refereeing the current game – you or the person you are replacing.

3. Prior to Each Game

- 3.1. Ideally 10 minutes before every game, please ensure that the relevant teams are aware they are playing next and that they are ready to start their match on time. This will get easier as the day goes on and you get to know the participating teams.
- 3.2. Locate the referee that has been allocated by the relevant participating club (U13 and down) and confirm that he / she will referee the match.
- 3.3. Organise a coin toss between the two teams. The captain of the team that wins the toss decides whether to kick off or to choose an end. If the winner of the toss decides to choose an end, the opponents must kick off and vice versa. If this is not done before the game is ready to kick off please advise the referee.
- 3.4. Fill out the initial details (Game No., Age Group, Teams etc.) on the score sheet (see below) and give it to the referee along with the match ball.



3.5. Each team is required to provide a line judge – find out who it will be and get them ready.

Sit back and watch the game and then start all over again!

Sample Score Sheet:

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Game Number _____ 27 _____		Age Group: Under __14__	
Team 1:	Dubai Hurricanes	Team 1:	Dubai Exiles
Points:	7	Points:	7
Result:	Won Lost Draw	Result:	Won Lost Draw
Referees Name: _____ Club: _____			
Referees Signature: _____			

4. After Each Match

- 4.1. At the end of the match retrieve the scoresheet and the match ball.
- 4.2. Move all players, coaches and the referee off the pitch to allow the next game to start immediately.
- 4.3. Ensure that the referee signs the scores sheet. Most referees need something to lean on when completing the score-sheet. Please help them out as they have been running around more than you...
- 4.4. Ensure the score-sheet is correctly filled out and signed by the referee.
- 4.5. Please ensure that the score-sheets are then held in the Pitch Marshall's box / passed to the next Pitch Marshall and not filed in your pockets.
- 4.6. A Pitch Manager / runner will collect the score sheets and take them up to the registration area. This can be performed by sending a Whatsapp message and a 'Whatsapp Group' will be set up on the morning of each tournament day.
- 4.7. Using the information from a signed score sheet only, please enter the following on each Whatsapp message: The Age Group, the Game number (highlighting the round if the match is in the play-off stages e.g. semi-final A), the teams that played, the score for each team and, if a cup final the most value player ('MVP') – see below.
- 4.8. Pitch Managers / runners will then update the scoreboards on your pitch.

MVP

The 'Most Valued Player' award is awarded to a player on the winning team in the cup final of each age group. The player is nominated by the coaches of the winning team and



the award is for the player they consider to be the Most Valued Player during the entire tournament.

5. Medals and Trophies

- 5.1. All Players in age groups U9 down will receive a participation medal and each Age Group will play for the Cup, Plate, Bowl and shield (in order of importance).
- 5.2. The Shield playoff produces the Shield Winner –medals for each player and the Team receives a trophy.
- 5.3. The Bowl playoff produces the Bowl Winner –medals for each player and the Team receives a trophy.
- 5.4. The Plate playoff produces the Plate Winner –medals for each player and the Team receives a trophy.
- 5.5. The Cup playoff (2nd v's 1st) produces the Cup Winner (Gold Medals for each player and the team receives a trophy) and 2nd place (Silver Medals for each player).
- 5.6. Please inform placed teams to proceed to the HSBC Podium to receive their medals after the final games.
- 5.7. MVP Award of the Age Group will also be presented at this time.

6. Other Duties

- 6.1. You are the first point of contact for anyone with any queries or questions in relation to your pitch. You will probably also get a lot of other general enquiries such as “where are the toilets”, “where are the U14’s playing” etc. In your Pitch folder is a map of the grounds, a complete schedule for the Tournament and a complete list of volunteers and their mobile numbers. If the answers to the queries are not apparent from all this then please refer the person to the Tournament Registration Office or contact one of the people listed at the end of this document.
- 6.2. Keep an eye on the time and how we are going with regards the schedule. If you start to run seriously behind time (more than 1 game) then please contact your Pitch Manager and / or the Tournament Registration Office. We do have some flexibility to reschedule some games and the earlier we can be informed the better.
- 6.3. Please encourage parents / supporters to stay behind the rope lines or the fences around the pitches. We are happy for line judges, coaches, and medical people to be on the sideline but all others have to stay back for player and spectator welfare. If you find you are having real difficulties in enforcing this please engage with your Pitch Manager.
- 6.4. There are probably many other things we’ve forgotten but hopefully there will not be too many unforeseen problems....

7. Last on Duty Friday and Saturday

- 7.1. Ensure that there is a 1st Aider or Medical Representative Pitch Side!
- 7.2. Return the Pitch Marshall’s box to the Tournament Registration Office (balls, bibs etc.).
- 7.3. Please do not take these home thinking you will be the first in for the next day – it is not unheard of for some of you to sleep in...



- 7.4. Please ensure that the score sheet from the last game is given to the Pitch Manager / Runner or taken up to the Tournament Registration Office before going home.
- 7.5. If appropriate, please send the score of the last game to the Tournament Registration Office by Whatsapp message.

Pitch Manager Duties

For each group of pitches, we have a Pitch Manager (he or she is an old hand at Pitch Marshalling) to assist where the pitch Marshall needs support.

The pitch Managers will be responsible for keeping the scoreboards up to date.

1. Support your Pitch Marshalls!
2. Assist with pushing the games along – timing is important and the tournament always runs late.
3. Control the players / coaches / spectators / team managers AND THE PARENTS if they become unruly.
4. Support the referee if any disputes occur – THE REFEREE'S DECISION IS FINAL. Call the Tournament Directors for major disputes.
5. The Pitch Marshalls will ensure the score sheets are correctly filled out and will place them in the Pitch Marshall's Box alongside each pitch.
6. Inform the Pitch Marshall that you are taking the score sheets (so they don't panic) and deliver them to the Tournament Registration Office where any revision to the scoreboards will be given to you.
7. Please enter the details from the score sheets on the Pitch Side scoreboards (note: use the white board markers not permanent markers)
8. Help ensure participating Clubs supply referee's for every game.
9. Help keep spectators back from the touchlines.

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