



MATCH OFFICIALS HANDBOOK

Investec Arch (Investec Champions Cup only)

Investec has the right to install an arch in the tournament colours which will be placed at the edge of the pitch in front of the tunnel / players' entrance. Players and match officials must enter the pitch through this arch for the kick-off of the match.

This arch will be delivered and installed by the EPCR's signage provide at each match of the competition.



Investec Backstage Tour (Investec Champions Cup only)

Title partner, Investec, have the right to activate a backstage tour for 10 guests guided by an EPCR rep at a total of 8 matches during the competition. Investec will choose these matches in advance and EPCR will liaise with the clubs in question in order to adapt the visit the venue and not disrupt any of the match day operations.

Coin Toss - Sponsored by Heineken (Investec Champions Cup only)

The Coin Toss takes place one hour before kick-off, with the referee and two club captains.

It is filmed by the host broadcaster and sponsored by Heineken. Heineken will provide a personalised coin for each match, which will be sent directly to each club before each home match. Heineken will also provide a backdrop and a Heineken branded carpet for this activation which EPCR's signage provider will install in the flash zone.

These elements will be installed by EPCR's signage provider. Heineken will also invite a guest and/or chaperone to attend the Toss. The guest will also have the opportunity to take a photo with the referee and the two captains before the Toss takes place. The Heineken guest will get to keep the Coin once the Toss is completed.

EPCR is encouraging clubs to support this moment on their networks by posting clips or photos of the Toss.



Coin Toss – EPCR Challenge Cup

The Toss takes place one hour before kick-off, in the presence of the referee and two club captains.

It is filmed by the host broadcaster and is not sponsored in the EPCR Challenge Cup. The match referee will use his own coin. The backdrop used will be that of the host broadcaster or a generic of the competition.

EPCR is encouraging clubs to support this moment on their networks by posting clips or photos of the Toss.

Delivery of the Match Ball - DHL

DHL has the exclusive right to deliver the official match ball at all matches. EPCR will facilitate this activation by installing a DHL-branded plinth at the edge of the pitch. The ball will be delivered to the centre of the pitch by the referee or a DHL guest.

Once the teams have left the pitch after warm-ups to return to the changing rooms, EPCR's signage provider will install the plinth and the DHL tee and place the match ball on it with the help of the match delegate.

Once the two teams have entered the pitch, the referee will follow them and take the ball from the plinth for kick-off. EPCR's signage provider will then remove the plinth and store it.



Technical Zones

EPCR will provide bibs and armbands to technical area staff, ball team, photographers, broadcasters and the club's social media team. These must be worn at all times during the match to facilitate the identification of each stakeholder.

As indicated in the PA, the technical zone protocol allows each team to have the following personnel in its technical zone:

1x Technical Zone Manager

The person in charge of the technical area is responsible for ensuring that the club complies with the technical area protocol. This person may be a coach if they so wish. The person in charge of the technical area must wear the appropriate armband throughout the match so that the assistant referees can always identify them.



2x Physiotherapists and 1x Doctor

Each club may have three members of medical staff as part of its technical area staff. These persons must be practising, certified doctors or physiotherapists. Two of these medical staff may move along the touchlines to follow the game and treat injuries if necessary. The two members of medical staff moving along the touchlines must always wear the appropriate bib. The third certified medical staff member must remain in the technical area (unless attending an incident on the pitch) and wear the red technical area armband.



2x Water Carriers

Each club may have 2 water carriers. Water carriers may enter the field of play during designated water breaks, subject to the approval of the 4th and 5th officials. Water carriers may not enter the field of play during penalty kicks; however, a water carrier is permitted to enter the field of play to provide the kicker with the kicking tee. The water carrier may be a coach but not the main coach /director of rugby and may not be a suspended player. All water carriers must always wear the appropriate bib.



Medical

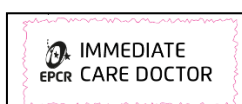
Match Day Doctor (MDD)

EPCR will appoint an independent match doctor for all matches in the competition. The independent match doctor will be responsible for managing all HIA protocols and other important medical decisions. The independent match doctor will wear the appropriate armband throughout the match in order to be identifiable by both clubs and match officials.



Immediate Care Doctor

The immediate care doctor is responsible for managing serious injuries and evacuations from the pitch. The immediate care doctor must wear the appropriate armband throughout the match in order to be identified at all times by both clubs and match officials.



Timekeeping





EPCR will appoint a timekeeper for all matches in the competition. If a timing console malfunctions on the day of the match, please inform the match delegate on site, who will pass on the information to EPCR.

Warm-ups

If during the match replacements wish to warm up, they may do so either (a) in a designated warm-up area outside the Playing Area (where they may use balls, hit-shields and/or any other rugby equipment), or (b) in the opposing Club's in-goal area, i.e. the attacking in-goal area (where they may NOT use balls and hit-shields).

Replacement Cards

The protocol for substitutions can be found in the Tournament regulations. Each club will receive 4 types of cards to cover all its needs during the season.

 <p>Replacement Card</p> <p>Away Team: _____</p> <p>Player Off: <input type="text"/></p> <p>Player On: <input type="text"/></p> <p> <input type="checkbox"/> Injury <input type="checkbox"/> Foul play replacement <input type="checkbox"/> Red card <input type="checkbox"/> Tactical <input type="checkbox"/> HIA <input type="checkbox"/> Blood <input type="checkbox"/> Yellow card <input type="checkbox"/> Reversal <input type="checkbox"/> Head Injury-IPR (immediate permanent removal) </p> <p>Time: _____ Team Official Signature: _____</p>	 <p>Replacement Card</p> <p>Home Team: _____</p> <p>Player Off: <input type="text"/></p> <p>Player On: <input type="text"/></p> <p> <input type="checkbox"/> Injury <input type="checkbox"/> Foul play replacement <input type="checkbox"/> Red card <input type="checkbox"/> Tactical <input type="checkbox"/> HIA <input type="checkbox"/> Blood <input type="checkbox"/> Yellow card <input type="checkbox"/> Reversal <input type="checkbox"/> Head Injury-IPR (immediate permanent removal) </p> <p>Time: _____ Team Official Signature: _____</p>
 <p>Head Injury Assessment Card</p> <p>Away Team: _____</p> <p>Player: <input type="text"/></p> <p> <input type="checkbox"/> HIA PASS <input type="checkbox"/> HIA FAIL </p> <p>Time: _____ Team Official Signature: _____</p>	 <p>Head Injury Assessment Card</p> <p>Home Team: _____</p> <p>Player: <input type="text"/></p> <p> <input type="checkbox"/> HIA PASS <input type="checkbox"/> HIA FAIL </p> <p>Time: _____ Team Official Signature: _____</p>

Match Official Operations

Clubs are responsible for contacting all match officials before each match to organise their arrival and reception at the venue. This includes the full 5-person referee delegation, the timekeeper, the TMO and the matchday doctor.

The club is responsible for providing a substitution board (if available) and for keeping the two EPCR Assistant Referee flags from season to season.

In general, the club must welcome match officials in accordance with the usual standards of its domestic league (accreditation access, after-match facilities, security).



Appendix Five

Replacement Protocol

1. Each Club's Technical Zone Manager is responsible for the Club's replacements during a Match, as well as the Club's compliance with the technical zone protocol at Appendix Nine to these Tournament Rules. The Technical Zone Manager must ordinarily be located in the Club's technical zone throughout the Match.
2. When a Club decides to replace a Player on the Playing Enclosure, the Club's Technical Zone Manager must fill in the appropriate details on the replacement card and sign it. The respective numbers of the Player leaving the Playing Area and the Player replacing him must be written in the appropriate box on the replacement card by the Technical Zone Manager.
3. When a Player leaves the field of play for a bleeding/open wound, the Technical Zone Manager must tick the blood box and enter in the appropriate box the respective numbers of the leaving Player and the replacement Player. This process must be repeated when the first Player returns to the field of play. A maximum of 15 minutes will be permitted for temporary blood replacements, after which the temporary replacement will become permanent. The 15-minute time allowance will start at the point the player reaches the point in the stadium agreed at the pre-match medical briefing.
4. When a Player leaves the field temporarily for an assessment under the HIA procedures, the Technical Zone Manager must tick the "HIA" box and enter in the appropriate box the respective numbers of the leaving Player and the replacement Player. This process must be repeated when the first Player returns to the field of play (as appropriate). If a Player leaves the field permanently, for example due to concussion or suspected concussion, pursuant to World Rugby Regulation 10, the Technical Zone Manager must tick the "Head Injury - IPR" box. A maximum of 12 minutes will be permitted for temporary HIA replacements, after which the temporary replacement will become permanent. The 12-minute time allowance will start at the point the player reaches the point in the stadium agreed at the pre-match medical briefing. A player undergoing a HIA may not return to the field before the 12 minutes have expired.
5. If a player needs to leave the field temporarily for an assessment under the HIA procedures, and also requires treatment for a bleeding/open wound, a maximum of 17 minutes will be permitted. For the avoidance of doubt, a player who has been temporarily replaced in these circumstances may return to the field as soon as the 12-minute HIA period has expired.
6. If a HIA is called in the final 10 minutes of the first half, a maximum of 12 minutes will still be permitted for the HIA; however, the player will NOT be required to report back to the 4th Official within the 12-minute HIA limit and may instead simply report to the 4th Official at the beginning of the second half.
7. If A HIA is called during the half time interval, in circumstances where the 4th Official has NOT been notified before returning to the changing room for half time, the HIA is deemed to have been called at the moment the second half commences, and the player may not return to the field until 12 minutes of the second half have elapsed.
8. If a HIA is called between the time of the half-time whistle and the 4th Official entering the match officials changing room; then the 12-minute allowance for a HIA will commence immediately. A temporary replacement may be made for the first few minutes of the second half until the 12-minute allowance has expired.
9. The 'Yellow card' box must be ticked by the Technical Zone Manager when a Front Row Player has been 'sin-binned' and another Front Row Player has to enter the Playing Area in order to ensure non-contested scrums do not occur. The respective numbers of the Player leaving the Playing Area and the replacement Front Row Player must be written in the appropriate box on the replacement card by the Technical Zone Manager.
10. The card does not represent a valid request until it is signed by the Technical Zone Manager.
11. The card is then handed by the Technical Zone Manager to the number 4 or 5 Match official, who will check the details and then proceed with the replacement.
12. The number 4 or 5 Match official will add the details to their replacement form.
13. Once the card has been passed to the number 4 or 5 Match official, a replacement is effective only when the Match referee has clearly signalled for the Player to be replaced. The Technical Zone Manager may amend details on the card given to the number 4 or 5 Match official at any time before the replacement takes place but any such amendments to the card must be authorised by signature by the Technical Zone Manager.
14. Once the Match referee has clearly signalled for the Player to be replaced, the number 4 or 5 Match

official will escort the replacement Player to the touch-line at the halfway line and, subject to the following provision, that Player may enter the Playing Area only after the Player leaving the Playing Area has crossed the touch-line and is off the Playing Area, and the number 4 or 5 Match official has signalled for the replacement Player to enter the Playing Area. A replacement Player may be allowed to enter the Playing Area before the Player leaving the Playing Area crosses the touchline if the Player leaving the Playing Area is injured to such an extent that it necessitates him being escorted from the Playing Area by medical personnel. In such a case, the number 4 or 5 Match official will signal to the replacement Player when he is permitted to enter the Playing Area.

15. Before each Match, each Club will receive a different colour set of replacement cards, as below:

Head Injury Assessment Card

EPCR **Home Team:** _____

Player

☐ HIA PASS

☐ HIA FAIL

Time: _____ Team Official Signature: _____

Replacement Card

EPCR **Home Team:** _____

Player Off **Player On**

☐ Injury ☐ Foul play replacement ☐ Red card ☐ Tactical

☐ HIA ☐ Blood ☐ Yellow card ☐ Reversal

☐ Head Injury- IPR (immediate permanent removal)

Time: _____ Team Official Signature: _____

Head Injury Assessment Card

EPCR **Away Team:** _____

Player

☐ HIA PASS

☐ HIA FAIL

Time: _____ Team Official Signature: _____

Replacement Card

EPCR **Away Team:** _____

Player Off **Player On**

☐ Injury ☐ Foul play replacement ☐ Red card ☐ Tactical

☐ HIA ☐ Blood ☐ Yellow card ☐ Reversal

☐ Head Injury- IPR (immediate permanent removal)

Time: _____ Team Official Signature: _____

Appendix Nine

Technical Zone Protocol

1. Location and Dimensions

- 1.1 Two technical zones (one for each Club) must be provided within the Playing Enclosure, on the same side of the Playing Area, one on either side of the half-way line and outside the Playing Area, pursuant to Law 1 of World Rugby's Laws of the Game.
- 1.2 The technical zones must be marked on the ground and, in each case, the line nearest the touchline must be parallel to the touchline.
- 1.3 Save where otherwise designated by EPCR, each of the technical zones must commence a minimum of five metres from the half-way line, must not exceed ten metres in length and three metres in width, and where practically possible, must not be less than two metres from the touchline and must be behind the perimeter advertising boards, with easy access to the Playing Area (see diagram, below).

2. Personnel and Conduct Permitted in the Technical Zones

- 2.1 The following persons may be present in each Club's technical zone during a Match:
 - (a) one certified and practising medical doctor;
 - (b) subject to clause 3, below, up to two other medically trained personnel (certified and practising medical doctors or physiotherapists only);
 - (c) subject to clause 4, below, up to two water carriers; and
 - (d) the Technical Zone Manager (who will be responsible for the Club's compliance with this technical zone protocol during the Match).
- 2.2 All personnel permitted to be present in the technical zones pursuant to clause 2.1, above, must wear suitable armbands and/or bibs (which, for the Investec Champions Cup and the EPCR Challenge Cup, will be supplied by EPCR) at all times during the Match.
- 2.3 Subject to Appendix Three to these Tournament Rules (which requires coaching/management/medical staff and Players to gather and remain in their respective technical zones during a place kick competition), aside from those persons referred to in clause 2.1, above, no other person (including Club officials, coaching/management/medical staff and Players) may be present in the technical zones during a Match. And under no circumstances may any of the persons present in the technical zone pursuant to clause 2.1, above, be a Player serving a suspension imposed under the Disciplinary Rules.
- 2.4 Without prejudice to clause 4.7 of the Tournament Rules and the generality of the Disciplinary Rules, all persons present in the technical zone (a) must conduct themselves at all times in an orderly fashion in accordance with the highest standards of disciplined and sporting behaviour; and (b) must not obstruct, interfere with or (with the exception of a medic's legitimate comment regarding the treatment of a player or when the Technical Zone Manager is complying with Appendix Five to these Tournament Rules) direct any comments towards Match officials.
- 2.5 Any persons not permitted to enter the Technical Zones and who fails to adhere to this protocol by entering the Technical Zones (or fails to adhere to the instructions of the Match officials in connection with this protocol) may be cautioned or sent off by the Match officials or otherwise charged with Misconduct by EPCR.

3. Medical Personnel

- 3.1 Of the two medically-trained personnel referred to in clause 2.1(b), above, one may be positioned on the far side of the Playing Area on the touch-line opposite the technical zones, and the other may be positioned on the near side of the Playing Area on the touch-line adjacent to the technical zones, but the two may not be together on one touch-line. These medical personnel must, at all times, retain the benefit of clear line of sight and access to the pitch, regardless of any commercial activations their presence might obscure. They may only provide water to the player they are treating. They must not, under any circumstances, touch the ball while it is live in play, e.g., as they approach the injured player or retreat from the field thereafter (the expectation being that if the path of the ball was reasonably likely to interfere with their treatment of a player, then the referee would have brought the match to a halt). If a medic from one of the teams touches the ball while it is live in play, the referee will penalise that team and award a penalty to the opposition.

- 3.2 In the case of injury to a Player in the Playing Area, the certified medical doctor referred to in clause 2.1(a), above and/or the medically-trained personnel referred to in clause 2.1(b), above, and/or the Match Day Doctor (if appointed) may enter the Playing Area in accordance with the Laws of the Game.

4. Water Carriers

- 4.1 Subject to clause 4.4, below, the water carriers referred to in clause 2.1(c), above, must remain in their respective technical zones at all times unless they enter the Playing Area to provide water, which they may do only during official stoppages in play designated for that purpose, or when a try has been scored, up to a maximum of twice per half with the approval of the 4th Official. For the avoidance of doubt, the water carriers are not permitted in the Playing Area during penalty kicks at goal.
- 4.2 At all times, Players may come to the touch-line adjacent to the technical zones to receive water, or to the area behind the dead ball line. Water bottles must not be left in-goal; if water bottles are left in-goal, the 4th Official may withhold approval for water carriers to enter the Playing Area at the permitted times.
- 4.3 Under no circumstances may water bottles or other containers be thrown onto the Playing Area.
- 4.4 One of the water carriers may enter the Playing Area to provide a kicking tee or sand to a kicker preparing to take a penalty kick at goal or conversion (i.e. once one of the Club's Players has (a) indicated that he intends to kick at goal after a penalty has been awarded, or (b) scored a try). The water carrier may also bring one water bottle for the kicker's sole use.
- 4.5 Neither of the water carriers referred to in clause 2.1(c), above, may be the Club's Head Coach or Director of Rugby.
- 4.6 Hot weather may warrant one further water break per half, at the discretion of the Match referee and with prior agreement of both Clubs.

5. Administration and Enforcement of the Technical Zone Protocol

- 5.1 During a Match, the number 4 and 5 Match officials will administer and enforce this technical zone protocol on behalf of the Match referee. If there is a breach of this technical zone protocol, one or both of the number 4 and 5 Match officials will report the matter to the Match referee, who may caution any person responsible for such a breach (which can include, for the avoidance of doubt, a member of a Club's coaching/management/medical staff) or, at his/her discretion, expel that person from the technical zone and the Playing Enclosure.
- 5.2 Without prejudice to any action taken by the Match officials pursuant to clause 5.1, above, any breach of this technical zone protocol (including those resulting in expulsions from the technical zone and the Playing Enclosure) may be reported to the Disciplinary Officer, who may investigate the matter, hold an enquiry and/or bring a Misconduct complaint pursuant to the Disciplinary Rules.

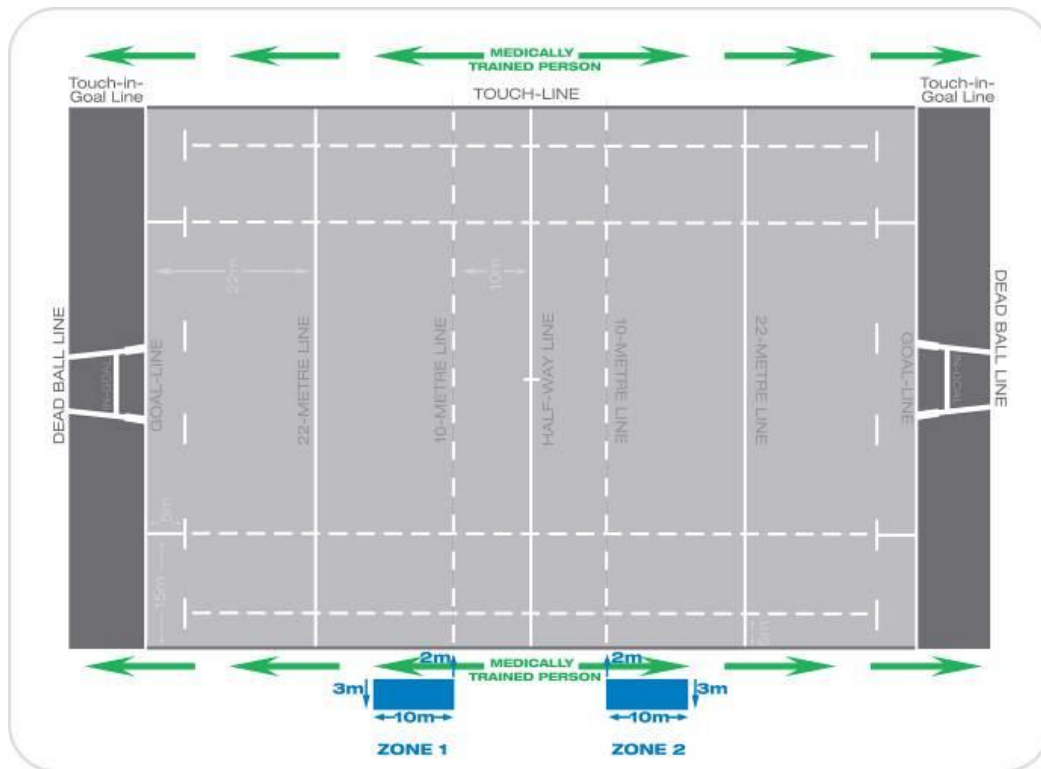
6. Personnel Outside the Technical Zones and the Playing Enclosure

- 6.1 Subject to clause 3, above, and save where (a) replacements enter the Playing Area pursuant to the replacement protocol at Appendix Five to these Tournament Rules or warm up pursuant to clause 6.2, below, and/or (b) the Club's coaching staff enter the Playing Area at the half time interval to attend to the Club's Players, each Club's replacements and coaching/management/medical staff must be located outside the Playing Enclosure throughout the Match.
- 6.2 If replacements wish to warm up, they may do so either (a) in a designated warm-up area outside the Playing Area (where they may use balls, hit-shields and/or any other rugby equipment), or (b) in the opposing Club's in-goal area, i.e. the attacking in-goal area (where they may NOT use balls and hit-shields).

7. Players Temporarily Suspended

- 7.1 When a Player is Temporarily Suspended, subject to clause 7.3, below, that Player must remain in the 'sin bin' area (as designated pursuant to clause 4.3.2 of the Tournament Rules) for the duration of the Temporary Suspension.
- 7.2 A Temporarily Suspended Player may be given water and warm clothing while in the 'sin bin' area. If half-time occurs during the Temporary Suspension period, the Player may go to his Club's dressing room but must return directly to the designated 'sin bin' area for the remaining period of his Temporary Suspension when the second half begins.

- 7.3 A one-minute warm-up period is permitted prior to the Temporarily Suspended Player returning to the Playing Area, in which the Player may leave the 'sin bin' area.



Appendix Ten

HIA Review Process

The process set out in this Appendix Ten ("HIA Review Process") establishes the procedure by which any incident that takes place in (or is related to) a Match that (a) is connected with HIA and/or concussion and/or related matters; and/or (b) is either routinely reviewed or referred by EPCR to the HIA Review Processor and/or the EPCR HIA Review Panel ("Head Injury Event") may be reviewed.

For the avoidance of any doubt, neither this HIA Review Process, nor any action taken pursuant to this HIA Review Process, precludes the Disciplinary Officer from investigating any such incident and/or bringing disciplinary proceedings in respect of any such incident (or taking any other action he considers appropriate pursuant to the Disciplinary Rules).

Initial Review by the HIA Review Processor (Alligin Performance and Independent Video Reviewers (IVR's))

1. EPCR (or World Rugby where it requests it) may refer Head Injury Events to the HIA Review Processor for the purposes of review. The HIA Review Processor will review all Head Injury Events (a) as part of the routine post-game video review process or (b) if referred by EPCR. If any third party wishes to refer an incident to the HIA Review processor, it may only do so through the EPCR Disciplinary Officer, who will refer the matter to the HIA Review Processor and inform the referrer of the outcome.
2. The procedure by which such review is carried out is intended to be flexible and will be at the discretion of the HIA Review Processor, where appropriate under direction or guidance from EPCR. It is anticipated that the HIA Review Processor's review will include (at least) a review of the video footage of the relevant Head Injury Event.
3. The HIA Review Processor may request, from any Club or Person, documents, video footage, statements, answers to questions (whether by correspondence through a secure online portal or in a meeting, at the discretion of the HIA Review Processor) and/or other materials to assist the HIA Review Processor with its review.
4. All Clubs and Persons must comply in full with such requests, and must facilitate compliance by others (for example, if requested to do so by the HIA Review Processor, Players must permit Club Medics to disclose to the HIA Review Processor details of their respective injuries and illnesses, treatment and other relevant matters), and it will not be a valid excuse for a Club and/or any of its Persons that has failed or refused to comply with such a request to rely on any privilege against self-incrimination: any such privilege is deemed to have been waived by the Club and its Persons.
5. In the event of a disagreement between the IVR and the Club doctor on the interpretation of a video, the IVR shall inform the Chief Medical Officer (CMO) of the Club's Union who may consult with the World Rugby Independent Video Interpretation Expert Group. If consulted, the World Rugby Independent Video Interpretation Expert Group shall ordinarily provide its written report within 24 hours of receipt of the review request. Notwithstanding any referral to (or report from) the World Rugby Independent Video Interpretation Expert Group, the IVR still has the ability to refer a case in accordance with paragraph 8 below.
6. If the IVR and CMO of the Club's Union concludes that there is a justifiable medical reason or explanation for an incident, no further referral will be required and the CMO of the Club's Union will decide whether further education and/or training is required.
7. If the IVR and/or CMO of the Club's Union concludes that there is anything other than a justifiable medical reason or explanation for an incident, the HIA review processor and CMO of the Club's Union must refer the case to the HIA Review Group set out in paragraph 8 below. By way of guidance only, below is a non-exhaustive list of examples which should result in a referral to the HIA Review Group:
 - (a) a deliberate or reckless failure to comply with the World Rugby Head Injury Assessment Protocol (for example, off-field assessment completed in a time that compromises quality of assessment, or potential tactical manipulation);
 - (b) a failure in the delivery of video viewing (for example, no side-line video link);
 - (c) a deliberate attempt by any team member to influence a medic in relation to HIA;
 - (d) repeated errors (more than two in a two-year period) in the application of the World Rugby Head Injury Assessment Protocol;
 - (e) evidence of a deliberate obstruction of the World Rugby Head Injury Assessment Protocol or the HIA Review Process; and/or
 - (f) existence of any other act or omission in relation to the World Rugby Head Injury Assessment

Protocol that significantly jeopardises player welfare.

Subsequent Review by the EPCR HIA Review Panel

8. The HIA Review Group shall be appointed by the Chairman of EPCR's Independent Disciplinary Panel and ordinarily be composed of an:
- (a) Independent Lawyer (who must be eligible to sit as a Judicial Officer under World Rugby Regulations) who shall chair the HIA Review Group;
 - (b) CMO of the Club's Union (in the event that the CMO of the Club's Union is unavailable then the CMO of another Club's Union will be appointed) ;
 - (c) a World Rugby nominated representative; and
 - (d) a representative from EPCR.

For the avoidance of doubt, the CMO of the Club's Union shall be entitled at any point to informally consult with the CMO of the other participating Union if he/she so wishes.

9. The chair of the HIA Review Group may, if he/she wishes:
- (a) invite a representative(s) of other participating unions/federations to sit as additional members of the HIA Review Group; and/or
 - (b) consult with other third parties such as tournament organisers.
10. The HIA Review Group will preferably meet in person (or via conference call if absolutely necessary) within 36 hours of a referral by the IVR or the CMO of the Club's Union.
11. The HIA Review Group may at any point make further enquiries of the club, the independent reviewer and/or the World Rugby Video Interpretation Expert Group and such individuals or groups must provide responses to such enquires by the deadline set by the HIA Review Group.
12. The HIA Review Group has the power to investigate all matters referred to it and all clubs must cooperate in full with such investigations, including providing requested information within the timeframes provided. Provided all timeframes set by the Group are complied with, the Group will ordinarily issue its findings within 14 days of the referral.
13. Following conclusion of an investigation, the HIA Review Group may in its absolute discretion:
- (a) make recommendations for further education and training for the Club personnel, including the Club doctor;
 - (b) make recommendations for the World Rugby HIA Working Group to consider an alteration in the process, education and/or training; and/or
 - (c) make a referral to the EPCR Disciplinary Officer to consider further disciplinary action.
14. The HIA Review Group must send a written report to the Club, Club's Union and relevant competition organiser setting out its recommendations.
15. There is no power to appeal any decision of the HIA Review Group.

Confidentiality

16. Subject to the following, all proceedings before the HIA Review Processor and/or the EPCR HIA Review Panel will be confidential:
- (a) EPCR may, at its discretion, publish (in whole or in part) the decisions and reports of the HIA Review Processor and/or the EPCR HIA Review Panel, including a summary of such decisions and reports. EPCR will ordinarily consult with the HIA Review Processor/HIA Review Group and the CMO of the union/federation concerned before making any public statement.
 - (b) Ordinarily, the report of the EPCR HIA Review Panel will be disclosed by EPCR to the Clubs and Persons that are connected with the HIA Incident, but that will be at EPCR's discretion (and EPCR might, for example, elect not to disclose it or to disclose only a redacted version).

For the avoidance of doubt, unless the chairman of the EPCR HIA Review Panel expressly orders otherwise, the written report of the EPCR HIA Review Panel, and all material reviewed by the HIA Review Processor and/or the EPCR HIA Review Panel in respect of the relevant HIA Incident, will be provided to

the Disciplinary Officer and will be capable of being used as evidence in any subsequent disciplinary proceedings.



EPCR Match Timekeeper Instructions

Please note that for the Heineken Champions and Challenge Cup, the match time should run from 00:00 to 40:00 in the first half and from 40:00 to 80:00 in the second half.

Arrival at the ground and Pre Match Checks

- Timekeepers are expected to be at the ground at least 90 minutes before Kick Off (KO)
- Timekeepers are requested to make contact with the EPCR Match Delegate immediately upon arrival at the ground in order to carry out the Pre-Match checks listed below.
- Timekeepers must also contact the match referee in advance of the game to discuss the operation of the clock during the match.
- Ensure that the TimeKeeper also has the EPCR Match Manager's phone number so that contact can be made if necessary during the match.

Test 1: Check the console settings

- Ensure the console is switched on (power switch at rear).
If it is switched on do not switch it off.
- Press **'Select'** and then press **'Settings'**
- Ensure that **'Count Up'** is selected
- Press the **down arrow** to access the second page of settings
- Ensure **'Total Time'** and **'Stop Time'** boxes are checked (ticks are in boxes)
- Press **'Enter'**
- Press **'Save'**, then **'Yes'**. Then press **'ESC'**

Test 2: Ensure the Display Clocks are working

- Ensure there is power to the displays (lines/time of day should appear on each display)
- Check the clock switch, on the front of the console, is in the stop position ('0')
- Press 'Play'
- The console may ask to 'Download previous match?' – Select 'No'
- Period 1 will load, and the displays should show 00:00
- Switch the clock switch to the run position ('I') to commence the count-up
- The clock can be paused at any time, by moving the clock switch to the stop position ('0')



EPCR Match Timekeeper Instructions

Test 3: Check the clock and half time is set up

- Move the clock switch, on the front of the console, to the stop position ('0')
- Press the clock set button
- Press the minutes button and adjust the time to 39. Then press "Enter"
- Press the seconds button and adjust the time to 57. Then press "Enter" twice
- The clocks in the ground should show 39:57
- Switch the clock switch to the run position ('I') to re-commence the count-up
- At the end of the period the clock will freeze at 40:00. The console will prompt you to move the clock switch to the stop position ('0')
- Press the period button, then 'NP' (no pause) to load Period 2
- To commence Period 2, move the clock switch to the run position ('I')
- The clocks should now run from 40:00 to 80:00 for the second half

Test 4: Check that Full Time is configured

- Move the clock switch, on the front of the console, to the stop position ('0')
- Press the clock set button
- Press the minutes button and adjust the time to 79. Then press Enter
- Press the seconds button and adjust the time to 57. Then press 'Enter' twice.
- The clocks in the ground should show 79:57
- Switch the clock switch to run position ('I') to restart the count-up
- At the end of the period the clock will freeze at 80:00. The console will prompt you to move the clock switch to the stop position ('0').

Tests 5 to 8

- Once all the above is working, contact the Host Broadcaster to re-run the above tests with them to verify that the connection between the stadium clocks and TV graphics are working.
- Ensure that neither the clock nor the console are powered-off between the time you do your tests and Kick Off.

Test 9 - For Knockout Fixtures

- Check that Extra Time is programmed correctly
 - Click **Settings**
 - Click the **Setting Period & Pause** button (open pie-chart) icon.
 - Click **Select Period** Button, use the **Up/Down** Arrows + **Enter** button to confirm the duration of the four periods.
 - Period 1 : 40:00 Minutes
 - Period 2 : 40:00 Minutes
 - Period 3 : 10:00 Minutes
 - Period 4: 10:00 Minutes
 - If one of the Periods does not match the durations outlined above click the **Minute & Second** buttons to adjust the numbers such that they match the durations above.
 - Confirm that **Extra Period** is set 2 at the bottom. If not, click **Extra Period** and use the **Up & Down** arrows to adjust to 2.
- Press **ESC** twice, select **Rugby** and start new Match as explained earlier in this document.
- Click **PRD** twice to progress to the first period of Extra Time
- Press the clock set button
- Press the minutes button and adjust the time to 9. Then press "Enter"
- Press the seconds button and adjust the time to 57. Then press "Enter" twice
- The clocks in the ground should show 9:57
- Switch the clock switch to the run position ('I') to re-commence the count-up
- At the end of the period the clock will freeze at 10:00. The console will prompt you to move the clock switch to the stop position ('0')
- Press the period button, then 'NP' (no pause) to load Period 4
- Repeat as above for Period 4



EPCR SUBSTITUTION FORM

Team A _____

v

Team B _____

Player off	Player on	Reason	Time	Player off	Player on	Reason	Time

Reasons –

RI: replacement injury

ST: substitution tactical

YCT: yellow card technical

YCF: yellow card foul play

YCR: player returns after yellow card

RC: sent off

SBF: player off for a front row player during sin bin

SBFR: player returns after front row sin bin

BI: blood and/or open wound

BR: blood and/or open wound return

HIA: Head Injury Assessment removal

HIAR: Head Injury Assessment return

CONC: concussion or suspected concussion

FPR: Foul Play replacement

Signature of Fourth Official _____

Date _____

Give to EPCR Official Data Provider immediately on completion of match.
Attach Substitution Cards to Form.

After confirming with Opta official, please send the completed form to danny.rumble@epcrugby.com, before leaving the venue.

MATCH OFFICIAL REPORT

Competition		Match date	
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Match Result

Home Team		Score	
Away Team		Score	

Venue	
Ground/Weather Conditions	

Referee		Assistant Referee 1	
Assistant Referee 2		TMO	
4 th Official		5 th Official	

1. Were there any inappropriate comments or actions?

☐ Yes ☐ No

2. If yes, where did they take place?

On Field ☐ Off Field ☐

3. Who did the inappropriate comments or actions come from? (tick all that apply)

- | | | |
|------------------------------------|--|--|
| <input type="checkbox"/> Medic | <input type="checkbox"/> Player | <input type="checkbox"/> Team Manager |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Head Coach/DOR | <input type="checkbox"/> Water Carrier |
| <input type="checkbox"/> Supporter | <input type="checkbox"/> Non-playing personnel | <input type="checkbox"/> Other |

4. If you answered yes to question 1, please add details on the incident(s):

Match Official Name		Capacity	
Country		Date	