
MANAGERS BOOKLET

2023



**Maritzburg College
KwaZulu-Natal
25 – 30 June 2023**



PROUD HOST



Managers Manual 2023



The Sharks Primary Schools are proud to host this year's addition of the U13 A & B Craven Week. We look forward to welcoming this tournament for the first time to the picturesque KwaZulu-Natal Midlands. The LOC's vision is to deliver an innovative, world-class rugby tournament that is affordable and value for money. This tournament will aim to display rugby at its best, highlighting the values of friendship, camaraderie, and fair play.

We invite you to read through this detailed Managers Booklet in order to guide you through this tournament.

INDEX

1.	Local Organising Committee.....	3
2.	Host Venue: Maritzburg College.....	4
3.	Map of Maritzburg College.....	5
4.	General Information.....	7
5.	Accommodation for Parents and Visitors.....	8
6.	Accreditation.....	9
7.	Registration and Team Entries.....	10
8.	Arrival and Program.....	13
9.	Opening Ceremony.....	16
10.	Photographs.....	17
11.	Functions.....	18
12.	Fixtures and training fields.....	18
13.	Referees.....	20
14.	Medical.....	20
15.	Pietermaritzburg Weather.....	23
16.	Hostel Accommodation.....	23
17.	Laundry Service.....	27
18.	Transport.....	28
19.	Security.....	28
20.	Parking.....	29
21.	SASRA Tournament Rules.....	29
22.	Annexure A – Accreditation and Registration Form.....	31
23.	Annexure B – Non-operational Staff Registration and Accreditation Form.....	32
24.	SA RUGBY Schedule 1.....	33
25.	SA RUGBY Schedule 2.....	37



Managers Manual 2023



1. LOCAL ORGANISING COMMITTEE

LOC EXECUTIVE				
	PORTFOLIO	NAME	CONTACT	EMAIL
1	LOC Chairman	Nash Govender	084 567 7612	govender.nash@gmail.com
2	LOC Tournament Director	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
3	SASRA Representative	Noël Ingle	083 290 2891	Principal@glenwoodprep.co.za
4	LOC Registration and accreditation	Anesh Deodutt	083 324 6580	anesh@bisley.co.za
5	LOC Playing Affairs	Michael Dick	082 560 1224	michaeldick@merchiston.co.za
6	Maritzburg College Rep	Kevin Smith	083 325 7714	smithk@mcollege.co.za

LOCAL ORGANISING COMMITTEE				
	PORTFOLIO	NAME	CONTACT	EMAIL
1	Finance	Noël Ingle	083 290 2891	Principal@glenwoodprep.co.za
2	SASRA Liaison	Nash Govender	084 567 7612	govender.nash@gmail.com
3	Registration / Accreditation	Anesh Deodutt	083 324 6580	anesh@bisley.co.za
4	Marketing / Media	Raymond van Niekerk	082 889 3010	raymond.v1@curro.co.za
5	Devotion service	Michael Dick	082 560 1224	michaeldick@merchiston.co.za
6	Ceremonies	Michael Dick	082 560 1224	michaeldick@merchiston.co.za
7	Referees	Sean Ackerman	082 415 8115	s.ackerman@sthenrys.co.za
8	Laundry	Berné van Niekerk	083 274 9558	bvniekerk@arboretumps.co.za
9	Team & Action Photos	Berné van Niekerk	083 274 9558	bvniekerk@arboretumps.co.za
10	Functions	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
11	Programmes	Anesh Deodutt	083 324 6580	anesh@bisley.co.za
12	Parking & Security	Gregg Howard	083 632 5501	Jcdeputy@ashtonballito.co.za
13	Announcer & Sound	Wayne van Rensburg	072 362 8613	wjvrensburg@scc.co.za
14	VIP Suite Manager	Michael Dick	082 560 1224	michaeldick@merchiston.co.za
15	Kent Pavilion Manager	Sean Ackerman	082 415 8115	s.ackerman@sthenrys.co.za
16	Logistics & Vendors	Richard Bennet	084 673 6418	rbennett@merchiston.co.za
17	Goodie Bags / Shirts	Raymond van Niekerk	082 889 3010	raymond.v1@curro.co.za
18	Information Desk	Anesh Deodutt	083 324 6580	anesh@bisley.co.za
19	Maritzburg C Boarding Liaison	Marius Beukes	083 298 4487	mariusv6@gmail.com
20	St Charles Boarding Liaison	Wayne van Rensburg	072 362 8613	wjvrensburg@scc.co.za
21	Girls High Boarding Liaison	Raymond van Niekerk	082 889 3010	raymond.v1@curro.co.za
22	Goldstone's Field Manager	Marius Beukes	083 298 4487	mariusv6@gmail.com
23	Snow's Field Manager	Mfundo Mkanyana	061 497 7292	mfundo@huttenpark.co.za
24	Barns' Field Manager	Berné van Niekerk	083 274 9558	bvniekerk@arboretumps.co.za



Managers Manual 2023



2. HOST VENUE: MARITZBURG COLLEGE



MARITZBURG COLLEGE

Maritzburg College Representative	Kevin Smith	083 325 7714	smithk@mcollege.co.za
-----------------------------------	-------------	--------------	-----------------------

Brief Overview of Maritzburg College

On 2 March 2023, Maritzburg College marked yet another year added to its long and distinguished history and they are proud to celebrate 160 years as the oldest boys' school in KwaZulu-Natal.

A modern school in every sense, Maritzburg College retains a strong sense of its history and heritage. Their boys leave the school as young men imbued with a strong sense of independence and individualism – but also of team-spirit and belonging. The school unashamedly embraces and promotes its core values of Commitment, Courage, Honesty, Respect, Integrity and Self-discipline, which all their boys are expected to live out each day. The College Credo includes an individual pledge for each boy to remain true to all that is College, its values, brotherhood and traditions.

College has evolved considerably over the last few decades, and today offers a multitude of opportunities for all boys to find their niche and be happy. Having the boys fulfil their academic potential remains the school's priority and they are committed to providing each boy with a well-rounded relevant and excellent education experience. College's sports facilities are world class, catering for all the major sports – and a number of lesser ones too. The school has adjusted well to the demands of a modern society, while retaining its unique character and this is especially apparent in their boarding establishment of 5 boarding houses, which boasts a compliment of 480 boys and 50 live-in staff.

College's innovative pastoral care programme, managed through the 10 school day houses, aims to build a community within the school, creating supportive systems and positive relations and promoting a strong ethos of mutual care and concern. Through mentorship, they help each of their boys develop his sense of value and virtue-based character, health, safety and well-being, academic growth, self-discipline, resilience, self confidence in social interactions and practise of servant leadership.

At Maritzburg College, they are immensely proud of our shared identity that binds the present to the past beneath a vivid tapestry quilted in Red, Black and White.

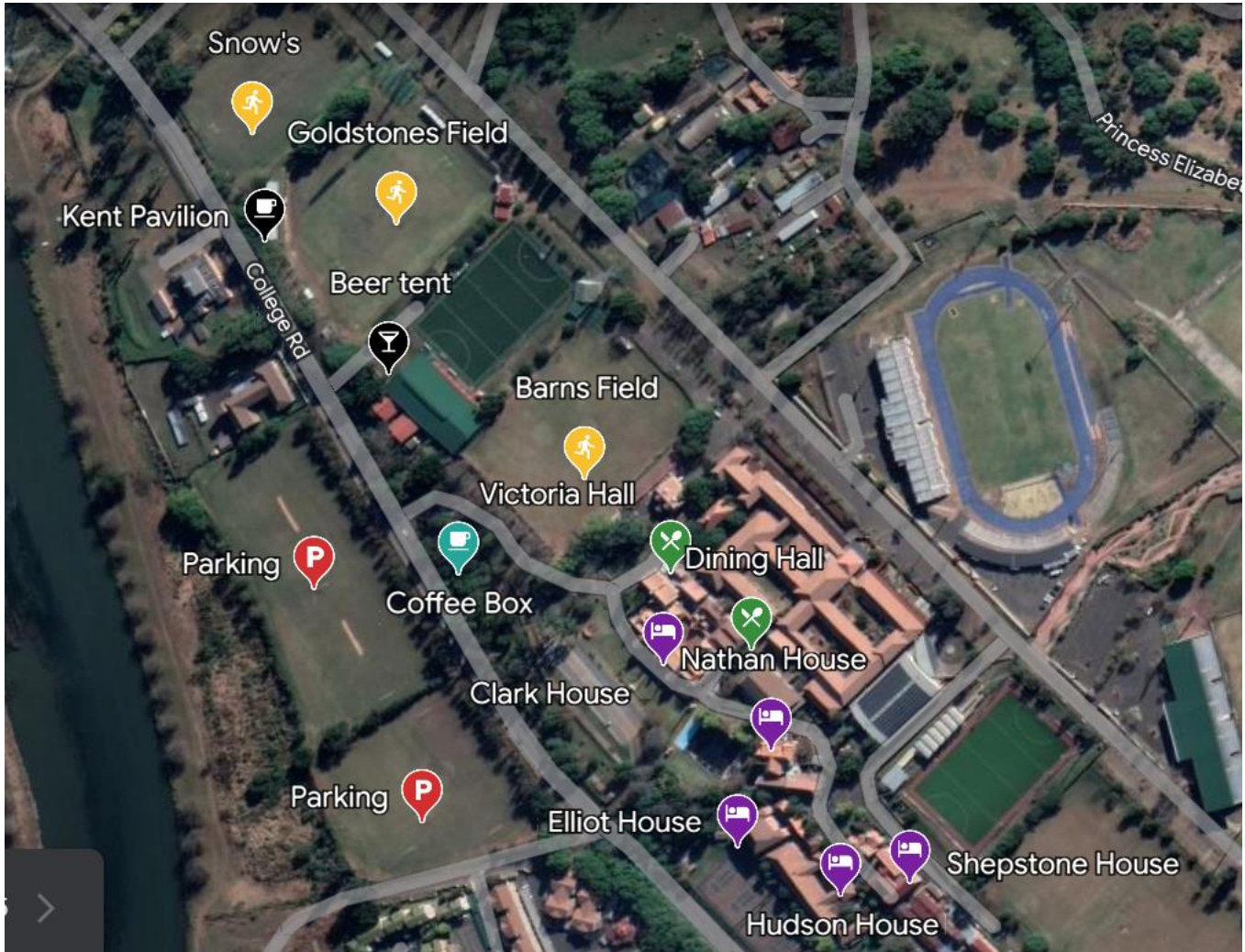
Maritzburg College is very proud of being the host of this year's U13 A & B Craven Week Tournament.



3. Map of Maritzburg College



Aerial View of the Maritzburg College Campus



By referencing the MAP and AERIAL VIEW of Maritzburg College please take note of the following important information.

REGISTRATION

- Registration will take place at the boarding establishment where each union stays. Unions who reside at Maritzburg College will register at the oval in front of the Victoria Hall (2).

PHOTOGRAPHS

- Photographs will be taken outdoors in front of Clark House (4) on Sunday, 25 June 2023. Please see schedule of photographs to be taken on Page 16.

DEVOTION SERVICE

- On Sunday, 25 June 2023 the Devotion Service will take place at the Alan Paton Hall (11) and learners and officials and supporters are to be seated by 16:15.



Managers Manual 2023



OFFICIAL FUNCTIONS

- The function for officials on Sunday, 25 June will take place at the Kent Pavilion (12) directly after the devotion service. The function on Monday, 26 June will take place at the Oliver Cultural Centre (10).
- The function on Thursday, 29 June will also take place at the Oliver Cultural Centre (10).

RUGBY FIELDS

- All U13 **A** Matches will take place on Goldstone's with the exception of Friday, 30 June where the U13 **A** Matches will be played on Goldstone's and Snow's.
- All U13 **B** Matches will take place on Snow's with the exception of Friday, 30 June where the U13 **B** Matches will be played on Snow's and Barns'.
- Barns' Field will be used as a practice field except for Friday, 30 June when matches will take place on it. There is still space next to Barn's rugby field for warming up of fields.
- St Charles will make practice fields available on their campus for associations who stay at their boarding establishment.

ENTRANCE ON MATCH DAYS

- There will be two entrances to the host venue. The main entrance (1) off College Road and a secondary pedestrian entrance by Goldstone's off Princess Margaret Drive.

PARKING

- Only the LOC, VIPs, SASRA officials and referees will be allowed to park inside the school premises. Parking will be made available for these officials on the terraces below Clark House (4).
- Busses are to park in Princess Margaret Drive.
- Parking for visitors and other officials will be available on Leach's, Lamond's, Nicholson's, Hill's and on Princess Margaret Drive.

ACCOMODATION AT MARITZBURG COLLEGE

- Unions that are allocated to stay at Maritzburg College will make use of the following boarding houses – Clark House (4), Nathan House (5), Elliott House (6), Shepstone House (7) and Hudson House (8).

LUNCH

- All teams and officials will receive a sit down lunch at the Maritzburg College Dining Hall (3). Teams playing at 12.00, 13.00 and 14.00 will be given a packed lunch.
- **Please note that there will not be any lunch on Wednesday, 28 June 2023.**

4. GENERAL INFORMATION

Date of tournament	25 – 30 July 2023	
Venue	Maritzburg College	Pietermaritzburg
Cost per team	R 102 600 per team	Includes: 23 players 2 coaches 1 manager 1 chaperone @ R3 800 per person
Bus driver	R 3 500 per person	Accommodation and meals included
Breakage deposit	R 5 000	
Team Photo per participant	No additional cost	



Managers Manual 2023



Laundry	No additional cost	1 bag per team x 3 washes
Accreditation for additional officials	R 1 500 per person	Free entry Tournament program 4 x Lunches 3 x Evening Functions

BANKING DETAILS

Account name	:	KwaZulu-Natal Primary Schools
Type of account	:	Gold business account
Bank	:	FNB
Account Number	:	53770070887
Bank Code	:	250135
Reference	:	U13 Craven Week + Province Name

5. ACCOMMODATION FOR PARENTS AND VISITORS

LOC Tournament Director	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
-------------------------	--------------	--------------	----------------------------------

- Maritzburg College is situated within Pietermaritzburg, the capital city of KwaZulu-Natal. There are numerous guest houses, hotels and other accommodation nearby or within close proximity.
- The neighbouring towns of **Hilton** (14km from PMB), **Howick** (23km from PMB) and **Nottingham Road** (57km from PMB) offer a wide variety of unique country style accommodation should parents be interested.
- The closest airport to Maritzburg College is Pietermaritzburg Airport (4,2km away from the school). AirLink has regular flights from Pietermaritzburg Airport to Johannesburg. The closest major airport is uShaka International (102,6km from Maritzburg College) and serves all major routes in South Africa.
- Major attractions to the area include the Howick Falls, Nelson Mandela Capture Site and the Midlands Meander. The Indian Ocean and the Southern Drakensberg Mountain Range are also close enough for a day trip.
- Have a look at the following websites:
 - <https://www.midlandsmeander.co.za>
 - <https://www.pmbtourism.co.za>
 - <https://www.tripadvisor.co.za>
 - <https://www.lekkeslaap.co.za>
 - <https://www.trivago.co.za>





Managers Manual 2023



6. ACCREDITATION

Accreditation	Anesh Deodutt	083 324 6580	anesh@bisley.co.za
---------------	---------------	--------------	--------------------

- Accreditation passes are the only form of identification for officials and those otherwise involved.
- Accreditation passes are issued to individuals in their team names.
- Accreditation passes must be worn at all times during all matches and official occasions.
- Accreditation passes are not transferrable.
- The organising committee (LOC) of the U13 Craven Week reserves the right to refuse any application for accreditation and withdraw any accreditation already issued.
- Accreditation passes remain the property of the LOC of the U13 Craven Week until after the tournament. Lost passes will be replaced at R50 per pass.

Each team is expected to bring 23 players, 2 coaches, 1 manager and 1 chaperone. The cost per participant is **R 3800,00** and includes accommodation, meals, a program and free entry. The manager and coaches will have 3 functions, which will include a meal and 3 free drinks.

The following individuals will be accredited:

- **23 players and 4 management members (includes chaperone) per team.** This accreditation includes accommodation.
- Executive members and officials of SA Rugby as supplied by SA Rugby.
- Sponsors and members of the media as arranged with the organising committee.
- Executive members and selectors of SASRA (South African Schools Rugby Association).
- Tournament Referees.
- Officials and executive members of the KwaZulu-Natal Rugby Union
- All individuals not mentioned, including management and other Union Officials, who want to be accredited, must apply for accreditation. [For bookings see Annexure A – Accreditation and Registration Form.]

- **OPTION 1 ADDITIONAL OFFICIAL ACCREDITATION (BLACK CARD) Cost: R 1 500,00**

This includes:

- Entrance to playing grounds
- 4 x Luncheons
- 3 x Functions (includes a meal and 3 drinks at each function)
- An official Program
- **NO ACCOMMODATION**

- **OPTION 2 – BUS DRIVERS (GREY CARD) Cost: R 3 500,00**

This Includes:

- Entrance to the school and playing fields





Managers Manual 2023



- Meals at the dining hall with the team
- An official Program
- Accommodation at same school as team
- No Functions

➤ PAYMENT

You are requested that accreditation money must be paid by EFT or deposited into the following account:

Account name	:	Kwa-Zulu Natal Primary Schools
Type of account	:	Gold business account
Bank	:	FNB
Account Number	:	53770070887
Reference	:	U13 Craven Week + Province Name

PLEASE TAKE NOTE:

- 1) Annexure A & B, including the ETA of the team, must also be sent to info@howickprepschool.co.za, before Friday, 2 June 2023.
- 2) Payment must be done before Thursday, 14 June 2023. Proof of payment must be mailed to principal@glenwoodprep.co.za

**NO PAYMENTS WILL BE ACCEPTED ON THE DAY OF REGISTRATION.
NO LATE ACCREDITATION WILL BE ACCEPTED.**

➤ ACCREDITATION PROCESS ON ARRIVAL

- Accreditation will take place on Sunday, 25 June 2023 at each boarding establishment between 10:00 and 14:00
- Early or late arrivals need to be brought to the attention of the LOC please.

7. REGISTRATION AND TEAM ENTRIES:

- Please complete the online Footprint registration of the Youth Weeks **AS SOON AS POSSIBLE**
- The following are the procedures to be followed regarding Registration of Players for this year's U13 Craven Week.
 - **Team managers will be responsible** to complete the player profile and upload/enter all supporting documentation of players. For teams outside South Africa, like Namibia and Zimbabwe, team managers are responsible to complete the player profile. Please upload a photograph and a copy of their passport, instead of ID, showing their names and date of birth.





Managers Manual 2023



- Team managers will also be required to register all team management members (all coaches, support staff and medical staff) **on or before Thursday, 14 June 2023**. It is the responsibility of the team manager to ensure that all management members complete their profiles and upload supporting documentation where required (including BokSmart numbers, First Aid Certificates, HPCSA number, Applicable World Rugby Concussion and First Aid in Rugby Certificate etc.).
- Only members who have submitted all of their required details will be issued with tournament accreditation.
- No team member will be allowed to register at the tournament.
- Players or management members that do not have an electronic participation ticket **will not be allowed to take part in the tournament in any capacity**.
- **PLEASE NOTE: Footprint is a web-based system which requires the use of a computer and an internet connection to complete the above-mentioned tasks. Unions must please ensure all team managers have access to a computer and an Internet connection in order to complete the registration processes.**
- ***At registration, it is compulsory to hand in a file that contains copies of the following documents [SEE at the end of this manual], should it not be uploaded onto footprint prior to arrival:***
 - ***A signed copy of every player's South African Rugby Union Participant Consent Form (SCHEDULE I)***
 - ***A signed copy of every player's South African Rugby Union Member Profile Form (SCHEDULE II)***
 - ***Doctor: Copy of their Health Professional Council Registration Number and copies of the World Rugby on-line Concussion Management for Doctors and Health Care Workers education certificate and World Rugby on-line First Aid In Rugby certificate and World Rugby on-line Match Day Medical Staff certificate.***
 - ***Physiotherapist: Copy of their Health Professional Council Registration Number and copy of their Active South African recognized First Aid certificate. Copies of the World Rugby on-line Concussion Management for Doctors and Health Care Workers education certificate and World Rugby on-line First Aid In Rugby certificate and World Rugby on-line Match Day Medical Staff certificate.***
 - ***The World Rugby on-line educations modules are on the Player Welfare website: <http://playerwelfare.worldrugby.org/>***

TEAM DECLARATION FORM

- Team Managers will be expected to submit their match-day 23 for each match electronically on the Footprint system on or before 18:00 the day prior to the fixture.
- Team Managers **MUST** confirm their submitted match-day 23 lists **ONE HOUR** prior to kick off of each fixture to accommodate for any late changes



Managers Manual 2023



TEAM ENTRIES

- Once Team Managers are registered and activated on Footprint, they will be assigned to their squads and be responsible to manage the registration process of all players and management members who will take part at the U13 Craven Week.
- These duties will include:
 - Names of Players, Coaches, Managers, Medical Doctor and/or Physiotherapist, Permanent Representative
 - Number of bus drivers, if any
 - Number and details of dietary requirements (e.g. Halaal, diabetic).

TEAM MEDICAL STAFF

- Team Medical Staff, who are either the Team Medical Doctor and/or Team Physiotherapist, must note the requirements to be met in order to be granted permission to roam the touch line during a match that their team participates in.
- These requirements are the following and will also be requested when they update their personal profiles on Footprint.
 - A team physiotherapist must have an active FIRST AID qualification from a South African training provider
 - All team medical staff must complete the following World Rugby On-Line education modules. The World Rugby on –line educations modules are on the Player Welfare website: <http://playerwelfare.worldrugby.org/>
 - Concussion Management for Doctors and Health Care Workers
 - First Aid In Rugby
 - Match Day Medical Staff
 - Copy of their Health Professional Council Registration number
 - As per World Rugby and SA Rugby Tournament Rules, only qualified medical doctors and physiotherapists can roam the touchline during a game that their team participates in.

MEDICAL FORMS

- Ensure that all players and their legal guardian thoroughly read and then sign the SOUTH AFRICAN RUGBY UNION PARTICIPANT CONSENT FORM.
- The signed SOUTH AFRICAN RUGBY UNION PARTICIPANT CONSENT FORM must then be loaded onto the player's profile on the Footprint system.
- Please note that no other version of this form will be accepted.



Managers Manual 2023



GENERAL

- Team Managers must note that the **U13 Craven Week** is a tournament for players not exceeding the age of **13**, in other words, under 13 years old on 1st January 2023. A player is regarded **13** as long as he does not turn **14** during the year **2023**. Players must be born in **2010 or after**.
- Players on a Medical Aid must complete in the relevant section in the SOUTH AFRICAN RUGBY UNION MEMBER PROFILE FORM (SECTION A) and ensure that this document is uploaded onto the player's profile on the Footprint system. Team Managers must also enter these details electronically onto the player's electronic profile on Footprint. An electronic copy (scanned copy) of the Medical Aid card must also be uploaded in this section or attached to the Player Consent form to be handed in during Tournament Registration.
- Every Team Manager will sign a written statement at registration in which he will declare his full understanding of the information on this website, pertaining to conditions of accommodation, as well as his full acceptance of the duties and responsibilities laid upon him.

8. PROGRAM

LOC Tournament director	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
Accreditation / Registration	Anesh Deodutt	083 324 6580	anesh@bisley.co.za

SUNDAY, 25 JUNE 2023

09h00 – 14h00	-	Reception, Documents, registration, accreditation at the respective Boarding Establishment - Photographs in front of Clark House, Maritzburg College See photographs and registration time schedules.
15h00	-	Coaches, Team Managers meet at Victoria Hall (2) - Referees and ARs meet at Maritzburg College Boardroom (X) - Chaperones and Hostel Managers meet at different accommodation venues.
16h15	-	Everybody to be seated for the Devotion Service at the Alan Paton Hall (11).
16h30	-	Devotion Service
18h00	-	Dinner at respective accommodation for players / chaperones - Informal function at Kent Pavilion for accredited officials and team management

MONDAY, 26 JUNE 2023

TIME	GAME	FIELD	TEAM	FIXTURE
06h00 – 07h00	Breakfast @ Boarding Establishments			
08h00	1/A	Goldstone's	U13A	Namibia vs Border CD
	2/A	Snow's	U13A	SWD vs Zimbabwe
09h00	3/A	Goldstone's	U13A	Border vs Leopards





Managers Manual 2023



	1/B	Snow's	U13B	Eastern Province vs Cheetahs
10h00	4/A	Goldstone's	U13A	Pumas vs Griffons
	2/B	Snow's	U13B	Bulls vs Leopards
11h00	5/A	Goldstone's	U13A	Bulls vs Cheetahs
	3/B	Snow's	U13B	Sharks vs Border
12h00	6/A	Goldstone's	U13A	Sharks vs Limpopo
	4/B	Snow's	U13B	Boland vs SWD
11h30- 12h50	LUNCH	All teams and officials will receive a sit down lunch at the Maritzburg College Dining Hall (3). Teams playing at 12.00 and 14.00 will be given a packed lunch.		
13h00-14h00	Opening Ceremony on Goldstone's Field			
14h00	7/A	Goldstone's	U13A	Western Province vs Eastern Province
	5/B	Snow's	U13B	Lions vs Limpopo
15h00	8/A	Goldstone's	U13A	Boland vs Griquas
	6/B	Snow's	U13B	Pumas vs Valke
16h00	9/A	Goldstone's	U13A	Lions vs Valke
	7/B	Snow's	U13B	Western Province vs Griffons
17h30	Dinner @ Boarding Establishments			
19h00	Formal Function for officials at the MC Dining Room (3)			

TUESDAY, 27 JUNE 2023

TIME	GAME	FIELD	TEAM	FIXTURE	
06h00 – 07h00	Breakfast @ Boarding Establishments				
08h00	1	Goldstone's	U13A	TBA	
		Snow's	U13B		
09h00	2	Goldstone's	U13A		
		Snow's	U13B		
10h00	3	Goldstone's	U13A		
		Snow's	U13B		
11h00	4	Goldstone's	U13A		
		Snow's	U13B		
12h00	5	Goldstone's	U13A		
		Snow's	U13B		
11h30- 13h30	LUNCH	All teams and officials will receive a sit down lunch at the Maritzburg College Dining Hall (3). Teams playing at 12.00, 13.00 and 14.00 will be given a packed lunch.			
13h00	6	Goldstone's	U13A		TBA
		Snow's	U13B		
14h00	7	Goldstone's	U13A		
		Snow's	U13B		



Managers Manual 2023



15h00	8	Goldstone's	U13A
16h00	9	Goldstone's	U13A
17h30	Dinner @ Boarding Establishments		

WEDNESDAY, 28 JUNE 2023 - FREE DAY (NO LUNCH PROVIDED)

06h00 – 07h00	-	BREAKFAST @ BOARDING ESTABLISHMENTS
17h30	-	DINNER @ BOARDING ESTABLISHMENTS

THURSDAY, 29 JUNE 2023

TIME	GAME	FIELD	TEAM	FIXTURE	
06h00 – 07h00	Breakfast @ Boarding Establishments				
08h00	1	Goldstone's	U13A	TBA	
		Snow's	U13B		
09h00	2	Goldstone's	U13A		
		Snow's	U13B		
10h00	3	Goldstone's	U13A		
		Snow's	U13B		
11h00	4	Goldstone's	U13A		
		Snow's	U13B		
12h00	5	Goldstone's	U13A		
		Snow's	U13B		
11h30- 13h30	LUNCH	All teams and officials will receive a sit down lunch at the Maritzburg College Dining Hall (3). Teams playing at 12.00, 13.00 and 14.00 will be given a packed lunch.			
13h00	6	Goldstone's	U13A		TBA
		Snow's	U13B		
14h00	7	Goldstone's	U13A		
		Snow's	U13B		
15h00	8	Goldstone's	U13A		
16h00	9	Goldstone's	U13A		
17h30	Dinner @ Boarding Establishments Function for officials at the Oliver Cultural Centre (10)				



Managers Manual 2023



FRIDAY, 30 JUNE 2023

TIME	GAME	FIELD	TEAM	FIXTURE
06h00 – 07h00	Breakfast @ Boarding Establishments			
06h00 – 07h30	Clear all Boarding Establishments			
07h45	1	Goldstone's	B	GAME 1/B
	2	Snow's	B	GAME 2/B
	3	Barn's	B	GAME 3/B
08h45	1	Goldstone's	A	GAME 1/A
	2	Snow's	A	GAME 2/A
	4	Barn's	B	GAME 4/B
09h45	3	Goldstone's	A	GAME 3/A
	4	Snow's	A	GAME 4/A
	5	Barn's	B	GAME 5/B
10h45	5	Goldstone's	A	GAME 5/A
	6	Snow's	A	GAME 6/A
	6	Barn's	B	GAME 6/B
11h45	7	Goldstone's	A	GAME 7/A
	8	Snow's	A	GAME 8/A
	7	Barn's	B	GAME 7 (B SECTION FINAL)
12h45	9	Goldstone's	A	GAME 9 (A SECTION FINAL)
LUNCH – All participants to receive packed lunch.				

9. OPENING CEREMONY MONDAY, 26 JUNE 2023

Ceremonies	Michael Dick	082 560 1224	michaeldick@merchiston.co.za
------------	--------------	--------------	------------------------------

12:45 Line up for opening ceremony at the Kent Pavilion (10), on Goldstone's.

- Players must be on time and line up before the ceremony starts. Teams line up from short to tall in groups of three. Team A followed by Team B.
- Captain and vice-captain stand in front holding Provincial banner.
- Only 2 coaches, Team Manager and Chaperone will participate in the procession by lining up behind the players.
- The LOC will indicate where the province's players should assemble.
- The order in which A&B teams should assemble will be in alphabetical order.

1	Blue Bulls
2	Boland
3	Border
4	Border CD
5	Eastern Province
6	Free State Cheetahs

11	Leopards
12	Limpopo Blue Bulls
13	Namibia
14	Pumas
15	SWD
16	Valke



Managers Manual 2023



7	Golden Lions
8	Griffons
9	Griquas
10	Sharks

17	Western Province
18	Zimbabwe
19	Referees

- The u/13s who are playing in the last match before the ceremony must please make sure that they are on time.

- 13:00 Ready to walk
- 13:10 Parade – Teams walk around the Goldstone’s and line up in front of Basher Ridge
- 13:20 Opening – Mr Tiny Coetzee, Vice Chairman, Sharks Primary Schools Rugby
- 13:25 Welcome – Mr Nash Govender, Chairman, Sharks Primary Schools Rugby
- 13:35 Message – Mr Noel Ingle, Chairperson of SASRA
- 13:45 National Anthem
- 14:00 Match start **U13 A GAME 6 @ Goldstone’s, Western Province vs Eastern Province**
U13 B GAME 6 @ Snow’s, Lions vs Limpopo Blue Bulls

10. PHOTOGRAPHS

Team & Action Photo’s	Berné van Niekerk	083 274 9558	bvniekerk@arboretumps.co.za
-----------------------	-------------------	--------------	-----------------------------

Photos will be taken at Maritzburg College on Sunday, 25 June 2023 in front of Clark House.

Unions are reminded to register at their perspective schools where they will be staying. Unions are requested to plan so that they have enough time to register and take photos before the commencement of meetings at 14:45.

The following time schedule is allocated for each union to have their photos taken.

09h45	Sharks	12h00	Griquas
10h00	Blue Bulls	12h15	Border
10h15	Valke	12h30	Western Province
10h30	Leopards	12h45	Namibia
10h45	Griffons	13h00	SWD
11h00	Limpopo Blue Bulls	13h15	Zimbabwe
11h15	Pumas	13h30	Eastern Province
11h30	Free State Cheetahs	13h45	Border CD
11h45	Lions	14h00	Boland

Teams please report 20 minutes before scheduled photo shoot. The scheduled times will not be adjusted. Team Managers must ensure that the players line up in front from tall to short with the captain and vice-captain in front. The dress code for the photographs will be determined by the Union itself. The photos are taken in time slots of **fifteen** minutes each.





Managers Manual 2023



All team photographs will be ready for collection from the Kent Pavilion on Thursday, 29 June @ 10:00. Costs of team photos are included in tournament fees.

11. FUNCTIONS

There will be three functions for officials during the week:

FUNCTION 1 : SUNDAY, 25 JUNE 2023

Type of function : Braai (Informal)
Place : Kent Pavilion, Maritzburg College
Time : Directly after the Devotion Service
Dress : Informal
Meal provided : Yes
Drinks : Each accredited official will receive 3 free drinks. Cash Bar will also be available.

FUNCTION 2 : MONDAY, 26 JUNE 2023

Type of function : Formal function
Place : Dining Room, Maritzburg College
Time : 19:00
Dress : Formal. Tie and Union Blazer.
Meal provided : Yes
Drinks : Each accredited official will receive 3 free drinks. Cash Bar will also be available.

FUNCTION 3 : THURSDAY, 29 JUNE 2023

Type of function : Informal function
Place : OCC, Maritzburg College
Time : 18:00
Dress : Informal
Meal provided : Yes
Drinks : Each accredited official will receive 3 free drinks. Cash Bar will also be available.

12. FIXTURES

SASRA has ranked each U13A team for this year's Craven Week as follows:

1	LIONS	2	BOLAND	3	WP
4	SHARKS	5	BULLS	6	PUMAS
7	SWD	8	BORDER	9	VALKE
10	GRIQUAS	11	EP	12	LIMPOPO
13	CHEETAHS	14	GRIFFONS	15	ZIMBABWE
16	LEOPARDS	17	NAMIBIA	18	BORDER CD



Managers Manual 2023



The fixtures for Day 1, Monday, 26 June 2023 will be:

GAME 1	(17)	NAMIBIA	VS	(18)	BORDER CD
GAME 2	(8)	BORDER	VS	(16)	LEOPARDS
GAME 3	(7)	SWD	VS	(15)	ZIMBABWE
GAME 4	(6)	PUMAS	VS	(14)	GRIFFONS
GAME 5	(5)	BULLS	VS	(13)	CHEETAHS
GAME 6	(4)	SHARKS	VS	(12)	LIMPOPO
GAME 7	(3)	WP	VS	(11)	EP
GAME 8	(2)	BOLAND	VS	(10)	GRIQUAS
GAME 9	(1)	LIONS	VS	(9)	VALKE

The rest of the fixtures will be worked out as follows:

Monday, 26 June 2023

Day 1: The 9 winners are ranked 1 to 9. Number 9 will move down as top loser

Day 1: The 9 losers are ranked 1 to 9. Last rank winner will move in as top ranked loser

Day 1: The last ranked loser will move to number 15

Tuesday, 27 June 2023

Day 2: The winners ranked 1-8 will play (1-5;2-6;3-7;4-8)

Day 2: The top ranked 1-6 losers will ranked 9-14 and play (9-12; 10-13; 11-14)

Day 2: The next four teams will be ranked 15-18 and play (15-18; 16-17)

Wednesday, 28 June 2023

Day 3: Rest Day

Thursday, 29 June 2023

Day 4: Four winners from 1-8 day2 ranked 1-4 will play (1-4; 2-3)

Day 4: Four losers from 1-8 day 2 ranked 5-8 will play (5-8; 6-7)

Day 4: Three winners from 9-14 day 2 and best loser ranked 9-12 will play (9-12; 10-11)

Day 4: The two losers ranked 9-14 will drop down to bottom six ranked (13-18; 14-17; 15-18)

Friday, 29 June 2023

Day 5: Two winners teams from day 3 ranked 1-4 will play

Day 5: Two losers teams from day 3 ranked 1-4 will play

Day 5: Two winners teams from day 3 ranked 5-8 will play

Day 5: Two losers teams from day 3 ranked 5-8 will play

Day 5: Two winners teams from day 3 ranked 9-12 will play

Day 5: Two losers teams from day 3 ranked 9-12 will play

Day 5: Two top winning teams from day 3 ranked 13-18 will play

Day 5: The bottom winner and top loser top teams from day 3 ranked 13-18 will play

Day 5: The next two rank losers day 3 ranked 13-18 will play



Managers Manual 2023



Day 5: Namibia and Zimbabwe removed from their position to play each other. The closest teams to be slotted in as opposition to SA teams.

SASRA has ranked each U13B team for this year's Craven Week as follows:

1	WP	2	PUMAS	3	BOLAND
4	LIONS	5	BULLS	6	SHARKS
7	EP	8	GRIFFONS	9	VALKE
10	SWD	11	LIMPOPO	12	LEOPARDS
13	BORDER	14	CHEETAHS		

The fixtures for the 1st round of U13B teams to be played on Monday, 26 June 2023 will be:

GAME 1	7	EP	VS	14	CHEETAHS
GAME 2	5	BULLS	VS	12	LEOPARDS
GAME 3	6	SHARKS	VS	13	BORDER
GAME 4	4	BOLAND	VS	10	SWD
GAME 5	3	LIONS	VS	11	LIMPOPO
GAME 6	2	PUMAS	VS	9	VALKE
GAME 7	1	WP	VS	8	GRIFFONS

13. REFEREES

Referees	Sean Ackerman	082 415 8115	s.ackerman@sthenrys.co.za
----------	---------------	--------------	---------------------------

Eighteen referees from the South African Primary Schools Rugby Referee's Association will officiate the matches. Mr Adé Adendorff and his team will manage this process. Unions will **not need** to pay for these referee's accommodation. Referees from the Midlands Rugby Sub Union Referee's Association will officiate as Assistant Referee's.

14. MEDICAL

LOC Tournament director	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
-------------------------	--------------	--------------	----------------------------------

- Full medical services are provided by Mediclinic and ER24 for the duration of the tournament.
- Team managers must provide for less serious cases, like headaches, etc.
- Plasters, bandaging and strapping will only be supplied for injuries sustained during matches and not for routine bandaging.
- Transportation via ambulance and admission to hospital are for the account of the injured player and / or his Union.
- Team managers must be in possession of a copy of the parent's / guardian's medical aid fund membership card or the membership number of the particular fund before any medical services



Managers Manual 2023



are supplied. Team managers can upload scanned or photographed copies of medical aid cards onto the Footprint system in the player's profile.

SICK PARADE

- Team managers are responsible for arranging meals for players that are sick and remain in their rooms.
- If a sick player stays behind in the hostel room, it must be brought to the attention of the Chaperone who will inform the LOC immediately.
- The tournament doctor also needs to be informed of the whereabouts of the ill player.

AT PLAYING FIELD

- A medical doctor from Mediclinic and trained emergency staff from ER24 and Maritzburg College will be on duty during every match.

INJURIES DURING MATCHES

- Members of the tournament medical team will treat players injured during matches.
- If it is required that the injured player needs to go to hospital, then the player must be accompanied by an authorized adult / Team Manager.

MEDICAL SERVICES AVAILABLE

- A medically qualified doctor from Mediclinic will be on duty on match days.
- Ambulances and medical staff from ER24 will be on duty at the field on match days.
- Maritzburg College Medical Staff will also be on duty at the field on match days.
- A pharmacy and dentist will be available off site if required.

PLEASE NOTE THAT ALL PLAYERS' MEDICAL INFORMATION MUST ACCOMPANY THE TEAM AT ALL TIMES

COSTS

- **Players with Medical Aid:**
 - Their parents / guardians will be responsible for payments of accounts for ambulance transportation and / or admission to a medical facility.
- **Players without Medical Aid:**
 - Any injury incurred at the tournament will be treated by the medical doctor at the onsite medical facility and if further medical intervention is required, the player will be referred to a Provincial Hospital or to a Private Hospital and the costs incurred for transport and for medical assessment and management at these facilities will be for the account of the player and / or Union they represent.
- **Strapping:**
 - All players must provide for their own preventative strapping.



Managers Manual 2023



THE ON DUTY MEDICAL DOCTOR AND PARAMEDICS WILL DECIDE WHETHER A PLAYER SHOULD BE TAKEN TO HOSPITAL.


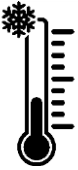



The following hospitals are available in Pietermaritzburg

- Mediclinic (preferred provider)
- St Anne's Hospital
- Hilton Life Hospital
- Edendale Hospital
- Grey's Hospital

HOSPITAL	STATUS	CONTACT DETAILS	ADDRESS	DISTANCE FROM MC
	Private	033 845 3700	90 Payn Street, Pietermaritzburg, 3201	2,2 km
 St Anne's Hospital	Private	033 897 5000	331 Burger Street Central, Pietermaritzburg, 3201	2,4km
	Private	033 329 5600	Corner of Hilton Avenue & Monzali Drive, Hilton, 3245	13,9km
 GREY'S HOSPITAL	State	033 897 3000	201 Townbush Road, Pietermaritzburg 3201	5,7km
 EDENDALE HOSPITAL	State	033 395 4911	Lot 89, Selby Msimang Road, Plessislaer, Pietermaritzburg	7,2km

15. WEATHER

When visiting Pietermaritzburg in June you can expect the following average weather patterns:

ELEVATION ABOVE SEA LEVEL	AVERAGE MINIMUM TEMPERATURE	AVERAGE MAXIMUM TEMPERATURE	AVERAGE RAINFALL	AVERAGE HUMIDITY
 650 m	 7°C	 24°C	 23mm	 64%

16. HOSTEL ALLOCATION AND RULES

Maritzburg C Boarding Liaison	Marius Beukes	083 298 4487	mariusv6@gmail.com
St Charles Boarding Liaison	Wayne van Rensburg	072 362 8613	wjvrensburg@scc.co.za
Girls High Boarding Liaison	Raymond van Niekerk	082 889 3010	raymond.v1@curro.co.za

Unions will stay in boarding establishments that has been vetted by the LOC, who is in close proximity to the school and who we believe will positively enhance each participant's experience. These boarding establishments are:

- **Maritzburg College Boarding Establishment** is situated on the main campus. Please visit – www.maritzburgcollege.co.za
- **St Charles College** is a prominent independent boys school in KZN and is situated only 3,8km away from Maritzburg College. Please visit – www.stcharlescollege.co.za
- **Pietermaritzburg Girls High School** is Maritzburg College's sister school and is 1,5km away from the host venue. Please visit – www.ghspmb.co.za

Teams will be accommodated in the following hostels:

MARITZBURG COLLEGE	ST CHARLES COLLEGE	PIETERMARITZBURG GIRLS HIGH SCHOOL
Border Country Districts	Leopards	Namibia
Boland	Griquas	Lions
Eastern Province	Limpopo Blue Bulls	Valke
Border	Free State Cheetahs	
Griffons	Pumas	
SWD		
Western Province		
Zimbabwe		
Blue Bulls		





Managers Manual 2023



Provincial Unions are responsible for the payment of **R 5000** damage deposit. This deposit must be included with the rest of tournament fees and will be returned to the unions should there be no breakages.

- **Players must bring their own bedding (sleeping bag and pillow).**
- **Bedding will be provided for team management**
- On arrival at the hostel, the team manager and team chaperone must inspect the condition of all rooms allocated to the team before the team moves into the rooms. All defaults and breakages must be documented and taken note of before they move in. When the team leaves the hostel at the end of the week, the same procedure will be followed before the team signs out. **No team will be allowed to leave the hostel before such inspection has taken place and the necessary forms have been completed by both parties (Manager and Accommodation Representative).**
- The hostel management and school do not accept any responsibility for loss, damage or injury resulting from the presence of the team in the hostel.
- No smoking or drinking is permitted in the hostel or within its boundaries.
- Occupants are responsible for the neatness and cleanliness of their room. Rooms will be cleaned by the hostel staff.
- Rugby boots may not be worn in the hostel.
- No ball games may be played in the hostel.
- No running around in the hostel.
- Noise must be kept at an acceptable level.
- Wet clothing must not be hung out of the windows.
- The use of fire hoses, except for the purpose of firefighting, is a serious offence. A fine of R3 500-00 will be levied if this rule is broken.
- Meals are provided only at stipulated times. The chaperone / manager must accompany the team to all meals.
- Dress at all meals must be uniform and neat. Shoes / Sandals must be worn.
- No crockery or cutlery may be removed from the hostel.
- Team managers and chaperones are responsible for their team equipment and behavior of their teams at all times.
- Team managers are responsible for arranging meals for sick players.
- If a player stays behind in his hostel room, it is the responsibility of the Team Management to monitor the player.
- All hostel rules will apply for the duration of the Week.
- Team managers must ensure that rooms are left tidy when teams depart.
- No parents / visitors are allowed in the Boarding Houses.
- **Accreditation cards must be displayed at all times.**
- No keys are provided for the players' dormitories. All teams were asked to bring padlocks, so please ensure that valuables are kept in lockers, and that lockers are kept locked at all times. Maritzburg College will not be held liable for any loss or damage to, or theft of, any possessions or vehicles belonging to any union participating in the Craven Week or their players, coaches, managers or drivers (or any other tournament participant).
- No cleaner will enter the dormitories during the festival. Please place rubbish bins outside dormitory doors by 08h00 daily. They will be emptied and returned by 11h00. Please ask players not to allow litter to accumulate. There are large black bins in the corridors of the hostels.



Managers Manual 2023



- CARE OF FLOORING: Some of our wooden floors have been sanded and sealed at great expense. Please do not drag bags (even those on wheels) across the floors. No shoes with studs are allowed to be worn inside the Boarding Establishment buildings. Please do not move any beds or lockers.
- Please note that NO SMOKING or VAPING is allowed in any of the boarding houses, nor in close proximity to a boarding house.
- Many of our staff members (and their families) reside in the boarding establishments. Managers/coaches will be contacted (no matter what time of night) to deal with any complaints we receive.
- Players are please to conduct themselves in an orderly manner in the boarding houses, and to respect the schools' property.
- Fire hydrants and exits are strictly not to be tampered with.
- Please ask your teams to show consideration by quietening down after 21h00. Lights out is **strictly at 22:00** each night. No noise will be tolerated after this time. Boarding house doors will be locked at 22:00 and no boys should be walking around the campus after this time.
- No loud music or "boom boxes" are allowed in the boarding establishment. We ask that players be mindful of the other players and coaches and not play loud music in the house, or whilst walking around campus.
Coaches/Managers are please to inspect dormitories before teams leave to go home. Please ensure that ALL belongings are removed from lockers and shower areas and that rooms are left in a respectable condition. The rooms will be inspected by our maintenance staff after the completion of the Week, and teams will be charged if there are any damages.



Managers Manual 2023



MEALS

Officials and learners will receive the same meals at each of the Boarding Establishments. The menu for the Craven Week will be as follow:

	SUN 25/06	MON 26/06	TUES 27/06	WED 28/06	THURS 29/06	FRI 30/06
BREAKFAST		Pronutro Futurelife Jungle Oats Yoghurt Fried Egg Hash Brown Toast Milk Tea/Coffee	All Bran Future Life Tastee Wheat Yoghurt Cheese Omllette Toast Milk Tea/Coffee	Weetbix Futurelife Mielie Meal Yoghurt Scrambled Egg Sausage Toast Milk Tea/Coffee	Cornflakes Future Life Kreemy Meal Yoghurt Fried Egg Grilled Bacon Toast Milk Tea/Coffee	Rice Krispies Future Life Maltabella Cheese and Bacon Omlette Toast Milk Tea/Coffee
LUNCH		Hamburgers Chips Sliced Salad Fruit Bread Juice	Prego Steak Roll Chips Salad Fruit Bread Juice	NO LUNCH WILL BE PROVIDED ON THIS DAY	Chicken Burgers Chips Sliced Salad Fruit Bread Juice	Wors Rolls Chip Fried Onions Salad Fruit Bread/Juice
SUPPER	Chicken Schnitzel Roast Baby Potatoes Cheese Sauce Glazed Carrot Peas Bread Juice Donuts	Roast Beef Roast Potatoes Sweet Chilli Butternut Creamed Spinach Gravy Bread Juice Chocolate Mousse	BBQ Chicken Saute Potatoes Broccoli Bake Julienne Carrots Bread Juice Jelly & Custard	Beef Stroganoff Rice Mixed Vegetables Bread Juice Ice Cream	Spaghetti Bolognaise Grated Cheese Greek Salad Bread Juice Jam Squares Custard	

PLEASE NOTE:

All teams and officials will receive a sit down lunch at the Maritzburg College Dining Hall (3). Teams playing at 12.00, 13.00 and 14.00 will be given a packed lunch.

IMPORTANT NOTICE: There will not be any lunch on Wednesday, 28 June 2023.



Managers Manual 2023



MEAL TIMES (CONFIRMATION TO BE SUPPLIED UPON ARRIVAL)

BREAKFAST	Monday to Friday	06h00	Breakfast will be served at the hostel.
LUNCH	Monday, Tuesday Thursday, Friday – There will be no lunch served on Wednesday	11h30 – 13h30	Packed lunches will be given to the teams playing games at these times: Mon – 12h00 & 14h00 Tues – 12h00, 13h00 & 14h00 Thurs – 12h00, 13h00 & 14h00 Fri – all teams will receive packed lunches The packed lunches will be handed out to the Team manager to be collected at Maritzburg College Dining Hall (3)
SUPPER	Sunday supper Monday to Wednesday	18h00 17h30	Supper will be served at the respective hostels' dining halls. Teams playing late can arrange later supper with their Chaperone. This MUST be communicated to the relevant kitchen timeously

17. LAUNDRY SERVICE

Laundry	Berné van Niekerk	083 274 9558	bvniekerk@arboretumps.co.za
---------	-------------------	--------------	-----------------------------

- **Each team make sure you bring your own laundry bag.**
- There will be no additional charge for laundry services but only one load per team will be accepted.
- Only match jerseys and shorts to be handed in at the end of the day.
- Laundry must be handed in at the dining room (3). If late, no washing will be done
- Team Managers must sign the control sheet, and check all clothes handed in.





Managers Manual 2023



- The control sheet must accompany the laundry bag for office use. (Your chaperone will provide this to you)
- All washing will be ready the following day at 8am
- Clothes MUST be clearly marked to make checking more convenient
- Team Managers must ensure all clothes are marked with permanent ink as explained below:
 - On the inside of the collar of the jersey
 - At the back of the rugby shorts at the label
 - Shorts: If white, write Province and player number on the inside of the shorts (e.g. Western Province No 8: WP8; KwaZulu-Natal No.13: KZN13). Black shorts, use Tippex
- Laundry Bags must be provided by all teams
- All loose articles, e.g. gum guards, keys, tissues, cell phones, etc. must be removed from the pockets of shorts, before going to the laundry please
- School laundries will take care with all clothing supplied but cannot be held responsible for any losses or damage to clothing e.g. shrinkage, color runs.

An example of the laundry control list:

U13 Craven Week: LAUNDRY BAG CONTROL LIST		
Date:		Team Manager:
Team:		Other items (no. of)
Jersey (No. Of)		
Shorts (No. Of)		

18. TRANSPORT

LOC Tournament director	Tiny Coetzee	072 051 4986	principal@howickprepschool.co.za
-------------------------	--------------	--------------	----------------------------------

Each team is responsible for their own transport to the U13 Craven Week. Maritzburg College is in walking distance from Pietermaritzburg Girls High Boarding Establishment, but the road that is used is very busy and it is recommended that the whole team must walk together under close supervision of their chaperone / team manager.

19. SECURITY

Security	Gregg Howard	083 632 5501	Jcdeputy@ashtonballito.co.za
----------	--------------	--------------	------------------------------

Due to the magnitude of this event, tight security measures will be in place at the playing fields, hostels and functions. Players and officials are requested to wear their accreditation at all times. Trust Force Security Company will be on duty for the duration of the tournament. Please report any security relate queries to Gregg Howard (see contact details above).





Managers Manual 2023



20. PARKING

PARKING	Gregg Howard	083 632 5501	Jcdeputy@ashtonballito.co.za
---------	--------------	--------------	------------------------------

VIP /SASRA / LOC PARKING /REFEREES

Parking for these accredited officials will be provided on the terrace below Clark House (4). Entrance is through the main gate (1) off College Road.

BUS PARKING

Busses are to park in Princess Margaret Drive and visitors are to use the entrance at Goldstone's Rugby Field.

VISITORS PARKING

- Parking will be available off College Road and visitors can park on Lamond's, Leach's, Nicholson's and Hill's Fields (please see map). Visitors are to make use of the main entrance (1) to gain access to the school.
- Parking is also available off Princess Margaret Drive. Visitors are to make use of the gate at Goldstone's Rugby Field.

PLEASE NOTE: Vehicles parked on Lamond's, Leach's, Nicholson's, Hill's and Barns' will be charged R30 per car. Vehicles parked off Princess Margaret Drive is free of charge and parked at owners' own risk.

ENTRANCE FEE

Accredited officials and players	-	Free of charge
Visitors over the age of 13	-	R20
Visitors 13 years of age and younger	-	R10

21. SASRA TOURNAMENT RULES – U13 CRAVEN WEEK

The following is a list of rules that will be in place the U13 Craven Week.

Target is 12:11 per team non-negotiable: Craven Week. The following is based on four games of rugby with a compulsory rest day after two games.

1. Primary school matches consist of two halves of 25 minutes each, running time. Only 5 min injury time per game is allowed. Coaches must ensure that their teams are ready to take the field for matches to start exactly on scheduled times.
2. SASRA, SARU, Tournament organizers and the Referee tournament manager will form a disciplinary committee for the duration of the tournament. Managers must accompany players to hearings. Players who are found guilty of using vulgar language, display unacceptable behaviour or racism, will not be allowed to participate for the rest of the tournament
3. Each team must have a full front row on the bench as according to IRB law variation 3.5 (c).



Managers Manual 2023



4. Each one of the 23 players in a squad must have played no less than **3** full halves by the end of the third game unless declared injured by the tournament doctor. A full half means the player must start and complete a half. If this was not possible SASRA officials must be informed and resolve the issue.
5. Only the Tournament Doctor may declare a player unfit to play.
 - 5.1. If a player is deemed unfit to continue to play in the tournament, he may be replaced with the endorsement of SASRA, keeping targets in place.
 - 5.2. If a player is barred from the tournament, he may be replaced with the endorsement of SASRA, keeping targets in place.
 - 5.3. If there is a need to make a temporary blood replacement the player must be replaced by a player who can play in the position in accordance with BokSmart regulations.
 - 5.4. If there is a need to make a temporary replacement due to an injury the player must be replaced by a player who can play in the position in accordance with BokSmart regulations
 - 5.5. If there is a need to make a permanent replacement due to an injury the player must be replaced by a player who can play in the position in accordance with BokSmart regulations.
6. Yellow cards: 5 minutes playing time. Red cards: Player's red carded must be available 30 minutes after the conclusion of the match for the hearing.
7. BokSmart: All officials must always to be in a possession of the required BokSmart accreditation. This will need to be recorded on the team lists for the day.

CITING PROCEDURES AT THE U13 CRAVEN WEEK

1. Regulations 17 of the IRB and the SARU Illegal and Foul Play and Misconduct Regulations will apply **mutatis mutandis** (with the necessary changes).
2. SASRA and the U13 Craven Week LOC will appoint a committee to deal with discipline issues that may arise.
3. Team Manager may refer incidents of foul play in writing and on the prescribed form to the appointed SARU Citing Commissioner within 4 (four) hours after the match.
4. The Team Manager referring the incident shall provide the best evidence to enable the Citing Commissioner to consider the referral



Managers Manual 2023



ANNEXURE A: TEAM REGISTRATION AND ACREDITATION FORM

Kindly complete the following document and email it to info@howickprepschool.co.za by no later than **Friday, 2 June 2023**. Complete one form per team.

Please note that all players and operational staff still have to be registered on Footprint.

FULL NAME OF TEAM		<i>(Sponsor/ if applicable)+(Full Union Name)+ U13 (A or B)</i>			
POSITION	NAME & SURNAME	EMAIL ADDRESS	ID NUMBER	CELL NUMBER	
Coach					
Assistant Coach					
Team Manager					
Chaperone					
			TEAM LIST		
NO	POSITION	NAME & SURNAME	SCHOOL	HIGHT	WEIGHT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
SPECIAL FOOD REQUIREMENTS FOR THIS TEAM					
HAALAL		OFFICIALS		PLAYERS	
VEGETARIAN		OFFICIALS		PLAYERS	
OTHERS (SPECIFY)		OFFICIALS		PLAYERS	
		TOTAL		TOTAL	





Managers Manual 2023



ANNEXURE B: NON-OPERATIONAL STAFF REGISTRATION AND ACCREDITATION FORM

For non-operational personnel that will not be registered on Footprint, please complete the following sections and email it to **info@howickprepschool.co.za** by no later than **Friday, 2 June 2023**. These staff members will be accredited at a cost of R1 500 per person and will receive, free entry, a program, 4 x lunches and 3 x evening functions.

1. PERMANENT REPRESENTATIVE

Position held in Province: _____
e.g. Chairman, Exec Member, Etc.

Name: _____

2. NAMES OF EXTRA OFFICIALS WHO YOU WOULD LIKE TO BE ACCREDITED BY YOUR UNION

2.1 Name: _____
Capacity: _____
Email: _____
Cell no. _____

2.2 Name: _____
Capacity: _____
Email: _____
Cell no. _____

2.3 Name: _____
Capacity: _____
Email: _____
Cell no. _____

2.4 Name: _____
Capacity: _____
Email: _____
Cell no. _____

3. SPECIAL FOOD REQUIREMENTS (Please indicate totals)

		Totals		Totals
Halaal	Officials		Players	
Vegetarian	Officials		Players	
Other (Specify)	Officials		Players	
GRAND TOTAL				



SCHEDULE I



SA RUGBY PARTICIPATION CONSENT FORM

TERMS AND CONDITIONS

NO PLAYER may participate in an SA RUGBY tournament if the **SA RUGBY PARTICIPATION CONSENT FORM** (SARUGBY 01.2022) and **PLAYER PROFILE FORM** are not completed and signed by the **Player and his Parent/Legal Guardian**.

INTRODUCTION

I acknowledge that my attendance and participation as a Team Member of my Provincial Union in the SA RUGBY Youth Week Tournament will result in certain benefits for me, including the opportunity to attend the Tournament.

GENERAL ACCEPTANCE AND AGREEMENT

- 1.1. I accept the invitation to take part in the Tournament in accordance with this Agreement, a copy of which has been provided to the Provincial Union for which I shall be playing and which I have had an opportunity to read, and have read and understood and agree to abide by the terms thereof;
- 1.2. I agree to observe and abide by in every respect the provisions of the SA RUGBY Constitution and Regulations Relating to the Game, these Terms of Participation and any rule, direction or decision of the Tournament Director, SA RUGBY, the Disciplinary Committee or of any officer or body appointed or established by SA RUGBY pursuant to the Disciplinary Procedures and with the Anti-Doping Program set out in this Agreement, save where the contrary is expressly stated, any such rules, directions or decisions shall be binding on me and I acknowledge that I shall not have the power to revoke or alter any such decisions;
- 1.3. I declare that all Personal Information supplied to SA RUGBY for the purposes of participation, medical research and related legal and operational reasons is accurate, up-to-date, is not misleading and that it is complete in all respects. I undertake to immediately advise SA RUGBY of any changes to my Personal Information should any of these details change.

ANTI-DOPING

- 2.1. I consent and agree to comply with; and be bound by all of the provisions of the SA RUGBY and World Rugby Anti-Doping Regulations;
- 2.2. acknowledge and agree that the SAIDS has jurisdiction to impose sanctions as provided for in the SA RUGBY and World Rugby Anti-Doping Regulations;
- 2.3. I agree that if I am on any specific medication which is on the WADA prohibited list, I shall submit a Therapeutic Use Exemption form to SAIDS and will make sure that all the relevant medical documentation (copies will be accepted) relating thereto will be available which will allow me to use the medication;
- 2.4. I agree that my personal anti-doping data relating to the Doping Control process (including test distribution planning, sample collection and handling, laboratory analysis, result, management,

hearings and appeals) can be processed (for example transmitted, disclosed, used and stored) by SAIDS.

2.5. I hereby give permission to be tested by the representatives of SAIDS.

ANTI-CORRUPTION AND BETTING

I consent and agree to comply with and be bound by all of the provisions of the World Rugby AntiCorruption and Betting Regulations (World Rugby Regulation 6) as in force from time to time (<https://www.world.rugby/organisation/governance/anti-corruption>).

DISCIPLINARY MEASURES

I consent and agree to comply with and be bound by World Rugby Regulation 17 (World Rugby website), SA RUGBY Illegal and Foul Play and Misconduct Regulations for Youth Weeks (Schedule IV) and the SA RUGBY Disciplinary and Judicial Matters Regulations (SA Rugby website). Should I be suspended by the Disciplinary Committee from playing for whatever reason, the suspension shall be effective for the determined period during or after the Tournament.

TOURNAMENT ACTIVATION

I agree to fully participate and co-operate in all the activities as requested by my Team Manager and as directed by SA RUGBY.

PLAYER ATTRIBUTES

I agree and consent hereby to grant a perpetual license to SA RUGBY to utilise my player attributes (as defined in the Main Agreement) in accordance with Clause 9.2 of this Agreement. The personal information collected in this form is processed by SA Rugby in accordance with the applicable SA Rugby Privacy Policy available on request.

MEDICAL CLEARANCE

I am medically, mentally and physically fit to attend and to participate in, and have no dental concerns that may prohibit my participation in the Tournament or event.

MEDICAL AND INJURY DATA FOR RESEARCH SA Rugby Injury and Illness Surveillance and Prevention Project (SARIISPP)

I, as the player/parent/legal guardian, hereby give my express and informed consent that the medical and injury information may be used by SA Rugby and their nominated research partners for both illness and injury record and research purposes. The personal information collected in this Form is processed by SARU in accordance with the applicable SARU Privacy Policy available on request.

- By signing this document, the player and their parents and/or legal guardian where applicable provides informed consent to access all relevant information and agree to release all injury or illness data obtained during the tournament to SA RUGBY, which may or may not be used for research purposes

- The injury or illness data, as stipulated above, may or may not be used for research purposes. This information will be stored at SA Rugby's offices for official records of these rugby-related illnesses and injuries.
- The illness and injury data may be used for research and publication purposes to help improve the safety standards of the game of rugby played in South Africa, and can be used to potentially prevent other similar injuries or illnesses from occurring in the future.
- The player and their parent and/or legal guardian further understand and acknowledge that all analysed, researched or published information, will be depersonalized, will remain anonymous, and will be treated and handled with the utmost confidentiality.

MEDICAL CONSENT

- 9.1. I hereby give the Team Manager permission to give consent to medical investigations and management procedures that may be required to treat an injury which I might sustain during the Tournament, and to complete and sign all documents required in this regard. The parent or legal guardian is responsible for all costs pertaining to these medical procedures.
- 9.2. If injured, I realise that I will be stabilised and assessed at the match venue or event venue to the best of the abilities of the contracted Medical Staff at no cost to me, my parent(s)/legal guardian(s) and/or the Provincial Union that I represent.
- 9.3. If additional referral or specialist medical intervention is required, based on judgement by the contracted Medical Staff, the costs of ambulance transportation, admission to hospital, and the additional assessment or intervention costs, will be for the account of myself or my parent(s)/legal guardian.
- 9.4. After hour medical services are for my account or that of my parent(s)/legal guardian(s).
- 9.5. Players with medical aid, who require hospitalisation, will be transported and admitted to the nearest and most appropriate private medical facility or hospital. Any costs over and above those covered by my medical aid, or my parent(s)/legal guardian's medical aid, are for my account or that of my parent(s)/legal guardian(s).
- 9.6. If I or my parent(s)/legal guardian don't have medical aid, I am aware that I will be transported and admitted to the nearest and most appropriate government or private medical facility or hospital, depending on their individual preference and circumstance.
- 9.7. I confirm that should I get injured, all costs incurred, are for my account or that of my parent(s)/legal guardian(s).
- 9.8. I undertake to provide the team manager with all the relevant information and documentation regarding to my medical aid status and any specific medical history.

INDEMNITY

- 10.1 This agreement indemnifies SA RUGBY, the Local Organizing Committee, the Host Union, the Provincial Union to which the player is affiliated to, any person employed by or contracted by the Host Union or any volunteer during the Youth Week Tournament of the following:
 - 10.1.1. Any claims, whatsoever, arising from bodily injuries which the player may incur as the result of an injury, accident, disaster or the like.
 - 10.1.2. Any claims, whatsoever, arising from damage to, or loss of personal items belonging to the player.

10.1.3. Any claims resulting from damage caused by the player during the course of the tournament.

10.1.4. Any legal costs as a result of claims mentioned above.

LIABILITY

The signatories below undertake to be liable for any damage caused by the player during his stay at the tournament. Should the player and/or the legal guardian be unable to pay for the damage, the money can be claimed from the Provincial Union he/she is affiliated too. The tournament director reserves the right to send a player home who is found guilty of serious misconduct at any time at the players' expense.

This page is one in a series of 4 pages that explain the consent terms and conditions for player participation. The terms and conditions of this document is also available on www.sarugby.co.za I hereby grant SA RUGBY permission to process my Personal Information, as provided in **SA RUGBY MEMBER PROFILE FORM - Schedule II** - (SARUGBY 02.2022), and acknowledge that I understand the purposes for which it is required and for which it will be used in accordance with the applicable SA Rugby Privacy Policy available on request.

Team Manager	
Name & Surname	
Date	Signature

Player	
Name & Surname	
Date	Signature

Parent/Guardian (If player is under 18)	
Name & Surname	
Date	Signature

SCHEDULE II

SA RUGBY PLAYER PROFILE FORM



Tournament												
First Names (all)												
Surname												
Known as Name												
ID Document Type	RSA ID		Passport No.		Birth Certificate		<input type="checkbox"/> (Please mark with an X)					
ID Document Number					Passport Number							
Passport expiry date	(DD)		(MM)		(YYYY)		<input type="checkbox"/> (Only for Passport #)					
Date of Birth	(DD)		(MM)		(YYYY)							
Gender	Male		Female									
Ethnicity (required)	African		Coloured		Indian		White					
Place of birth												
Country of birth												
Current Union					Previous Union (If applicable)							
Club you play for												
Playing Position (Specify)	1.				2.							
Height (cm)				Weight (kg)								
Primary School					Secondary School							
Tertiary Education												
Cell (Mobile) Number					Work Number							
E-mail Address												
Dietary Requirement(s)	None		Halaal		Vegetarian		<input type="checkbox"/> (Please mark with X)					
Dietary Other (Specify)												
If the player is under the age of 18 complete the contact details of Parent or Legal Guardian												
Parent/Guardian	Name			Surname								
Contact details	Home Number			Work Number								
	Fax Number			Cell Number								
	Email											
Emergency Contact Person Information (ECPI) / Next of Kin												
ECPI / Next of Kin (required)	First Name			Surname								
Contact details	Relationship			Cell Number								
Medical Aid Details												
Medical Aid Name					Number							
Main Member												
Allergies / Medical Notes												

The personal information collected in this form is processed by SA Rugby in accordance with the applicable SA Rugby Privacy Policy available on request.

SA RUGBY DOCUMENT CHECKLIST



This is the only document that **MUST** be uploaded onto our Tournament systems for each participating player. Team Managers **MUST** ensure that the **SA RUGBY PARTICIPATION CONSENT FORM (SCHEDULE I)** & the **SA RUGBY PLAYER PROFILE FORM (SCHEDULE II)** is completed and signed by the players' legal parent and/ or guardian.

PLEASE READ ALL DOCUMENTS CAREFULLY	
SA RUGBY PARTICIPATION CONSENT FORM (SCHEDULE I)	
SA RUGBY PLAYER PROFILE FORM (SCHEDULE II)	
PLEASE NOTE – DOCUMENTS MAY BE REQUESTED AT ANY GIVEN TIME AT A TOURNAMENT!	

Team Manager	
Name & Surname	
Date	Signature

ORGANISATION STAMP (OPTIONAL)

Player	
Name & Surname	
Date	Signature

ORGANISATION STAMP (OPTIONAL)

Parent/Guardian (If player is under 18)	
Name & Surname	
Date	Signature

ORGANISATION STAMP (OPTIONAL)

BY SIGNING THIS FORM, YOU AGREE AND ACKNOWLEDGE WITH THE BELOW:

- All information provide above are accurate and correct.
- All documents have been signed by a players' legal parent/ and our guardian and checked by the Team Manager representing the Participating Union at the respective SA Rugby Tournament(s).