

NCRFU Roster Management and Match Week Guidelines

- All clubs participating in any matches (15s league season, 7s league season, or any friendly match) will maintain their roster of registered players in the RugbyXplorer club management system.
- Unregistered players cannot participate in any type of match at any time.
 - Allowing an unregistered player to participate during a match will result in sanctions levied by the Executive Committee or Competitions Committee including, but not limited to: Points deduction, player suspension, coaching suspension, administrator suspension, club suspension, monetary sanctions.

- For a match occurring on a Saturday, the following protocol should be taken:
 - By the end of day Tuesday, the home team shall contact the visiting team and the assigned referee to confirm the match location, kickoff time, social location, and any other pertinent information.
 - By 10am on Friday, both teams must select their 23 player match day roster in RugbyXplorer.
 - This will allow time for roster eligibility verification.
 - Any roster changes that take place the morning of the match must be recorded into RugbyXplorer via the MatchDay app.
 - By 9am on Monday after the match, both teams need to fill out the scoring sheet for the match and include all tries, conversions, penalties, drop goals, substitutions, blood substitutions, cards, and concussions.
 - It is recommended that this is done by an administrator on the MatchDay app rather than recording it on paper and completing at a later date.
 - Both clubs must sign off on the completed match report and submit via RugbyXplorer.
 - If there is a possibility of not having enough players for a match or forfeiting the match entirely, then:
 - The affected club must notify the other team as soon as possible.
 - No shows or late notices can result in sanctions such as:
 - Monetary reimbursement for travel, field, and social/hosting costs.
 - Removal of the club from the remaining match schedule.
 - Not following the above protocol can lead to the similar sanctions as listed above for Unregistered Players.
- Any complaints from affected teams should be sent to the Competitions Committee and

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Divisional Director no later than 48 hours after the match has concluded.