



## USA Rugby National Championship Series Fourth Official Instructions

Thank you for your service as a fourth official for this weekend's matches. If you have not served as a fourth official ('#4') before, or would like a quick refresher in how to serve as one, please read these instructions and look at the demo #4 sheets (the Running Score Form and the Player Movement/Substitution Form) for examples of properly-recorded information.

### Overall Duties as a Fourth Official

**Managing the Technical Zone (TZ)** - Ensuring teams have correct number of personnel in place, ensuring teams move into and away from the TZ quickly between matches, answering any queries from other TZ personnel.

**Managing substitutions** - Looking after each team and ensuring all substitutions are managed in a timely manner and using the correct protocol.

**Coordinating substitutions** - Receiving the substitution cards, recording substitutions, double checking them and filing them with tournament office.

**Scoring** - Keeping manual score of the match, recording scorers.

**Time-keeping** - Keeping manual time of the match, temporary suspensions, blood bin, extra time, etc.

### Functional competencies

- Ensures that players exiting or entering the field of play do so from the halfway line
- Ensures that all players entering the field of play only do so after presenting a substitution card
- Ensures that a player entering the field of play does not do so until a substituted player starts moving and is clearly identified
- Ensures that replacements/substitutes warm-up in the correct in-goal area and do so without balls or equipment (save when there are additional warm-up areas when balls/equipment may be used).
- Ensures that the suspended player sits in the position assigned
- Communicates with the match referee that a suspended player is returning to the field of play and waits for the signal from the referee
- Establishes positive relationships with the permitted TZ personnel
- Ensures that the water carriers are not coaches, do not match players on the field, and only enter the field of play when so allowed
- Ensures that medical personnel roam on the sides of the pitch in accordance with protocol
- Ensures that water is provided to players in accordance with the TZ protocol
- Ensures personnel not permitted in the TZ do not enter
- Keeps time (actual time) in regard to temporary replacements for blood
- Keeps time (playing time) in regard to temporary suspended players



## USA Rugby National Championship Series Fourth Official Instructions (continued)

### Running Score Form

This form is designed to keep track of all scores that occur in a match. Please see the demo form and the notes below on how to use this form correctly.

- Time is match time, not real time (e.g. 8', not 4:30 PM).
- Time always counts up from 1-80(+); if not recorded seconds, round up to the next minute
- Events that happen after the 40' mark in the first half are recorded as 40'; the first minute of the second half is 41'
- Team entry may be either 'H'/'A' (Home/Away) or team initials (if they are distinct)
- Type is scoring type (consult the bottom of the sheet if you don't know)
- Player is typically # and name; at NCS events where the CMS is being used properly and teams submit their rosters online, #-only is permitted
- Score should always be the **running score**, not just the value of the scoring event happening (e.g. a try worth five points for the home team turns a 10-10 score to 15-10; you would mark '15-10' in the score line, **not** '5')
- Either draw a line between rows or skip a row to distinguish halves
- Sign the form, get the signature of the center official, & have representatives from each team sign

### Player Movement/Substitution Form

This form is designed to track all of the substitutions and movements of players on/off the pitch that occur in a match. Please see the demo form and the notes below on how to use this form correctly.

- Cards/discipline (SIN/SO) and blood subs are recorded in addition to normal tactical and injury replacements
- Player (for Player On / Player Off) is typically # and name; at NCS events where the CMS is being used properly and teams submit their rosters online, #-only is permitted
- Reason should use the code provided on the form (e.g. RI, ST, SIN, etc.)
- Time is match time, not real time (e.g. 8', not 4:30 PM).
- Time always counts up from 1-80(+); if not recorded seconds, round up to the next minute
- Events that happen after the 40' mark in the first half are recorded as 40'; the first minute of the second half is 41'; **half-time is 40'**
- Either draw a line between rows (by team) or skip a row to distinguish halves
- Sign the form, get the signature of the center official, & have representatives from each team sign