



**LAKAPI SAMOA**

**PROVINCIAL UNION  
REQUIREMENTS  
2022**

## a. PROVINCIAL UNION REQUIREMENTS

- **Annual General Meetings**
  - i. Hold Annual General Meeting
  - ii. Elect Union Executives & Management
  - iii. Submit Union Schedule and Activities
  - iv. Submit Union Financial Report
  - v. Submit Other Union Matters & Projects
- **COVID-19 Return to Play awareness Protocols**
  - i. Appoint a Medical Coordinator
  - ii. The Medical Coordinator MUST complete the COVID-19 Return to Play awareness Protocols training
  - iii. The Medical Coordinator will train one member from each club COVID-19 Return to Play awareness Protocols
- **MCIL Certificate of Incorporated Society (updated annually)**
  - i. Submit MCIL Certificate
  - ii. Submit AGM report
  - iii. Submit Audited Financial Accounts
- **Annual Affiliated Union Subscription to LAKAPI SAMOA**
  - i. Submit MCIL Certificate
  - ii. Submit Club Registrations
  - iii. Submit Player Registrations
  - iv. Pay annual subscription \$300 Tala
- **Club Competition**
  - i. Appoint Competitions Committee
  - ii. Appoint a Match Commissioner / Tournament Director
  - iii. Appoint Disputes & Disciplinary Committee
  - iv. Appoint Referees Manager
  - v. Hold Club competition which consists of 7s, 10s or 15s rugby tournaments for both women and men.
  - vi. Facilitate Club Subscriptions and submit to LAKAPI SAMOA
  - vii. Facilitate Player Registrations and submit to LAKAPI SAMOA
  - viii. Facilitate Referees Register and submit to LAKAPI SAMOA
  - ix. Ensure Clubs have Player Insurance Cover under ACC (tbc)
  - x. Ensure Player Welfare is paramount during all matches and tournaments
  - xi. Ensure First Aid / Red Cross Assistance at all matches or tournaments
  - xii. Ensure Ground Security at all matches or tournaments (Police and/or Village Council)
  - xiii. Ensure Field of Play Dimensions & Marking are in line with World Rugby requirements
  - xiv. Update Tournament Manual / Rules from LAKAPI SAMOA
  - xv. Grow Women's Rugby at all levels in the district, from primary schools to secondary schools to clubs.
  - xvi. Weekly submission of Competition Results to LAKAPI SAMOA
  - xvii. Interact with stakeholders, fans and supporters through social media outlets and keep the public informed of union events and activities.
- **Field & Venue Requirements**
  - i. Field MUST meet rugby field dimensions
  - ii. Field surface MUST be safe for playing rugby
  - iii. Rugby venue MUST have running water and power
  - iv. Venue MUST have changing rooms / areas for participating teams, referees and union officials
  - v. Venue MUST have fully functional bathrooms / toilets for officials and public
  - vi. Venue MUST have a proper fence around the field perimeter for security.
- **Player Registrations**
  - i. Player Details (Name, Position, DOB, Occupation, Club & Contacts)
  - ii. Copy of Player's Birth Certificate / Passport
  - iii. Player Headshots
  - iv. Team Player Registration Lists
  - v. Submit Player Registration Database
- **District Zoning for Clubs**
  - i. All village clubs MUST play in their district zones.
  - ii. No village club is allowed to register outside of its district zone.
  - iii. If a club is caught playing in a club competition instead of its district zone, that club will face sanctions directly from LAKAPI SAMOA as well as the provincial union harbouring the club.
  - iv. If there is no club competition in a club's district union, then that club may register in an active union nearby.

- **Women's Rugby**
  - i. It is an LAKAPI SAMOA Requirement to have a Women's Rugby Competitions in all Provincial Union
  - ii. Must have a women's competition incorporated in the men's competition, either 7's, 10's or 15's
  - iii. Must encourage clubs to have women's teams and have women involved in each club
  - iv. Must also encourage women to be involved in Union executive committees, referees association, coaching, trainer, medical personnel, judiciary and match commissioners; so that women are well represented within the union.
- **Referees Association**
  - i. It is a LAKAPI SAMOA Requirement to have a Referees Association in each Provincial Union
  - ii. Keep annual register of referees
  - iii. Referees must attend LAKAPI SAMOA referees courses for upskilling and update on laws of the game and any variations trialled by LAKAPI SAMOA or World Rugby.
- **U19s Competition**
  - vi. After the review in 2020, all Franchise teams and Provincial Unions agreed to change the U20s competition to U19s Competition.
  - vii. Therefore the NPC / Super Lakapi will have an U19s competition NOT U20s.
  - viii. Therefore all Provincial Unions must commence with U19s competitions for the year 2022.
  - ix. Age eligibility is a player born in the years 2003 and 2004.
  - x. If a player born in 2005 wishes to play, then that player must fill a consent form from his parents or guardian for clearance.
  - xi. If a player born in 2002 or a year before 2002, that player is deemed over-age and will face disciplinary action along with sanctions against management and team
- **Rugby Courses at LAKAPI SAMOA**
  - i. Coaching Courses
  - ii. Referees Courses
  - iii. First Aid in Rugby (FAIR) Course
  - iv. ACTIVATE Course
  - v. Strength & Conditioning (S&C) Courses
- **Super Lakapi Requirement to be associated in a Franchise**
  - i. Unions MUST complete its union requirements above in order to be involved in the Franchise.
  - ii. If a Union is in-active, then that Union is disqualified from being involved in the Franchise.
  - iii. If all Unions in a Franchise are in-active, then that Franchise is also disqualified from the Super Lakapi tournament.

## b. TIMELINE & DEADLINES

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TIMELINE / DEADLINES	PROVINCIAL UNIONS
February 2022	<b>ANNUAL GENERAL MEETING (AGM) 2022</b> Each UNION MUST hold their AGM
February 2022	<b>UNION - EXECUTIVES &amp; MANAGEMENT 2022</b> After the AGM, each UNION MUST confirm their NEW Executive & Management for 2022 (with contact list of mobile and emails) sent to LAKAPI SAMOA through email: <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>
May 2022	<b>2022 CLUB COMPETITION COMMENCES</b> Union Club Competitions MUST commence on May 2022. Divisions are Senior A, U19s & Women's Competition
May – Jun 2022	<b>WEEKLY CLUB COMPETITION RESULTS</b> Weekly Club Competition results MUST be sent to LAKAPI SAMOA through email: <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>
May 2022	<b>UNION – CLUB &amp; PLAYERS' REGISTRATIONS 2022</b> UNION MUST submit their Club's and Players' Registrations for 2020 (with contact list of mobile and emails) sent to LAKAPI SAMOA through email: <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>
May 2022	<b>MCIL CERTIFICATE 2022</b> UNION MUST submit their MCIL Certificate for 2022 to LAKAPI SAMOA through email: <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>
May 2022	<b>UNION SUBSCRIPTION 2021</b> UNION MUST pay their Annual Subscription of \$300 Tala for 2022 to LAKAPI SAMOA
May 2022	<b>COVID-19 Return to Play awareness Protocols</b> All UNION MUST have personnel attend this course
2022	<b>COACHING COURSE</b> All UNION MUST have personnel attend this course
2022	<b>REFEREE COURSES &amp; LAW UPDATE</b> All UNION Referees MUST attend this course
2022	<b>FIRST AID IN RUGBY (FAIR) COURSE</b> All UNION MUST have at least 2 reps complete the FAIR course
TBC	<b>MATCH COMMISSIONERS COURSE</b> All UNIONS MUST at least have 1 member attend the Match Commissioners Course
June 2022	<b>FINAL REGISTRATION LIST OF CLUBS AND PLAYERS</b> UNIONS MUST submit final list of clubs and players registered for 2022 to be sent to <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>
June 2022	<b>PLAYER PASSPORTS / BIRTH CERTIFICATES</b> a clear and legible scanned copy of the photo page of each players passport or birth certificate with a photo to be sent to LAKAPI SAMOA through email: <a href="mailto:salesa@lakapisamoa.com">salesa@lakapisamoa.com</a>