



# Appendix 7

Dorset & Wilts Rugby Football Union Limited

Working Together to Grow Rugby in Dorset and Wiltshire

The aim of this appendix is to provide a checklist which clubs will find helpful if they are asked or put themselves forward to host a Cup Final or a Representative match for Dorset & Wilts RFU. The club should have received a booking form from the Competition or CB Administrator outlining the requirements of an event and agreed a budget. The Host Club has clear responsibilities for the success of the day and should include the following in their arrangements:

1. Confirmation of KO time with the competition or CB Administrator who will have notified the teams and confirmed arrangements with officials.
2. Enhanced First Aid Facilities to include qualified personnel, a nominated hospital car on standby and knowledge of the location of the nearest hospital with A&E facilities.
3. Car parking attendants and arrangements.
4. Preparation and marking of pitch, provision of flags and post protectors.
5. Pitch to have a permanent / semi-permanent barrier as required by RFU Regulation.
6. Changing rooms to be clean and showers working satisfactorily.
7. Welcome and host teams, committees and officials during their stay at the ground.
8. The control of admission to the ground and the provision of stewards to take a gate by the sale of programmes - if requested.
9. The provision of programmes - if not provided by Dorset & Wilts RFU.
10. Provision of a public-address system for presentations - if requested.
11. Full pre-and post-match hospitality as agreed.