Coaches,

I hope your seasons are going well, your players are healthy and you are looking forward to competing in the Nationals. With that in mind, I am sending you the paperwork that needs to completed for all your players who will compete at the BHSRNC.

The team must present the following team documents. Every participating player must be listed on each document.

1. A complete CIPP roster, printed out from the USA Rugby website <https://www.usarugby.org/membership-resources/public-rosters/> .
2. A completed High School Player Eligibility Form, that includes every player that will participate in the BHSRNC. For teams with players from multiple schools, a separate roster from each school must be presented.

Every player on your team must have the following:

1. A photocopy of a PHOTO ID that clearly identifies the player (driver’s license, passport, school photo ID, etc.). **The player must also present the actual PHOTO ID at check-in.**
2. A photocopy of a GOVERNMENT ISSUED document that proves DATE OF BIRTH (driver’s license, passport, green card, birth certificate, etc.).
3. A completed WAIVER FORM. Players 18 years-old or over may sign their own waiver (adult waiver). Players under 18 years-old must have a form completed by their parent or guardian (minor waiver).
4. A signed copy of the CODE OF CONDUCT.

To ensure that each team is registered in as quick and efficient a manner as possible (that way teams can get to their first match with ample time to prepare and warm-up), we ask that you organize your documents in the following manner:

All documents must be placed in a three ring binder with the team’s name clearly identified on the front cover and spine of the binder. The documents should be three-hole punched and placed in the binder in the following order.

1. CIPP roster.
2. High School Player Eligibility Forms.
3. Players’ document sets in alphabetical order. Each set should include the following in the order prescribed below:
   1. Copy of photo ID
   2. Copy of proof of age (a and b may be the same document if the document includes photo and proof of age)
   3. Signed and completed waiver
   4. Signed Code of Conduct

Last, as we get closer to the tournament, we will need to seed every team based on their performance over the course of the year. So that we may seed teams accurately and inform teams of their seeding in a timely manner, teams must submit the attached Season Review by **May 1.** The review must be completed in Microsoft Word document and attached to an email sent directly to Joe Sweeney at [sweeneyj@xavierhs.org](mailto:sweeneyj@xavierhs.org). Please do not copy the form into the text of your email. We will need to coordinate 24 seeding forms for 24 teams and having them in the same format expedites the process greatly. If your team has an important match between May 1st and May 5th, please identify that on the Seeding Review and email us the results of the match ASAP so that it can be included in the seeding discussion. The seeding will be done by the Seeding Committee, comprised of the following:

Bart Bottorff – BHSRNC Committee

Lee Kelly – BHSRNC Committee

Joe Sweeney – BHSRNC Committee

Salty Thompson – USAR Rugby HSAA Head Coach

Alex Goff – Journalist, GoffRugbyReport.com

Eric Jerpe – BHSRNC Tournament Director

We expect to complete and announce the seeding by **May 7th.**

Thank you in advance for your prompt and attentive cooperation in the seeding and documentation process.

Sincerely,

Joe Sweeney