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