

INFORMATION BOOKLET



U16 COCA-COLA GRANT KHOMO WEEK
U13 COCA-COLA CRAVEN WEEK
PAARL GYMNASIUM, PAARL
3 – 8 JULY 2016



INDEX

- 1. Registration of Players**
- 2. Team Entries**
- 3. Payment**
- 4. Reception and Programme**
- 5. Photographs**
- 6. Fixtures**
- 7. Referees**
- 8. Medical**
- 9. Hostel allocation**
- 10. Meals**
- 11. Laundry service**
- 12. Registration and Accreditation Form**

General

- | | |
|---|--------------|
| - Registration Form | - Annexure A |
| - Information for Team Managers (Church, photos) | - Annexure B |
| - Team Manager Details for Footprint system | - Annexure C |
| - Booking Form for Advertising in Official Brochure | - Annexure D |
| - Programme of the Week | - Annexure E |

***COMPREHENSIVE CONTACT DETAILS OF THE LOC WILL BE FORWARDED IN DUE COURSE.**

***SLIGHT CHANGES MIGHT OCCUR AND WILL BE SENT TO THE UNIONS.**

U16 COCA-COLA GRANT KHOMO AND U13 COCA-COLA CRAVEN WEEK 2016

1. PLAYERS REGISTRATION

Team Managers are encouraged to complete the registration process as soon as they are registered on the Footprint system especially teams from the Country Districts. The following are the procedures to be followed regarding Registration of Players for the Youth Weeks.

All team managers will be required to be registered on Footprint. Unions are requested to complete Annexure B (details of their Team Managers) and send it to Morne Nortier at SA Rugby (mornen@sarugby.co.za) before or on the 20th of May, 2016.

Team managers will also be responsible to load all players from the last four trial teams on the system **on or before the 27th of May, 2016**. Team Managers **must note** that the details (Name, email address, mobile number) of all players Parents/Guardians are required when registering players. In the event that parents/guardians details cannot be entered, **team managers will be responsible** to complete the player profile and upload/enter all supporting documentations of players. For teams outside South Africa, like Namibia and Zimbabwe, team managers are responsible to complete the player profile. Please upload a photograph and a copy of their Passport, instead of ID, showing their names and date of birth.

Team managers will also be required to register all team management members (all coaches, support staff and medical staff) **on or before the 3rd of June, 2016**. It is the responsibility of the team manager to ensure that all management members complete their profiles and upload supporting documentation where required (including BokSmart numbers, First Aid Certificates, HPCSA number, etc.).

Tournament squads (23 players and management teams) must be loaded and verified on the Footprint System **no later than the 3rd of June, 2016**. Once the details of players, coaches and management members have been verified by SA Rugby, each participant receive an electronic participation ticket from the Footprint system which needs to be printed out and presented on registration Sunday.

No team member will be allowed to register at the tournament unless arranged and agreed with in writing by SA Rugby prior to registration Sunday. Players or management members that does not have an electronic participation ticket **will not be allowed to take part in the tournament in any capacity**.

PLEASE NOTE: Footprint is a web based system which requires the use of a computer and an internet connection to complete the above mentioned tasks. Unions must please ensure all team managers have access to a computer and an internet connection in order to complete the registration processes.

TEAM DECLARATION FORM

The "Team Declarations / Match Team Sheet" form is for you to download from the Footprint websites once registered, one for each game, and they have to be handed in before each game you play. Team Managers will also have the option to submit electronic team sheets through the Footprint system at the event prior to each game you play.

2. TEAM ENTRIES

Once Team Managers are registered and activated on Footprint, they will be assigned to their squads and be responsible to manage the registration process of all players and management members who will take part at Craven Week.

These duties will include:

- Names of Players, Coaches, Managers, Physiotherapist, Permanent Representative
- Number of bus drivers, if any
- Number and details of dietary requirements (e.g. Halaal, diabetic).

TEAM MEDICAL STAFF

Team Medical Staff must note the requirements to be met in order to be granted permission to roam the touch line during a match that their team participates in. These requirements are noted in the "Safety and Medical Requirements, Regulations and General Information: Coaches, Referees, Union Officials, Team Medical Staff, Parents and/or legal Guardians and Rugby Players" and will also be requested when they update their personal profiles on Footprint.

In Summary:

1. All team medical staff who are eligible to roam the touch line must have an active 1st aid qualification.
2. All team medical staff must complete the World Rugby On-Line Concussion and Match Day Medical Staff education modules.
3. As per World Rugby and SARU Tournament Rules, only qualified medical doctors and physiotherapists can roam the touch line during a game that their team participates in.

MEDICAL FORMS

Make sure you and all your players are aware of the **Medical and Doping Regulations** and that the “**SARU Youth Week Participation Consent Form**” is signed by parents and brought to the Youth Week, to be handed into the event Medical Safety Control Officer. Please DO NOT send these to SARU.

Parents/Guardians and/or Team Managers will be able to download and print the consent forms during the registration process of each player. Although details are recorded electronically on Footprint, each consent form must be printed and signed and handed in at the Tournament Registration desk to the Medical Safety Control Officer in charge.

1. Team managers must note that the Coca-Cola U/13 Craven Week 2016 is a tournament for players not exceeding the age of 13, in other words under 13 on 1 January 2016. A player is regarded under 13 as long as he does not turn 14 during the year 2016.
2. Team managers must note that the Grant Khomo Coca-Cola U/16 Week 2016 is a tournament for players not exceeding the age of 16, in other words under 16 on 1 January 2016. A player is regarded under 16 as long as he does not turn 17 during the year 2016.
3. The Name and Membership numbers of every player's medical fund, as well as other relevant information, must be completed in the medical information section during the Player Profile registration procedure on Footprint. An electronic copy (scanned copy) of the Medical Aid card must also be uploaded in this section, or attached to the Player Consent form to be handed in during Tournament Registration.
4. Every Team Manager will sign a written statement at registration in which he will declare his full understanding of the information on this website, pertaining to conditions of accommodation, as well as his full acceptance of the duties and responsibilities laid upon him.

3. PAYMENT

3.1 ACCREDITATION MONEY MUST BE PAID ON OR BEFORE 10 JUNE 2016

Name of Bank: Absa

Account number: 1014991014

Name of account: WP Hoërskool Rugby Unie

Branch: Paarl 334-210

Proof of transaction must be faxed/emailed to:

Sean Galant : Fax: 0866337782 Email: sean@wprugby.co.za

Payment must be transferred via internet payment.
**NO PAYMENTS WILL BE ACCEPTED ON THE DAY OF REGISTRATION.
NO LATE ACCREDITATION WILL BE ACCEPTED.**

ALL ENQUIRIES IN CONNECTION WITH ACCREDITATION MUST BE ADDRESSED TO:

Howard Wilson
Cell: 083 544 0071
E-mail: howardwilson@telkomsa.net

3.2 ACCREDITATION

See attached ACCREDITATION FORMS for applying. Accreditation will take place at Paarl Gimnasium: Pickard Centre (Club House) on 3 July 2016 between 10:00 and 15:00.

A chaperone (TBC – if available) will be appointed as a liaison officer to each team during registration.

4. RECEPTION AND PROGRAMME

- 4.1 Reception, registration and accreditation between 10:00 – 15:00 in the Pickard Centre Paarl Gimnasium. (Club House)
- 4.2 Managers meet at 17:00 – Paarl Gimnasium Auditorium.
Supper for the players and management at 18:00 at the hostel of their stay.
- 4.3 Sunday evening programme
Evening programme will start at 19:00. Church service at Paarl Gimnasium in the Carel Redelinghuys Centre. A function for all the officials and members of the LOC will be held at 20:00 in the Foyer of Paarl Gimnasium High School.

Please note that invitations to the functions during the week will be given to you upon registration. IT IS COMPULSORY FOR OFFICIALS TO ATTEND THE FUNCTIONS.

FUNCTIONS DURING WEEK:

SUNDAY:	LOC – Foyer of Paarl Gimnasium	(20:00)
MONDAY:	SARU Function – Paarl Gimnasium	(19:00)
WEDNESDAY:	Mayoral Function – Paarl City Hall	(19:00)
THURSDAY:	Informal Function – Windmeul Kelder	(19:00)

- 4.4 Teams wishing to arrange practise sessions and venues must contact:
Paarl Gimnasium: Etienne van den Brink – 061 3497409
Boland Landbou: Ben Greyling – 082 410 1848
Paarl Boys High: Sue Davies – 283 289 7509
(Practise venue and schedules will be made available at the Managers meeting)

5. PHOTOGRAPHS

5.1 RULES OF ORDER

1. On arrival the team/group photographs will be taken at Paarl Gimnasium in the school hall/field. Team managers must ensure that the players line up in time from **tall to short** with the captain and vice-captain in front.
2. The dress code for the group photographs will be determined by the different Unions.
3. The cost will be R100, 00 per photo. Please note that this additional cost must be paid into the account of the WP Höerskool Rugby Unie.
5. Individual photos will be taken directly after the group photographs. This cost will be additional and will have to be paid to the photographer, Charl Fourie.
6. All team photographs will be ready for collection after breakfast on 7 July 2016 at Paarl Gimnasium Pickard Centre (Club House).

5.2 ACTION PHOTOGRAPHS

1. Action photographs will only be available for purchase during the week. (4 July to 7 July 2016) and the cost will be between R50 – R100.
2. These photographs will be on display. You will be required to pay for your photographs when you place your order. Look out for the Photography Gazebo.

6. FIXTURES

(These mentioned times might change)

6.1 MONDAY 4 JULY 2016

MONDAY, 4 JULY 2016			
A FIELD			
1	U/13	09:30	VALKE vs EP
2	U/16	10:30	WP XV vs GRIFFONS
3	U/13	11:45	BLUE BULLS vs SWD
4	U/16	12:45	GOLDEN LIONS vs FREE STATE
5	U/13	14:00	WP vs PUMAS
OPENING CEREMONY - 15:15			
6	U/16	16:00	WP vs BOLAND
MONDAY, 4 JULY 2016			
B FIELD			
1	U/13	09:30	NAMIBIA vs KZN
2	U/16	10:30	VALKE vs BOLAND XV
3	U/13	11:45	FREE STATE vs GOLDEN LIONS
4	U/16	12:45	BLUE BULLS vs LIMPOPO BLUE BULLS
5	U/13	14:00	BOLAND vs LEOPARDS
MONDAY, 4 JULY 2016			
C FIELD			
1	U/13	09:30	GRIQUAS vs ZIMBABWE
2	U/16	10:30	BORDER vs LEOPARDS
3	U/13	11:45	BORDER CD vs GRIFFONS
4	U/16	12:45	EP vs GRIQUAS
MONDAY, 4 JULY 2016			
D FIELD			
1	U/13	09:30	LIMPOPO BLUE BULLS vs BORDER
2	U/16	10:30	BORDER CD vs ZIMBABWE
3	U/16	11:45	SWD vs NAMIBIA
4	U/16	13:00	KZN vs PUMAS

6.2 TUESDAY, 5 JULY 2016

TUESDAY, 5 JULY 2016 A FIELD			
1	U/13	10:00	
2	U/13	11:00	
4	U/13	12:00	
6	U/13	13:00	
7	U/13	14:00	
8	U/13	15:00	
9	U/13	16:00	
TUESDAY, 5 JULY 2016 B FIELD			
3	U/13	10:00	
5	U/13	11:00	

6.3 WEDNESDAY, 6 JULY 2016

WEDNESDAY, 6 JULY 2016 A FIELD			
1	U/16	09:30	
3	U/16	10:45	
5	U/16	12:00	
7	U/16	13:15	
9	U/16	14:30	
10	U/16	15:45	
WEDNESDAY, 6 JULY 2016 B FIELD			
2	U/16	09:30	
4	U/16	10:45	
6	U/16	12:00	
8	U/16	13:15	

6.4 THURSDAY, 7 JULY 2016

THURSDAY, 7 JULY 2016 A FIELD			
1	U/13	10:00	
2	U/13	11:00	
4	U/13	12:00	
6	U/13	13:00	
7	U/13	14:00	
8	U/13	15:00	
9	U/13	16:00	
THURSDAY, 7 JULY 2016 B FIELD			
3	U/13	10:00	

5	U/13	11:00	
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6.5 FRIDAY, 8 JULY 2016

FRIDAY, 8 JULY 2016 A FIELD			
1	U/13	08:30	
2	U/16	09:30	
3	U/13	10:45	
4	U/16	11:45	
5	U/13	13:00	FINAL U/13
6	U/16	14:00	FINAL U/16
FRIDAY, 8 JULY 2016 B FIELD			
1	U/13	08:30	
2	U/16	09:30	
3	U/13	10:45	
4	U/16	11:45	
5	U/16	13:00	
FRIDAY, 8 JULY 2016 C FIELD			
1	U/13	08:30	
2	U/16	09:30	
3	U/13	10:45	
4	U/16	11:45	
FRIDAY, 8 JULY 2016 D FIELD			
1	U/13	08:30	
2	U/16	09:30	
3	U/13	10:45	
4	U/16	11:45	

*Abovementioned times may be changed slightly if required.

7. REFEREES

MANAGER REFEREES: Ben Theron
Cell: 0832693590
E-mail: btheron@wprugby.co.za

REFEREES LIAISON OFFICER: Ben Theron
Cell: 0832693590
E-mail: btheron@wprugby.co.za

8. MEDICAL

8.1 GENERAL

- Full medical services are available for the duration of the tournament.
- Team managers must provide for less serious cases, like headaches etc.
- Transportation via ambulance and admission to the hospital is for the account of the injured player and/or his Union.
- Team managers must be in possession of a copy of the parents/guardians medical aid fund membership card or the membership number of the particular fund before any medical services are supplied.
- Plasters, bandaging and strapping will only be supplied for injuries sustained during matches and not for routine bandaging.
- Random tests for the use of forbidden stimulants as prescribed by SA Rugby can be done by a qualified doctor.

8.2 SICK PARADE

- Team managers are responsible for arranging meals for sick players in the hostels. If a sick player stays behind in his hostel room, it must be brought to the attention of the hostel manager immediately. The doctor on duty at the onsite clinic will refer sick or injured players to a Private or Provincial Hospital for further treatment if necessary.

8.3 AT PLAYING FIELD

- A medical doctor and trained emergency staff will be on duty during every match.

8.4 INJURIES DURING MATCHES

- Members of the ER24 medical team will treat players injured during matches.
- If any injury necessitates it, the player will be stabilised on the field and treated by the on duty medical doctor at the onsite medical clinic and/or transported directly to the closest appropriate medical facility.
- Such a player must be accompanied by an authorised adult/Team Manager.

8.5 MEDICAL SERVICES AVAILABLE

- Ambulances and medical staff will be on duty at the field on the match days.
- A medically qualified doctor will be on duty on the match days.
- A pharmacy and dentist will be available off site if required.

8.6 COSTS

a) Players with Medical Aid:

- Please note that all players' medical information must be available at all times and the team manager must take responsibility.
- Their parents/guardians will be responsible for payments of accounts for ambulance transportation and/or admission to a medical facility.

b) Players without Medical Aid:

- Any injury incurred at the tournament will be treated by the medical doctor at the onsite medical facility and if further medical intervention is required, the player will be referred to a Provincial Hospital (no medical aid player) or to a Private Hospital (medical aid player) and the costs incurred at these facilities will be for the account of the player and/or Union he represents. (All managers should know medical status of his players.)

8.7 STRAPPING

- The application of strapping for preventative measures will be done by the medical personnel, free of charge provided the player supplies his own strapping. **(PROVIDED THE PLAYER PROVIDES OWN STRAPPING)**

The on duty Medical Doctor and the Paramedics will decide whether a player should be taken to the hospital.
(Tournament doctor: Dr Pierre Viviers)

For all other injuries and medical emergencies outside rugby matches, the following person can be contacted:

Faizel Felton
Cell: 0832359276
E-mail: ffelton@wprugby.co.za

9. HOSTEL ALLOCATION AND RULES

Huis McFarlane (Paarl Gimnasium): Andre Oberholzer – 083 631 5992
Boland Landbou: Ben Greyling – 082 410 1848
Paarl Boys' High: Sue Davies – 083 289 7509

Teams will be accompanied by the chaperones to their various hostels after they have registered.

FOR THE PERIOD: 3 JULY 2016 to 8 JULY 2016 (LUNCH)

- Provincial Unions are responsible for the payment of R3 000, 00 damage deposit. A cheque must be made out in the name of WP Hoërskool Rugby Unie. (Cheques will be handed back should no damage occur.)

Bank:	Absa
Account name:	WP Hoërskool Rugby Unie
Account no:	1014991014
Branch code:	Paarl 334-210

- **No bedding will be provided for both** management and players. Paarl can be very cold during this time of the year, so bring enough warm bedding.
- On arrival at the hostel, the team manager together with the team chaperone and the hostel representative must inspect the conditions of all rooms allocated to the team before the team moves into the rooms. All defaults must be documented and taken note of before they move in. Any breakages must be taken note of and documented before the team is officially signed in.
- When the team leaves the hostel at the end of the week, the same procedure as above will be followed before the team signs out.
- **No team will be allowed to leave the hostel before such inspection has taken place and the necessary forms have been completed by both parties (Manager and Superintendent).**
- Players are responsible for their own keys. The hostel management or school does not accept any responsibility for loss, damage or injury resulting from the presence of the team in the hostel.
- No parties, smoking or drinking are permitted in the hostel or within its boundaries.
- Occupants with their team managers of each room are responsible for the neatness and cleanliness of the room. Rooms will be cleaned by the hostel staff.
- Rugby boots may not be worn in the hostel.
- No ball games may be played in the hostel.
- No running around in the hostel.
- Noise must be kept at an acceptable level.
- Wet clothing must not be hung out of the windows.
- The use of fire hoses/ fire extinguishers, except for the purpose of fire fighting, is a criminal offence. A fine of R3 000 will be levied if this rule is broken.
- Meals are provided only at the stipulated times. The chaperone/manager must accompany the team to all meals.
- Dress at all meals must be uniform and neat. Shoes/sandals must be worn.
- No property or equipment belonging to the hostel may be removed from the hostel.
- No crockery or cutlery may be removed from the hostel.
- Team managers and chaperones are responsible for their team equipment and behaviour of their teams at all times.
- Team managers are responsible for arranging meals for sick players.
- If a player stays behind in his hostel room, it must be brought to the attention of the hostel superintendent immediately.
- All Hostel rules will apply during the duration of the CRAVEN WEEK.
- Team managers must ensure that rooms are left tidy when teams depart.
- **Accreditation cards must be displayed at all times.**

PARKING:

At Paarl Gimnasium, all buses need to park on the grounds of the SAP College or in Lemoenkloof Way which is adjacent to Paarl Gimnasium rugby fields.

Designated Accommodation for Provinces: (All teams will be accommodated in school hostels in and around Paarl.)

All management and players must supply their own bedding and a long shackle padlock and the team manager must keep spare key in his possession.

**A. Paarl Gimnasium (U/13 Coca-Cola Craven Week Teams (17 teams) – Except Namibia) Huis McFarlane (Paarl Gimnasium):
Andre Oberholzer – 083 631 5992**

Blue Bulls	Boland
Border	Border CD
Eastern Province	Free State Cheetahs
Golden Lions	Griffons
Griquas	KZN
Leopards	Limpopo Blue Bulls
Pumas	SWD
Valke	Western Province
Zimbabwe	

**B. Paarl Boys' High School (U/16 Coca-Cola Grant Khomo Teams)
HJS / PBH: Sue Davies – 083 289 7509**

Western Province U/16 and XV	Boland U/16 and XV
SWD U/16	KZN U/16
Namibia U/16	Namibia U/13

**C. Boland Landbou (U/16 Coca-Cola Grant Khomo Teams)
Boland Landbou: Ben Greyling – 082 410 1848**

Blue Bulls U/16	Border U/16
Border CD U/16	Eastern Province U/16
Free State U/16	Golden Lions U/16
Griffons U/16	Griquas U/16
Leopards U/16	Limpopo Blue Bulls U/16
Pumas U/16	Valke U/16
Zimbabwe U/16	

10. MEALS

1. BREAKFAST

Breakfast will be served at the hostel: Monday to Friday, from 06:30 – 08:00.

Teams playing earlier could arrange earlier breakfast with superintendent.

Friday from 06:00 and hostels must be vacated at 08:00.

2. LUNCH

Lunch to be provided by hostel of accommodation (food parcel).

Managers need to communicate with hostel on rest days.

Officials will have lunch on match days in the Pickard Centre between 12:00 – 14:00.

3. SUPPER

Sunday at hostel between 18:00 – 18:30.

Monday - Friday at hostels between 17:30 – 18:30.

11. LAUNDRY SERVICE

(Each Hostel will be responsible for the respective teams they are accommodating at a cost of R300/team).

U/16 Coca-Cola Grant Khomo Teams: Costs for 2 washes per team (R300).

U/13 Coca-Cola Craven Week Teams: Costs for 3 washes per team (R400).

11.1 Information to Team Managers

1. The teams will submit their kit within 20 minutes after their game.
2. The team manager must insist on receiving the copy they signed for the kit submitted to the said committee member.
3. The team manager will count all their jerseys, shorts and socks with the committee member and sign.
4. The team managers will collect their kit at a minimum of an hour before their game, i.e. you are not going to come late and expect us to rush things. Our procedure will be followed.
5. Clearly mark your shorts as follows: in case of white shorts, write with black permanent marker on the inside the Province and player number.

e.g. 1. Western Province no. 8 = will be written: **WP8**

2. Kwa-Zulu Natal no 13 = will be written: **KZN13**

6. In case of black shorts use a white permanent marker or tippex to mark them.
7. Your socks will be marked under the foot where it is white, (with black permanent marker).
8. Laundry bags will be provided.

For more information contact:

Petrie Stofberg

Cell: 082 3757282

E-mail: petrie@brackenfellhs.co.za

11.2 TEAM MANAGERS DO NOT HAVE TO MAKE COPIES OF THE CONTROL LISTS. CONTROL LISTS WILL BE PROVIDED.

Laundry numbers	Provinces	Abbreviation
1	Blue Bulls	BB
2	Boland	BOL
3	Boland XV	BOL XV
4	Border	BOR
5	Border CD	BOR CD
6	Eastern Province	EP
7	Free State	FS
8	Griffons	GRIF
9	Griquas	GRIQ
10	Kwa-Zulu Natal	KZN
11	Leopards	LEO
12	Limpopo Blue Bulls	LIM
13	Lions	LIO
14	Namibia	NAM
15	Pumas	PUM
16	South Western Districts	SWD
17	Valke	VAL
18	Western Province	WP
19	Western Province XV	WP XV
20	Zimbabwe	ZIM
21	Referees	REF

12. REGISTRATION AND ACCREDITATION FORM

- Accreditation passes are the only form of identification for participants and those otherwise involved.
- Accreditation passes are issued to individuals in their names.
- Accreditation passes must be worn at all times during all matches and official occasions. Accreditation passes are not transferable.
- The organising committee of the Coca-Cola Craven/Grant Khomo Week 2016 reserves the right to refuse any application for accreditation already issued.
- Accreditation passes remain the property of the U/13 Coca-Cola Craven Week and U/16 Grant Khomo Coca Cola Week organisers until after the tournament. Lost passes will not be replaced.
- Temporary accreditation, which will be valid for one day only, will be issued in exceptional cases.
- The application for accreditation of all players and officials must reach the LOC before or on 3 June 2016.

Accreditation categories

12.1 **(Green card)**

Includes:

- Entrance to the stadium
- Luncheons
- All functions
- An official programme

12.1.1 The following individuals will be accredited at the cost of SA Rugby and Unions:

- Executive members and officials of SA Rugby as supplied by the Union.
- Sponsors and members of the media as arranged with the organizing committee.
- Executive members and selectors of SASRA (South African Schools Rugby Association).
- Tournament referees.
- Officials and executive members of the Western Province Rugby Football Union
- Two coaches per team and one team manager per team. (Supply own bedding)

12.1.2 Permanent representatives of the Union (Will be accredited a Green Card at a cost of R3000 payable by the Union). Own accommodation to be arranged.

Any individual not mentioned who wants to be accredited, will have to apply for ONE of the following:

Option 1: Orange card

Cost: R5000

(If a team is accompanied by additional officials (subject to availability) an amount of R5 000 will be payable to the Local Organising Committee)

This includes:

- Entrance to the stadium (restricted areas)
- VIP Luncheons
- All Functions
- An official programme
- Hostel accommodation (Provide own bedding)

Option 2: Yellow card

Cost: R3000

This includes:

- Entrance to the stadium (restricted areas)
- VIP Luncheons
- All Functions
- An official programme
- No Accommodation

Option 3: White card (Bus drivers)

Cost: R3000

This includes:

- Entrance to the stadium (restricted areas)
 - Hostel accommodation (Provide own bedding)
 - All meals
 - An official programme
- ***Provinces who will not make use of SARU's transport services and where accommodation is needed for bus drivers will have to apply for a White card at a cost of R3000.***

ANNEXURE A

For non-operational personnel that will not be registered on Footprint, please complete the following sections and forward it to the LOC.

NOTE: Permanent Representative @ R 3000 (No accommodation included)

1. Permanent Representative

Position held in Province: _____
E.G. Chairman, Exec Member, Etc.

Name: _____

Please note: The PR will be accredited by the LOC for entrance to the venue, school, programmes, and lunches at the school and functions.

PLEASE ARRANGE YOUR OWN ACCOMMODATION

2. NAMES OF EXTRA OFFICIALS WHO YOU WOULD LIKE TO BE ACCREDITED BY YOUR UNION

(AT YOUR COST) or (R5 000 all inclusive – TO SUPPLY OWN BEDDING)

2.1 Name: _____

Capacity: _____

Email Address: _____

Cell No: _____

Work No: _____

Fax No: _____

A/H Hours: _____

2.2 Name: _____
Capacity: _____

Email Address: _____
Cell No: _____
Work No: _____
Fax No: _____
A/H Hours: _____

2.3 Name: _____
Capacity: _____

Email Address: _____
Cell No: _____
Work No: _____
Fax No: _____
A/H Hours: _____

2.4 Name: _____
Capacity: _____

Email Address: _____
Cell No: _____
Work No: _____
Fax No: _____
A/H Hours: _____

Please Note: People listed under 1 & 2 will have to apply for accreditation as set out in the information document, there are different options and the cost is for your Union's account.

3. Special Food Requirements for non-operational personnel (Please indicate totals)

		Totals		Totals
Halaal	Officials		Players	
Vegetarian	Officials		Players	
Other (Specify)	Officials		Players	
Grand Total				

PAYMENT:

Name of Province: _____ Age: U/_____

Estimated time and date of arrival: _____

Person responsible for payment:

Name: _____ Cell no.: _____

8.1 Refundable breakage deposit @ R3 000 per Union.
 Make a cheque out to: WP Hoërskool Rugby Unie. R 3000.00
 If no breakage occurs, cheque will be handed back at vacation of hostel)

8.2 Accreditation:
 Orange card: Option 1 x@R5 000 R _____
 Yellow card: Option 2 x@R3 000 R _____
 Green card (Permanent Rep.): x@ R3 000 R _____
 White card (Bus driver): x@ R3 000 R _____

8.3 Team Photos x @ R100 R _____

8.4 Laundry (U/16)x @ R300 R _____
 (U/13)x @ R400 R _____

TOTAL DUE R _____

Payment must be done before 3 June 2016. Proof of payment must be e-mailed to:
Sean Galant - sean@wprugby.co.za

Banking details:

Name of Bank: Absa

Account number: 1014991014

Name of account: WP Hoërskool Rugby Unie

Branch: Paarl 334-210

Ref: (Name of your province and age group)

ANNEXURE B

INFORMATION FOR TEAM MANAGERS OF CRAVEN WEEK

1. PHOTOS

Sunday 3 July 2016.

Photos are taken as teams arrive and register.

TIME : 10:00 – 15:00

PLACE : Paarl Gimnasium, School Hall/Field

PRICE : Team photo R100, 00 p.p. appearing on photo. To be paid before arrival.

e.g. 23 players
3 officials
= 26 X 100 = R2 600, 00

Individual and action photos – To be paid at the Photographer.
(Charl Fourie)

Pricing will range between R50, 00 – R100, 00

2. CHURCH SERVICE

Sunday 3 July 2016

TIME : 19:00 – 20:00

PLACE : Paarl Gimnasium – Carel Redelinghuys Centre

At 18:45 all teams and team management have to be already seated on the chairs in front of the stage. The first two rows are left vacant for guests of honour, SARU and management.

Parents and supporters will be seated in the back.

ANNEXURE C

REGISTRATION FORM TEAM MANAGER'S DETAILS FOR FOOTPRINT SYSTEM

To be completed by Team Managers and send to Morne Nortier at SARU (mornen@sarugby.co.ca) by no later than the **20th of May 2016**

1. TEAM MANAGERS INFORMATION:

Name of Union: _____

Specific Youth Week: _____

Full Names: _____

Surname: _____

ID Number: _____

Ethnicity: _____

Mobile Number: _____

Email address: _____

.....
Signature of Team Manager

ANNEXURE D

BOOKING FORM – ADVERTISING IN OFFICIAL BROCHURE (Unions, Tertiary Institutions and Companies)

A limited amount of advertising space is available in the official 2016 u13 Coca-Cola Craven/Grant Khomo Week tournament brochure.

Should your Union / tertiary institution / company be interested in advertising in this brochure, please complete this form and forward it to the LOC urgently.

Your advertising material and origination must be supplied in WE Image CTP from PDF format. Author's correction to be charged at an additional R120.00 per sheet (Origination must be forwarded before or on 8 June 2016 to 086 633 7782 or sean@wprugby.co.za)

Prices: R3000.00 full colour A5 page

R2000.00 full colour ½ A5 page

Name of Union/Tertiary Institution / Company:

Contact person: _____

Tel no: _____

Fax no: _____

Email: _____

Cell no: _____

Payment must be done before Monday, 6 June 2016. Proof of payment must be faxed to 086 633 7782 or emailed to sean@wprugby.co.za

Bank: Absa
Account name: WP Hoërskool Rugby Unie
Account no: 1014991014
Branch code: Paarl 334-210

ANNEXURE E

PROGRAMME OF THE WEEK

WHEN	WHAT	WHERE	WHO
SUNDAY 3 JULY 2016			
10:00 – 15:00	Registration Photos: Photos will be taken on arrival	Paarl Gimnasium	Teams and team managers. Make sure that players and management have their attire ready for the photo.
17:00	Managers meeting	Auditorium Paarl Gimnasium	Team managers, team medical support staff, LOC, Medical support officials, SCAS representative and hostel representatives.
17:00 – 18:00	Supper	Hostels	Teams
19:00 – 20:00	Church service Make sure that you are seated at 18:45	Paarl Gimnasium Carel Redelinghuys Centre	Teams, team managers, LOC, VIP, referees. Parents are welcome to attend.
20:00	Welcome Function (LOC)	Foyer of Paarl Gimnasium	VVIP, LOC, Team coaches, managers and accredited persons.

WHEN	WHAT	WHERE	WHO
MONDAY 4 JULY 2016			
06:30 – 07:30	Breakfast	Hostels	Teams, management and accredited persons
09:00	Matches start	Paarl Gimnasium	U/13 AND U/16 MATCHES
	Lunch	Paarl Gimnasium	Teams (Food parcels)
		Club House	Team managers, Accredited people
	Line up for opening ceremony Players must be in their position 10 min (14:45) before the ceremony starts. Each team will be escorted to their position by a chaperone.	Paarl Gimnasium	Teams, Team management, SCAS

	Opening Ceremony	Paarl Gimnasium	Teams, LOC Assemble order: To be provided at the Team Managers' Meeting 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.
18:00 – 19:00	Supper	Hostels	Teams, team managers, accredited people.
19:00	Coca-Cola/SARU Function – 19:00	Paarl Gimnasium	VIP's, Referees & Team Managers

WHEN	WHAT	WHERE	WHO
TUESDAY 5 JULY 2016			
06:30 – 08:00	Breakfast	Hostels	Teams and Team management
09:00-16:30	Matches	Paarl Gimnasium	U/13 MATCHES
12:30 – 14:00	Lunch	Paarl Gimnasium	Teams (Food parcels)
		Club House	Team managers, Accredited people.
17:30 – 18:30	Supper	Hostels	Teams, team managers, accredited people.
19:00	Teams organise own entertainment		

WHEN	WHAT	WHERE	WHO
WEDNESDAY 6 JULY 2016			
06:30 – 08:00	Breakfast	Hostels	Teams and Team management
09:00 – 16:30	Matches	Paarl Gimnasium	U/16 MATCHES
12:30 – 14:00	Lunch	Paarl Gimnasium	Teams (Food parcel)
		Club House	Team managers, Accredited people.
17:30 – 18:30	Supper	Hostels	Teams, team managers, accredited people.
19:00	Mayoral Function – 19:00	Paarl City Hall	VIP, LOC, Referees, Accredited people.

WHEN	WHAT	WHERE	WHO
THURSDAY 7 JULY 2016			
06:30 - 08:00	Breakfast	Hostels	Teams and team management.
09:00 – 16:30	Matches	Paarl Gimnasium	U/13 MATCHES
12:00 – 14:00	Lunch – Make use of the meal ticket.	Paarl Gimnasium	Teams (Food parcel)
		Club House	Team managers, accredited people.
17:30 – 18:30	Supper	Hostels	Teams, team managers, accredited people.
19:30	Informal Closing Function (John Dory's) – 19:00	Windmeul Wynkelder	VIP, LOC, Referees, Accredited people.

WHEN	WHAT	WHERE	WHO
FRIDAY 8 JULY 2016			
06:00 – 07:00	Breakfast	Hostels	Teams and team management.
07:00 – 08:00	Evacuate rooms: <ul style="list-style-type: none"> • Make sure that all articles are removed from the hostel. • Control checklist with Hostel supervisor 	Hostels	Teams and team management.
08:30 – 15:00	Matches	Paarl Gimnasium	U/13 AND U/16 MATCHES