



To: **Secretaries/Chief Executive Officers of Unions and Regional Associations in Membership of the IRB**

From: **David Carrigy  
Head of External & Member Relations**

Date: February 23, 2010

Re: **IRB Council Decision – International Match Approval Form**

Council at its Interim Meeting 2009 approved a form which is to be used by Unions when applying for International Match Approval for matches which are not ordinarily part of the International Matches and Tours Schedule but require approval under IRB Regulation 16.

Council also requested that Unions be reminded that any match which forms part of an International Tour must have approval under IRB Regulation 16. In particular Council wished to remind Unions that matches between Senior or next Senior National Representative Sides and Club sides must in the first instance of organisation be notified to the Union in whose jurisdiction the proposed match is to be played.

Please find the International Match Approval Form attached. A Word version of the form is available upon request.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David Carrigy', with a horizontal line extending from the end.

**David Carrigy  
Head of External & Member Relations**

## APPENDIX FIVE

Please complete and sign the form below and return to David Carrigy at the International Rugby Board by email to [david.carrigy@irb.com](mailto:david.carrigy@irb.com) or by fax to +353 1 240 9201 no later than eight (8) weeks before the meeting of the IRB Council prior to the Proposed Match. This form must also be copied to all Unions involved in the match at the time of submission.

If clarification is required for any section, please email [david.carrigy@irb.com](mailto:david.carrigy@irb.com) at the IRB for further information.

### 1. Union Applying for Match Approval (Host Union)

*N.B. The Union named acknowledges that the Proposed Match applied for will be under the named Union's auspices and control and that the Proposed Match will be played in a venue that comes under the named Union's territorial jurisdiction.*

- Name of Host Union:
- Lead Contact:
- Phone:
- Email:

### 2. Match Information

*N.B. Competing Teams should comprise of a Senior (or Next Senior) National Representative Team of an IRB Member Union and/or a Composite/Scratch Team (i.e. neither a Club Team nor a Senior (or Next Senior) National Representative Team nor the Team of any other Rugby Body, hereinafter referred to as a Composite Team).*

State the make-up of the two (2) Teams for the Proposed Match (tick one):

- Two Senior (or Next Senior) National Representative Teams
- One Senior (or Next Senior) National Representative Team of an IRB Member Union and one Composite Team
- Two Composite Teams
- Senior National Representative Team v Club Side (as part of a tour)
- Other Match requiring approval under Regulation 16 (please give details):

Please state the Team names, Proposed Match date, kick-off time, venue name & location, and planned capacity for the Proposed Match:

	Proposed Match
Home Team / Team One <sup>1</sup>	
Visiting Team / Team Two <sup>1</sup>	
Match Date (DD/MM/YYYY)	
Kick-Off Time (e.g. 1445)	
Venue Name & Location	
Venue Capacity	

*Note 1: If the Proposed Match takes place on neutral ground, please state Team names in alphabetical order.*

Has the Proposed Match listed above been played previously? Yes  No

If "Yes", please state the most recent match, location and date played:

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### 3. Team Contacts

List lead contact for each Team:

	Home Team /Team One	Visiting Team /Team Two
Contact Name		
Mobile Phone		
Email		
Union / Rugby Body		

### 4. Goals of Proposed Match

Please give a brief outline of the Goal of the Proposed Match (ie: plans to make it a recurring fixture; development of the Game, financial or otherwise; association with any charitable organisations etc.):

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## 5. Declaration by Host Union

Please tick each box to acknowledge the Host Union's responsibilities:

The Host Union confirms that all relevant approvals and consent for the Proposed Match have been obtained, including (inter alia) the consent of any Union (if different from the Union seeking Proposed Match approval), in whose jurisdiction the Proposed Match is to be played, and the consent of all necessary parties to the release of the players selected to play in the Proposed Match (consent of employer to be obtained before approaching any player) with all appropriate insurance arrangements in place.

The Host Union acknowledges its responsibility to:

- a) Ensure that the Proposed Match complies in all respects and is played in accordance with IRB Bye-Laws, Regulations Relating to the Game and the Laws of the Game;
- b) Confirm that it has retained control over the Proposed Match to enable it to discharge that responsibility;
- c) Confirm that all arrangements for the playing of the Proposed Match have been made expressly conditional upon receipt of approval for the playing of the Proposed Match from the IRB; and
- d) Confirm that the Proposed Match is consistent with the regulatory imperatives set out in Annex 1 Part 2 (attached to this document).

**Signed:**

**Print Name:**

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**Date:**

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## **Annex 1 Part 1:**

### **Procedure for Union Applying for Match Approval**

- i) A Union that proposes to have its National Representative Team play a match against a Composite Team (the “Proposed Match”) must apply in writing to the IRB Chief Executive Officer (“the CEO”) for approval for the Proposed Match under IRB Regulation 16 as early as possible, and in any event at least eight (8) weeks before the meeting of the IRB Council (“Council”) prior to the Proposed Match. (In cases of demonstrated urgency, the application may be considered by the Executive Committee (“EXCO”), subject to ratification by Council, in which case the application must be made to the CEO at least eight (8) weeks prior to the next IRB EXCO meeting).
- ii) The request must be in the format specified by the CEO and must address each of the factors set out in Annex 1 Part 2 (para 2), below. The CEO will make himself available if the Union wishes to discuss any aspect of the request (e.g. kick-off time etc.) in advance of making it. In addition, if any further factors become relevant (see Annex 1 Part 2 (para 3) below), then the CEO will identify them and give the Union an opportunity to address them.
- iii) The CEO will include the request for the Proposed Match in the agenda of the next Council (or, where applicable, EXCO) meeting, and will include a copy of the request in the papers circulated to Council (or EXCO) members in advance of that meeting.
- iv) The request will be considered in accordance with the principles set out in the Application Form above and this Annex. The decision on the request will be communicated to the Union in question as soon as possible after the meeting. In the event that approval of the request is denied, or granted on a conditional basis, written reasons will be provided for the denial or conditions.
- v) No public announcement may be made by any party in relation to the Proposed Match prior to receipt of approval. A failure to comply with this requirement shall in itself be sufficient grounds to deny the request.

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## **Annex 1 Part 2:**

### **Relevant Factors/Considerations taken into account prior to approval of Proposed Match**

1. In exercising its regulatory discretion in relation to Match requests outside agreed Match windows, it shall be the right and responsibility of the IRB to take into account all relevant considerations, to discount any irrelevant considerations, and to strike a balance between the relevant competing interests that reflects an appropriate judgement as to what is in the best long-term legitimate interests of the Game as a whole.
2. In particular, the IRB will take into account the following considerations:
  - i) The protection of the health and welfare of players by the prevention of overplaying.
  - ii) The importance of the structured season, with coherent windows allowing the development in an orderly and balanced way of competitions at the different levels of the Game that are attractive to participants and spectators alike, including (annually) tours and tournaments involving National Representative Teams of Member Unions, cross-border province/region/club competitions and domestic province/region/club competitions; and (quadrennially) Southern Hemisphere tours by the British & Irish Lions and the Rugby World Cup tournament.
  - iii) The fact that there are only a limited number of dates available in the calendar for matches involving the National Representative Teams of Member Unions, and the need to ensure a fair and equitable allocation of these dates between Member Unions.
  - iv) The achievement of a balance between the interests and competing demands on the time of players of Unions, organisers of club competitions, the clubs who employ the players, and the players themselves.
  - v) The provision of the spectacle of meaningful competitive matches, and the avoidance of the devaluation, through over-exposure, of matches involving National Representative Teams of Member Unions.
  - vi) The role played by matches involving National Representative Teams in the development of the Game, such as matches between the National Representative Teams of the leading Unions and the emerging Unions, by which the leading Unions show their solidarity with the emerging Unions and encourage the development of the emerging Unions, thereby broadening the competitive playing base.
  - vii) The generation of revenue for re-investment in the sport.
3. The above is not intended to be a definitive list of the factors that may be relevant to the IRB in the exercise of its discretion under IRB Regulation 16. It is a fundamental requirement that each request be treated on its merits in light of all relevant circumstances at the pertinent time. It is not possible to anticipate in advance all such circumstances, as the needs of the Game may develop and change over time. To the extent that further legitimate regulatory imperatives present themselves at the time of the request, the IRB has a right and a responsibility to take them properly into account.