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**To: IRB Member Unions  
FIRA-AER**

July 8, 2004

**Re: Rugby World Cup 2007 – Europe qualification process**

Dear Secretary / Chief Executive,

Following discussions with FIRA-AER and approval by the RWCL Board, please find attached the FIRA Qualification Process for RWC 2007 (Annex 1).

Also attached is additional information on the financial (annex 2) and commercial (annex 3) elements of the RWC 2007 qualification process.

Budgeting of international travel costs

You will note in the attached information that RWCL will fund 100% of agreed international travel costs for teams. FIRA-AER will work with Unions to provide us with a summary budget of these costs by July 31, 2004, including a breakdown of costs per team per round.

Unions must investigate the most cost effective means of travelling to their qualification match, for example coach or train transportation to neighbouring countries may be appropriate and cost effective in certain cases. Also to be considered is the early finalisation of match dates and subsequent booking of related travel to obtain the best prices in this regard.

The respective costs in the overall budget agreed between FIRA-AER and RWCL will be communicated to each Union by RWCL.

Confirmation of Dates

Unions and Regional Associations shall work together to produce detailed match and venue schedule based on the playing windows identified in the attached annexe.

It is imperative that these dates and venues are finalised as soon as possible and for as many rounds as possible, in order to assist with the budgeting process, marketing and sponsorship opportunities for Unions and RWCL.

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### Commercial Obligations

As you will note from the attached annexe, Commercial Regulations in relation to shirt sponsorship and ground advertising have been amended for the RWC 2007 qualification process.

Particular attention should be drawn to the fact that no direct association may be made by any unions or match sponsors or any other third parties, to Rugby World Cup, RWC 2007, RWC 2007 qualification or any other of the marks and properties to be specified in the RWC 2007 Qualification Tournament Manual (including association rights with qualification matches).

### Participation Agreement / Tournament Manual

Please note that the Tournament Manual and patches will be distributed in the coming weeks.

As I will be leaving the IRB at this time to take up new challenges in Wales, please contact Kit McConnell / Tracy O'Callaghan ([kit.mcconnell@irb.com](mailto:kit.mcconnell@irb.com) or [tracy.ocallaghan@irb.com](mailto:tracy.ocallaghan@irb.com)) in the RWCL Tournaments Department.

Thank you for your attention to this information, and please accept our best regards.

Regards,

**Gethin Jenkins**  
Competitions Manager

**Cc: Pierre Villepreux**  
**Michel Arpaillange**

## Annex 1 – Qualifying Structure Europe (FIRA-AER)

### **Round 1 – September / October 2004**

**Home AND Away basis**

Match 1/2	Andorra v Norway
Match 3 / 4	Bosnia & Herzegovina v Austria
Match 5/6	Finland v Bulgaria
Match 7/8	Israel v Lithuania

### **Round 2a - October 2004 to April 2005**

**Home OR Away basis**

<b>POOL A</b>	<b>POOL B</b>	<b>POOL C</b>	<b>POOL D</b>
6 <sup>th</sup> Div A Spain	2 <sup>nd</sup> Div 2A Germany	3 <sup>rd</sup> Div 2A Netherlands	4 <sup>th</sup> Div 2A Poland
3 <sup>rd</sup> Div 2B Croatia	2 <sup>nd</sup> Div 2B Denmark	5 <sup>th</sup> Div 2A Sweden	1 <sup>st</sup> Div 2B Switzerland
4 <sup>th</sup> Div 2B Slovenia	1 <sup>st</sup> Div 3A Moldavia	5 <sup>th</sup> Div 2B Belgium	2 <sup>nd</sup> Div 3A Malta
2 <sup>nd</sup> Div 3B Hungary	1 <sup>st</sup> Div 3B Luxembourg	4 <sup>th</sup> Div 3A Latvia	3 <sup>rd</sup> Div 3A Serbia & Montenegro
Round 1 Qualifier Andorra/Norway	Round 1 Qualifier Bosnia/Austria	Round 1 Qualifier Israel/Lithuania	Round 1 Qualifier Finland/Bulgaria

### **Round 2b - 15 May to 5 June 2005**

**Play Off - Home AND Away basis**

– Match	49 & 50	3 <sup>rd</sup> Pool A vs 3 <sup>rd</sup> Pool D
– Match	51 & 52	3 <sup>rd</sup> Pool B vs 3 <sup>rd</sup> Pool C

### **Round 3a - October 2005 to April 2006**

**Home OR Away basis**

<b>POOL A</b>	<b>POOL B</b>
1 <sup>st</sup> Pool A	1 <sup>st</sup> Pool B
1 <sup>st</sup> Pool D	1 <sup>st</sup> Pool C
2 <sup>nd</sup> Pool B	2 <sup>nd</sup> Pool A
2 <sup>nd</sup> Pool C	2 <sup>nd</sup> Pool D
Winner Match 51 & 52	Winner Matches 49 & 50

### **Round 3b - May 2006**

**Play Off - Home AND Away basis.**

Match 73 & 74

Winner Pool A vs Winner Pool B

Winner promoted to Division A for season 2006 / 2007 and qualifies for Round 4.

### **Round 4 - September 2006**

**Home AND Away basis**

Match 75 & 76

4<sup>th</sup> ENC v 6<sup>th</sup> ENC

Match 77 & 78

5<sup>th</sup> ENC v Winner Matches 73 & 74

### **Round 5 - October 2006**

**Home OR Away basis**

<b>POOL A</b>	<b>POOL B</b>
Italy	1 <sup>st</sup> ENC
3 <sup>rd</sup> ENC	2 <sup>nd</sup> ENC
Winner Match 75 / 76	Winner Match 77 / 78

**Winner of Pool A qualifies directly to RWC 2007 as Europe 1**

**Winner of Pool B qualifies directly to RWC 2007 as Europe 2**

### **Round 6 – November 2006**

**Home AND Away basis**

Match 85 & 86

2<sup>nd</sup> Pool A v 2<sup>nd</sup> Pool B

**Winner qualifies directly to RWC 2007 as Europe 3**

**Runner up goes to Repechage Round vs Africa 2**

## Annex 2 – Financial policies

### **Participating Unions**

RWCL will reimburse **100%** of the pre-agreed international travel costs of the travelling Union under the following criteria:

- i. Unions are asked to investigate the most cost effective means of travelling to their qualification match, for example coach or train transportation to neighbouring countries may be appropriate and cost effective in certain cases.
- ii. Only economy class airfares and applied airport taxes will be reimbursed
- iii. A squad is a maximum of 26 individuals, divided as 22 players and 4 management
- iv. Only air travel from one point of international departure within the Union's territory to a single point within the hosting country will be reimbursed, unless otherwise previously agreed by RWCL
- v. RWCL will agree with the budget with the respective Regional Association to cover 100% of international travel costs for the qualification matches, subject to (i) above
- vi. The budgeted travel costs per round will be communicated to respective Unions by RWCL
- vii. A copy of the final travel invoice paid by the Union, or receipt from third party airline or agent, must be supplied to RWCL
- viii. Reimbursement claims must be submitted to RWCL no later than 3 months after the relevant qualification match
- ix. Each Participating Union will be responsible for its own team's accommodation, meals (except for post-match meal), insurance (medical and travel) and visa costs
- x. Local transport from airport to hotel / ground etc. will be a Host Union cost

### **Match Officials**

For those Unions providing and hosting Match Officials (Referees / Touch Judges / Match Commissioners) RWCL will reimburse **100%** of the agreed travel and reasonable expenses incurred by these individuals.

- i. Match Officials and Match Commissioners will be appointed by RWCL following consultation with the respective Regional Association
- ii. Economy class airfares only will be reimbursed
- iii. Reasonable expenses to include hotel accommodation, meals where not included in accommodation cost (not including post match meals)
- iv. Copies of receipts / invoices for flights and all claimed reasonable expenses must be provided to RWCL no later than 3 months after the relevant qualification match
- v. Ground transport of match officials is a Host Union cost

### **Nomination of Union accounts**

Clear and complete bank details must be provided to assist RWCL in settling the expenses incurred – the minimum information required, in the following order being:

- i. Bank Name (Full Names must be provided) and Address
- ii. Bank Identity / Sort / Guichet Code
- iii. Bank Swift Code
- iv. Bank Account Name
- v. Bank Account Number

## Annex 3 – Commercial Rules

### Commercial marks on playing kit

- i. Participating teams shall be permitted to have commercial marks on playing kit, providing it conforms with Law 4: Players' Clothing of the *IRB Laws of the Game*, Regulation 11: Advertising within the Playing Enclosure and Regulation 12: Provisions Relating to Player Dress of the *IRB Regulations of the Game*, as updated from time to time, and contained on the IRB website [www.irb.com](http://www.irb.com).
- ii. Each player participating in a RWC 2007 qualification match will be required to wear the RWC 2007 Qualification Event Mark on the right sleeve of their playing jersey (patches to be provided by RWCL)

### Ground advertising

- i. The Host Union will fly the RWC flag at each RWC 2007 qualification match (flag to be provided by RWCL)
- ii. The Host Union shall provide at their cost a pitch side RWC 2007 board to be placed in the centre of the field, located opposite the main camera position. The graphic for this board will be separately provided by RWCL. In later rounds this shall be increased to include two boards behind each set of goal posts, and a board on the centreline on each side of the pitch.
- iii. All other perimeter boards, touchline flags and post protectors will belong to the Host Union and can be sold as part of match sponsorship, unless otherwise specified by RWCL in the Tournament Manual. Any revenue from these items will be retained by the Host Union.

### Other commercial rules

- i. Unless otherwise directed by RWCL, the Host Union will be responsible for the provision of match balls, information on which must be made available to the visiting Union on request, and examples of which must be made available to the visiting Union on arrival in the host territory
- ii. No direct association may be made by any Union or match sponsors, or any other third parties, to Rugby World Cup, RWC 2007, RWC 2007 qualification or any other of the marks and properties to be specified in the RWC 2007 Qualification Tournament Manual (including association rights with qualification matches)
- iii. All other commercial rights are retained by RWCL unless otherwise agreed in writing
- iv. Further and complete details, including broadcast rights, will be made available in the RWC 2007 Qualification Tournament Manual
- v. All gate revenues will be retained by the Host Union