

Key Contacts.

7s Competitions: 7s@usaclub.rugby
Club 7s Information: <https://usaclub.rugby/7s/>
Eligibility: eligibility@usaclub.rugby

Key Dates.

June 15. Club Registration Deadline. Not necessary if club is already registered, played XVs.
July 1. Player Registration 'to the club' Deadline.
August 8-9. Club Championships.

Senior Club Eligibility Regulations: <https://usaclub.rugby/resources/>

Specific Sections for Sevens:

- 5. Senior Club Sevens.
- 7.4. Player Documentation.
- 7.5.2. Player Eligibility Waivers.

Regulation 5.1-(I): Competitive Club Eligibility: Rugby Xplorer CMS.

Event rosters must be entered in CMS for each Qualifying or Competitive tournament for each team in the event no later than 5pm (event local time) on the Friday before the event.

RUGBY XPLOER: UNION ADMINISTRATOR.

Work with your member clubs to create their competitive sevens team/s in RX.

The standard nomenclature for 7s Teams:

Team_name M7s / Team_name W7s

If a club will field more than one 7s team, add a term to differentiate the separate teams, such as using colors (blue, red), or numbers (i, ii), or letters (A, B):

Team_name TERM M7s / Team_name TERM W7s

1. Create a COMPETITION (Competition = Tournament).

From union home page:

- open COMPETITION MANAGEMENT.
- open COMPETITIONS.
- select CREATE COMPETITION.
- fill out all fields:

Season: **2026.**

Competition Type: **7 A-Side.**

Max Players: **13.**

Age Level: **Senior Club.**

Name the Competition. Include GU or Region and '7s' (ex: Midwest Dogfest 7s).

Draw Builder. Number of Rounds: enter 1.

Default Start Time: enter start time such as 8:00 AM.

Click **SAVE.**

- open TEAM LISTS.
- select ACTIVATE TEAM LIST.
- select REQUIRE COACH ON TEAM LIST.
- select COACH - REQUIRE COMPLIANCE ACCREDITATIONS.

Click **SAVE**.

Use this process to set up all competitive 7s competitions for the season.

2. ADD TEAMS TO THE/EACH COMPETITION.

From union home page:

- open COMPETITION MANAGEMENT.
- open COMPETITIONS.
- select desired competition/event (Midwest Dogfest 7s).
- click on ALLOCATED TEAMS to select teams.

Parent Type: Select GEOGRAPHICAL UNION and your GU.

If you have guest teams at your event, search for them under their GU.

SELECT all teams participating in your event.

When all teams are entered, click **SAVE**.

3. CREATE MATCHES.

From union home page.

- open COMPETITION MANAGEMENT.
- open MATCHES.
- select your Competition (Tournament).
- Create an opening match schedule/round that includes each team in the tournament (can stagger start times by 5+ minutes).

Click **SAVE**.

Each team must enter their event roster on this page, ignore order of players/positions.

All (up to 13) players on the event squad list will receive participation credit.

Optional: Can enter full match schedule/final scores later for historical records.

4. VERIFICATION OF ROSTERS.

Each club must enter their 'up to' 13-player squad list to the competition by 5pm Friday the night before the event.

After roster submission deadline, either collect rosters via screenshots OR run Player & Team Official History Report (preferable) for use at check-in.

(a) Player & Team Official History report. From union home page:

- Open ADMINISTRATION.
- Open REPORTS.
- Open COMPETITION REPORTS.
- Open PLAYER & TEAM OFFICIAL HISTORY REPORT.

Run the REPORT (CSV or XLSX format):

Season: **2026**.

Competition: **Select the specific 7s Competition** (ex Midwest Dogfest 7s).

Select columns for report:

- USA ID.

- FIRST NAME.
- LAST NAME.
- PLAYER LAST REGISTERED (will confirm registration date to club).
- CLUB NAME.
- TEAM NAME.
- COMPETITION.
- APPEARANCES (will confirm entered on team roster for this tournament).

(b) Screenshots. From union home page:

- open COMPETITION MANAGEMENT.
- open MATCHES.
- select/open first match.
 - select (H) TEAM LIST - screenshot the roster entered.
 - select (A) TEAM LIST - screenshot the roster entered
- repeat this until you have a screenshot roster for all teams entered in event.

Ensure tournament director has a copy of each club's roster sorted by team.

If using the player history report, sort players in alpha order.

Union Administrator can close each match on Friday night after the deadline, once the rosters have been submitted, but no later than 5pm on the Sunday following each event (change each Match Status from Fixture to Result).

RUGBY XPLOER: CLUB ADMINISTRATOR.

Clubs may enter more than one team into Qualifying events.

Ensure each team is properly set up and named in RX so that rosters can be entered to each event.

Enter 'up to' 13 players on each team roster.

The order of players/positions of players on the team roster is not important.

All players on the team roster who are checked-in at the tournament will receive participation credit.

Rosters are locked for duration of each tournament/event.

ADD YOUR SQUAD LIST TO THE COMPETITION (Tournament).

From club's home page:

Open MEMBERS link on left side column.

Open SQUAD MANAGEMENT.

SELECT/ADD players from Club Members list to your 7s team roster.

Double-check you added all potential sevens players from the club members list to the Squad List. If any players are missing from the club members list, confirm they are actually registered to the club.

Go to Squad Management, add up to 13 players to your Competition (Tournament) 7s Roster.

Add one current/fully credentialed coach.

Submit/enter your team roster no later than 5pm local time on the Friday before the event.

If entering multiple teams into any single event, note that each team roster is locked for the weekend.

For additional information on a range of RX/CMS topics, please see the USA Club Rugby Union Administrator's page (<https://usaclub.rugby/union-admin/>)