



# NATIONAL SMALL COLLEGE RUGBY ORGANIZATION

The Home of Small College Rugby in America

[www.nscro.org](http://www.nscro.org)

## GUIDE TO COMPLETING THE NSCRO PEV FORM

Rev. 0 – Issued September 2017

Before completing the PEV Coaches / Administrators need to be aware of the eligibility status of all players. The following are some questions that will help in determining if players are eligible and/or if Exceptions are applicable:

Player Eligibility Checklist	
Question	How to resolve and/or Exception to consider
<b>Is Player currently registered as a member of USA Rugby (USAR)?</b> (Note: double check if membership number is correct on PEV.)	Register on USA Rugby website
<b>Did Player <u>first enroll</u> in <u>any</u> college more than 7 years ago?</b> (Note: College Courses taken while still in High School do not count toward college start date.)	Not Eligible per NSCRO Player Policy Reg. 4, unless Appeal is approved.
<b>If <u>first enrolled</u> in college more than 5 years ago, has Player competed in college Rugby for 5 or less years?</b>	Provide copy of USAR membership history* to verify no more than 5 yrs of college rugby.
<b>Is Player older than 23 years old?</b>	Double check first college enrollment date.
<b>Is Player under 18 years old?</b>	Player & coaches must review USAR U18/U19 Eligibility Policy and submit required waivers.
<b>Is Player under 19 years old <u>and a Front Row Player</u>?</b>	Player & coaches must review USAR U19 Eligibility Policy and submit waivers.
<b>Is Player enrolled in less than six (6) credits?</b>	Not Eligible unless in Final Undergraduate semester. Refer to NSCRO Player Policy Exception 3a and submit documentation.

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Player Eligibility Checklist	
Question	How to resolve and/or Exception to consider
Is player an Undergraduate student? If the player is enrolled in post-graduate studies (graduate school or pursuance of an additional bachelor's degree), be sure to show the date the player first enrolled in college.	If not, refer to NSCRO Player Policy Exception 3b.
Is student a recent graduate, wanting to compete in Playoffs.	Refer to NSCRO Player Policy Exception 3c and submit documentation.
Does Player attend your college? If not, does player attend a nearby college that does not offer a Rugby program?	Refer to NSCRO Player Policy Exception 4a; submit required documentation.

**Remember all entries need to be Typed (preferred) or Clearly Printed**  
**Highlighted fields are changed or newly worded in 2017**

### Section 1 - Top of form

Name of Club/Institution:	XXX Rugby Club							
Gender (Men or Women):	Men							
USAR Club Registration No.	999999							
Contact for Questions/Approval:	Person, Best Contact	E-mail:	contacts_email@server.com			Phone:	xxx-x:	

- \* Line #1: Enter team's Name as it is registered with USA Rugby
- \* Line #2: Enter Gender of Team
- \* Line #3: Enter USA Rugby Registration Number for Club (formerly "CIPP"), which can be found on the USA Rugby website, in the Membership section (Club Roster area)
- \* Enter the Name and contact information for the person who can best answer questions regarding entries on the PEV and to whom approval notification should be sent.

Coaches (Must be USA Rugby Registered w/Club to participate in NSCRO events)		Certified (Y) or (N)	USAR Coaching Cert. Level	USAR Member Registration No.
Last, First				345678

- \* Note: For NSCRO events, Coaches must be currently USA Rugby member registered (formerly "CIPP") with the Club and USA Rugby Certified, in order to be allowed in the Technical Zone.
- \* Enter Coach's name (Last Name first)
- \* Enter if Coach is currently USA Rugby Certified (Yes or No)
- \* List Coach's current level of Certification (L100, L200 or L300)
- \* Enter Coaches USA Rugby member registration number

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### Section 2 - Team Entered Student-Player Information

	<b>LIST PLAYERS IN ALPHABETICAL ORDER</b> <b>* PRINT or TYPE *</b>	Column #1: Now pre-numbered to correspond to Alpha name entry (this is <u>not</u> players Jersey number)
	Last Name, First Name	Column #2: List all players Alphabetically by Last Name
1	Anderson, Mike	Go to next sheet for additional players. <u>Do not add lines.</u>
2	Benderson, Joseph	Columns #3 and 4 <b>ONLY</b> need to be signed and Student ID entered <b>IF</b> required by the school for release of information.
	Student Signature	If needed, enter student ID number here (as per this example).  Leave the columns blank if school does not require it.
	Student ID No.	
Signature and ID No. only if required for release of enrollment status and information from School		
		994231231

USA Rugby Registration Number (formerly "CIPP")	<b>NOTE:</b> "CIPP" number is now referred to as USA Rugby Membership Number
From USA Rugby Database	Column #5: Enter Number, which can be found on the USA Rugby website, in Membership section (Club Roster area)
123456	List the players "membership" number here (as per this example).  All Players need to be USA Rugby Registered before competing

Policy Exception Number (See Notes 2 & 3)	Column #6: If any player is Eligible to compete via one of the Exemptions listed in the NSCRO Player Eligibility Policy, the appropriate Exemption needs to be entered (as per this example).
If Applicable, Identify	Leave Blank if there is no Exemption.
3b	

## Guide to Completing the NSCRO PEV Form

### Section 3 - School Administrator Entered Student-Player Information

Date of Birth	Date (mo/yr) First Enrolled at Current Institution	If Transfer, ADD Date (mo/yr) Enrolled in First College (Not for credits taken in High School)	Number of credits being taken	Undergrad (U) or Grad (G) Student?
To Be Completed by an Authorized School Official Once completed, any changes/cross outs MUST be initialed by same person.				
12/30/96	11/26/14	10/31/13	9	U

**This information is to be entered only by an Authorized school Official** such as the Registrar, Club Sport Administrator, Athletic Director.

Column #7: enter Player's Date of Birth

Column #8: Enter the mo/year player first began attending the current school

Column #9: Is only completed if the student-player previously attended another college. The mo/year that he/she first attended any previous school is entered. Date that any College credits were taken in High School are not to be entered.

Column #10: Enter the number of credits taken at the current time. Six credit hours are necessary for NSCRO Eligibility.

**Note:** If your school uses a system other than the "standard" 3 or 4 credits per Full Time class, note and verify your school's credit system when the PEV is submitted for an eligibility review.

Column #11: Enter the student/player's current Undergraduate (U) or Graduate (G) status.

### Section 4 - NSCRO Verification

Verified as Eligible (See Note 1)
For Official Use by NSCRO

Column #12: Do not make any entries on this column. It's to be used only by an NSCRO Representative at Player Check in

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### Section 5 - School Authorization

Authorized School Official (PRINT NAME)					Signature
Job Title		Phone Number			Date

Must be completed by an Authorized school administrator after Section #3 is completed.

### Section 6 - Page Numbering of the 15's PEV

Page 1 of _____
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Each page of the 15's PEV are pre-numbered  
Enter the total of page completed