

Hosted at Glenwood High School

COCA-COLA U13 CRAVEN WEEK 2014



Proudly presented by
KZN Primary Schools Rugby



INDEX

1	Local Organising Committee
2	Accommodation for Parents and Visitors
3	Accommodation for Teams and Hostel information
4	Accreditation
5	SARU Registration - Documentation
6	Ceremonies
7	Church Service
8	Functions
9	Golf Day
10	Information Desk
11	Laundry
12	Man of the Match Awards
13	Medical
14	Photographs
15	Players Entertainment
16	Practice Fields
17	Programme of the week
18	Referees
19	Security
20	Sharks Appearance and Practice Session
21	Stalls
22	Tournament Rules
23	Transport
24	VIPS- Daily Reception



1. Local Organizing Committee



1	Chairperson	Barry Wilson	0836288442 - brw@northlandsprimary.co.za
	Vice Chairperson	Neil van Jaarsveld	0824997329 - mrv@wsps.co.za
2	Accommodation - Parents	Sean Ackerman	082 415 8115 - seana@sthenrys.co.za
3	Accommodation - Teams	Sean Ackerman	0824158115
	Hostel Glenwood	Charmaine Rautenbach	0828439226
	Hostel Port Natal	Gideon Visagie / Jan van Straaten	0827858515/ 0822982553
4	Accommodation – VIP’s	Neil van Jaarsveld	0824997329
	Announcer / MC	Dave Mcleoud	0832225443
5	Ball Boys	Sean Ackerman	0824158115
6	Catering - Peppers & Pans	Wayne Usher	0837545551
		Wanda van Jaarsveld	07896924879
7	Ceremonies	Barry Wilson & Garth Giles Shaun Carroll	083 628 8442 / 0825705396 072 654 3923
8	Church Service	Steve La Marque	0829470755
9	Entertainment (Players)	Swannie Swanepoel	0723421790
10	Facilities (Fields & Change Rooms)	J Job David Malaki	0832995123 0845551328
11	Finances	Paul Naidoo	084 556 1113- paulnaidoo@yahoo.com
12	Functions	Quinton Reynolds, BA Hlela &	083 463 9463 / 079 157 6389
		Wanda van Jaarsveld	0796924879
13	Information Desk	Charneen Neethling	083 259 0912
14	KZN Rugby Union President	Graham Mackenzie	N/A
	KZN Rugby Union CEO	Pete Smith	N/A
	Sharks PTY LTD CEO	John Smit	N/A
15	Laundry	Bert Pedley & Ryan Schuit	0827584194 / 0845809210
16	Logistics	Dave Munro	0823741435
17	Man of the Match	Mthokozisi Jali & Shaun Ferreira	0718862418
18	Media	Nash Govender	0845677612
19	Medical – SARU	Clint Redhead	0716044641 - Clintr@sarugby.co.za
	Sharks Medical Centre Boksmart Co-Ordinator	Pippa Rowe & Glenn Hagemann Wilma Adendorf	0828979509 0787369598
20	Memorabilia	Dave Mays	0845101520
21	Parking	Moses Mkhize	0833397836
22	Photographs A -Teams	Matt van Heerden - Prestige Photos	0827240505
	Photographs B – Action	Thys Kotze - Ultra Photographs	0823627427
23	Programme of the week	Nash Govender	0845677612
24	Referees	Sean Ackerman & Barry Wilson	082 415 8115 / 083 628 8442
25	Registration & Accreditation	Bala Kamal & Paul Naidoo	084 584 1375 - bkamal52@gmail.com
26	Safety/ Security	Rikus Vermeulen	0828832456
27	Score Board	Sean Ackerman & Dave Munro	0824158115
28	Stalls	Neil van Jaarsveld	0824997329 - mrv@wsps.co.za
29	Tournament Secretary	Bala Kamal	0845841375
30	Transport	Moses Mkhize	0833397836
31	Venue - Co - Coordinator	Tony Pinheiro	0828832456
32	VIP / Protocol	Swannie Swanepoel & Richard Neave	072 342 1790 / 0734846031



2. ACCOMMODATION FOR PARENTS AND VISITORS



Accommodation for parents and visitors are available at a vast number of B&Bs, Hotels and Guesthouses in Glenwood and surrounding areas. Booking information is available in this booklet.

 UMHLANGA 031 514 6500	 MUSGRAVE 031 271 8200	 DURBAN 031 335 5000	
CENTRAL RESERVATIONS: 031 271 8 271 www.coastlands.co.za			

SELF CATERING	BED ONLY	BED AND BREAKFAST
SINGLE BED AND	R550 PER NIGHT	R675 PER NIGHT
TWO SHARING BED AND	R550 PER NIGHT (R275)	R800 PER NIGHT (R400 PP)
FOUR SHARING	R800 PER NIGHT (R200)	R1300 PER NIGHT (R325 PER PERSON)
HOTEL ROOM		
1 TO 3 SHARING	R800 PER NIGHT	ADD R125 FOR BREAKFAST X NO OF PERSONS
DINNER	R150 PER PERSON INCLUDING A SOFT DRINK	

Executive Director – Roshini Naidu - Coastlands Hotel and Resorts www.coastlands.co.za **BBM PIN : 284E64CF** Cell : 083 777 1992 Tel : 031 335 5000 Fax : 031 337 9259 **Central Reservations 0312718271**

ACCOMMODATION - DURBAN BEACHFRONT (Affordable Hotels)

Belaire Suites Hotel	Blue Waters Hotel	Protea Hotel Edward	Balmoral Hotel
DBN Beachfront	DBN Beachfront	DBN Beachfront	DBN Beachfront
4 Star	3 Star	4 Star	4 Star
from R586 per room	from R514 per room	from R1372 per room	from R832 per room
151 Snell Parade	175 Snell Parade	149 OR Tambo Parade	125 OR Tambo Parade

ACCOMMODATION IN GREATER GLENWOOD AREA (B&B's and Guest Lodges)

Essenwood House	Sica's Guest House	Goble Palms	Chelsea Villa
Berea	Berea	Morningside	Glenwood
5 star	4 star	4 star	4 star
from R460 pp sharing	from R510 pp sharing	from R625 per room	from R570
John / Paddy	Janus		Alison / Neville
(031) 207 4547	031) 261 2768		(031) 202 3655
0832862270	0836352682		
630 Stephen Dlamini Rd	19 Owen Avenue	120 Goble Rd	136 Brand Rd
Essenwood			
29°49'54.9912"S	29°52'0.64"S		
31°0'23.274"E	30°59'3.9"E		
Roseland House	10 Woodlands Rd	Sir Harvey's	Beechwood Guest House
Glenwood	Glenwood	Glenwood	Glenwood
4 star	4 star	4 star	
from R500 pp sharing	from R480 pp sharing	from R375 pp sharing	from R340 per unit
Warren	Ursula	Sonja	Jackie
(031) 201 3256	(031) 201 9844	(031) 2051024	(031) 202 5195
0834503277	082 785 3640	072 2552031	083 626 8232
291 Helen Joseph	10 Woodlands Rd	242 JB Marks Rd	11 Shuter Rd
Davenport	20°51'48.7"S	Chelmsford	29°51'36.7344"S
	30°59'25.7"E		30°59'53.6028"E
Villa Picaso	Nunuburd Lodge	Bali on the Ridge	Bogain Villa
Glenwood	Glenwood	Glenwood	Glenwood
from R590 per unit	from R160 pp sharing	from R430 pp sharing	from R360
Reservations	Phillip	Selvie	Andrea
(031) 202 6706	(031) 261 8521	(031) 261 9574	(031) 202 0098
	823 385 084	716 843 278	833 181 367
252 Mc Donald Rd	75 Clair Avenue	268 Mazisi Kunene Rd	29 Cohen Avenue
29°51'37.692"S	29°51'45.4104"S	29°51'32.59"S	
30°59'26.5596"E	30°58'58.7532"E	30°59'8.89"E	

ACCOMMODATION IN GREATER GLENWOOD AREA (Boutique Hotels)

Silver Oaks Boutique	eMakhosini Boutique	The Hotel on East	Andaluz Boutique Hotel
Musgrave	Morningside	Morningside	Morningside
4 star	4 star	4 star	4 star
On Request	from R800 pp sharing	from R600 pp sharing	from R750 per unit
Cheryll			
(031) 201 1614 /0834487543	(031) 203 4500	(031) 207 6828	(031) 207 8030
17 Silverton Rd	3 Lumsden Crescent	73 East Street	25 Overport Drive
29°50'59.9058"S	29°49.342"S	29°49.869"S	
30°59'56.637"E	31°00.671"E	31°00.134"E	
The St James on Venice	Qauters Hotel	Qauters Hotel	Audacia Manor
Morningside	Morningside	Morningside	Morningside
4 star	4 star	4 star	5 star
from R 590 pp sharing	from R1620 per unit	from R1970 per unit	(031) 303 9520
(031) 312 9488			
100 Venice Rd	Florida Rd	Avondale Rd	11 Sir Author Rd

Web site to book - agoda.com
 We trust that you will enjoy your stay.



3. ACCOMMODATION FOR TEAMS



GLENWOOD	ARRIVAL	PORT NATAL	ARRIVAL	OPEN AIR	ARRIVAL
GIBSON HOUSE		W. O. READ			
CHARMAINE RAUTENBACH		GIDEON VISAGIE			
0828439226		082 785 8515			
031 274 4418					
LIMPOPO BLUE BULLS	2014-06-28				
BLUE BULLS	2014-06-28				
		BOLAND	TBC		
				BORDER	TBC
				BORDER CD	TBC
FREE STATE	2014-06-28				
GOLDEN LIONS	2014-06-29				
GRIFFONS	2014-06-28				
GRIQUAS	2014-06-28				
KZN	2014-06-29				
		LEOPARDS	2014-06-29		
EP	TBC				
MPUMALANGA	2014-06-28				
		SWD	2014-06-26		
VALKE	2014-06-28				
WP	2014-06-29				
		ZIMBABWE	2014-06-27		
		NAMIBIA	TBC		

HOSTEL INFORMATION

PAYMENT

Provincial Unions are responsible for the payment of R 2 000,00 breakage deposit which must be paid by cheque(KZN Primary Schools Rugby Association) at registration on Sunday 29 June. No teams or officials will be allowed to the hostel without paying the deposit. If no breakages have occurred, the cheque will be handed back after Craven Week.

BEDDING

- Players provide own bedding.(Pillow, sleeping bag and or duvet etc.)
- Bedding for all officials, bus drivers, chaperones, team managers and coaches will be provided.

HOSTEL MEETING FOR TEAM MANAGERS, CHAPERONES AND GLENWOOD HIGH SCHOOL MENTORS - in the Mike Turrell Pavilion, Sunday 29 June @ 16H00

- the respective hostel managers will accompany the chaperones to the relevant hostels on the teams arrival for a hostel inspection.
 - Before players are given access to the hostels, the team manager and hostel manager must inspect the allocated rooms and note any defects on the relevant form. The **KZN HOSTEL CHECKLIST FORM** must be handed to the hostel manager after the team manager has signed it.
 - Hostel Manager will liaise only with the Team Manager and Chaperone relating to hostel matters.
 - **no instructions from players and coaches.**
 - Chaperones, team managers and mentors must at all times supervise players and adhere to hostel rules.
 - After the teams have vacated the hostels on **Friday, 4 July 2014, no later than 07H30** the team manager and the relevant hostel manager will inspect the allocated rooms to check with, verify and sign off the **KZN HOSTEL CHECKLIST FORM**. All damages will be recovered from the breakage deposit. If the damages exceed the breakage deposit, KZN Primary Schools Rugby Association will repair the damages for the account of the relevant union.

HOUSEKEEPING

- The neatness of the rooms is the responsibility of the occupants. The chaperones and team managers must inspect the rooms in the mornings and at night. All waste bins in rooms must be emptied in the larger bins in the passages before quiet time in the mornings and at night.
 - Passages, bathrooms and foyers will be serviced daily by the hostel staff.
- Recreation halls and TV rooms will be available, but must be kept neat by the occupants. No littering in these venues. If these facilities are untidy, they will be closed.

DINING HALLS

- Team must arrive punctually for meals.
- Players assemble in teams in the foyers in front of the dining halls as soon as the bell rings for meals, wearing official track suits and closed shoes. They then enter the dining hall and sit at their allocated tables.
- After the hostel manager has said grace, the players in their teams assemble at the various serving stations, take a tray and cutlery and receive their food.
 - Everybody remains seated until the team manager / chaperone has dismissed their respective team.
 - After meals, the players must clear the tables (as explained to them by the hostel manager).
 - No cutlery or crockery may be removed from the dining hall.

HOSTEL ROUTINE

· Wake-up call	06H00
· Quiet time warning	06H05
· Quite time	06H15
· Breakfast	06H30
· Supper (Sunday)	17H00 - 18H00
· Supper (Monday – Thursday)	18H00 - 19H00
· Player entertainment @ GBHS (Monday - compulsory/Tuesday &Thursday - optional)	19H00
· Tidying	21H30
· Quiet time warning	21H48
· Quiet time	21H50
· Lights out	22H00
- React to bells immediately.	
- No loitering in passages after lights out.	
- No use of cell phones, music, noise or conversations after lights out.	
- All ablutions should be completed before the quiet time warning bell.	

LOCK AWAY ALL VALUABLES**Please bring your own lock and key for the cupboard.****KZN WILL NOT BE HELD RESPONSIBLE FOR ANY LOSSES OR DAMAGES INCURRED.****LUNCH**

Lunch will be served at the **Glenwood hostel** for management and players at 12H00 to 13H00 for all 18 teams. Teams playing during the allocated lunch period must make prior arrangements with the Glenwood hostel, for their own convenience.

CAFETERIA

Each hostel has a Tuck-Shop for the convenience of the players.

BUSES

Overnight parking for **all buses** will be available at **Port Natal Skool** – security will be provided.

SECURITY

Security officials will be on duty at all hostels.

HOSTEL RULES

No cutlery may be removed from the dining halls.

All damages must be reported to the hostel manager at once.

Players are advised to bring their own locks to secure their belongings in the hostel. The hostel management does not accept any responsibility for loss, damage or injury resulting from the presence of the team in the hostel.

Do not take other people's property.

The use of fire hoses, except for the purpose of fire fighting, is a serious offence. A fine of R3 000(deposit excluded) will be levied if this rule is broken.

No playing with balls in passages, halls, foyers and rooms.

No running in passages.

No loud music.

Players keep their rooms and bathrooms neat.

Waste bins in rooms must be emptied into the larger bins on each floor daily.

The use of alcohol and smoking is strictly forbidden in the hostels.

Do not use or abuse electrical or electronic apparatus of the hostels.

The intercom system is not for the use of the players.

Each team manager must ensure that the names of the occupants of each room are displayed on the door of the room throughout the tournament.

After lights out, no players are allowed in the passages and everyone shall remain quietly in his room.

At all hostels, security has been organized. GBHS MENTORS and team managers must however, supervise their own teams at all three hostels.

No mattresses or any other property belonging to the hostels is to be moved or removed.

No clothes may be hung out of the hostel windows.

No players may remain in the hostel without the knowledge of the team manager or hostel manager.

Team managers must ensure that all rooms are neat at departure.

Accreditation cards must be displayed clearly at all times.

No player may leave the grounds at any time of the day, of any hostel, unless under the supervision of his team management.

No visitors, parents or other persons are allowed into the hostels at any time of the day/night.



4. ACCREDITATION



A. GENERAL INFORMATION

- 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 Week 2014 reserves the right to refuse any application for accreditation and withdraw any accreditation already issued.
 - Accreditation passes remain the property of the LOC of the Week 2014 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.
- NO ACCREDITATION PASS = NO ENTRY!**

ALL ENQUIRIES IN CONNECTION WITH ACCREDITATION MUST BE ADDRESSED TO:

Paul Naidoo

on or before **30 April 2014(OFFICIALS)** and **31 May 2014(PLAYERS)**.

B. TYPES OF ACCREDITATIONS

- 1 Executive members and officials as supplied by SARU will be ACCREDITED at the cost of SARU for the SARU account.**
 - Executive members of SASRA (South African Schools Rugby Association) will be ACCREDITED at at the cost of SARU for the SARU account.
 - Sponsors and members of the media as supplied by SARU will be ACCREDITED at the cost of SARU for the SARU account. Two coaches per team and one team manager per team will be ACCREDITED at the cost of SARU. (Three officials will be accommodated and have (breakfast ,lunch and supper) with their teams at their
 - respective hostels- (**GLENWOOD , PORT NATAL & OPEN AIR SCHOOLS**). Any additional team members are to be paid for by the relevant Union and will be accommodated elsewhere. Only Chaperones will stay with their respective team managements.
- The Permanent representatives of the sixteen Provincial Primary Schools Rugby unions, Namibia and Zimbabwe will stay at
COASTLANDS ON THE RIDGE-MUSGRAVE
- Reservations must be done through **PAUL NAIDOO (0845561113 or paulnaidoo@yahoo.com)** and accommodation cost will be for their Union's account.
 - All individuals not mentioned on this page who want to be ACCREDITED, will have to apply for ONE of the following: Please choose one of the following options. Please note that packages might be limited on the basis of accommodation availability.**

OPTION 1: PLATINUM

Cost: R 4 750pp This includes:

- Single Accommodation at COASTLANDS ON THE RIDGE - MUSGRAVE**
 - Entrance to the stadium
- Five Breakfasts, Five luncheons and Four evening functions (Sunday, Monday, Tuesday & Thursday)
 - 2 free Happy Hour drinks on match days
 - An official programme

OPTION 2: GOLD

Cost: R 4050pp This includes:

- Sharing accommodation at COASTLANDS ON THE RIDGE-MUSGRAVE(2 persons per room)**
 - Entrance to the stadium
- Five Breakfasts, Five luncheons and Four evening functions (Sunday, Monday, Tuesday & Thursday)
 - 2 free Happy Hour drinks on match days
 - An official programme

OPTION 3: SILVER

Cost: R1 750pp This includes:

- NO ACCOMMODATION**
 - Entrance to the stadium
- Five luncheons and Four evening functions (Sunday, Monday, Tuesday & Thursday)
 - 2 free Happy Hour drinks on match days
 - An official programme

OPTION 4: BUS DRIVER/CHAPERONE

Cost: R1 750pp This includes:

- ACCOMMODATION AND MEALS WITH TEAM at Hostels**
 - Entrance to the stadium
 - An official programme

PAYMENT : (ACCREDITATION MONEY MUST BE PAID ON OR BEFORE 30 MAY 2014)

Name of Bank : FNB , DURBAN NORTH , KZN

Account number : 537 7007 0887 Current Account

Name of account : (No Suggestions) Natal Primary Schools Rugby Association

CONFIRMATION OF PAYMENT : Deposit slips or other proof of payment must be faxed to



5. SARU REGISTRATION AND TEAM ENTRIES AS REQUESTED AND RECEIVED BY SARU



(This takes place before the Week, at SA Rugby)

Registration for all SARU Youth Week's must be done prior to the Week, and this takes place at SA Rugby, as follows:

Please forward to the relevant people dealing with the Youth Weeks. AS SOON AS POSSIBLE.

Especially Unions with Country District teams.

It is Youth Week time again. The following are the procedures to be followed regarding the Registration of Players.

Registration for the U13 Craven Week must be done prior to the Week, and this takes place at SA Rugby, as follows:

How to Register:

All Team Managers visit www.sarugby.co.za and proceed to the Tournaments tab, under the Main Menu.

When you place your mouse over the relevant Youth Week given Six (6) options, "Fixtures", "How to Register" and "Registration Forms", "Craven Week Player Profile Forms", "Team Declarations", "Information" and "Team for Program". You can download these forms.

Download the Registration form and make enough copies for you entire team.

Make sure the form is filled in **correctly** and **completely**. Managers to check they are complete and have not left out information. Attach a **recent** photo of the player and a certified COPY (DO NOT SEND ORIGINAL) of his ID in the relevant places on the form. For teams from outside South Africa, like Namibia and Zimbabwe, please attach a Photograph and a Photostat copy of their Passport, instead of ID, showing their names and Date of Birth.

Make COPIES of all documents for yourself (in case the forms are lost). Place **ALL** the forms in an envelope and COURIER (**DO NOT POST, OR USE POSTNET**, they get lost) to the following:

Karin Nell
SARU House
Tygerbergpark
163 Uys Krige Road
Platteklouf
7500
(021) 928 7018
Fax (012) 928 7181

All of the above should also be couriered to: Bala Kamal Secretary of LOC

POSTAL ADDRESS: Summerfield Primary School

PO BOX 562354

Chatsworth

4030

Email Address: bkamal52@gmail.com CELL: 084 584 1375

All profiles must be in my possession by the 30 May 2014

When you have the final trials teams get them to fill in the player profile form, then once your final team is collected then you already have their forms - time is important.

We have to register all players, in all the youth weeks and this takes time, so your co-operation is much appreciated.

Firstly

If you want me to check any ID's before you pick your final team send me their names and ID number fax to 021 - 413 0757.

You can send me your last trial teams with their ID's and I will check them for you. I have already checked some teams this year so do not leave it for last minute.

Remember every player has to be entered into our database and his ID checked. This takes time so please do this as soon as possible. I will let you know if any players have false ID's so you can correct the situation before you arrive at the youth week.

Secondly:

Please send us ASAP:

1. The Full names of your Manager of your team that will attend the Craven Week
2. His Cell Number
3. His Email address
4. His Fax Number

Thirdly:

Please complete your "Team for Program", (Download from website, one of the 6 options) Full Names and Position and send the completed form together with your registration forms to Karin Nell, AND to the Local Organising Committee - BALA KAMAL.

This is very important information for the Official Program. The team list for the program must be completed according to the format provided and must be e-mailed as seen above.

Fourthly:

The "Team Declarations" form is for you to download from the website, (one of the 6 options), one for each game, and they have to be handed in before each game you play.

Thank you for your co-operation. I do look forward to hearing from you

Eddie Grieb

Tel: 012 993 5037

Fax: 086 559 0744

Cell: 082 693 5917

Email: eddieg@sarugby.co.za

sarfu@mweb.co.za

The above information, plus a fully completed team list, must also be faxed or e-mailed to the LOC.

Attention: Bala Kamal

bkamal52@gmail.com

Tel No: 031-4002211

Fax No: 031-4002210 **NO DOCUMENTATION - NO PLAY**

1. Team managers must note that u/13 Craven Week 2014 is a tournament for Players not exceeding the age of 13, in other words under 13 on 1st January 2014. A player is regarded **under** 13 as long as he does not become 14 during the year of participation (in this case 2014). A player may therefore only be born in **2001** or thereafter.
2. The name and membership number of every player's medical aid fund as well as other relevant information must be indicated on the medical registration form. This form must also be accompanied by a copy of the medical aid card.
3. 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.

TEAM ENTRIES

Team Managers are requested to download the **Team Declaration**, from the website

These lists are to contain the following:

- Names of players, coaches, managers, physiotherapist, permanent representative.
- Number of bus drivers if any.
- Number of Halaal requirements
- Number of diabetic requirements.

These completed forms must then be couriered to SA Rugby, Karin Nell, together with the Registration forms (Player Profile Form), not later than the **30 May 2014**, to the following address:

**Karin Nell
SARU House
Tygerbergpark
163 Uys Krige Road
Platteklouf
7500**

Telephone: 021 928 7018, Fax: 021 928 7181

NB: Team managers are requested to take note that the same Team Declaration must **ALSO** be couriered on or before **30 May 2014 to the LOC.**

REGISTRATION WITH LOC FOR 2014 - U/13 COCA-COLA CRAVEN WEEK

1. Name of Province:

2. Official Team Name:

3. Name and contact details of person who will be responsible to handle all correspondence with the LOC

3.1 Name:

Postal address:

E-mail address:

Cell no:

Work no:

Fax no:

A/H no:

4. Team Management Details:

4.1 Manager:

Postal address:

E-mail address:

Cell no:

Work no:

Fax no:

A/H no:

4.2 Coach:

Postal address:

E-mail address:

Cell no:

Work no:

Fax no:

A/H no:

4.3 Assistant Coach:

Postal address:

E-mail address:

Cell no:

Work no:

Fax no:

A/H no:

THE PERSONS LISTED UNDER 4 WILL BE ACCREDITED BY THE LOC, INCLUDING ENTRANCE TO STADIUM; PROGRAMME; ACCOMMODATION FOR MANAGEMENT OF THREE; AND FUNCTIONS.

5. PERMANENT REPRESENTATIVE

NAME:

POSITION HELD AT PROVINCE:



THE PERMANENT REPS ACCREDITATION IS FOR THEIR RESPECTIVE UNIONS ACCOUNT.

6. ADDITIONAL ACCREDITATIONS:

People listed under **ADDITIONAL ACCREDITATIONS** will have to apply for accreditation as set out in information document. There are different options and the cost is for your own Unions account.

NAME AND SURNAME	ACCREDITATION OPTION	CELL NUMBER
1		
2		
3		
4		
5		
6		
7		

7. SPECIAL FOOD REQUIREMENTS: (PLEASE INDICATE TOTALS)

HALAAL =	OFFICIALS =	PLAYERS =
VEGETARIAN =	OFFICIALS =	PLAYERS =
OTHER: SPECIFY =	OFFICIALS =	PLAYERS =

8. PAYMENT

		Number Required =	Total
8.1	Team Photographs @ R135-00	<input type="text"/>	R <input type="text"/>
8.2	Tournament tie @ R150	<input type="text"/>	R <input type="text"/>
8.3	Accreditation Categories		
	Permanent Rep. :		R <input type="text"/>
	Chaperone :		R <input type="text"/>
	Bus Driver/s :		R <input type="text"/>
	Additional Officials :		R <input type="text"/>
	Grand total owing:		R <input type="text"/>

ACCREDITATION MONEY MUST BE PAID ON OR BEFORE 30 MAY 2014

Name of Bank:	FNB
Account number:	53770070887
Name of account:	KWAZULU NATAL PRIMARY SCHOOLS RUGBY ASSOCIATION
Branch code:	BLUFF 250135
Reference:	Accreditation (Province/Country) CRAVENWEEK DBN 2014

Proof of transaction must be faxed to 031-5783198 or e-mailed to paulnaidoo@yahoo.com

Payments must be transferred via internet payment or direct deposit.
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:

BALA KAMAL		or	PAUL NAIDOO	
Cell	0845841375		Cell	0845561113
e-mail	bkamal52@gmail.com		e-mail	paulnaidoo@yahoo.com

REMINDERS

A

REGISTRATION FORM FOR OFFICIALS MUST BE EMAILED TO
PAUL NAIDOO – paulnaidoo@yahoo.com by 30 APRIL 2014

B

REGISTRATION FORMS FOR PLAYERS MUST BE COURIERED TO
Karin Nell at SARU AND BALA KAMAL(LOC) BY 30 MAY 2014.

C

TEAM LISTS TO BE EMAILED TO PAUL NAIDOO -
paulnaidoo@yahoo.com BY 30 MAY 2014

ALL PAYMENTS MUST BE MADE BY 30 MAY 2014



6. CEREMONIES



The official Opening / Closing ceremonies are as follows:

OPENING - Monday 30 June 2014 - 13h30 at Glenwood High School

CLOSING - Friday 04 July 2014 - 08h30 at Growth Point Kings Park Stadium at which the Craven Week flag will be presented to the 2015 Hosting Union



7. CHURCH SERVICE



The Church Service this year will take place on the main rugby field as an open air event. The players, officials, guests parents etc. will gather on the stands around the field so that we can celebrate the service outdoors.

We are in the process of finalising our Preacher Angus Buchan who is known nationally to lead the service with some of the Sharks players to assist, with their own personal messages of faith to the players.

(See times in Sunday Programme)



8. FUNCTIONS



The functions for the week are in the programme section however we have highlighted the official functions briefly below:

Sunday 29 June 2014 - Welcoming function - at 19h30 - Glenwood High School Hall

Monday 30 June 2014 - Official SARU Coca Cola Function - at 19h00 Coastlands on the Ridge Musgrave - FORMAL
(Function is restricted to accredited members in the possession of one of the following Platinum, Gold, Silver, Management and Coaches accreditation cards.)

Tuesday 01 July 2014 - Tavern Tour - For all officials - board the buses - 18h15 at Glenwood High School so that we can show you KZN hospitality provided in a "Shisha Inyama" Tavern - Max Lifestyle Umlazi where the Inyama and Utshwala (refreshments!!!!) and township vibe will flow in abundance.

Thursday 03 July 2014 - Hot and Spicy Farewell Function - For all officials to meet at TSD Springfield Park at 19h00

PLEASE NOTE: FNB HAPPY HOUR WILL TAKE PLACE AT 17H00 - 18H00 ON MONDAY, TUESDAY AND THURSDAY EVENINGS.



9. GOLF DAY



Ten four ball tee off times have been provisionally booked at the Durban Country Club Golf Course for the free day -
Wednesday 02 July in case you would like to play a round of Golf on this day.

Please contact Barry Wilson with regards to bookings which must be done immediately on your receiving of this information booklet.

Times will be reserved on a first come first serve basis. This invitation is extended to all officials, referees and those members attending the week.

Contact School Reception 031 564 2369 (Mrs Dennis) email: brw@northlandsprimary.co.za and/or

reception@northlandsprimary.co.za

Estimated rate: R350-00 per person



10. INFORMATION DESK



There will be an information desk manned by staff throughout each day to assist all people attending the Craven Week. People will be able to enquire about Craven Week matters for the week, tourist sites to visit, sight seeing and other places to visit in and around Durban.



11. LAUNDRY SERVICE



This professional service is the same company that services the laundry for Glenwood High School and is a reputable service provider in the city under the Directorship of Mr Bert Pedley.

Please follow the points below carefully!

1. Laundry numbers: In the order of teams as for the photo session.
2. **Only match jerseys, and shorts handed in directly after the game will be washed.**
3. Laundry will be handed in at the laundry room (please see map) directly after the match. **(Within 10 minutes.)**
4. Team managers must sign the control sheet, and must sign in all the clothes handed in.
The control sheet must be put into the laundry bag for office use.
5. All washing, will be ready the following day until Friday.
6. It is very important that the clothes should be marked to make checking more convenient.
7. Team managers are to ensure that all clothes are marked with permanent ink as explained below:
 - **On the inside of the collar of the jersey.**
 - **At the back of the rugby shorts at the label.**
8. A laundry bag will be provided for your team.
9. All loose articles, eg. Gum guards, must be removed from the pockets of shorts, before going to the laundry.
10. Marking of clothing: example:
Jersey: 1/11 (1 = the teams laundry number) (11 = number on the back of the jersey) **Shorts** 1/11

LAUNDRY NUMBERS ALLOCATED TO EACH PROVINCE

- 1 - KWA - ZULU NATAL
- 2 - SWD
- 3 - ZIMBABWE
- 4 - LIMPOPO BLUE BULLS
- 5 - FREE STATE
- 6 - GRIQUAS
- 7 - PUMAS
- 8 - VALKE
- 9 - GRIFFONS
- 10 - BLUE BULLS
- 11 - EASTERN PROVINCE
- 12 - NAMIBIA
- 13 - NOORDWES LUIPERDS
- 14 - GOLDEN LIONS
- 15 - BOLAND
- 16 - BORDER
- 17 - BORDER CD
- 18 - DHL WESTERN PROVINCE



CRAVENWEEK 2014 - Laundry Control Sheet



TEAM MANAGERS TO MAKE SUFFICIENT COPIES OF THIS CONTROL LIST

Team:

Date:

Committee Member:	No. IN	Signed	No. OUT	Signed	Signed	No. IN	Signed	No. OUT	Team Manager:	
No of JERSEY'S									No of JERSEY'S	
No of SHORTS									No of SHORTS	
Comments										Comments



12. MAN OF THE MATCH



As per normal there will be a player of the match announcement immediately after the final whistle of each game. That player must report to the official directly before any team talk is conducted to receive his official award for his efforts. There will be VIP's present who will be called upon to personally acknowledge this honour for the recipient.



13. MEDICAL - OVER SEEN BY CLINT REDHEAD - SARU



MEDICAL STAFF ON DUTY - SHARKS MEDICAL CENTRE

- PIPPA ROWE

BOKSMART SAFETY CO-ORDINATOR

- WILMA ADENDORFF

TOURNAMENT DOCTOR

- DR GLEN HAGEMANN

AMBULANCE SERVICES

- ER 24

PLEASE NOTE: THAT PIPPA ROWE WILL PRESENT A MEDICAL MANUAL FOR EACH TEAM OFFICIAL AT THE MANAGERS MEETING ON SUNDAY 29 JUNE 2014 AT 16H00.

**THE MATCH DOCTOR HAS THE FINAL CALL ON ALL INJURIES SUSTAINED BY THE PLAYERS THROUGHOUT THE WEEK.
THE IRB CONCUSSION "RETURN TO PLAY" GUIDELINES WILL BE FOLLOWED AT ALL TIMES AND WILL BE THE SOLE RESPONSIBILITY OF THE MATCH DOCTOR.**

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 are for the account of the injured player
 - 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/chronic injuries. However strapping will be on sale from the medical room throughout the week.
 - Random tests for the use of forbidden stimulants as prescribed by SARU may be done by the SA Institute for Drug Free Sport

SICK PARADE

Team managers are responsible for arranging meals for players.
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.

AT PLAYING FIELD

MEDICAL ROOM - BELOW THE IVAN CLARK PAVILION ON THE MAIN FIELD AT GLENWOOD HIGH SCHOOL

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

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**.

MEDICAL SERVICES AVAILABLE

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

COSTS**Players with Medical Aid:**

Please note that all players' medical information must accompany the team.

Their parents/guardians will be responsible for payments of accounts for ambulance transportation as well as hospitalisation and/or admission to a medical facility. This also includes any further medical investigations required e.g. X-rays etc.

Remember that a deposit may be required on arrival at the Private Hospital.

PRIVATE HOSPITAL - ENTABENI**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 or to a Private Hospital and the costs incurred at these facilities will be for the account of the player and/or the union he represents.

PROVINCIAL HOSPITAL - KING EDWARD**ASSISTANCE FOR PLAYERS**

The application of strapping for preventative measures can be done by the medical personnel in the medical room at Glenwood High School, free of charge provided the player supplies his **own strapping**.

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

ER24 on 084 124.

ASSISTANCE FOR SPECTATORS

Spectators requiring medical assistance may visit the medical room as well or request assistance from the paramedics in the case of emergencies.

**14. PHOTOGRAPHS**

1. The team photographs will be taken at GLENWOOD BOYS HIGH SCHOOL on Sunday 29 June 2014.
2. The dress for the team photographs will be determined by their Union.
3. The official photographer is Matt van Heerden from Prestige School Portraits Durban.
The cost will be R135.00 per A3 team photo which includes a new **unique** memento from KZN.
– an A2 Craven Week Collage of all officials, team management, players etc. who attended this Craven Week in Durban. This larger poster will be a life-long memory of this Craven Week experience.
4. Payments of photos are during registration or payable with accreditation and deposits.
5. After the team photographs have been taken, individual photographs will be done.
6. The team photos are taken in time slots of **TEN** minutes each. Team managers must ensure that the players line up in time from tallest to shortest with the captain and vice-captain in front.

The scheduled time will not be adjusted.

Available from the Prestige Store during Craven Week

- Photographs with names can be purchased during the week.
- Printed coffee mugs, water bottles, key rings, money boxes, draw string bags etc.
- Provincial memorabilia etc.

ACTION PHOTOGRAPHS

1. Action photographs will be taken by B20 from Ultra Photos.
2. These photographs will be on display. You will be required to pay for your photographs when you place your order at the cost of:

A3 – collage – R100

A4 – Action – R50

TEAMS TO PLEASE REPORT 30 MINUTES BEFORE SCHEDULED PHOTO SHOOT.

PHOTOGRAPH TIME SCHEDULE - SUNDAY 29 JUNE 2014

- 10H30 - KWA - ZULU NATAL**
- 10H40 - SWD**
- 10H50 - ZIMBABWE**
- 11H00 - LIMPOPO BLUE BULLS**
- 11H10 - FREE STATE**
- 11H20 - GRIQUAS**
- 11H30 - PUMAS**
- 11H40 - VALKE**
- 11H50 - GRIFFONS**
- 12H00 - BLUE BULLS**
- 12H10 - EASTERN PROVINCE**
- 12H20 - NAMIBIA**
- 12:30 - NOORDWES LUIPERDS**
- 12:40 - GOLDEN LIONS**
- 12:50 - BOLAND**
- 13:00 - BORDER**
- 13:10 - BORDER CD**
- 13:20 - DHL WESTERN PROVINCE**

15. PLAYERS ENTERTAINMENT:

We hereby provide a brief guideline as to entertainment / activities for the players attending Craven Week. These entertainment events held at Glenwood Boys High Hall will be supervised and presented by Mr Swannie Swanepoel and his team of helpers.

Monday, Tuesday and Thursday evening: (Hall-GBHS)

Deal or no deal.

“Money” or the box.

Minute to win it.

The cube.

The weakest link (province)

Above activities will keep the players busy from +/-19h00 – 21h00

Below are some attractions in and around Durban in case you wish to book in advance privately

Name	Tel No.	Email	Location
Attractions			
Moses Mabhida Stadium	031 582 8242/22	nereshnee@mmsdurban.co.za	Central
Mini Town	031 337 7892		North Beach
uShaka Marine World	031 328 8000	reception@ushakamarineworld.co.za	Waterfront
KZN Sharks Board	031 566 0400	Hargreaves@shark.co.za	Umhlanga
Slow Rider	031 584 9400	Ryan.watkins@wavehouse.co.za	Wavehouse/Gateway
Suncoast Entertainment Centre			
Gateway Shopping Centre			
Pavilion Shopping Centre			
Galleria Shopping Centre			Ice Rink
Umgeni Bird Park			
Factory Shops			
Grab-A-Bargain	031 312 0490		Stamford Hill
Quick Silver	031 309 3567		Stamford Hill
Isle of Capri	031 305 3099	bfjvr@absamail.co.za	Harbour/Wilson's Wharf
Rickshaw bus (open top)	031 322 4209 031 322 4173		Central
Bicycle hire (Viki)	031 312 2559	vikif@vodamail.co.za	

16. PRACTICE FIELDS:

PRACTICE FIELDS AVAILABLE AT GLENWOOD HIGH SCHOOL AND PORT NATAL

NB: PLEASE NOTE THAT THE MAIN FIELDS AT GLENWOOD HIGH SCHOOL ON WEDNESDAY 02 JULY 2014 (THE FREE DAY) IS OUT OF BOUNDS DUE TO FIELD PREPARATION.

**17. PROGRAMME FOR THE WEEK:****SUNDAY 29 JUNE 2014 – All events today at Glenwood Boys High**

10H00 - 15H00

Reception, registration, accreditation and photo session at:

Ivan Clark Pavilion

Glenwood Boys High School (GBHS)

1 Alan Paton Road, Glenwood, Durban

16H00

Meeting for Team Managers/Chaperones and Mentors at the Mike Turrell Pavilion (GBHS)

17H00

Dinner at the respective hostels

18H15

All teams and officials to be seated at the allocated areas

18H30

Church Service, Main Rugby Field (open air)

19H30

Welcoming Function (Hall)

MONDAY 30 JUNE 2014**TIME****A FIELD****TIME****B FIELD**

1

08H30

FS vs SWD

08H30

GRIQUAS vs ZIM

2

09H30

BOLAND vs GRIFFONS

09H30

VALKE vs NAMIBIA

3

10H30

EP vs LIMPOPO BB

10H30

LEOPARDS vs BORDER CD

4

11H30

B.BULLS vs BORDER

5

12H30

PUMAS vs WP

6

13H30

Opening ceremony**TEAMS TO ASSEMBLE @ 13H10 ON THE**

14H30

KZN vs LIONS

B-FIELD – PLEASE BE PUNCTUAL EXCEPT FOR WP

7

15H30

Sharks Practice at Glenwood

AND PUMAS who must join ASAP after their fixture.**Lunch 12:00 - 14:00****17H00 – 18H00**

Officials – “FNB Happy Hour” Mike Turrell Pavilion

18H00 - 19H00

Dinner for teams

19H00

Compulsory entertainment for all teams (GBHS main school hall)

19H00Official SARU/Coca-Cola Function (Coastlands on the Ridge – Musgrave) **PLEASE BE ON TIME!!**
for accredited members (platinum and gold) Dress – Formal**TUESDAY 01 JULY 2014****TIME****A FIELD****TIME****B FIELD**

1

08H30

A vs B

08H30

C vs D

2

09H30

E vs F

3

10H30

G vs H

4

11H30

I vs J

5

12H30

K vs L

6

13H30

M vs N

7

14H30

O vs P

8

15H30

Q vs R

Officials – “FNB Happy Hour” -**17H00 – 18H00****18H00 - 19H00****Dinner for teams**

19H00

Optional entertainment for teams (GBHS main school hall)

19H00

Tavern Tour for Officials - **Your attendance will be appreciated****WEDNESDAY 02 JULY 2014 (FREE DAY)****08H00**

Referees Meeting - Mike Turrell Room

09H00

SASRA Primary Schools Meeting - Mike Turrell Room

THURSDAY 03 JULY 2014**TIME****A FIELD****TIME****B FIELD**

1

08H30

A vs B

08H30

C vs D

2

09H30

E vs F

3

10H30

G vs H

4

11H30

I vs J

5

12H30

K vs L

6

13H30

M vs N

7

14H30

O vs P

8

15H30

Q vs R

FRIDAY 04 JULY 2014 AT GROWTH POINT KINGS PARK STADIUM**TIME****GROWTH POINT KINGS PARK STADIUM****TIME****KP1 (outer field)**

08H30

Closing Ceremony

1

09H30

A vs B

09H30

C vs D

2

10H30

E vs F

10H30

G vs H

3

11H30

I vs J

11H30

K vs L

4

12H30

M vs N

12H30

O vs P

5

13H30

Q vs R (Final)

ENTRANCE FEE FOR MATCH DAYS

Adults - R10-00 Scholars - R5-00

HOSPITALITY SUITES FOR UNIONS AND TERTIARY INSTITUTIONS

No suites are available during the course of the week.

**18. REFEREES****SA PRIMARY SCHOOLS COMMITTEE
MEMBERS ATTENDING:**

ANDRE WATSON - SA RUGBY GNR MANAGER

AD'E ADENDORF - SARRA - EXECUTIVE

WILLIE ROOS - SARRA - MANAGER

NICO BENADIE - SARRA - EXECUTIVE

PIETER de BRUIN - SARRA - PR

BEKI JEKUBVENI - SARRA - EXECUTIVE

J HUGO - SARRA - PR

REFEREES LIAISON OFFICERS:

SEAN ACKERMAN / NEIL VAN JAARVELD

BARRY WILSON

REFEREES KZNRU:

BURTON HUFKIE

AR'S:

PROVIDED BY KZNRU

**REFEREES APPOINTED TO OFFICIATE AT THIS
U13 CRAVEN WEEK:**

Dean Benadie	Lions
Thys Smith	Blue Bulls
Johre Botha	Valke
Joey Klaaste –Salmans	WP
Johan le Roux	Valke
Vusimuzi Msibi	KZN Sharks
Peter du Toit	Lions
Zarius Jv Rensburg	Blue Bulls
Ruan Benadie	Lions
Sizwe Sodinga	Border CD (AR)

**19. SECURITY**

Security officials will be on duty at all hostels throughout each day and evening as well as at playing fields and surrounding areas.

Car guards will also be deployed around this venue during the day.

Security will also be on duty at Port Natal Skool and Open Air School.

**20. SHARKS PLAYERS**

We are honoured to have Jake White and the Sharks squad conducting an official Sharks Practice after the main game on Monday 30 June 2014 at Glenwood High School.

This will be an open practice for all spectators to enjoy. Players / spectators should be able to meet the players and get some autographs on the field after the practice.





21. STALLS



The Glenwood Boys High Coffee Shop will be open throughout the week.
 There will also be stalls available serving a variety of:
 Pancakes/Boerewors Rolls/Indian Cuisine/Biltong/Hamburgers (Hopefully Spur)/Pickles/Wakaberry etc.
 Sports stalls/Action Photograph stalls/Memorabilia/Aroma therapist.
 Plus Plus Plus

22. TOURNAMENT RULES



The Target is **12:10 per team.**

Matches consist of two halves of 25 minutes each- **RUNNING TIME**. Coaches must ensure that their teams are ready to take the field for matches to start exactly on scheduled times so are therefor required to be lined up ready to run onto the field of play **three(3) minutes before the end of the previous game.**

SASRA will form the disciplinary committee for the duration of the tournament. Managers must accompany a player to the hearing. Players who are found guilty of using vulgar language (towards officials and players), display unacceptable behaviour or racism, will report to the SASRA officials present at this Craven Week.

Each one of the 22 players in a squad must play a full match before the end of Tuesday 1 July 2014

Definition of a full match: The player is in the starting line-up and completes the full match. If injured, a player must submit a medical certificate.

A referee may call the coach to replace a player in his team who repeatedly transgresses any of the set laws of the game and for dangerous play. Please respect this agreed upon and established primary school law.

Boksmart: All officials to be in possession of the required Boksmart accreditation at all time. This will need to be recorded on the team lists for the day.

All forward players - (positions 1 to 8) will at all time take part in scrums and line-outs. In other words. There may not be interchanges between forwards and backs at line outs and scrums.

A minimum of four (4) players of colour are to be on the field at any given time during a match.

Below - information received from Andre' Watson

With respect to Primary School rugby the following **RUNNING TIME** is applicable:

1. Two halves of twenty five (25) minutes running time each will be played for u/13 only.
2. No injury time will be allowed for u/13 games. The referee is to use his discretion should a serious injury require a prolonged A maximum of 5 minutes will be allowed for half time.



23. TRANSPORT



SARU Transport Arrangements

For arrangements regarding transport subsidies contact Yusuf Jackson, SA Rugby Director - 0827397733 / yusufj@sarugby.co.za

KZN Transport Arrangements

Provinces should have already returned our KZN transport reply form to Mr Paul Naidoo so that we can make the necessary arrangements to meet and assist Provinces who may be flying in or requiring bus services there after. Please ensure that Mr Naidoo is in possession of the kzn transport form as this was sent to you much earlier. If you have still not returned this form please do so immediately.



24. VIP'S - DAILY RECEPTION



SARU Representatives/SA Schools Members/Permanent Rep's/Coca Cola LOC/Referees/Sponsors/Media/Invited Guests and the KZN LOC will be entertained and hosted in the Mike Turrel Pavilion for Morning Tea's and Lunch.
 This venue is ideally situated above the main rugby field on the South side of the field.

This information booklet has been proudly presented by the KZN LOC Committee of 2014.
 The information contained in this booklet is subject to change, if changes were unavoidable.
 Further details of the planning for general information will be added or presented at the various meeting at the Craven Week.
 We look forward to hosting you.