



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

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

Date: March 15, 2012

Re: **IMPORTANT NOTICE - Rugby World Cup 2015 Qualifiers**

Unions and Regional Associations participating in Rugby World Cup 2015 Qualifiers are asked to please access the IRB portal (access details below) to view and action the following documents which are highly important and urgent:

1. Participation Agreement Letter to Participating Unions
2. Letter to Regional Associations attaching:
  - a. Model Participation Agreement for Regional TOPs
  - b. Team Member Consent Form Signature Page
  - c. Model Anti-Doping Section for Regional TOPs
  - d. Model Tournament Disciplinary Regulations for Regional TOPs

**Portal:**

<https://sharepoint.irb.com/rwc2015q>

Username: Rwc2015q@irbportal

Password: London2015 (note the uppercase L)

As per the letter referred to above Unions are asked to send their completed documents to Bree Hassanein at [bree.hassanein@irb.com](mailto:bree.hassanein@irb.com) and Regional Associations must send a copy of their completed Terms of Participation as soon as possible to Ben Rutherford at [ben.rutherford@irb.com](mailto:ben.rutherford@irb.com).

Yours sincerely,

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

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