



# USA Rugby Collegiate Club Start-Up Guide

USA Rugby believes in setting high standards for its Rugby programs on college campuses. College Rugby provides an outstanding opportunity for students to develop leadership and management skills, bring positive recognition to the college or university, and promote a high standard of physical fitness.

The key to a successful college rugby club is student leadership, interest, involvement and participation. The club should be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting, and scheduling - as well as development of their rugby skills.

With these ideals in mind, USA Rugby has compiled an overview of information that may prove helpful, with topics such as how to begin, recruiting, budget and financial, competitions. As every college is different, refer to this guidebook as a template and resource that can be referred to over the course of the year.

This is not a comprehensive list of everything you will need and everything you should do, but it will provide the basic information to get you started. You should utilize the suggested resources as much as possible. A club rugby team can provide many wonderful opportunities and enhance the member's college experience.

Your rugby club will be formed, developed, governed and administered by your student members working together with the club sports department staff.

Best of luck in this endeavor!

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## STARTING A COLLEGE RUGBY PROGRAM.

### **BECOME ACCREDITED WITH YOUR INSTITUTION / APPLY TO BE A RECOGNIZED CLUB.**

Meet with the Club Sports Director at your college about the steps necessary to become an official club sport. You should do this as soon as possible to find out if there is a waiting period, a voting process to become a club, or any other administrative processes to complete. The following is a list of things you may have to do to become an official club sport:

- establish bylaws (sample included in Resources), and
- find a faculty advisor for your club, and
- set and elect club officers, and
- establish a budget for the club sports office (sample included in Resources), and
- confirm understanding of institutional rules, regulations, code of conduct.

\*\*Highly recommended is arranging for somebody to serve as the team manager. Ideally, not a current player but someone with adequate time to devote to administrative details: scheduling, eligibility, liaise with campus/conference/referee officers, etc.

### **GATHERING MEMBERS.**

Getting people involved should be your number one priority. College campuses offer many opportunities to promote your endeavor and other students are usually very receptive to new ideas and programs. Try some of the following recruiting efforts:

#### **PLACE ADS IN THE SCHOOL PAPER.**

Many college newspapers offer free advertisements for campus activities. Tell the Sports Editor and newspaper photographer about your plans, they might have more information or be able to provide some coverage.

#### **HAND OUT FLIERS/CARDS / FOLLOW-UP WITH ALL INTERESTED PLAYERS.**

You can easily make flier or business cards to hand out on campus that provide information on team contacts, meetings, practices, game times and locations, etc. Have Information Sheets available for interested individuals to provide contact information for follow-up communication.

#### **HANG POSTERS ADVERTISING THE TEAMS.**

University gymnasiums, weight rooms, cafeterias, coffee shops, libraries, study aries, residence halls, central kiosks and other student gathering places are great locations to post information about your team, including contact information, meetings and practice times and locations. You should make sure the location allows such items to be posted.

#### **ADVERTISE AT CAMPUS EVENTS / PARTICIPATE IN STUDENT ORGANIZATION RECRUITING.**

Sporting and other events can be a great place to spread information about your new team and perhaps recruit new players. Take advantage of campus student organization recruiting opportunities.

#### **DEVELOP A WEBSITE / FACEBOOK PAGE / OTHER SOCIAL MEDIA.**

There are many ways to develop simple websites through personal email accounts, or perhaps there is someone in the Club Sports Department or a program at your college that can help you set it up. Keep it up to date, with accurate contact information, dates and event listings.

#### **USE WORD OF MOUTH.**

Tell everyone that you know or meet that you are starting a Rugby club and when people express interest, collect their name, email and phone numbers so you can contact them with more details.

#### **STAY ORGANIZED.**

Once you get a group of players, maintain good organization and communications systems by having players fill out a roster with their complete contact information, including email address, physical address and phone numbers. Collect contact information of everyone showing up to practice or meetings and follow-up to ensure their continued participation. You will also want to share information to potential players and coaches on team contacts, practice and meeting times, etc. There are several applications available that can help with this, a few are listed under Resources at the end of this document.

### **REGISTER WITH USA RUGBY / PLAYER ELIGIBILITY.**

Each academic year, the club, every member of the club, and at least one coach, must enroll in USA Rugby's Club and Individual Participant Program, commonly referred to as "CIPP Registration".

New Club and Individual Player Registration: <http://usarugby.org/membership-forms>. Confirm Registration and Club/Player in good standing with USA Rugby: <http://usarugby.org/rosters>. Check this site at least one week prior to your first contest and over the course of your season as new players are registered to ensure no eligibility or liability issues.

If you have any questions please contact the USA Rugby Membership Staff for assistance: Lucy Zugschwert ([lzugschwert@usarugby.org](mailto:lzugschwert@usarugby.org) / 303.539.0300 x134) or Sarah Fullerton ([sfullerton@usarugby.org](mailto:sfullerton@usarugby.org) / 303.539.0300 x108).

A good policy is to never let a player participate until s/he has verified medical insurance coverage, completed the CIPP registration process, and his/her registration status appears on the USA Rugby website.

#### **PAYMENT.**

Payment must accompany the Individual and Club registrations or the registrations will not be processed. Payment may be made by credit card, or by club or university personal check. If the college is submitting payment please request an Invoice by contacting the USA Rugby Membership Staff.

#### **LIABILITY INSURANCE AND OTHER MEMBERSHIP BENEFITS.**

This liability insurance coverage is a necessity for participation within the USA Rugby structure. Most field and other facilities require such liability coverage before granting a permit to use the facility. **THIS IS NOT MEDICAL INSURANCE!** When registering with USA Rugby, each player verifies with a signature that he or she has a minimum of \$100,000 in medical insurance coverage.

Membership benefits include 3rd Party Liability Insurance, the chance to compete in a National Championship, opportunity to be selected for the Junior and/or College All American camps, selection to the USA Rugby National Scholar Honor Roll, attendance at Coach Clinics and other training programs, information on upcoming USA Rugby events.

## **FIELD AND FACILITIES.**

Find a place to practice and scrimmage. The Club Sports department at your University should be able to provide you with field availability and times, etc. If the weather prevents outdoor sessions, perhaps there is some gym space. Until you actually have allocated field use from the college, you might have to use city parks or other public places. If you do have to use facilities off-campus, you will need a Certificate of Insurance Coverage. USA Rugby Memberships Services can issue the appropriate Certificate if you fill out the request form (<http://usarugby.org/insurance/liability-insurance/certificate-of-insurance-request>).

### **DIMENSIONS / LINING OF FIELD.**

The rugby field, or 'pitch,' is comparable in size to a soccer (or football) field. Because the grounds on which many fields are located vary from place to place, there are a set of minimum and maximum size requirements rather than exact specifications.

THE approved lining is shown: <http://www.athleticfieldmarker.com/docs/images/RugbyFieldDimensions.jpg>.

The IRB provides further specifications: [http://www.irb.com/mm/Document/LawsRegs/0/LAW1\\_4515.pdf](http://www.irb.com/mm/Document/LawsRegs/0/LAW1_4515.pdf).

### **PERIMETER / SIDELINE POLICY AND PROTOCOL.**

Ensure at least five yards grass/soft perimeter around all sides of the field for player safety.

To ensure spectators remain outside this perimeter, line each sidelines, at least five yards from the sideline, with rope supported by supports, 3-4 feet high. Only approved coaches, players, medical and managers may be within this zone. No one may interfere with the touch judges working each sideline.

## **EQUIPMENT (List of Suppliers included in Resources section).**

Acquire enough gear to get started. Begin with Rugby balls and make sure each player has a mouthpiece and proper rugby shorts and cleats. The rest of the recommended practice equipment can be purchased later when you have a budget. You may want to contact local men's or women's senior club teams to see if they can donate some equipment for your practices until the team can purchase those items.

## **FINDING/CERTIFYING A COACH.**

Each college team registered with USA Rugby is required to have a coach who is registered and certified with USA Rugby. You will need to find a coach or a knowledgeable Rugby person who can explain the game to others and knows how to run a safe, quality practice. It is important to have someone with adequate instruction on safety, introducing the game to new players, and developing the skills of more experienced players. This might be someone you know or, you might have to place ads in community or rugby media.

If the coaching candidate is not accredited, he or she can begin the process by completing the online Level 100 certification and attend a USA Rugby Coach Accreditation Clinic. The schedule of upcoming coaching clinics and current certification requirements can be found on the USA Rugby website (<http://usarugby.org/coach-reqs/overview>).

## **INTRODUCING THE GAME TO NEW PLAYERS.**

The IRB has prepared an overview of Rugby for new players which serves as an excellent reference for coaches, players and spectators: [http://www.irb.com/mm/document/training/0/beginners20guide20en\\_7391.pdf](http://www.irb.com/mm/document/training/0/beginners20guide20en_7391.pdf).

Another helpful document includes a list of official terms and definitions: <http://usarugby.org/documentation/refereeing/referee-terms.pdf>.

There are a growing number of online (live and taped) matches of high level teams and coaching instructional/skills and drills video. Many are found on the USA Rugby YouTube channel (<https://www.youtube.com/user/USARugbyTV/videos>). It is also helpful to videotape your own practices and games using those tapes as a learning tool.

A listing of upcoming games being televised is maintained at <http://usarugby.org/rugby-on-tv>. As many of these games with live coverage are a pay-for-view or difficult to access, you can check online for places that show rugby games in your locale.

## **BECOME A MEMBER OF YOUR GEOGRAPHICAL UNION OR COLLEGE CONFERENCE.**

USA Rugby is the National Governing Body for Rugby in the United States. The country is divided into fifteen Geographical Unions (<http://usarugby.org/geographical-unions>). Many colleges compete in a league under the administrative oversight of their local Geographical Union (GU). A growing number of colleges have formed their own Rugby Conferences. The USA Rugby College Directors can help you determine the most appropriate league for your club to join and put you in contact with the collegiate rugby officer.

### **CLUB REGISTRATION WITH COLLEGE CONFERENCE OR GU.**

Your new club must apply for membership with either a College Conference of GU League. If unsure which your school should join, please contact the USA Rugby College Directors for assistance. The GU or College Conference will tell you how much dues will be for the team, and how to arrange payment.

**REGISTER YOUR COLORS.** Make sure you check with your Conference/GU Collegiate Office before ordering jerseys, shorts and socks. They will let you know what colors are used by other teams in the League and what is available for your club. If there is a potential conflict, you may be asked to make another choice or to order a second set of jerseys in an alternate color. Please consult with your Collegiate Officer before ordering uniforms.

## Approximate Start Up Costs for a College Rugby Team

### Dues/Fees

GU or Conference Dues.  
 USA Rugby Individual Player CIPP Registration.  
 USA Rugby Coach CIPP Registration.  
 USA Rugby Club CIPP Registration.  
 Referees.

**Amount**  
 Varies by Conference or GU.  
 \$40 per college student.  
 \$65 per coach.  
 \$150.  
 Varies by Conference, GU or Referee Society.

### Uniform and Playing Equipment\*\*

Numbered game jerseys.  
 Rugby shorts.  
 Socks.  
 Boots/cleats.  
 Mouthguard.  
 Extra Cleat Studs.  
 Extra Laces.  
 Practice jerseys (optional).  
 Scrum Cap (optional).  
 Shoulder Pads (optional).

**Amount**  
 \$45-60 each  
 \$25-30 each  
 \$7-10 each  
 \$65-\$150 per pair  
 \$5-10 each  
 \$10-15  
 \$3  
 \$25-35 each.  
 \$50-60 each.  
 \$45-60 each.

*\*\*Most vendors are willing to give discounts to team or bulk orders.*

### Field and Practice Equipment.

\*Goal Posts.  
 \*\*Goal Post Pads (4).  
 \*\*\*Scrum Machine.  
 Game Balls.  
 Practice Balls.  
 Ball Bag.  
 Ball Pump/Needles.  
 Tackling dummies.  
 Blocking/rucking pads.  
 Tackle Suits.  
 Kicking Tees.  
 First Aid Kit (Mandatory).  
 Field Marking Kit (1 spray liner, 1 case of field paint).  
 14 Sidelines poles/flags.  
 Sideline barrier (rope, posts).  
 Whistles.  
 Cones (20).

**Amount**  
 \$200-\$2100  
 \$500  
 \$1,000+  
 \$30-60 each  
 \$20 each  
 \$10  
 \$15  
 \$125 each  
 \$50 each  
 \$75-125 each  
 \$12-20 each  
 \$75-100  
 \$100  
 \$60  
 \$30  
 \$5-10 each  
 \$35-40

\*Depending on whether you create your own out of PVC pipe or purchase goal posts from a company.

\*\*You might be able to use your college's old volleyball standard pads and save some money on this item. Talk with the school's volleyball coach or the club sports director to see what is done with the old pads. When you begin to play in sanctioned matches, the referees will ensure that you have regulation pads for safety.

\*\*\*There are several different kinds of scrum machines. The cost will go up considerably depending on what time of scrum machine you purchase. \$1000 is the approximate minimum price if you manufacture your own.

### Coaching Salary/Stipend.

This can vary greatly depending on what the school is able to afford, also depending on how many staff positions are paid. You should seek additional information from your Club Sports Director and college conference officer to determine what is common for your school and/or area.

### TOTAL

*(based on minimum estimates and not including coaching stipend)*

Approximately \$200 per person (including CIPP dues).

Approximately \$3,000 per team (including CIPP dues and referee dues for 10 games).

NOTE: These are only estimates and do not include on-side EMT/ambulance for home games, tournament entry fees, travel, etc. The gear listed is what each team should have. Remember, you can start with less and build up your inventory of field and practice gear when you can afford it. You may want to ask your local GU and senior clubs to see if they have any additional helpful information on good deals for purchasing equipment.

## RESOURCES

**RUGBY LAWS -- IRB SITE** <http://www.irblaws.com/index.php?>

### RUGBY SUPPLIERS: CLOTHING/UNIFORMS AND EQUIPMENT.

American Rugby Outfitters	<a href="http://www.americanrugby.com">www.americanrugby.com</a>	1.800.GO.RUGBY
Balls Out!	<a href="http://www.ballsoutrugby.com">www.ballsoutrugby.com</a>	1.800.RUGBY.US
Canterbury North America	<a href="http://www.canterburyus.com">www.canterburyus.com</a>	1.855.GO.RUGBY
International Athletics	<a href="http://www.iarugby.com">www.iarugby.com</a>	1.800.635.4553
Kooga	<a href="http://www.teamkooga.com">www.teamkooga.com</a>	1.866.445.6642
Matt Godek	<a href="http://www.rugbystore.com">www.rugbystore.com</a>	1.800.872.7842
Red Rhino Sports	<a href="http://www.redrhinosports.com">www.redrhinosports.com</a>	1.888.339.8615
Rhino Rugby USA	<a href="http://www.rhinorugby.usa.com">www.rhinorugby.usa.com</a>	1.217.632.0261
Rugby America Limited	<a href="http://www.liquidrugby.com">www.liquidrugby.com</a>	1.217.632.0119
Rugby Imports	<a href="http://www.rugbyimports.com">www.rugbyimports.com</a>	1.800.431.4514
Ruggers Rugby Supply	<a href="http://www.ruggers.com">www.ruggers.com</a>	1.877.784.4377
Shop USA Rugby	<a href="http://www.shopusarugby.com">www.shopusarugby.com</a>	1.800.329.1207
Steamroller Rugby Supply	<a href="http://www.steamrollerrugby.com">www.steamrollerrugby.com</a>	1.443.553.7070
World Rugby Shop	<a href="http://www.worldrugbyshop.com">www.worldrugbyshop.com</a>	

### Ordering Uniforms and Equipment.

**Always** ask for the Team or College Rate, combine player needs into one bulk order. There are typically significant discounts offered which will save a college team significant funds.

**Before** ordering, confirm with your conference or GU coordinator to ensure that the color combination will not be in conflict with existing uniforms of another league member.

**Note:** All jerseys must be properly numbered. The jersey number stays with the position and not with the player. The number corresponds directly to the position of the player. A rugby is allowed up to seven substitute players (numbered 16-23) during a match for cover or to replace players due to injury, experience or strategy.

1. Loose-head Prop
2. Hooker.
3. Tight-head Prop
4. Lock (left)
5. Lock (right)
6. Blind-side (left) Flanker
7. Open-side (right) Flanker
8. Number 8
9. Scrumhalf
10. Flyhalf
11. Left Wing
12. Inside Center
13. Outside Center
14. Right Wing
15. Fullback

16, 17, 18, 19, 20, 21, 22, 23 - Jerseys for Substitutes.

### Field Dimensions / Lining.

IRB Specifications: [http://www.irb.com/mm/Document/LawsRegs/0/LAW1\\_4515.pdf](http://www.irb.com/mm/Document/LawsRegs/0/LAW1_4515.pdf)  
Chart: <http://www.athleticfieldmarker.com/docs/images/RugbyFieldDimensions.jpg>.

### WEBSITE / SPORTS TEAM MANAGEMENT/ORGANIZATIONAL APPLICATIONS

Setting up a website is an easy and efficient way to help organize your rugby club. It can be used to attract new members, update current members, keep members in touch with each other, raise awareness of the rugby team on campus and in your community, maintain an accurate schedule and results. Things you may want to include: team roster, pictures, practice information, contact information, schedule, directions, etc. Setting up your website early will help advertise your club and provide accurate and current information to interested people. Your club sports director should have resources to help each club create a website.

Another helpful resource for efficient team communications is found in any of a growing number of applications designed specifically for this purpose. A few examples:

<https://teamstuff.com/#>  
<http://www.teamsnap.com/>  
<http://teamer.net/>

## Rugby Club Fundraising Tips

### **Support.**

Often there are multiple sources of financial support within a school or university. The club sports department have budgets for various activities. Any financial support from club sports will generally be related to the individual programs organizational practice. For instance, a well-organized program that is able to plan ahead, submit the proper forms on time, and generally has a positive reputation on campus will be more likely to secure financial support.

### **Player Dues.**

Player dues are a common way for teams to cover their expenses. At between \$150 - \$200 per player, rugby is affordable for most college students, particularly when compared to the per person dues charged to member of other club sports teams.

### **Fundraising.**

#### ***Institutional Fundraising:***

Most colleges have opportunities for clubs to fundraise for travel and equipment needs. Examples of these opportunities include cleaning facilities, running concession stands, letter-writing or phone campaigns, ticket-taking at sports events, etc. The ability to take advantage of these opportunities is related to the club's organization. One you learn of these opportunities, you must follow the specific instructions, return all forms filled out completely, accurately and on time. Players must arrive on time, properly dressed, and remain for the full duration of the shift.

#### ***Team Fundraising:***

Activities that the rugby program conducts on its own, in which the university is not involved, can be highly profitable. It is important that the team officers confirm that the planned activity does not conflict with any institutional rules. It is best to consult the club sports director and/or the faculty advisor prior to the activity to avoid conflict.

### **Sample Fundraising Projects:**

- Develop a game day/tournament program and sell advertisements.
- Develop merchandise (t-shirts, caps) and sell for a profit.
- Alumni hospitality ten/alumni game.
- Host a car wash on the campus or in the community.
- Host a rugby tournament.
- Run a clinic for youth or high school teams or players (requires certified coaches and administrators).
- Rent the team out for odd chores in the community, assisting with moving, yard maintenance, etc.
- Coordinate with a local restaurant used by the club for meetings, post-game socials, to arrange a specific time and day at which percentage of food sales are donated to the club.

### **Sponsorship.**

There are many local businesses within your community to whom you can approach for financial support of your club in exchange for exposure at events or club activities. Be sure to consult with your club sports director and/or faculty advisor to determine what you can appropriately offer to potential sponsors in exchange for their financial support. Some examples include:

- Signage on game day at your events and tournaments.
- Exposure in game day/tournament programs.
- Special activities that direct business to a particular establishment.
- Donor 'logo' embroidered (or patch) worn on team uniforms or warm-ups.

### **Parent Support.**

Parents are often eager to support sports initiatives and this can be especially useful when traveling to playoffs, a tournament or heading on tour. Make sure to set the donation as a tax-deductible entity. This should be established as a regular annual appeal.

### **Alumni Support.**

Teams can receive serious funds from alumni support. Coordinate outreach to alumni members through the club's Alumni Committee with newsletters, email updates, not just when donations are sought. Alumni are one of the most likely groups to donate for a specific project or item such as travel, field equipment, or the development of a new field or rugby facility. Many institutions have an alumni development office. It is worth a scheduled visit to this office to determine whether they may be able to assist in any alumni outreach efforts. In addition, an investigation on records that have been kept of players in past years is worth completing.

Most rugby programs host an alumni weekend that may be planned in conjunction with a major alumni draw to campus (i.e. homecoming, alumni weekend, key rival football game, etc). Special invitations should be sent to all alumni, and every attempt should be made to present the team as a well-organized, successful program that anyone would be proud to support.

**TEAM WEEKLY CHECKLIST - IN SEASON.**  
**-- Sample --**

**Saturday or Sunday.**

Both Teams. Competition with scheduled opponent. Failure to show up may result in disciplinary action by the conference.

Report (call or email) the final score of the game, including the number of tries per team and any disciplinary issues (Red Card) from the contest, to your Conference Commissioner.

Email the final score to USA Rugby ([scores@usarugby.org](mailto:scores@usarugby.org)).

Update club Website / Facebook Page and any other site that covers your team.

Submit your results to your campus newspaper sportswriter.

**Monday.**

Home Team: If your team is hosting a game on the upcoming weekend, contact your Conference or GU Officer to receive name and contact information of the referee assigned to your game.

Home Team: Confirm that your home field is available at the time listed on the schedule and that the club sports office/your institution has the correct game details.

Home Team: Confirm that there will be on-site medical coverage during the match.

Both Teams: If any new players have been added to the Roster, confirm that each has Registered with USA Rugby by checking the Membership Roster for your team.

**Tuesday.**

Home Team: Contact your upcoming opponent and confirm all game details (directions, kick-off time, referee assignment, jerseys, B-side or second game following main match, etc).

Home Team: Contact the referee assigned to your upcoming game and confirm all details (directions, kick-off time, colors of participating teams, etc).

Home Team: If you are unable able to contact the referee assigned to your upcoming match, refer to the local Referee Society's webpage and confirm contact information with the Assigner.

**Wednesday.**

Both Teams: Ensure players have details and information for the upcoming match confirmed, including correct uniform, transportation, etc.

Home Team. If you still do not have a referee, contact your Conference Commissioner/GU Collegiate Officer.

Both Teams: Confirm Rosters are accurate and that new players have been properly Registered with USA Rugby.

**Thursday.**

Home Team: Line the field.

Both Teams: Ensure team binder is organized and updated with any new player information sheets, waivers or other eligibility documents.

Both Teams: Confirm necessary equipment will be transported to the game (balls, ball pump/needles, extra mouthguards, shoelaces, medical kit).

**CONSTITUTION OF (Insert College Name) RUGBY FOOTBALL CLUB**  
**\*\*\*For Reference Only -- SAMPLE\*\*\***

**ARTICLE I.**

The Club is and shall be call the "College Name" Rugby Football Club.

**ARTICLE II. Object and Purpose.**

The object and purpose of the Club are:

- ▶ The introduction, teaching, promotions, encouragement, understanding and extension of the game of Rugby Union Football in all its aspects, within the University, within the community.
- ▶ To insure that the playing of the game of Rugby Union Football within the said area is carried out observing fair play according to the Laws of the Game and a sporting spirit.

**ARTICLE III. Membership.**

The "insert name" Rugby Football Club membership shall be open to any willing and able student that wishes to contribute in the objects and purpose of the Club. The membership shall consist of two forms:

A PLAYING MEMBER:

- ▶ Has paid his/her dues to the Club in the amount specified and at the deadline specified by the Club President;
- ▶ Takes responsibility and follows them, as set forth by this Constitution, the Requirements for Selections, the By-Laws, the Fitness Requirements, and the Code of Conduct that may be instituted by the Club, according to this Constitution, for the Club's benefit and objectives;
- ▶ Has fulfilled all the University requirements for insurance.

A NON-PLAYING MEMBER.

- ▶ Has paid his/her dues to the Club in the amount specified and at the deadline specified by the Club President;
- ▶ Takes responsibility and follows them, as set forth by this Constitution, the Requirements for Selections, the By-Laws, the Fitness Requirements, and the Code of Conduct that may be instituted by the Club, according to this Constitution, for the Club's benefit and objectives;
- ▶ Has fulfilled all the University requirements for insurance if he/she wishes to participate in practices;
- ▶ A Club member will cease to be a member if at the Judgement of the Executive Committee the said member has failed to meet the criteria set forth by the Club.

**ARTICLE IV. Affiliation.**

- ▶ The Club and its members will observe and be immediately governed through its affiliation with "College name."
- ▶ The Club and its members will observe and be immediately governed through its affiliation with "iGU or conference" and with USA Rugby, which directly interpolates the Laws of the Game as written by the International Rugby Board.
- ▶ The Club shall remain governed by the "insert GU or conference" as long as that body remains affiliated to, and in good standing with, the "GU or conference" and the United States of America Rugby Football Union and the International Rugby Board.

**ARTICLE V. Officers.**

The officers of the club will be as follows:

**The President.** The President of the club shall be the Chief Officer of the club and shall have general and active supervision over the business of the club and oversee its several other officers, subject however to the control of the voting members of the club.

The President of the club shall also be the chief representative of the club in all outside meetings, activities, and functions.

**The Vice President.** The Vice President of the club will have such responsibilities and duties as may be assigned to him/her by the President, members, Executive Committee, and/or by the By-Laws of the club.

**The Secretary.** The Secretary of the club shall keep the minutes of the annual, general and special meetings of the club; see that notices are duly given; be custodian of applicable club records; conduct and have charge of all relevant club correspondence; and in genera, perform all the duties incidental to the office of Secretary. This is on the provision that s/he shall be authorized to delegate such of these duties as s/he shall, with the approval of the President, deem proper. Other duties may be assigned by the President, members of the Executive Committee, and/or the By-Laws of the club, to include the scheduling of matches.

**The Treasurer.** The Treasurer of the club shall have charge of and custody of and be responsible for all funds of the club. The collection of dues, deposit and disbursement of funds, and exhibition and auditing of accounts shall be directed by the members of the club. Other duties may be assigned by the President, Members, Executive Committee, and/or by the By-Laws of the club.

**The Captain.** The Captain of the club, in direct coordination with the Head and Assistant coaches, shall have charge of the preparation of the club for all matters concerning the playing of the game of rugby union football.

**The Vice Captain.** The Vice Captain shall assist the Captain in duties relating to preparation of the club for all matters concerning the playing of the game of rugby union football.

**The Social Chair.** The Social Chair will be responsible for all activities of a social nature, post game and club functions.

These offices may or may not by held by playing members of the club.

All officers elected by the club shall take office after the election and shall hold the office for a period of one year. In the event of an office becoming vacant between meetings of the club the President may appoint an individual to fill the office, with the approval of the Executive Committee, until the next club meeting, at which time the club will elect an individual to fill the remaining part of the one-year term for the position.

Other positions of responsibility shall be assigned by the Executive committee and subject to the provisions set forth in the By-Laws.

**ARTICLE VI. Finances.**

The income of the club shall come from:

- ▶ The subscriptions of the playing and non-playing members;
- ▶ Any net profit (after payment of all proper and relevant outgoings and expenses) that is derived from any special event (tournament, dance, etc), match or other function organized by the club;



- ▶ That part of any net profit (after payment of all proper and relevant outgoings and expenses) that is due to the club by prior agreement and is derived from any special event (tournament, dance, etc), match or other function organized by the club in cooperation with any other group; any grants, subscriptions or donations, any funds provided by the University to the support of the club in its needs and functions;
- ▶ In any event that it becomes necessary and/or desirable to discontinue the activities of the club as it is presently constituted, this can be done by two third majority vote of the playing members. Under such circumstances, the net assets of the club shall be given to the University to support other clubs and/or student activities.

**ARTICLE VII. Amendments.**

- ▶ This constitution may be amended by two third (2/3) of the playing members of the club that are present at that club meeting.
- ▶ The details of any proposed amendment shall be circulated to all playing members with the call of the meeting at which the vote is taken.
- ▶ Such details shall be sent out not less than ten or more than twenty days prior to the club meeting.
- ▶ Any proposed amendments must be submitted in writing to the President and Secretary of the club at least twenty-one days prior to the meeting at which it is proposed to consider it.

**ARTICLE VIII. By-Laws.**

The club shall propose and administer a set of By-Laws.

**BY-LAWS OF (SCHOOL NAME)**

**These By-Laws are set forth in fulfillment of Article VIII of "insert school name"'s Constitution.**

**SECTION I. Membership to the Club.**

The membership shall be open to any willing and able person that wishes to contribute in the objects and purpose, goals, and ideals of the club (Article III, Constitution of the club).

The applicant shall be given details of the current operations of the club, of the games played recently and those scheduled for the future.

The applicant shall be welcomed to the practices of the club but will not become a playing member or a non-playing member of the club until all the membership requirements are met as set forth in the Constitution and the By-Laws of the club.

The membership requirements shall consist of two forms:

**A playing member is a person who:**

- ▶ has paid dues to the club in the amount specified and at the deadline specified by the club President;
- takes responsibility and follows, as set forth by the Constitution, the Requirements for Selection, the By-Laws, the Fitness Requirements, and the Code of Conduct that may be instituted by the club, according to this Constitution, for the club's benefits and objections,
- has fulfilled the University requirement for insurance
- is a student, staff or faculty of "insert college name".

**A non-playing member is a person who:**

- ▶ has paid dues to the club in the amount specified and at the deadline specified by the club President;
- ▶ takes responsibility and follows, as set forth by the Constitution, the Requirements for Selection, the By-Laws, the Fitness Requirements, and the Code of Conduct that may be instituted by the club, according to this Constitution, for the club's benefits and objections,
- ▶ has fulfilled the University requirement for insurance if s/he wishes to participate in practice;
- ▶ is a member of the University community, staff, graduate school, or alumni.

Members of the club will be separated into playing and non-playing members.

**Playing members can:**

- ▶ participate in the practices and matches of the club,
- ▶ will pay the required dues as set forth by the Executive Committee and approved by the club,
- ▶ fulfill any position in the Club Officers and Committees, except President and Treasurer (restricted to full-time undergraduate members),
- ▶ participate in all other club functions.

**Non-Playing members can:**

- ▶ participate in the practices but not play in matches of the club,
- ▶ will pay the required dues as set forth by the Executive Committee and approved by the club,
- ▶ fulfill any position in the club committees,
- ▶ participate in all other club functions.

A club member will cease to be a member if at the judgement of the Executive Committee the said member has failed to meet the criteria set forth by the club.

**SECTION II. Committees of the Club.**

**Executive Committee.**

- ▶ The Executive Committee shall consist of all elected officers of the club and ex officio the Faculty Advisor.
- ▶ The Executive Committee of the club will be chaired by the President of the club. The committee shall have responsibility to work with the President in overseeing the day to day operation of the club in the times between general meetings of the club.
- ▶ The committee shall meet at least six times a year, two of these meetings being held in conjunction with the general meetings of the club. The President of the club shall have the responsibility to call the committee meetings, and also request other additional persons to attend if their presence will assist in achieving the aims of the meeting.
- ▶ The minutes of the meeting shall be recorded and kept by the Secretary of the club.
- ▶ Individual office requirements shall be specified in the club Constitution, the club By-Laws or the requirements of the club officers.

**Social Committee.**

- ▶ The Social Committee will be chaired by the Social Chairman and is responsible for all social functions and various match preparation of the club.

- ▶ The Social Committee shall be responsible for providing water for the matches for both visitors and home team. The Social Committee shall also be responsible for accommodations for the visiting team, food and refreshments (non-alcoholic) for the club's social gatherings after home matches.
- ▶ The Social Committee of the club shall be responsible for securing transportation for players to away matches, for all clean up operations after club functions, for securing accommodations and required materials for any club function.
- ▶ The Social Committee shall keep a Social Committee Book. This book shall be a log of social function, social committee members, budgets, and expenditures. The book shall be given to the Secretary of the club at the end of the season for documentation and filing.

**Special Events Committee.**

- ▶ The Special Events Committee of the club shall be responsible and have custody for all tours, tournaments and other events in which the club may be involved.
- ▶ The Vice President of the club, three club members and two non-playing members shall be selected from the club membership at the Fall General Meeting.
- ▶ The requirements for variable members of the Special Events Committee are to assist in the projects as needed.
- ▶ The Special Events Committee shall follow the local union requirements for tours and tournaments. These requirements shall be reviewed with the Executive Committee prior to any formal communication with outside parties.
- ▶ The Special Events Committee shall be in charge of and have responsibility for all correspondence and accommodation requirements for hosting or attending tournaments or tours.
- ▶ The Special Events Committee shall be responsible for submitting a budget for materials needed to perform their functions throughout the year. This budget shall be submitted to the Executive Committee for approval and the disbursement of funds. Preceding the event the Social Events Committee shall present an expense account of the funds used and the justification for such use to the Executive Committee and the Treasurer.
- ▶ The Special Events Committee shall keep a Special Events Committee Book. This book shall be a log of Special Events Functions, committee members, budgets and expenditures. The book shall be given to the club Secretary at the end of the season for documentation and filing.

**Field and Equipment Committee.**

- ▶ The Field and Equipment Committee of the club shall be charged with the custody and responsibility for all club equipment, field preparation, field cleanup, field reservation and uniforms.
- ▶ The Field and Equipment Committee shall be chaired by the Vice Captain.
- ▶ The Field and Equipment Committee shall consist of three club members and two non-playing members.
- ▶ The seasonal representatives shall be selected from the club membership at the Fall General Meeting.
- ▶ The Field and Equipment Committee shall be responsible for the field prior to match play and practices, for reserving the field prior to the start of the season, for any possible schedule conflicts during the season, for the scoreboard, match and practice balls, touch flags, roping off the field of play for each practice and match.
- ▶ The Field and Equipment Committee shall be responsible for policing the fields after matches and practices to clean any litter.
- ▶ The Field and Equipment Committee shall be responsible for the upkeep of team jerseys and club balls.
- ▶ The Field and Equipment Committee shall be responsible for submitting a budget for materials needed to perform their functions throughout the year. This budget shall be submitted to the Executive Committee for approval and the disbursement of funds. Preceding the event, the Field and Equipment Committee shall present an expense account of the funds used and the justification for such usage to the Executive Committee and the Treasurer.

**Selection Committee.**

- ▶ The purpose of the Selection Committee is to select from the playing members of the club, according to the Selection Requirements, who will participate in which fixture, for which match, at what time, and at what place.
- ▶ The Selection Committee will consist of all Coaches, the Captain, the Vice Captain, and the appointed Captain of each side fielded. The club President will chair the committee in a non-voting capacity.
- ▶ It is the duty of the Selection Committee to fill all requirements for the team fixtures for each match.
- ▶ The Selection Committee is responsible to prepare the Selection Criteria and Requirements. If said requirements exist, the Selection Committee shall review the existing criteria and requirements for effectiveness from previous seasons experience. Any changes shall be documented and the reason for the change documented in the club By-laws. The Selection Criteria and Requirements shall be presented to the Executive Committee for review and acceptance no later than two weeks prior to the first practice of the season. These requirements shall be known to all playing members of the club by the first practice.
- ▶ The Selection Committee shall maintain a Selection Book. This book shall contain a picture of each playing and non-playing member of the club, the contact information of each club member, the position of each club member, and any selection records such as fitness trial times, matches played, selection requirements and criteria, fitness criteria, etc. This book shall be given to the Secretary at the end of the season for documentation and filing.
- ▶ The Selection Committee will post its selection at least 48 hours before the match.

The basis for selection will be the following

Skills	-30%	**each player will be rated on a scale of 1-10 in each category
Fitness	-30%	
Commitment	-30%	
Match Needs	-10%	
<hr/>		
Total	-100%	

**Fund Raising Committee.**

- ▶ The purpose of the Fund Raising Committee is to provide a means to increase the amount of monies in the Club Treasury.
- ▶ The Treasurer of the club shall chair the Fund Raising Committee.
- ▶ The Fund Raising Committee shall consist of three playing members and two non-playing members. These representatives shall be selected from the club membership at the Spring General Meeting.
- ▶ The Fund Raising Committee of the club shall submit a business plan for the development of funds to the Executive Committee by September 1 of the new season. This plan shall be discussed and accepted for implementation. At season's end, April-May, the Fund Raising Committee shall submit a report to the Executive Committee summarizing their efforts, success, and failures. This report shall include but not be limited to projects, contacts, funds generated and spent, and recommendations for the future.

**Disciplinary Committee.**

- ▶ The purpose of the Disciplinary Committee is to record and review all cases of misconduct involving individuals, players and members of the club.
- ▶ The Disciplinary Committee shall be chaired by the club President. The committee shall also contain the Captains, the Faculty Advisor of the club, the Coach and the Secretary.
- ▶ The Disciplinary Committee shall review any case for a 'player ordered off' from a match for foul play. They will decide on the course of action within three days of the offense. This will be presented to the Executive Committee for review and approval.
- ▶ The Disciplinary Committee shall prepare the 'Code of Conduct' requirement for the club. These requirements shall be reviewed by the Executive Committee prior to implementation.
- ▶ The Disciplinary Committee shall review any case for a member of the club violating the 'Code of Conduct' of the club. This will be presented to the Executive Committee for review and approval.

**Publicity Committee.**

- ▶ The purpose of the Publicity Committee of the club is to provide news releases for matches and club activities, and maintaining social media sites of the club.
- ▶ The Publicity Committee shall be chaired by a player appointed by the President and two players chosen by the Publicity chairman.
- ▶ The Publicity Committee shall submit a business plan for publicity and public relations matters to the Executive Committee by September 1 of each season. This plan shall be discussed and accepted for implementation. At season's end, April-May, the Publicity Committee shall submit a report to the Executive Committee summarizing their efforts, successes and failures.
- ▶ The Publicity Committee shall submit to the University and local newspapers a schedule at the beginning of the season, an update after every match and a report of the scores to the designated conference/Union officials and USA Rugby at the end of each match.

**Alumni Committee.**

- ▶ The purpose of the Alumni Committee is to actively inform and communication with past members of the club and to coordinate any annual fundraisers or events.
- ▶ The Alumni Committee shall be chaired by the Vice President of the club and two players appointed by the Chair.
- ▶ The Alumni Committee shall submit a business plan for publicity and public relation matters to the Executive Committee by September 1 of each season. This plan shall be discuss and accepted for implementation. At season's end, April-May, the Publicity Committee shall submit a report to the Executive Committee summarizing their efforts, successes and failures.

**SECTION III. Other Positions of Responsibility.****Coach.**

This position provides the primary guidance role of technical development. It is a sound gesture to have funds available so the coach can attend local Coach and Referee Clinics. The coach:

- ▶ must have a firm grasp of the basics and be acquainted with the rudiments of teaching.
- ▶ should provide a good role model for the players.
- ▶ must be able to work closely with the captain and vice captain.
- ▶ must follow all university policies and guidelines and ensure the same of the club members.
- ▶ must follow all USA Rugby policies and guidelines.
- ▶ should be involved in match scheduling, attend matches and practices.

**Manager.**

The responsibilities of this position include the details and assembly of practices and matches, assisting the Vice Captain and Vice President in their responsibilities for practices and matches.

**Athletic Trainer.**

This person shall care for the physical aid of the players.

**Faculty Advisor.**

This position provides the guidance and administrative support. The faculty advisor should be experienced in rugby matters, or be willing to learn about the sport of Rugby football.

**SECTION IV. Minimum Duties of the Officers of the Club.****President:**

- Call all meetings for the Executive Committee and General Meetings for the club.
- Chair the Executive Committee meetings.
- Chair the Disciplinary Committee meetings.
- Chair the Selection Committee.
- Represent the club at all outside activities, functions, and meetings.
- Communicate with the local conference or GU.
- Communicates on a regular basis with the Faculty Advisor and the Club Sports Director.

**Vice President:**

- Takes the place of President when needed.
- Chair of the Alumni Club Committee.
- Chair of the Special Events Committee.

**Secretary:**

- Club record person.
- Assists the President at sub-union meetings.
- Takes minutes at all club meetings.
- Schedules forthcoming matches.

**Treasurer:**

- Chairs the Fund-Raising Committee.
- Maintains the funds for the club.
- Develops, presents and maintains the club's annual budget.

**Social Chair:**

- Coordinates all functions.
- Arranges transportation to and from Away matches or events.
- Provides for the accommodations of touring or visiting clubs.
- Provides water for the halftime at home matches.

**Captain:**

- Works closely with the coach in the setup of practices, player development, and match strategy.
- Reads and understands the Laws of the game.
- Responsible for the conduct of the players on and off the pitch.

**Vice Captain:**

- Take the place of the Captain when needed.
- Chair-person of the Field and Equipment Committee.
- Works closely with the Captain and the Coach.

**SECTION V. Subscriptions (Dues) of the Club.**

The subscriptions of the club shall be a fixed sum determined by the Executive Committee and accepted by the club by a 2/3 majority vote of the playing members of the club.

**SECTION VI. General Meetings of the Club.**

- The general meetings of the club shall be held at least twice a year, once in the fall and once in the spring.
- The spring general meeting shall be held to elect the elected positions for the following year in addition to other business.
- The President shall call the general meetings no later than ten days prior to the meeting date.
- The accommodations for the meetings shall be the responsibility of the Social Committee.
- A quorum of 1/3 of all the playing members must be made before general business can be started.
- The President shall chair the meetings; if absent, the Vice President shall have the responsibility.
- The club shall consist of one unified body consisting of all playing and non-playing members. All club members should be present at all general meetings. It is in the first half of the meeting, with a quorum membership of playing members, that all general business be conducted. Only after all general business is discussed can elections be made.

**SECTION VII. Amendments.**

- This constitution may be amended by 2/3 of the playing members of the club present at that club meeting.
- The details of any proposed amendment shall be circulated to all playing members with the call of the meeting at which the vote is taken.
- Such details shall be sent out no less than ten and no more than twenty days prior to the club meeting.
- Any proposed amendments must be submitted in writing to the President and Secretary of the club at least twenty-one days prior to the meeting at which it is proposed to consider it.

**SECTION VIII. Amendments to the By-Laws of the Club.**

The procedure for Amendments to the By-Laws will follow the same procedures set up in Article VII of the Constitution of the club.

**SECTION IX. Finances.**

- The income from the club shall come from:
  - The subscriptions (dues) of the playing and non-playing members,
  - Any net profit (after payment of all proper and relevant outgoings and expenses) that is derived from any special event (tournament, dance, etc), match, or other function organized by the club.
  - That part of any net profit (after payment of all proper and relevant outgoings and expenses) that is due to the club by prior agreement and is derived from any special event (tournament, dance, etc), match or other function organized by the club in cooperation with any other group, and grants, subscriptions, or donations and funds provided by the University to the support of the club in its needs and functions.
- In any event that it becomes necessary and/or desirable to discontinue the activities of the club as it is presently constituted, this can be done by two-thirds majority vote of the playing members. Under such circumstances, the net assets of the club shall be given to the University to support other clubs and/or student activities.

# USA RUGBY COLLEGE ELIGIBILITY.

Please read the USA Rugby College Eligibility Guidelines (<http://usarugby.org/college-eligibility>) and make sure all team members and team officers understand them. If you have any questions please seek clarification from the USA Rugby eligibility staff (email: [eligibility@usarugby.org](mailto:eligibility@usarugby.org) / telephone: 720.508.8011).

Players must meet the requirements to be eligible for competition in any League match. Players that do not meet the criteria outlined in the College Eligibility Guidelines may still play in 2nd side or friendly games, tournaments as long the player is CIPP Registered with USA Rugby.

Playing ineligible players in league matches is cause for forfeiture of games and possible sanctions by the Conference Commissioner or GU Collegiate Coordinator. Ignorance of the College Eligibility Guidelines and other procedural requirements is not an excuse for any violation.

## USA RUGBY COLLEGIATE ELIGIBILITY REGULATIONS 2013-14

### General Policy Statement.

As the National Governing Body of Rugby, USA Rugby has the sole right to establish minimum rules under which the game is played in the United States. The rules for player and club eligibility, and the use of logos, uniforms and equipment, as contained within this document apply to any match that in any way leads to any USA Rugby Championship. These regulations must be applied by College Conferences and Geographic Unions.

USA Rugby is responsible for the structure of all national competitions. College Conferences and Geographic Unions are responsible for determining the clubs that participate in the competitions.

### Laws of the Game.

All games will be played pursuant to the most currently published Laws of the Game of Rugby with instructions and notes on the laws as framed by the International Rugby Board and the directives and variations on the Laws for USA Rugby and the additional instructions contained within the specific Championship regulations.

### Section 4. COLLEGIATE CLUB.

#### 4.1 Definitions.

- **Academic Year** – An annual period during which a student attends a college or university beginning with the first day of the fall semester or quarter and ending at the conclusion of the USA Rugby national championship event.
- **Academic Term** – An academic session that is a division of the Academic Year. This includes a quarter (Fall, Winter, Spring, Summer) and a semester (Fall, Spring, Summer).
- **College Rugby** - Rugby played by players who are enrolled in a college or university. These teams would be registered with USA Rugby as 'Collegiate Clubs'.
- **Qualifying Match** – Any match in which the result is used to determine official competition standings and/or to determine qualification for the national championship tournament.
- **Under 18:** Being under 18 years of age.
- **Under 19:** Being under 19 years of age.

#### 4.2 Collegiate Team Eligibility.

- a) Each team must be recognized **and in good standing with USA Rugby.**

*For purposes of this rule, for a college team to be in good standing with USA Rugby, and therefore, eligible to participation in sanctioned competition:*

- i) *Team must be registered in the current year's CIPP, with all dues fully paid.*
- ii) *Team must have a registered coach certified by USA Rugby.*
- iii) *Team must have a Roster minimum of twelve (12) players for sevens competitions and fifteen (15) players for fifteens competitions.*

- b) Each team must be in good standing with the college/university and the conference or regional governing body of which it is a member.
- c) Each team may carry an unlimited number of student--athletes on its Roster.
- d) Consortium agreements between universities will be recognized by USA Rugby provided there is an academic connection between the universities, they are in reasonable geographic proximity, and:
- i) There is a written agreement in place for varsity athletics, or
  - ii) There is a written agreement in place for all recreational club sports.

#### 4.3 Collegiate Student--Athlete Eligibility.

In order to participate in any *Qualifying Match*, and in any National Collegiate Championship, the student--athlete must meet all of the following eligibility criteria at the time of competition:

- a) The student--athlete must be enrolled full--time as an undergraduate in their first degree or certificate seeking program and in good-standing, as defined by the university or college registrar, to be eligible to participate in their respective University of College rugby program.
- b) A student--athlete within his/her final two undergraduate *Academic Terms* may carry less than a full-time academic load and still maintain eligibility. This is only permitted if the student--athlete is a graduating senior and a letter from the Registrar confirming such status is obtained.

- c) A student--athlete may maintain eligibility after completing and/or receiving an undergraduate degree if that student--athlete is enrolled full time in post--graduate studies (graduate school or pursuance of an additional Bachelor's Degree) provided the student--athlete is attending the same institution they received their first undergraduate degree from and the student--athlete still falls within all other collegiate eligibility standards.
- d) A student--athlete competing for an institution utilizing the quarter system is eligible through the National Championships of that *Academic Year* if he/she graduated at the end of the winter quarter. This requires a letter from the registrar confirming such status.
- e) Every student--athlete has **seven years in which s/he may compete a maximum of five (5) years**:
  - i) **The seven-year period for College Rugby** Eligibility begins in the *Academic Year* immediately following high school graduation date or the graduation date of his or her class (as determined by the first year of high school enrollment) or based on the prescribed educational path in the student athletes country.
  - ii) **There are no exemptions or exceptions to this seven-year window for college rugby eligibility.**
- f) A student is eligible to receive a **waiver to compete in his/her sixth (6th) year following high school graduation upon submission of a waiver request, accompanied by official college transcripts and verification of the date of high school graduation prior to the start of each competitive cycle to the College Eligibility Committee.**
- g) **A student is eligible to receive a waiver to compete in his/her seventh (7th) year following high school graduation upon submission of a waiver request, accompanied by official college transcripts and verification of the date of high school graduation prior to the start of each competitive cycle to the College Eligibility Committee.**
- h) The student--athlete must play on the team representing the school in which he/she is enrolled.
- i) The student--athlete must not have played in a *Qualifying Match* for any other collegiate team or senior club at any level during the current *Academic Year*.
- j) All players must be in good standing with their Conference and with USA Rugby. To be in good standing the player must be registered in the current year's Club and Individual Participation Program (CIPP), with all dues fully paid, prior to participating in any match.

#### **4.3.1 Amateurism.**

Student--athletes must meet and remain in compliance with all applicable amateur standards. A student--athlete is not eligible for participation in collegiate rugby if they have ever taken pay for competing in any form of rugby.

- a) Prize money based on place finish or performance in an open event from the sponsor of the event is permissible provided the amount of prize money did not exceed the actual and necessary expenses to participate in the event.
- b) A school, team or organization may provide actual and necessary expenses to players provided the expenses are a reasonable amount for travel, lodging, meals, apparel and equipment. This includes per diem offered during participation with recognized USA Rugby national and representative team assemblies and player win bonuses offered during participation with the USA Rugby National Team.

#### **4.3.2 Collegiate Eligibility Grandfather Clause.**

These regulations apply to all student athletes participating in USA Rugby's collegiate competition beginning with the 2012/2013 competition cycle. However, a student athlete who competed in the 2011/2012 competitive cycle as an eligible participant who has his/her eligibility status adversely affected by the new regulations may choose to complete his/her eligibility under the prior eligibility regulation 4.2-(a):

"Student is within five (5) years of the moment the player first enrolled in a university, college or junior college, regardless of when the player started playing rugby or had the ability to start playing collegiate rugby. Any college courses that are taken during high school do not start the eligibility clock."

**No other section of the prior eligibility regulations will be considered in determining student athlete eligibility including any eligibility extensions as defined in prior regulation 13.5.2(a).**

#### **4.4 Collegiate Student-Athlete Players under 18.**

An Under 18 college student-athlete should not play in any College Rugby match, in positions other than front row (but including all positions in rugby sevens), unless the following are obtained:

- a) written agreement from the Under 18 player to play College Rugby and acceptance of any associated risk with playing with older players who may be stronger and more physically developed;
- b) written parental or legal guardian's consent;
- c) written confirmation from a coach, with an appropriate understanding of the physical attributes required of and the risks to players in College Rugby and to whom the player is known, that the player has the requisite skills and experience to play College Rugby; and
- d) such other consents agreements or confirmations (if any) as may be required by the player's GU or Conference or to comply with the local jurisdiction.

#### **4.5 Collegiate Student-Athlete Front Row Players Under 19.**

An Under 19 college student-athlete should not play in any College Rugby match in the front row unless the following are obtained:

- a) written agreement from the player in writing to play College Rugby in the front row and acceptance of any associated risk of playing with Adults who may be stronger and more physically developed than the player;
- b) if the player is Under 18, written parental or guardian's consent;
- c) written confirmation from a coach with an appropriate understanding of the physical attributes required of and the risks to players in the front row in College Rugby and to whom the player is known that the player has the requisite skills and experience to play College Rugby in the front row; and
- d) such other consents or confirmations (if any) as may be required by the player's GU or College Conference, or to comply with the local jurisdiction.

## **USA RUGBY COLLEGIATE CODE OF CONDUCT**

Student athletes and coaches who participate in collegiate rugby represent their colleges and are ambassadors of collegiate rugby in the United States. As such, collegiate rugby players and coaches are expected to behave with dignity both on and off the field, and should not tolerate or indulge in behavior which would reflect negatively on the college, USA Rugby, or the image of collegiate rugby.

### **Sportsmanship.**

Individuals affiliated with a member institution to administer, conduct or coach college rugby, and participating students, shall act with honesty and sportsmanship at all times so that USA Rugby as a whole, the member institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

It is inherent that opponents respect each other and admire the effort made fairly in pursuit of victory. Member teams shall adhere to the standards set forth by USA Rugby and require ethical conduct worthy of the educational stature and the standards of the respective institutions. Players, coaches, and all others associated with college rugby programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility.

### **Non-Discrimination.**

USA Rugby promotes an atmosphere of respect for and sensitivity to the dignity of every person. It is policy to refrain from discrimination with respect to its governance policies, educational programs, activities and employment policies, including on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation.

### **Role of Coaches.**

The coach's behavior influences that of the players and the fans. The coach has a responsibility to educate student-athletes concerning their obligations to the coach, the institution, college rugby, and themselves. Respect for an opponent can most effectively be conveyed to the student-athletes by the manner in which the coach speaks of and act toward the opponent. A coach shall be fully responsible for assuring that no derogatory public comments on officiating are made by any student-athlete on his or her team.

### **Role of Players.**

College rugby players must uphold the responsibilities which accompany the privilege of representing a college by adhering to USA Rugby and conference sportsmanship guidelines. Students are expected to treat opponents with respect. They must be aware significant penalties will be applied for fighting, taunting an opponent, or other unethical conduct.

### **Role of Officials.**

Although each game official has a demanding and difficult job to officiate the contest, he/she also will be directed to apply without hesitation or reservation the rules governing conduct and sportsmanship during each College competition. When doing so as directed, the official will have the support of USA Rugby, each member institution, and its administrators and coaches.

### **Crowd Control Policy.**

USA Rugby has assigned a high priority to assuring its college games are conducted in a safe and enjoyable atmosphere. It is the responsibility of the home team to provide such an environment, and specifically, to control the actions of the crowd insofar as possible. It is the responsibility of the coaches to control the actions of their players prior to, during, and after the game. Coaches, players, and sidelines personnel shall avoid actions which could incite the crowd during the contest. Proper conduct also is essential to crowd control, to which the Conference has assigned a high priority to assure that attendance at college rugby contests is a safe and enjoyable experience.

**Any breach of this Code of Conduct will be forwarded to the appropriate Disciplinary Committee for action.**

## **Steps to 501(c)(3) for Rugby Clubs Incorporating Your Club**

The easiest thing to do is to go to <http://www.nolo.com/legal-encyclopedia/nonprofit-corporation>, an online legal resources service that offers overviews of various topics, including forming a non-profit. The site also provides the necessary documents. A general overview of all the steps needed to create a 501(c)(3) club both at the State and at the Federal levels is provided.

Many of the steps recommended apply to creating any type of corporation and should be considered as 'good business practice.' These practices include, but are not limited to, filing your Articles of Incorporation, drafting Corporate Bylaws, and Appointing/Electing Directors.

### **Additional Resources.**

The forms and information needed for the Internal Revenue Service can be found online at: [www.irs.gov/charities/charitable/index.html](http://www.irs.gov/charities/charitable/index.html).

The forms and information needed for your individual State Corporations Division can best be found by going to [www.google.com](http://www.google.com) and searching for the following "[Name of your] State Corporations Division", then search your respective state's site for information on non-profit services.

Consulting an attorney before filing to make sure all of the proper steps have been taken may also be of interest, but it is not essential.

### **"Branding" Your Club.**

Once you have established a Corporation name that is unique to your club, you must consider "branding" for your club. Branding is important as it will create an image and an easy reference point for your members to focus on. It will also create a sense of professionalism which will pay dividends not just at the club level, but also when dealing with those whom you are trying to interface. This may include schools, state-based athletic organizations, local administrative Unions, Referee Societies, as well as both USA Rugby and the IRB.

Image sells. An incorporated, branded (logo trademarked) and professional run (club specific website with email) club will reap the benefits of these organizational components.

To that end, the following "branding" processes must be considered:

Choose a domain name and web hosting service. One company that provides both domain name registration and a large number of hosting services is [www.hostingmatters.com](http://www.hostingmatters.com). By going over their site you can get a general idea of what is required for this process and then you can pick and choose your own hosting services.

TIP: As your club is going to be a nonprofit, you should be looking for domain names ending in the '.org' suffix. An example would be [www.yourcollegerugbyteam.org](http://www.yourcollegerugbyteam.org). While a ".com" suffix is not incorrect, it is best to make your branding as a nonprofit club as complete as possible and thus an ".org" suffix is best.

Consider registering your club and logo with the United States Patent and Trademark Office which can be linked to at [www.uspto.gov](http://www.uspto.gov). Trademark protection is useful for various reasons and can serve to stave off challenges to your club for various branding issues as well as again projecting an image of professionalism which can only accrue to your benefit.

Once on the USPTO website, click on the "Trademarks" tab on the left side of the page and you can search (for free) to see if your name and/or logo are already trademarked, as well as beginning the process of filing an application online with Trademark Electronic Application System (TEAS).

Again, you may choose to seek guidance from and/or retain an attorney to do this work for you.

Remember to CIPP register your club with USA Rugby via the USA Rugby website at <https://usarugby.org/membership>.



## **CONTRACTING WITH LOCAL RUGBY REFEREE SOCIETY -- SAMPLE --**

This exemplifies an agreement between two organizations (Northeast Rugby Referees Society and Local Union) for contracted services.

### **NERRS Mission:**

The New England Rugby Referees Society (NERRS) promotes the advancement and enjoyment of the game of rugby by providing qualified volunteer match officials to clubs at all levels within the Rugby Football Unions of New England and to USA Rugby. The Society recruits and trains referees, helping them achieve their highest potential by offering world class assessment and coaching and providing access and financial assistance to advanced referee courses, promoting exchanges and other networking opportunities, and by supporting Territorial and National Panel development opportunities.

### **Requirements of Rugby Organizations (RO) wishing to Contract for NERRS Referees.**

#### **CIPP Registration.**

The RO is responsible for ensuring that all of its member clubs and coaches are USA Rugby CIPP registered prior to participating in any rugby match or competition. The RO itself must be sanctioned by USA Rugby. The RO must certify annually that all of its clubs are CIPP registered.

NERRS requires the RO to ensure that all players are CIPP registered prior to participating in any rugby match or competition. CIPP Registration certifies that players have health insurance and that they release liability and waive certain legal rights associated with the assumption of the risks from participating in the sport of rugby.

#### **Disciplinary Committee.**

The RO must establish a Disciplinary Committee that is responsible for reviewing and administering disciplinary action within its RO. The RO must adhere to the USA Rugby Disciplinary Regulations and Procedures set by the United States of America Rugby Football Union (USARFU). A full and up to date outline of these policies is available on line at: <http://www.usarugby.org/membership/membership-links-column-4/disciplinary-procedures>. The RO must enforce all the laws and rules of the game as stipulated by the IRB and by USA Rugby.

The Disciplinary Committee must notify NERRS of the results of all hearings regarding reports submitted to the Disciplinary Committee by NERRS. NERRS has the right to appeal any decision of the Disciplinary Committee if it feels that the Committee has not followed USA Rugby Disciplinary Regulations and Procedures or if it has not considered information provided by NERRS.

#### **Contact.**

The RO must designate a point of contact for its RO. The RO must also provide contact information for all RO Directors and Officers.

#### **Code of Conduct.**

The RO must establish a Code of Conduct for its members. This code of conduct must be enforced by the RO.

#### **Reciprocity / Compliance.**

The RO must honor sanctions levied on its clubs or members from other USA Rugby or IRB recognized organizations. The RO will support fines and sanctions levied against its clubs as a result of their non-compliance with this agreement.

#### **Tournaments.**

All tournaments must be sanctioned by USA Rugby. NERRS will not assign referees to unsanctioned events, unless USA Rugby determines that sanctioning is not required for that event. See <http://www.usarugby.org/information/default.asp?NavPageID=58334>

#### **Medical Policy.**

The RO must establish a medical policy for its clubs. NERRS Referees will not referee matches for clubs that are not compliant with the guidelines. Clubs that are not compliant will be required to pay the game fee in accordance with the fee schedule and will be fined an amount equal to one game fee.

#### **Match Fee Schedule.**

Match fees are set prior to the fall season. The RO will be advised in writing of any fee changes at least 60 days prior to the new fee becoming effective. For the 2013 fall season, Home Team clubs will be charged \$125 per match. If the same referee assigned to a second match at same location, the charge is \$75. Assignment to a second match must be confirmed with the referee and the Area Coordinator in advance.

#### **Tournament Fee Schedule.**

Tournament referee fees are calculated at a starting rate of \$125 per assigned referee for a half day and \$150 per assigned referee for a full day. These rates can be adjusted on a case-by-case basis by the Area Coordinator for the Host Club. For example, if accommodations and meals are provided a price reduction may be in order. Many members of the Society like to donate their services to their home club for a large tournament. The Society encourages this once per year per referee.

#### **Alcohol Beverage and Regulated Substance Policy.**

The RO will recognize and adhere to USA Rugby guidelines and any and all applicable local laws and regulations. The serving or selling of alcoholic beverages is forbidden for one hour before the match/event, during the match/event, and for one hour after the match/event.

It is the ultimate responsibility of clubs and local officials to ensure that their own regulations and laws are enforced. Disciplinary action will be utilized to censure clubs, event hosts, and others who fail to take the necessary action to enforce these regulations.

#### **Requirements of RO Clubs.**

#### **Register with NERRS Website.**

The website is set up with one user account for each RO club. When Clubs first log in to their Club account, they will be required to provide contact information for THREE club officials before they will be able to conduct any business with the Referees Society. All three contacts will receive e-mail communications from us regarding referee assignments and other business with the Society. This contact information will be archived at the end of each season and must be re-entered at the start of each season.

#### **Requesting Referees.**

Clubs are responsible for requesting a referee for all home matches and tournaments they host. This must be done through the NERRS website.

All home Clubs are required to notify the New England Referee's Society with their respective referee requests no later than March 1 for the spring, and July 31 for the fall. NERRS referees are volunteers. NERRS will make every effort to provide a referee for all matches submitted, but may not be able to do so due to lack of referee availability. Matches submitted after the deadline for scheduling will be prioritized after those submitted prior to the deadline. Teams submitting referee requests after the deadlines may also be subject to fines due to the additional administrative burden that they place upon NERRS.

#### **Notifying Referees prior to the Match.**

Clubs are notified of referee assignments through automated e-mails to club contacts designated on the NERRS website. Clubs must then contact their assigned referees within 48 hours of receiving their referee assignment, and must provide referees with the following information:

- a) Match Time.
- b) Match Location.
- c) Directions to the Match Location.
- d) Uniform colors of both the home and away teams.
- e) Emergency club contact telephone number.

Referees may be reassigned if the Club does not notify them within 48 hours of the assignment. Clubs may also be subject to a fine due to the additional administrative burden that they place upon NERRS.

#### **Notifying Referees of Match Changes and cancellations.**

Clubs are responsible for contacting assigned referees and their Referee Assignor in the event that a match time is changed, a match location is changed, or a match is cancelled. Clubs must receive acknowledgement from the assigned referee of any such change. Failure to acquire such acknowledgement less than 24 hours prior to previously schedule kick-off may result in the Club being charged a match fee and an additional fine equal to the amount of a match fee.

Changing scheduled matches places an administrative burden on NERRS and its referees. As a result, referees may be reassigned to other matches, and it may not be possible to assign any referee to a changed match.

#### **Match Play Guidelines.**

Clubs are responsible for complying with the following match play guidelines.

- a) Clubs must comply with the Medical Policy.
- b) Clubs must have an adult over the age of 21 present.
- c) Matches must be played on adequately sized and properly lined fields (See "IRB field specs" in the USA Rugby field specification located on their website). While not recommended, matches are permitted to be played on a field no smaller than a High School football field (120 x 53.3 yards) and use football goal posts or posts attached to a soccer goal if no other options are available.
- d) Ropes or similar must be placed on both sides of the field, goal line to goal line, to keep reserve players and spectators a safe distance from the field.
- e) The playing enclosure must be free of any safety hazards.
- f) Player dress must conform with Player Dress Guidelines.

NERRS referees are instructed not to referee matches when Clubs do not comply with these guidelines. Clubs failing to comply will be charged a match fee for the referee and will be subject to an additional fine equal to the amount of a game fee.

#### **Player Dress Guidelines.**

Uniforms that do not meet the minimum standards outlined here are a potential safety issue for players and portray a less than favorable image of the Game. The RO must abide by the standards set by the International Rugby Board for padding and other equipment. If any equipment or padding does not include an IRB Approval tag, the Referee will mandate its removal. For a complete outline of the International Rugby Board (IRB) Guidelines and for regulations regarding equipment and padding visit the following website - <http://www.IRB.com>

- a) Kits must match and be clean with no tears in shirts, shorts, and socks. Short or cut sleeves must be hemmed and must at least cover the player's biceps. No clothing may show below Rugby shorts (no boxer shorts); except for spandex shorts. If worn, the color of the spandex shorts must completely match the Rugby shorts.
- b) Numbers on jerseys (for the correct positions) are mandatory.
- c) In the event of a lack of contrast of color jerseys, the home team is responsible for providing alternate wear to the satisfaction of the referee. The match is liable to cancellation, at the referee's discretion, if contrast of jerseys is unacceptable to the referee.
- d) Clubs cannot have any reference to alcohol or tobacco related products or companies displayed on any part of their kit.

NERRS recognizes that compliance with all uniform guidelines may be financially impractical for new clubs. Therefore, clubs in their first year of existence may be waived from requirements a, b, and c noted above.

#### **Billing and Payments.**

Invoices for each clubs' referee fees are generated at the end of each season, around June 1 for the spring season and December 1 for the Summer/Fall season. Clubs are expected to make payments in advance of the next season. The deadline for payment is February 28 for fees due from the previous fall and August 1 for fees due from the previous spring season.

Clubs with past due payments may be subject to a fine of \$50 for each month that payment is past due. Clubs with outstanding bills from the previous season who have not made payment or contacted the Treasurer to arrange payments by the deadline will be the lowest priority for referee assignment. Clubs with past due amounts older than for the previous spring or fall season will not have referees assigned. Payments must be mailed to the Treasurer of NERRS and must be made payable to:

***New England Rugby Referees Society***

Administrative fines must be paid immediately upon receipt in order for a Club to remain in Good Standing.

**Compliance with Disciplinary decisions.**

Clubs are responsible for complying with any disciplinary decisions made by its RO Disciplinary Committee or by any other disciplinary committee that has jurisdiction over matches in which it competes.

**Requirements of NERRS.**

Maintain the NERRS Website

NERRS is responsible for maintaining the functionality of the NERRS website. Clubs will neither be fined nor otherwise penalized as the result of lack of functionality of the NERRS website.

**Provide Contacts.**

NERRS will provide contact information to clubs and the RO for the following individuals:

- a) Area Coordinator(s) for match assignments
- b) Director of Assignments
- c) Treasurer
- d) President

Additionally, NERRS will make available someone to assist Clubs that have problems accessing or using the NERRS website.

**Assign Referees.**

NERRS assigns referees for NERFU and all RO Clubs in New England that are in Good Standing. Clubs that are current with their payments and have no outstanding fines are considered to be in Good Standing. NERRS referees are volunteers. There are occasions when it is not possible for NERRS to provide referees for all requested matches due to the high volume of matches scheduled matches or a shortage of available referees.

In order to manage schedules, Non-Youth clubs will receive priority for all matches scheduled on Saturdays, and SBROs will receive priority for matches scheduled on all other days. To the extent possible, NERRS will notify Clubs in advance when it expects that it will not be able to assign a referee to a scheduled match. NERRS reserves the right to reassign its referees as it deems necessary in order to provide the maximum referee coverage for all matches. In such cases, a substitute qualified referee will be made available.

On occasion, an assigned referee will not be able to perform refereeing duties due to an unexpected injury or illness. In such case, NERRS will make every effort possible to assign a replacement referee, but may not be able to in all cases.

**Provide Qualified Referees.**

NERRS will assign only qualified referees to RO matches. All referees will be CIPP compliant, will have Level 1 Referee certification, and will be members of NASO. In rare circumstances, NERRS may assign a referee from another IRB territory who is on exchange to NERRS. Such referee will be similarly qualified in his or her own territory. All assigned referees will have passed a criminal background check

**Provide a forum for Club feedback on Referees.**

NERRS believes that constructive feedback is an important tool for referee development. Therefore, NERRS requests that Clubs complete the Evaluation of Referee on the NERRS website after each match. Additionally, Clubs may contact the NERRS president should they have any particular concerns regarding NERRS and its referees.

**Provide reports to the RO Disciplinary Committee.**

NERRS Referees will submit a disciplinary report within 48 hours of their match for each yellow or red card issued. This report will be forwarded to the Disciplinary Committee for their consideration. NERRS will also furnish reports to the Disciplinary Committee for incidents involving actions or non-playing Club members or supporters that it believes may warrant disciplinary action. The Disciplinary Committee may contact a NERRS referee who completed a disciplinary report to request additional clarifying information.

**Communicate Changes in Law and Application of Law.**

NERRS will communicate all changes in Law and in the application of Law to all teams via the contact provided by the SBO. These will be distributed via the SBO contact.

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**Communicate with RO Contact.**

NERRS will provide timely reminders regarding due dates for referee requests and other requirements (financial). These will be distributed via the RO contact.

Wherefore, on behalf of his/her constituents, the undersigned has read and understands these guidelines, agrees to enter into this service agreement with NERRS, and by his/her signature agrees to abide by these guidelines.

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Name:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_