

If the club is showing as “grace period/non-compliant” it is because the club has not yet paid their annual club registration fee (see #1 below).

If the club is showing as “In Progress” it is because the club is missing the minimum number of players or a current level 200 coach (see #2 and #3 below).

To be considered in good standing a club has three requirements:

- 1) **The club must pay their annual club registration fee to USA Rugby and their regional governing body (conference/union/SRO/etc.)**

To renew a club’s registration with USA Rugby, [log in](#).

The screenshot shows the USA Rugby Webpoint interface. The browser address bar displays <https://webpoint.usarugby.org/Welcome.wp>. The page header includes the USA RUGBY logo and a welcome message: "Welcome George Washington to the Members' Only area of USA Rugby!". Below the header, a navigation menu on the left lists various options, with a red box highlighting the "My Club" section. The main content area displays the "Membership Card" for George Washington AIGROUP. The card includes the following information:

|                                      |                            |
|--------------------------------------|----------------------------|
| <b>GEORGE WASHINGTON AIGROUP</b>     |                            |
| <b>Membership Number:</b><br>2215557 |                            |
| <b>Club:</b><br>AIGroup Test Club6   | <b>Birth Year:</b><br>1980 |
| <b>Role:</b><br>Senior Player        | <b>EXP:</b><br>8/31/2017   |

Below the membership card, the "Club Admin Features" section states: "As a Club Administrator, you have access to the following features within your Club:"

- View information about your Club
- Review your Club's memberships.
- View members within your Club, send emails or perform other tasks.

The "To Renew your Club Membership:" section includes:

- Click the Renew my Club link.
- Follow additional steps to renew your membership.

The "To Print your Club Certificate:" section is currently empty.

Confirm your club’s information is correct. Once confirmed or changed, click continue.

Pending Membership Tr... Club Join | USA Rugby USA Rugby Stats New Club Application | Justin

Secure | https://webpoint.usarugby.org/wp15/Memberships/OrgJoin.wp?mbr\_OtherOrgID=120724

**Member Home**  
**Member Area**  
 Member Profile  
 Renew Membership  
 Change Club Affiliation  
 Print Member Card(s)  
 Re-Print Confirmation  
 Re-Print Waiver  
 Search USA Rugby Members  
 Account Settings

**Region Admins**  
**My Region**  
 Member Management  
 Club Management  
 Reporting  
 Region Fee Report  
 Membership Count Report

**Club Administration**  
**My Club**  
 Club Profile  
 Club Members  
 Print Club Certificate  
 Member Cards  
 Add Members  
 Pay for Members  
 Receive Waivers  
 Renew My Club

## USA Rugby - Club Registration/Renewal

STEP 1 Club & Contact Information    STEP 2 Acknowledge Waiver    STEP 3 Confirm & Checkout

**Club Membership**  
 Price: \$150.00  
**Additional Items:**  
 1 - At Large Associate Geographic LAU (Club Membership Fee): \$0.00  
**Membership Dates:** 4/17/2017 - 8/31/2017

**Club Information**

|                          |                                   |                            |   |
|--------------------------|-----------------------------------|----------------------------|---|
| <b>Region:</b>           | At Large Associate Geographic LAU | <b>Club Type:</b>          | Senior Player                             |
| <b>Club ID:</b>          | 120724                            | <b>Club Gender:</b>        | Male                                      |
| <b>Region Club Code:</b> | <input type="text"/>              | <b>Club Administrator:</b> | Justin Holshuh <input type="text"/> Clear |
| <b>Club Name:</b>        | Ex Presidents Aigroup             | <b>Phone:</b>              | 899-999-9999                              |
| <b>Address:</b>          | 236 Tes                           | <b>Club Email:</b>         | test@email.com                            |
| <b>Address2:</b>         | <input type="text"/>              | <b>Web Address:</b>        | president.com <a href="#">WWW</a>         |
| <b>City:</b>             | Test                              | <b>Facebook Page:</b>      | <input type="text"/>                      |
| <b>State:</b>            | Ohio                              | <b>Twitter Handle:</b>     | <input type="text"/>                      |
| <b>Zip:</b>              | 89999                             |                            |   |
| <b>Country:</b>          | United States                     |                            |   |

Read the "USA Rugby Policy Regarding Nondiscrimination." Once done, check the "I Agree" button. Then click submit.

Pending Membership Tr... Club Join | USA Rugby USA Rugby Stats New Club Application | Justin

Secure | https://webpoint.usarugby.org/wp15/Memberships/OrgJoin.wp

**USA RUGBY**

Welcome Justin to the Members' Only area of USA Rugby!

**New!** - Active Club: Ex Presidents Aigroup

**Member Home**  
**Member Area**  
 Member Profile  
 Renew Membership  
 Change Club Affiliation  
 Print Member Card(s)  
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**Club Administration**  
**My Club**  
 Club Profile  
 Club Members  
 Print Club Certificate  
 Member Cards

## USA Rugby - Club Registration/Renewal

STEP 1 Club & Contact Information    **STEP 2 Acknowledge Waiver**    STEP 3 Confirm & Checkout

**Club:** Ex Presidents Aigroup  
 236 Tes  
 Test, OH 89999

**USA Rugby Policy Regarding Nondiscrimination**

USA Rugby has adapted the policy that it shall conduct all its external and internal operations and programs without regards to race, religion, gender, national origin, disability, sexual orientation or age, and in compliance with the nondiscrimination laws of the United States and any state in the United States.

Accordingly, by applying for membership, each organizational member of USA Rugby affirmatively certifies that it shall conduct its external and internal operations and programs without regards to race, religion, gender, national origin, disability, sexual orientation or age, and in compliance with the nondiscrimination laws of the United States and any state in the United States.

**Thank you for your attention to this matter and continued support of Rugby in the United States.**

I Agree \*

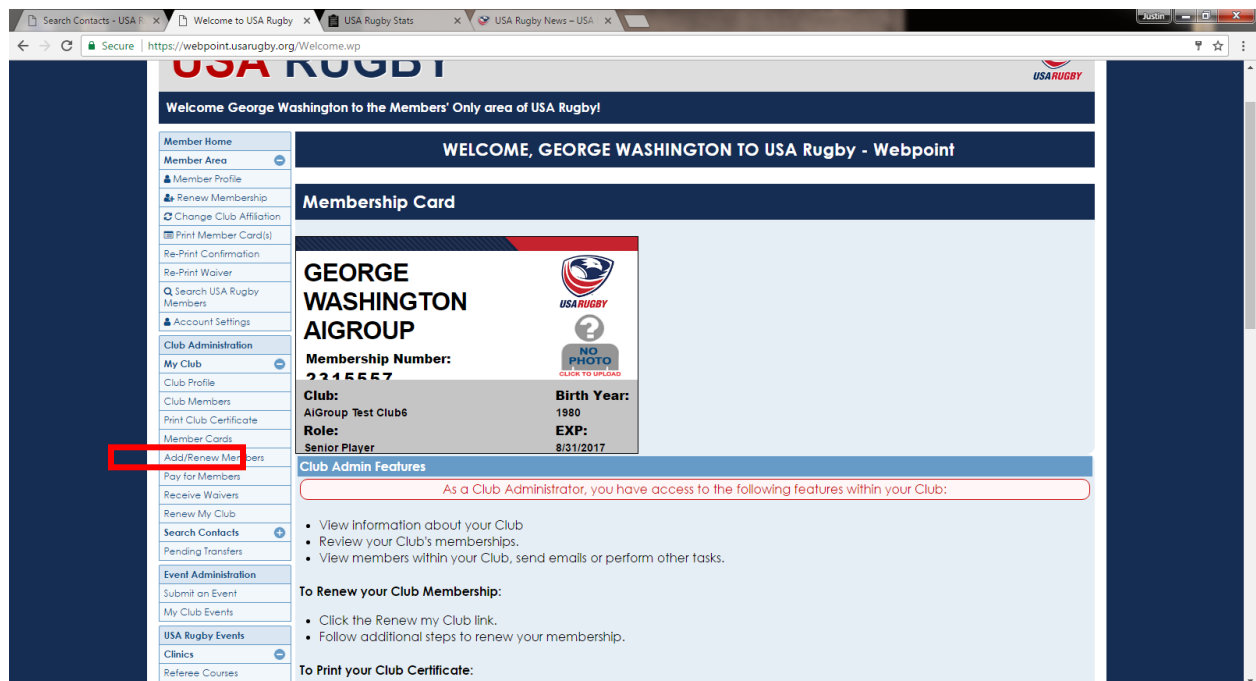
2) The club must have the minimum number of players registered. For 15s competitions, this is a minimum of 15 players. For 7s specific clubs, the minimum required players would be 9.

To register your club members, first ensure that you have been given front end admin access for your club. Contact USA Rugby at [membership@usarugby.org](mailto:membership@usarugby.org) for this. To gain this access, you need to have successfully passed your background screening and need to be associated to the club. Know that USA Rugby alone can assign this admin access and might need additional club confirmation.

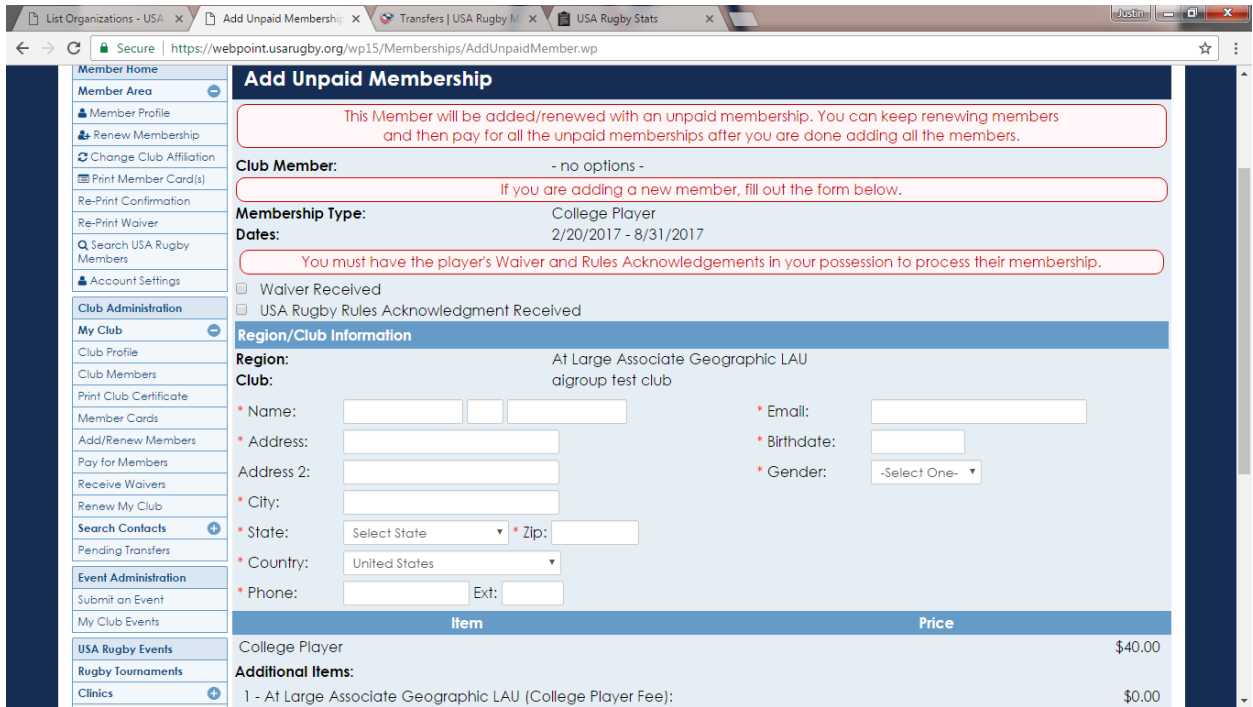
Only players can be registered by the club admin. Please instruct coaches, referees, or administrators to register themselves. See [“How Do I Register”](#) for assistance.

Once you have been assigned as a front-end admin, [log into your profile](#).

In the left-hand side club administration box, click “Add/Renew Members.”

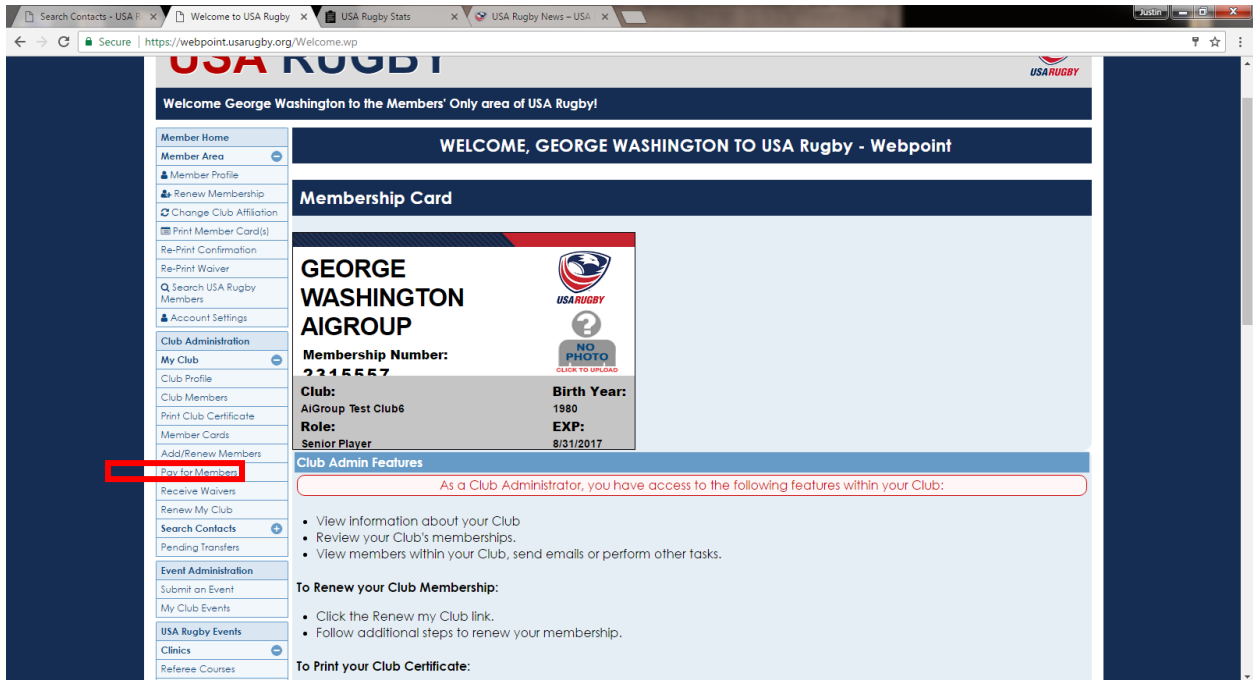


Use the drop-down menu to renew any player memberships from the past season. Choose “Select One” to register anyone new to the club, this will allow you to enter their information into the fields below.



Once you have successfully registered all the players for your club, click “Pay for Members.”

This will allow you/the club to make one credit card transaction to pay for all members.



**3) The club must have a current coach in good standing registered to the club. For non-contact clubs, the coach can be a level 100 but for contact clubs the coach must be level 200.**

A coach must register themselves through their individual profile with USA Rugby.

Upon completion of the registration process for coaching, refereeing, or being a club administrator, you might notice that your account is “In Progress” such as below.

The screenshot shows a web browser window with the URL <https://wp.usarugby.org/wp15/Contacts/EditContact.wp?ContactID=2158621&Tab=&isPopUp=true>. The page title is "aigroup, clubadmin - USA Rugby - Webpoint - Google Chrome".

At the top, there is a navigation bar with "Current Certifications/Background Screening" and a "HIGH" alert. Below this is a table with columns "Level/Type", "Status", and "Exp Date".

| Level/Type           | Status      | Exp Date |
|----------------------|-------------|----------|
| Level 200            | Current     |          |
| Safe Sport           | Current     |          |
| Concussion Awareness | Current     |          |
| Background Screening | In Progress | N/A      |

To the right of this table is a list of clubs the user is associated with, including "Aigroup Test Club 6", "Aigroup Test Club 7", "Alta HS Rugby", "Bear River HS Rugby", "Eastern Connecticut State University Women's Rugby Club", "Glendale Rugby Football Club", "Heat Rugby Football Club", "Kansas Women's Rugby Football Club", "Test", "test club", "Test Legacy Club Aigroup", and "United States Air Force Academy Rugby Club".

Below the table is a "Membership History" section with a "Renew This Member + Add/Renew as Unpaid" button. It contains a table with columns "Membership Type", "Membership Dates", "Region", "Club", and "Status".

| Membership Type  | Membership Dates      | Region                            | Club               | Status          |
|--|-----------------------|-----------------------------------|--------------------|-----------------|
| Admin/Exec/Volunteer   | 9/1/2016 - 8/31/2017  | At Large Associate Geographic LAU | Aigroup Test Club  | In Progress - ✓ |
| This membership will remain In Progress until we verify that you have passed the background screening. |                       |                                   |                    |                 |
| College Player   | 4/20/2016 - 8/31/2016 | Alaska Union                      | Aigroup Test Club  | Lapsed          |
| College Player   | 4/13/2015 - 8/31/2015 | Alaska Union                      | aignroup test club | Lapsed          |
| College Player   | 1/1/2015 - 4/12/2015  | Alaska Union                      | Aigroup Test Club  | Lapsed          |

Below the membership history table, there are two notes: "(! = Membership has been transferred)" and "(✓ = This is the isCurrent membership for this member.)".

At the bottom of the page, it says "Powered by Webpoint" with the Webpoint logo.

When an account is “In Progress”, there is additional wording underneath the specific role in question regarding what is putting your account in the “In Progress” status. In the above case, it is due to needing a background check.

In Progress memberships happen usually while the background screening is in process. This may also happen due to missing a required course for your role; such as the SafeSport or Concussion Awareness certifications needed to be a coach in [good standing](#). Review the player protection package as to the steps needed.

If you have an “In Progress” account and are unaware of the missing requirements, contact USA Rugby and we can help you get into good standing.