

Handbook of the Georgia Rugby Union

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Georgia Rugby Union Club Checklist

Following is a list of items that each rugby club must do in order to comply with administrative rules, get referees, etc.

ANNUAL (August/September)

- Join/maintain membership in the Georgia Rugby Union and pay GRU dues.
- Attend GRU Annual General Meeting.
- Indicate to Union which competition bracket (Collegiate, Division I, Division II, Div III, Women), if any, your club will compete.
- Register club in the USA Rugby CIPP program.
- Register each player in USA Rugby CIPP program.
- Check all players for \$100,000 medical insurance coverage.

SEASONAL

- Submit schedule for following season to referee society by end of each season.

WEEKLY

- Confirm time and place of scheduled home games with the assigned referee(s) by Wednesday at 10:00 p.m.
- Complete match roster form listing player names and CIPP numbers for each game, and turn in to referee before match.
- Make sure goalpost pads and sideline-restraining ropes are in place for each home game.

BY-LAWS OF GEORGIA RUGBY UNION, INC.

*Ratified January 2000
Amended August 2009*

(A Georgia Non-Profit Corporation)

ARTICLE I

NAME

The name of this Corporation shall be GEORGIA RUGBY UNION, INC. (hereinafter referred to as the "Union").

ARTICLE II

PURPOSES

The purposes of the Union shall be as follows:

1. To promote, develop and foster the growth of Rugby Union Football and to cultivate and promote the friendship, good sportsmanship and social activities commonly associated with Rugby Union Football.
2. To direct and coordinate the activities of the Member Clubs with respect to Union activities.
3. To cooperate with local, regional, national and international organizations to serve the interests and welfare of the Member Clubs.
4. To collect and disseminate information and to educate the public and players concerning the game of Rugby Union Football.
5. To acquire property for corporate purposes by grant, gift, purchase, devise or bequest, and to hold and dispose of the same, subject to such limitations as are prescribed by law, by the Articles of Incorporation and by these Bylaws.
6. To arrange, conduct and supervise in conjunction with local, regional, national and international organizations, regional and international games, tours and tournaments of Rugby Union Football.

ARTICLE III

MEMBERS

Section 3.01. QUALIFICATION OF MEMBERS. The membership of the Union shall be composed principally of Rugby Union Football clubs within the State of Georgia; provided, however, exceptions may be made to include Rugby Union Football clubs outside the State of Georgia upon affirmative vote of a majority of the Directors of the Union.

Section 3.02. CLASSES OF MEMBERS. There shall be six classes of members: Senior Full Members, Senior Associate Members, Collegiate Full Members, Collegiate Associate Members, Referee Association Members, and Suspended Members.

a) **Senior Full Member.** Those Senior Rugby Union Football clubs currently members of the Union at the time of the adoption of these Bylaws may become Senior Full Members without any further action on their part by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union. Upon application and by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union, any Rugby Union Football club may become a Senior Full Member of the Union by an affirmative vote of a majority of the Directors entitled to vote. Senior Full Members are entitled to all benefits of the membership in the Union.

1. Senior Full Members are entitled to participate in all official competitions organized by the Union.
2. Senior Full Members may sponsor players to participate on the Union's all-star teams.
3. Senior Full Members are entitled to two directors on the Union's Board of Directors.

Senior Full Member Dues will be set from time to time by the Board of Directors.

b) **Senior Associate Member.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union, any Rugby Union Football club may become a Senior Associate Member by an affirmative vote of at least a majority of the Directors entitled to vote. A Senior Associate Member may remain so for no more than two years. At the end of two years a Senior Associate Member must become a Senior Full Member. Associate Members are entitled to all benefits of membership in the Union except:

1. Senior Associate Member Clubs may participate in official club competitions organized by the Union.
2. Any additional restrictions placed upon Senior Associate Member Clubs by applicable territorial, national, or international Rugby Union Football organizations.
3. Senior Associate Members are entitled to one Director on the Board of Directors
4. Senior Associate Members may remain an associate member for two years at which time they shall become Senior Full Members.

Senior Associate Member dues will be set from time to time by the Board of Directors.

c) **Collegiate Full Member.** Those Collegiate Rugby Union Football clubs currently members of the Union at the time of the adoption of these Bylaws may become Collegiate Full Members without any further action on their part by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union. Upon application and by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union, any Collegiate Rugby Union Football Club may become a Collegiate Full Member of the Union by an affirmative vote of a majority of the Directors entitled to vote. Collegiate Full Members are entitled to all benefits of the membership in the Union.

1. Collegiate Full Members are entitled to participate in all official competitions organized by the Union.
2. Collegiate Full Members may sponsor players to participate on the Union's all-star teams.
3. Collegiate Full Members are entitled to two directors on the Union's Board of Directors.

Collegiate Full Member Dues will be set from time to time by the Board of Directors.

d) **Collegiate Associate Member.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union, any Collegiate Rugby Union Football club may become a Collegiate Associate Member by an affirmative vote of at least a majority of the Directors entitled to vote. A Collegiate Associate Member may remain so for no more than two years. At the end of two years a Collegiate Associate Member must become a Collegiate Full Member or a Senior Full Member. Collegiate Associate Members are entitled to all benefits of membership in the Union except:

1. Collegiate Associate Member Clubs may participate in official club competitions organized by the Union.
2. Any additional restrictions placed upon Associate Member Clubs by applicable territorial, national, or international Rugby Union Football organizations.
3. Collegiate Associate Members are entitled to one Director on the Union's Board of Directors.
4. Collegiate Associate Members may remain an associate member for two years at which time they shall become Collegiate Full Members.

Collegiate Associate Member dues will be set from time to time by the Board of Directors.

e) **Referees Associations.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation and the Bylaws of the Union, any Rugby Referee Association may become a member of the Union by an affirmative vote of at least a majority of the Directors entitled to vote. Referee Association Members are entitled to all

benefits of membership in the Union. Referee Association Members are entitled to one director on the Union's Board of Directors.

Referee Association Member Dues will be set from time to time by the Board of Directors.

f) **Suspended Members.** Any member of the Union may be suspended by an affirmative vote of at least a majority of the Directors entitled to vote. A suspended member is not entitled to any benefits of membership in the Union. A suspended member shall remain liable for its financial obligations to the Union. A suspended member's financial obligations shall not increase during the term of its suspension. A suspended member's suspension may be lifted by an affirmative vote of at least a majority of the Directors entitled to vote. No member of the Union may play a suspended member. Any member who plays a suspended member shall be subject to a fine by the Union. A suspended member may not participate in any activities within the Union including but not limited to, tournaments. Any member, who allows a suspended member to participate in activities, including but not limited to, tournaments shall be subject to a fine by the Union.

Section 3.03. RESIGNATION. Any member may resign from the Union at any time with or without cause by written resignation submitted to the President of the Union. The resigning club will be liable for its financial obligations to the Union.

Section 3.04. REMOVAL OR RECLASSIFICATION. A member may be removed or reclassified by an affirmative vote of two thirds of the Directors entitled to vote who are not Directors from the member being censured.

ARTICLE IV

BOARD OF DIRECTORS

Section 4.01. REPRESENTATION. The Board of Directors of the Union shall consist of two voting directors from each Full Member Club, one voting director from each Associate Member Club and one voting director from each Referee Association Member.

Section 4.02. QUALIFICATIONS. Each Director shall be at least eighteen years of age.

Section 4.03. ELECTION AND TERM OF OFFICE. The initial Board of Directors as stated in the Articles of Incorporation of the Union shall serve until such time as at least two Full member Clubs have ratified the Articles of Incorporation and these Bylaws and have appointed their permanent Directors. Thereafter the terms of the Directors shall end on August 31 and the terms of each new Board of Directors shall commence on September 1 of each year.

Section 4.04. POWERS. Except as otherwise provided by law or by these Bylaws, the property, affairs and business of the Union shall be managed and directed by the Board of Directors, which may exercise all powers of the Union; provided, however, no purchase or lease of the real property of the Union shall be made by the Union unless authorized by a vote of at least two thirds of the Directors entitled to vote.

ARTICLE V

MEETINGS OF DIRECTORS

Section 5.01. ANNUAL GENERAL MEETING. The Annual General Meeting of the Directors shall be held each year at a time and place determined by the Executive Committee.

Section 5.02. SPECIAL MEETINGS. A special meeting of the Directors may be called at any time and for any purpose by the President, or shall be called by the Secretary upon the request of at least one third of the Directors entitled to vote. Each such request shall state the purpose or purposes of such meeting.

Section 5.03. NOTICE OF MEETINGS. Written notice of the time, place and date of the Annual General Meeting or Special Meetings shall be given to each Member personally, by mail, facsimile transmission, or e-mail not less than fourteen or more than sixty days prior to the meeting.

Section 5.04. WAIVER OF NOTICE. Notice of meetings need not be given to any Director who submits a waiver of notice, signed in person or by proxy, either before or after the meeting. The attendance of a Director at the meeting, in person or by proxy, without protesting prior to the conclusion of the meeting the lack of notice of such meeting shall constitute a waiver of notice by that Director.

Section 5.05. QUORUM AND ADJOURNMENT. At all meetings of Directors, attendance in person, by telephone, by other electronic media or by written proxy of a majority of the Directors entitled to vote shall constitute a quorum for the transaction of the affairs of the Union. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present at such meeting may adjourn the meeting from time to time, without notice other than announcement of the meeting, until a quorum shall be present.

Section 5.06. VOTE OF DIRECTORS. At all meetings of the Board of Directors, the act of a majority of the Directors entitled to vote and present in person, by telephone, other electronic media or by proxy at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by law, by the Articles of Incorporation, or by these Bylaws. Only the Directors of members that are current in payment of dues shall be entitled to vote.

Section 5.07. ACTION BY UNANIMOUS CONSENT. Directors may take any action, which they are required or permitted to take without a meeting, upon written consent, setting forth the action so taken, signed by all of the Directors entitled to vote. A committee of the Board, or appointed by the Board, may likewise act on written consent of all the members of the committee. Email and facsimile mail shall be an acceptable form of written consent.

ARTICLE VI

REMUNERATION OF DIRECTORS AND OFFICERS

No Director or Officer of the Union shall receive, directly or indirectly, any salary, compensation or emolument from the Union, either as such Officer or in any other capacity, except as approved by a two-thirds majority of the Board of Directors entitled to vote.

ARTICLE VII

COMMITTEES

The Directors entitled to vote may, at their discretion, by resolution adopted by a simple majority of Directors entitled to vote, appoint committees of the Union which shall have and may exercise such powers as shall be conferred or authorized by the resolution appointing them.

ARTICLE VIII

EXECUTIVE COMMITTEE

Section 8.01. OFFICERS. The Executive Committee shall be composed of a President, a Vice President, a Secretary, a Treasurer, and a Member At Large elected by the Board of Directors. Such other officers may be elected by the Board of Directors as may from time to time be required to conduct the affairs of the Union. An individual may not hold two or more offices at the same time.

Section 8.02 TERM OF OFFICE. So far as practicable, all officers shall be elected at the Annual General Meeting of the Board of Directors to serve for a period of one year and, except as otherwise hereinafter provided, shall hold office until the next Annual General Meeting of the Board of Directors or until their respective successors shall have been elected and qualified.

Section 8.03. REMOVAL OF OFFICERS. Any officer may be removed at any time with or without cause by vote of two thirds of the Directors entitled to vote.

Section 8.04. VACANCIES. If any vacancy shall occur in any office for any reason, the Executive Committee may elect a successor as officer to fill such vacancy for the remainder of

the term.

Section 8.05. POWERS AND DUTIES. The Officers of the union shall each have the powers and the duties in the management of the property and affairs of the Union as follows, as well as such other powers and duties as from time to time may be prescribed by the Board of Directors.

1. **President.** It will be the duty of the President to preside over meetings of the Executive Committee and to act as Chairman of the Board of Directors, to supervise Union officers, agents and committees in the performance of their duties, to encourage membership in the Union, and to supervise other Union functions and responsibilities which are carried out within the Union's jurisdiction.
2. **Vice President.** The Vice President will succeed the President in the event of his or her death, resignation or removal from office and will serve in that capacity until a new President is elected. The Vice President will assist the President in the exercise of his or her duties and fulfillment of his or her responsibilities.
3. **Secretary.** It will be the duty of the Secretary to call and attend all meetings of the Board of Directors and the Executive Committee; to record and retain minutes; to keep lists of the member's officer's telephone numbers and addresses; and to be responsible for all records and correspondence of the Union.
4. **Treasurer.** It will be the duty of the Treasurer to have custody of and responsibility for all money and property of the Union; to keep full and accurate accounts of receipts and disbursements in connection with Union tours, with a report to be issued within one month after each such tour; and to publish a full financial report each year at the Annual General Meeting of the Board of Directors.
5. **Member at Large.** The Member at Large shall have such duties as fixed or determined by the Board of Directors or the President.

Section 8.06. MEETINGS. There shall be meetings of the Executive Committee at such time and place as may be fixed by the President.

Procedures. Subject to control by the Board of Directors, the Executive Committee may fix its own rules of procedure, but all matters, unless otherwise required by law, shall be decided by a majority of the votes and not less than four members shall constitute a quorum for the transaction of business. Directors who are not members of the Executive Committee may attend and join in discussions at any meeting of the Executive Committee.

ARTICLE IX

FINANCES

Section 9.01. DUES AND FINANCIAL RESPONSIBILITIES. Each member will pay such yearly dues and such special assessments as may be specified by a majority of the Directors entitled to vote. All net proceeds from events sponsored and approved solely by the Union shall be retained by the Union.

Section 9.02. CONTRACTS AND CHECKS. All deeds, documents, transfers, contracts, engagements, bonds, exchanges and other instruments requiring execution by the Union shall be signed only under the appropriate authority given by the Board of Directors which shall be evidenced by appropriate resolutions of the Board of Directors, which resolutions may grant general authority or may be confined to specific instances.

Section 9.03. LOANS. No loans shall be contracted on behalf of the Union and no evidence of indebtedness shall be issued in its name unless authorized by a resolution approved by two thirds of the Directors entitled to vote. Such resolution may grant general authority or may be confined to specific instances.

Section 9.04. BUDGET. The outgoing Executive Committee shall draft a proposed budget to be approved by the Directors at the Annual General Meeting. Any non-budgeted expenditure in excess of \$100.00 shall require the approval of the Executive Committee.

ARTICLE X

GEORGIA RUGBY UNION REPRESENTATIVE SIDES

One or more Georgia Rugby Union select or representative sides consisting of eligible players from Full and Associate Members will be selected to play games as scheduled by the Union and approved by the Directors. The establishment of a Selection Committee, and its functions and representatives, are to be decided by the Executive Committee.

ARTICLE XI

GAMES, TOURS AND TOURNAMENTS

Section 11.01. JURISDICTION. The Union will have jurisdiction over all games, tours and tournaments within the scope of its authority.

Section 11.02. INITIATION OF INCOMING TOURS. Incoming tours may not be initiated by any member without the prior approval of the Union. All tours will be conducted within such

tour rules of the Union as may be established by the Executive Committee.

Section 11.03. MEMBER PARTICIPATION IN INCOMING TOURS. In all Union sponsored and approved tours each Full Member Club will be afforded the opportunity of playing visiting sides of said tours on a rotating basis subject to the individual Full Member Club's willingness and ability to provide proper transportation, accommodation, entertainment and competition. The Executive Committee and Tours Chairperson will determine whether a club meets the specified qualifications.

Section 11.04. SPONSORSHIP OF INCOMING TOURS. The Union may sponsor tours only with the consent of the Executive Committee. If consent is not forthcoming, the Union may then offer the tour to any or all member clubs, which wishes to sponsor the tour.

Section 11.05. OUTGOING TOURS. All outgoing tours initiated and managed by member clubs will conform to such requirements of the union as may be established by the Tours Chairperson and approved by the Executive Committee.

Section 11.06. TOURNAMENTS. All tournaments organized by member clubs will conform to such requirements of the Union as may be established by the Executive Committee.

ARTICLE XII

REPEAL AND ADOPTION

These Bylaws may be amended, repealed, or adopted by vote of two thirds of the Directors entitled to vote. A copy of any proposed amendments must be included in the notice of any meeting at which these Bylaws may be amended.

ARTICLE XIII

MISCELLANEOUS

Section 13.01. FISCAL YEAR. The fiscal year will begin on the first day of September.

Section 13.02. REGISTERED OFFICE. The initial registered office of the Union in the State of Georgia shall be located at Suite 200, Peachtree at Broad Building, Atlanta, Fulton County, Georgia, or at any other place as shall be designated by the Board. The registered agent at that office shall be James H. Rollins.

Section 13.03. CORPORATE SEAL. The Union may have a corporate seal which may be altered at pleasure; but the presence or absence of such seal on any instrument, or its addition thereto, shall not affect its character or validity or legal effect in any respect.

ARTICLE XIV

INDEMNIFICATION OF OFFICERS AND DIRECTORS

Section 14.01. GENERAL. The Union shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the union) by reason of the fact that he or she is or was a Director, officer, employee or agent of the Union, or is or was serving at the request of the Union as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Union, and he or she shall not be adjudged to have been grossly negligent or be liable for willful misconduct in the performance of his or her duties to the Union, and, with respect to any criminal action or proceeding, had not reasonable cause to believe his or her conduct was unlawful; provided that, in the event of settlement, indemnification shall be available only in those instances in which the Board of Directors approves such settlement as being in the best interests of the Union. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in a manner in which he or she reasonably believed to be in, or not opposed to, the best interests of the Union, or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 14.02. AUTHORIZATION. Any indemnification hereunder (unless ordered by the court) shall be made by the Union only as authorized in the specific case upon a determination that indemnification of the Director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth herein. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, if a quorum of disinterested Directors so directs, by independent legal action, suit or proceeding.

ARTICLE XV

DISCIPLINE

Section 15.01. JURISDICTION. A Disciplinary Committee may hear and decide any cases involving disciplinary matters including cases of players sent from the field by the referee and other matters of misconduct, on or off the field, by individuals or clubs, which are considered to be detrimental to the game of rugby or to the Union.

Section 15.02. PROCEDURES. The Executive Committee shall adopt procedures for dealing with all disciplinary matters. The disciplinary procedures within the Union shall conform as closely as is practicable with all USA Rugby South and USA Rugby Football Union Disciplinary Procedures, which are hereby adopted in principle by the Union.

Section 15.03. REPORTS AND COMPLAINTS. Any match referee, Referee Association, Member Club, or Union Officer may submit to the Disciplinary Committee written reports or complaints of any serious or continuous infringements on the part of clubs or individuals. A Disciplinary Committee shall act upon such reports or complaints in accordance with its established procedures.

GRU Disciplinary Procedure

I. Jurisdiction

The GRU has initial jurisdiction to discipline for conduct on or off the field by any person associated with any club affiliated to the GRU, regardless of where it occurs, unless the disciplinary rules of USA Rugby or USARS give those bodies initial jurisdiction. In all cases, the GRU maintains concurrent jurisdiction over all those persons and/or clubs associated with the GRU.

II. Disciplinary Chairman

The Disciplinary Chairman shall be appointed by the President and shall serve at the pleasure of the President. He shall be disqualified to act in the case involving anyone associated with his current or any former club. In such a case the President shall appoint a Disciplinary Chairman *pro tempore* to act in the case.

III. Disciplinary Committee

The Disciplinary Committee shall consist of not less than three persons appointed by the Disciplinary Chair on a case-by-case basis. The composition of the Committee will depend upon the nature of the case and geographical location of witnesses, parties, and other evidence. Members of the Executive Committee may serve on a Disciplinary Committee. No person shall serve as a member of a Disciplinary Committee in a case involving anyone associated with his current or any former club.

IV. USA Rugby Discipline Guidelines

The GRU is required to follow the USA Rugby Discipline Guidelines below:

USA Rugby Disciplinary Regulations and Procedures

*To Be Used at all USA Rugby, Territorial Union and Local Area Union Events and Matches
USA Rugby has established the following regulations and procedures for itself and its members.*

- 1. USA Rugby has appointed a Disciplinary Chair, who shall appoint a committee of not less than four. The Chair shall choose the committee members based on qualifications established by USA Rugby. At least 20 percent of the membership of the committee shall be "international athlete representatives" as defined in USA Rugby's By-Laws. Each Territorial Union (TU) member of USA Rugby, and each Local Area Union (LAU) within the jurisdiction of those Territorial Union members shall have a standing Disciplinarian or Disciplinary Committee. That Disciplinarian or Committee must follow the requirements of these regulations and procedures.*

II. Disciplinary Structure:

A. USA Rugby's Disciplinary Committee is responsible for the following:

1. Incidents involving a touring team from a Union other than USA Rugby (not to include teams in international test matches) playing a United States team or at an event within the United States.
2. Incidents at a USA Rugby championship series event, and the USA Rugby Super League.
3. Unresolved differences between two or more Territorial Unions.
4. Appeals of decisions reached by Territorial Union discipline processes or procedures.

B. The Territorial Union Disciplinarian or Committee is responsible for the following:

Incidents at a Territorial Union event, including Territorial League matches. The Territorial Union of the home team shall be the responsible union.

Incidents between two or more LAUs and/or their member clubs within the TU. If the LAUs are from different TUs, the matter should be forwarded to the USA Disciplinary Committee.

Off-field incidents (including those that affect rugby in a negative fashion) by clubs or players or supporters that occur at a location outside the club's or player's or supporter's home LAU.

Appeals of decisions reached by member LAU Disciplinarians or Committees.

C. The LAU Disciplinarian or Committee is responsible for the following:

1. Incidents at LAU events, including all matches played within the LAU if not covered in Section A or Section B above.
2. Off-field incidents (including those that affect rugby in a negative fashion) by clubs or players or supporters that occur within the jurisdiction of the LAU.

D. Every Club should appoint a Disciplinary Panel charged with the responsibility of maintaining standards of discipline within the Club. (vid. Section IV.B.3 of these regulations).

III. Player Sent Off by a Referee

A. Any player who is sent off for the remaining duration of a match for any reason is suspended for eight days, or one match, whichever is the longer, pending a review of the send-off report by the responsible disciplinary committee. The player has a right to a timely appeal.

B. The referee and qualified touch judges, and the club or clubs, involved must fulfill their responsibilities as required by Law 6A.14 and Law 6B.7. That is:

Reports must be filed with the Disciplinary Chair of the Match Organizer on a timely basis, which shall be no more than forty-eight hours after the incident by phone, with a written follow-up in no more than seventy-two hours. Such follow-up may include communication via e-mail or fax. The Disciplinary Chair or Committee or their designee will review the reports immediately and render a decision within forty-eight hours (two business days) of receiving the report. If there is no dispute noted in the clubs reports and no questions arising from the Referee's Report, then the Disciplinary Chair shall act according to the guidelines in Section III C below. If there are questions, the Chair shall interview all those involved and others at the Chair's discretion, and

request additional information and/or documentation of the incident. If necessary, or if requested by the player sent off, a hearing will be convened prior to the end of the period of automatic suspension. Prior to the hearing the individual who is the subject of the disciplinary action shall be informed of the specific conduct that is at issue. At that hearing, which may be conducted by telephone, all involved may make statements relating to the incident and may be represented by counsel. The individual who is the subject of the disciplinary action shall have an opportunity to review all evidence, and the hearing shall be consistent with traditional notions of due process. The committee will render its written decision within forty-eight hours (two business days) of the hearing. Such decision may be communicated by mail, fax, or e-mail and followed up by regular mail as appropriate.

If a club that is a party to a send off does not file a report with the Disciplinary Chair of the Union responsible for dealing with the send off, it will be treated as an undisputed send off.

C. When a player is sent off the field for the following reasons, the sanctions shall be in the range set forth below. These penalties are inclusive of the eight day, or one match suspension.

1. *Non Violent Technical Infringements (holding, obstruction, time-wasting):*

First Offense: - 8 days - 2 weeks.

Second Offense (within one year): - 3 - 4 weeks.

Third Offense (within one year): - two months.

2. *Minor Physical Offense (pushing, barging, over-the-top calls, early or late tackles):*

First Offense: - 2 - 3 weeks.

Second Offense (within one year): - 4 - 6 weeks.

Third Offense (within one year): - 3 months.

3. *Major Physical Offense (kicking, punching, dangerous rucking):*

First Offense: - 2 - 6 weeks.

Repeat Offense (within one year): - 4 - 10 weeks.

a) *If these strikes were directed to the head or groin:*

First Offense: - 3 - 12 weeks.

Repeat Offense (within one year): - 6 - 12 months.

b) *If this type of offense is directed at a player who is in a defenseless position, or situation, and/or in the referee's opinion were delivered with the intent to injure, the suspensions shall be increased as follows:*

First Offense: - increase by additional 6 - 8 weeks.

Repeat Offense (within one year): - increase by an additional 3 - 6 months.

The suspensions noted above shall be interpreted as implying one week equals one regularly scheduled match - whichever is the longer suspension. Clubs accused and found guilty of scheduling additional fixtures to circumvent these regulations will be subject to additional penalties. For repeat offenses, the time calculation shall be the elapsed time since the last infraction. An individual shall be subject to the penalties for "second," "third" or "repeat" offenses only if there has been a prior suspension or disciplinary penalty imposed.

D. Player Sent Off - Offenses against a Referee or Touch Judge, or a game related offense reported by a Referee or Touch Judge:

1. Because of the seriousness of these offenses these sanctions must be strictly adhered to:

a) Persistent criticism/disputing of calls:

First Offense: - 1 - 3 matches.

Second Offense (within one year): - 4 - 6 matches.

Third Offense (within one year): - Formal hearing. A formal hearing shall be defined as a meeting of the Disciplinary Chair plus two LAU, Territorial Union or National Officers depending on the level of the hearing. This requirement shall be satisfied by a meeting of the full Disciplinary Committee of the Union that is hearing the complaint, or of a Committee constituted for this purpose as defined in the By-Laws of that Union.

b) Verbal abuse and/or threatening a Referee or Touch Judge:

First Offense: - 3 - 5 matches.

Second Offense (within one year): - 6 - 10 matches.

Third Offense (within one year): - Formal hearing.

c) Continuation of a) or b) above, and/or nonviolent contact with a Referee or Touch Judge after a send off, or at the end of the match:

First Offense: - 6 months.

Second Offense (within one year): - one or more years.

d) Physical or Attempted Physical Assault of a Referee or Touch Judge on or off the field, during or after the match:

Player is suspended immediately

A formal hearing must be held within two weeks of the incident. The hearing must include the representation from the Disciplinary Committee at the next highest level of rugby administration. If the event, or match, or incident occurs at a USA Rugby event, then a representative of the accused individual's LAU Disciplinary Committee must be included in the hearing

Unless overwhelming evidence is presented that would mitigate the situation a minimum suspension of five years will be assessed the guilty party.

E. Tracking Offenders

- 1. It is the responsibility of the Chair of all Disciplinary Committees to provide a written report to the National Office of USA Rugby of any action taken in Sections C and D above. For all individuals suspended for three or more months the report must contain a recent photograph of the suspended individual. USA Rugby will periodically circulate information on all suspensions throughout the United States. Methods of circulating such information will include, but are not limited to: posting to a WEB site, Club Newsletters, and other electronic or printed media. Any club that allows a suspended player to participate in matches while suspended will be subject to additional penalties by their LAU or Territorial Union, or both Disciplinary Committees.*

IV. Undetected Foul Play / Off Field Misconduct - Action to be taken is the same for both situations.

- A. *When an act of foul play occurs but is undetected by the Referee or Touch Judges it is the responsibility of the witness(es) to report it to the Referee as soon as practical after the incident. If it is not practical to report the incident to the Referee it is the responsibility of the witness(es) to send a written report of the alleged act of foul play to the Disciplinary Chair of the Match Organizer, or the Union of which the player's club is a member within the time-limits noted in Section III B above. Where more than one Union is involved the report should be addressed to the Disciplinary Chair of USA Rugby. Likewise, off field behavior that is detrimental to the image of the game of rugby should be reported to the appropriate Disciplinary Chair in the same timely manner.*
- B. *Upon receipt of these types of reports, the Disciplinary Chair must contact the accused within forty-eight hours (two business days). After receipt of the comments of the accused the Chair will follow the procedures established in Section III B above.*
 1. *From this point forward, the procedures of Section III B 2 should be followed including the opportunity for a hearing and for the individual subject to the disciplinary action to review all the evidence prior to such a hearing.*
 2. *Foul play incidents, if found to be true, should be penalized as in Sections III C and D above.*
 3. *Off field incidents will be reviewed on a case-by-case basis. Proven allegations of misconduct that tends to place the game in disrepute are to be dealt with in the strongest manner. As a reminder, clubs are responsible for the activities of their members and supporters as they relate to the image of the game. Clubs are expected to provide for the discipline of their members and supporters who bring the game into disrepute.*

V. Appeals Procedure

- A. *An individual or club may appeal a decision they feel unjust. This does not apply to suspensions related to players sent off if the initial report was not addressed by the individuals or the clubs deemed guilty.*
- B. *A written notice of appeal must be made within ten days of receipt of the notice of suspension. The appeal must be made to the Chair of the Disciplinary Committee that made the suspension decision. A copy of the appeal must also be sent to the President of the Union to which the Disciplinary Committee reports. The Disciplinary Chair shall initiate a hearing by contacting and securing the services of two officers of the Disciplinary Committee's governing body not involved in the case. The appellant shall do the same. The Disciplinary Chair and the four persons selected from the governing body shall be the Appeals Committee*
 1. *The Disciplinary Chair shall copy and forward all information regarding the case to all members of the Appeals Committee. A hearing date, time and place shall be determined by the Chair and sent to each member of the Appeals Committee and to the appellant. Such details of the hearing shall be agreeable to all parties, subject to them not withholding consent unreasonably.*
- C. *The Hearing*
 1. *All parties involved shall be given an opportunity to present all pertinent information, and counsel the may represent the appellant.*
 2. *Upon completion of the hearing, the Appeals Committee shall reach a decision by majority vote. A*

written copy of the decision shall be sent to the appellant and to the members of the Appeals Committee within forty-eight hours of the hearing.

- D. Decisions of the Appeals Committee may be appealed if it is felt evidence was not entered, or if extreme bias was present. The appellant must notify the President of the next level of rugby administration in writing within ten days of receiving the Appeals Committee decision. The President shall gather all the material pertinent to the case and review this and any new evidence, or claim of bias, that is presented by the appellant. Within forty-eight hours (two business days) of receiving the case file from the Chair of the Disciplinary Committee, the President shall issue a decision on the case. That written decision will be sent to the appellant and to the Chair of the Disciplinary/Appeals Committee. This decision shall be final and no appeals shall be heard or entertained above this level except as provided in the By-Laws of USA Rugby.*

VI. General Information and Requirements

- A. Officials at every level (LAU, Territorial Union, National) have a responsibility to ensure that all their members are fully aware of and follow these procedures. For its part, USA Rugby will cause these regulations to be posted to its WEB site, Club Newsletters, and via other electronic or printed media.*
- 1. Reciprocity is mandated. Players and/or clubs sanctioned in one LAU are sanctioned in all LAU's.*
 - 2. All members of USA Rugby must keep their LAU, Territorial Union and National Office apprised of address changes.*
- B. It appears that a small minority of players has a disregard for fair play and the overall good of the game. This fact and the increasing mobility of American society make the following procedures necessary:*
- 1. Each LAU, Territorial Union, and the National Disciplinary Committee shall maintain written records of all decisions reached and actions taken. The information may be brief, but must include name, CIPP number, address, date and type of incident, action taken, etc. Details on how long to keep this information on file will be circulated. These files must be kept in a professional manner and passed to new Chairs of Disciplinary Committees. The information is required in order to determine whether an individual is a repeat offender. The information is only to be used during the "sentencing" portion of any hearing or action, and only if there has been prior disciplinary action taken. It may not be utilized in determining the guilt or innocence of the individual.*
 - 2. If an individual has been found guilty of an offense and the party moves to a new location, the file(s) of any incidents must be copied and the copy sent to the Disciplinary Chair of the LAU in the new location. This will ensure continued awareness of past problems that will need to be addressed if the individual is again accused of misconduct.*

Appendix 1. Yellow Cards.

In order to address the issues of repeat offenders and professional fouls the following disciplinary procedures will be implemented.

- (a) If a player receives two yellow cards in a game that player will be ejected from the game and will receive an automatic minimum suspension of eight days or one competitive game, whichever is the longer, pending a review by the Disciplinary Chair of the Union under whose jurisdiction the game*

was played. The competitive game will be the next match following the expiration of the time for appeal against the yellow card(s).

- (b) If a player receives a yellow card in successive games that player will receive an automatic minimum suspension of eight days or one competitive game, whichever is the longer, pending a review by the Disciplinary Chair of the Union under whose jurisdiction the games were played. The competitive game will be the next match following the expiration of the time for appeal against the yellow card(s)*
- (c) If a player receives four yellow cards during a twelve month period that player will receive an automatic minimum suspension of sixteen days or two competitive games, whichever is the longer, pending a review by the Disciplinary Chair of the LAU of which the player's club is a member. The two competitive games will be the next two matches following the expiration of the time for appeal against the fourth yellow card.*
- (d) If a player receives six yellow cards during a twelve month period that player will receive an automatic minimum suspension of twenty days or three games, whichever is the longer, plus a disciplinary hearing before the Disciplinary Chair of the LAU of which the player's club is a member.*

A player may appeal against being given a yellow card within 14 days of being given that yellow card by giving notice in writing to the Disciplinary Chair of the LAU of which the player's club is a member who shall then convene a hearing as soon as is conveniently possible

The hearing of an appeal against a yellow card shall follow the procedures set out in Section V of these Guidelines where a player has been sent off but pleads 'not guilty' save that:

The Disciplinary Panel may impose the sanction that would have been appropriate had the player been sent off for the offence, or cancel, or confirm the giving of the yellow card.

Where a player appears before the Disciplinary Panel having been given a yellow card or cards in addition to having been sent off the Disciplinary Panel is entitled to take those yellow cards into consideration and decide they shall form no part of future computations under these Guidelines.

The proceedings, findings, or decisions of a Disciplinary Panel shall not be invalidated by reason of any minor defect, irregularity, omission or technicality unless such defect, irregularity, omission or technicality raises a material doubt as to the reliability of the proceedings, findings or decisions.

Notice of appeal given by fax or email is acceptable provided a hard copy is posted within three days of the fax or email.

Appendix 2. Procedures applicable to citing in domestic games pursuant to Section IV of these Guidelines.

- 1. Citing occurs where a player commits an act of foul play that was not detected by the match officials and either of the Unions or Clubs participating in the match have the discretion to cite that player to show cause why that player should not be held accountable in the same way as a player who has*

been ordered off.

2. Who can cite?

Only Unions or Clubs in membership with the Unions participating in the match.

3. How to cite in domestic games

3.1 The citing must be in writing and signed by an official, or nominated person acting on behalf of the Union or Club seeking to cite. A citing by fax or email is acceptable provided a hard copy is posted within three days of the fax or email.

3.2 The citing must be addressed to the Disciplinary Chair of the Union of which the player's club is a member within the time-lines noted in Section III B above. Likewise, off field behavior that is detrimental to the image of the game of rugby should be reported to the appropriate Disciplinary Chair in the same timely manner. In cases of doubt, or where two Unions are involved, the citing should be addressed to the Disciplinary Chair of USA Rugby.

3.3. The citing must state:

- (a) Date, venue and teams participating in the match*
- (b) Details of the alleged act of foul play including as accurately as possible the time elapsed in the game, the score, and the position on the field where the alleged incident occurred*
- (c) The identity of the player or players alleged to be guilty of foul play, or provide the means of doing so*

4. Receipt of a written citing.

- (a) Upon receipt of a written citing whether direct or through USA Rugby, the Disciplinary Chair shall consult the match officials, which in this context shall mean the Referee and any touch judges officially appointed (and not appointed by a participating club) to determine whether they had detected the alleged act of foul play which is the subject of the citing.*
- (b) In the event any official detected the alleged act of foul play which is the subject of the citing, and having detected the act considered that it did not constitute foul play, the citing shall be dismissed, and no further action shall be taken other than advising the Complainant that the citing is dismissed together with the reasons for doing so.*
- (c) Where the alleged act of foul play was not detected by any of the match officials the Chair of the Disciplinary Committee shall consider the complaint and unless he considers it to be frivolous or vexatious the player cited shall be advised in writing of the allegations made in the citing.*
- (d) If the Chair of the Disciplinary Committee considers the complaint to be frivolous or vexatious the Complainant will be so advised. The Complainant, if aggrieved, may refer the matter to the USA Rugby Disciplinary Chair whose decision shall be final and given within four days of the reference. Any such reference to the USA Rugby Disciplinary Chair shall be in writing and posted within three days of the Union of the affiliated Club being informed the complaint is considered frivolous or vexatious.*

- (e) *Where the player, having been advised, admits the allegations the player may invite the Disciplinary Committee to deal with the complaint under the provisions of Section IV.B of these regulations.*
- (f) A player who has been cited is presumed innocent until proved guilty and may continue playing pending the hearing of the complaint whether or not the player admits allegations of foul play.

END OF USA RUGBY GUIDELINES

V. Procedure in the case of a send-off by the referee:

- a. Any player ordered off by the referee shall automatically be suspended from playing rugby for a minimum period of time according to the severity of the act that required the player to be sent off. *See USA Rugby Guidelines.* The referee shall, within 48 hours, submit a written report to the USA Rugby South Disciplinary Chairman with copies to the referee association currently officiating GRU matches and the GRU Disciplinary Chairman. The report shall name the player and describe the circumstances, which necessitated the ordering off. In his report the referee may state that in his opinion the minimum suspension is sufficient punishment; if he so indicates, the minimum suspension shall be the punishment unless it is determined that the player is a repeat offender. If the player is a repeat offender, the Disciplinary Chairman may increase the suspension anywhere within the range of suspensions allowed by USA Rugby.

The Disciplinary Chairman shall review each send off report immediately upon receipt and except in cases where the referee has stated in his report that the minimum suspension is sufficient, he shall have authority, in his discretion and without a hearing, to increase the punishment to any suspension within the range of suspensions allowed by USA Rugby. Except for the offender's prior record, the Disciplinary Chairman shall not consider any evidence except the referee's report. The Disciplinary Chairman shall immediately communicate his decision by telephone and/or email to the player, his club, the victim's club, the referee, the referee association, the USA Rugby South Discipline Chair and to the Secretary of the GRU, and he shall immediately confirm his decision by letter to the same persons, enclosing a copy of the referee's report.

- b. A Disciplinary Committee shall be organized to further consider a case involving a send off under the following circumstances:
 - i. Where the Disciplinary Chairman recommends punishment greater than what he is empowered to impose, or
 - ii. Where the GRU Executive Committee, on its own motion, decides to do so, or
 - iii. Where the referee, in his initial report states that, in his opinion, the offense is so serious that it warrants special attention, or
 - iv. Where the offender's club, within 7 days, files a written notice with the GRU Secretary, appealing from the decision of the Disciplinary Chairman, or
 - v. Where the victim club, within 7 days, files a written notice with the GRU

Secretary, appealing from the decision of the Disciplinary Chairman.

VI. Procedure in cases where the misconduct is not observed by match officials

- a. In cases where alleged that misconduct is not observed by match officials, the complaining club shall first bring their complaint to the attention of the club of the offending person, with the request that the offending person's club take disciplinary action against its member. The complaining club shall, if requested, promptly submit any videotape or other photographic evidence to the offender's club for inspection and copying. The complaint may be oral or written and shall be made promptly and not later than 7 days after the incident. The GRU Disciplinary Chairman shall be notified of the complaint.
- b. The offender's club shall take action on the complaint within 7 days of receiving it. Their decision shall be promptly communicated to the complaining club and to the GRU Disciplinary Chairman, who shall note any suspension on the offender's record the same as if he had been ordered off.
- c. If not satisfied with the action taken by the offender's club, the complaining club may take the matter before the GRU Disciplinary Chairman, by promptly notifying the GRU Disciplinary Chairman and Secretary of the GRU that they desire to do so, in which event a Disciplinary Chairman shall hear the case.
- d. The procedure followed in cases of misconduct not observed by match officials or outside the playing enclosure shall be the same as that for cases involving a send-off.
- e. A Disciplinary procedure may be initiated in the discretion of the GRU Executive Committee, with or without a complaint, to consider discipline of any person or club for any conduct detrimental to the game of rugby or the GRU.

Conduct of Hearings by the Disciplinary Chair/Committee

- a. Preliminary Considerations:
 1. The Disciplinary Chair/Committee shall give notice to the offending player's club of the date time and place of the hearing and request that they inform him of this and of his right to be present and present evidence. They shall also notify the referee and the victim club and invite them to attend and submit evidence.
 2. The hearing should take place as soon as possible, normally within 14 days of the request for hearing.
 3. The player or other person to whom the complaint relates, a representative of his club, the victim, a representative of his club, and the Referee or other person making the complaint may be present throughout the hearing except when the Disciplinary Committee is considering its decision.

- b. Procedure at the Hearing:
1. The complaint or Referee's report should be read.
 2. The Referee or other person making the report should make any comments, which he may wish to add thereto.
 3. The written statements of witnesses unable to attend the hearing should be read. Witnesses attending the hearing should be called to make their statements, and may be asked questions by the Chair/Committee. (Only members of the Committee or the Chair may ask questions of the Referee, the player or other person to whom the report relates, or witnesses. The player or other person to whom the report relates may request that the Committee put questions. Questions put to the Referee may not challenge the truth of his report in any respect that would violate his authority as the sole judge of law and fact.
 4. The player or other person to whom the report relates should make his statement.
 5. The representative of the club should make his statement as to the character of the player or other person to whom the report relates and in mitigation.
 6. The Disciplinary Chair/Committee deliberates in private and decides what punishment, if any, should be imposed, and announces it.
 7. The Disciplinary Chair/Committee should report its decision to:
 - i. The GRU Executive Committee,
 - ii. The referee association currently officiating GRU matches
 - iii. The USARS Disciplinary Chairman,
 - iv. The club to which the player or other person to whom the report relates belongs,
 - v. Other clubs and officials as appropriate to the case.

VII. Penalties

Punishment by the Disciplinary Committee may include, but shall not be limited to:

1. No further punishment,
2. A formal caution,
3. A period of suspension from playing or taking part in the administration or coaching of rugby, up to and including a lifetime ban,
4. With regard to discipline of a club, penalties may include but shall not be limited to fines, suspension of specific members from play or administration or both, suspension of the club from league or championship competition, suspension of the club's members from representative play, and, in extreme cases, expulsion from the union.
5. In the case of a frivolous appeal or complaint by a club the Disciplinary Committee shall

have the power to assess costs of up to \$250.

6. In any appeal from a decision of the Disciplinary Chairman, the Disciplinary Committee shall have the power to reduce, modify, leave as is, or increase the punishment imposed by the Disciplinary Chairman.

VIII. Record Keeping

The Disciplinary Chairman shall keep the referee's reports on all players sent off, and shall turn them over to his successor in office. He shall also keep a record of all other cases of discipline. He shall make a written report at the AGM of the GRU of all persons disciplined since the last AGM, detailing in each case the offender's club, the offense, & the punishment. It is the responsibility of the Disciplinary Chairman to provide to the National Office of USA Rugby a written report for any action involving continuing referee abuse, physical assault, or attempted physical assault on a referee. A report including a recent photo must be filed with the National Office of USA Rugby on any person suspended for three months or more.

IX. Appeals

Appeals from decisions of the Disciplinary Committee may be made to the GRU Executive Committee, which, in its discretion, may or may not hear the appeal. Further appeals may be made to USARS and USA Rugby according to rules established by those bodies.

X. NOTES:

- a. All penalties must be seen to be just and fair in accordance with the circumstances of the individual case.
- b. Any period of suspension imposed by the Disciplinary Chair/Committee may:
 - i. Be back dated to start at such date as it thinks fit if it wishes to take account of any disciplinary action taken by the club of the player or other person to whom the complaint relates,
 - ii. Include or exclude the whole or any part of the off season, taking into account any tour or other games to which the player or other person is committed,
- c. If a Disciplinary Committee imposes a period of suspension it should:
 - i. Make it clear whether the suspension is from playing or administration or both,
 - ii. Specify the exact dates between which the suspension will take place, the commencing date and finishing date. The period of suspension may be split into distinct periods if it is desired to exclude the whole or a part of the off-season.
- d. Previous offenses should be taken into account when deciding punishment.

GRU Minimum Responsibilities of Member Clubs

Responsibilities to the Union:

- Prompt payment of GRU dues to the GRU Treasurer
- Payment of debts in a timely manner so as not to reflect badly on the GRU
- Provide updates of club officers promptly to the GRU Secretary & Referees Society
- Report all league play scores within three days of the match
- Notify GRU Tours Chairman of any planned incoming or outgoing tours

Attend the GRU Annual General Meeting as well as any other called meeting of the GRU Board of Directors

- Report any plans for hosting of a tournament to the Tournament Chairman
- Register promptly and provide proof of enrollment in CIPP (USA Club & Individual Participant Program)
- Provide players to All-Star trials and competitions
- Deal with all internal and external organizations in a professional manner
- Provide local information of interest to the GRU
- Administer suspensions or penalties resulting from send-offs or other disciplinary action
- Promote a positive image of Rugby at all times

Responsibilities to the Referee Association:

- Send schedules to the Assignment Secretary on time
- Prompt payment of referee and association fees
- Properly marked field with flags or cones, spectator ropes and padded goalposts
- Provide complete directions & map to home field to assigned referee
- Provide a referee to the Society to be available to referee as requested
- Accord the proper respect and hospitality to the assigned referee

Provide names of potential referees to the Referees Society

Responsibilities to Visiting Clubs:

Properly marked and safe playing field with flags or cones, spectator ropes and padded goalposts

Provide a back-up or contingency site for field cancellations

Provide clear directions to match site

Matching kit

Liability Insurance

Medical kit

Availability of trainer, doctor, nurse or healthcare professional who can treat injuries

Provision of a certified referee

Written confirmation of the date, place & time of each match

Insure that each player is eligible to play

Honor your commitments to play a match (or matches)

Promote good sportsmanship on and off the field

GRU Club Transfer Policies

INCOMING TRANSFERS OF CLUBS

Clubs wishing to transfer from another Local Area Union to the GRU must declare that intention, in writing, to the GRU Secretary.

The request for transfer must include the following:

1. A letter stating the specific reason or reasons for requesting a transfer signed by at least two club officers
2. A copy of the minutes of the meeting where the club members voted on a motion to transfer and the vote count
3. A copy of the club's By-Laws
4. A letter from the Local Area Union President (on LAU letterhead) "releasing" the club from the LAU and affirming that the club is in good standing and has no debts to the LAU or its' member clubs. The letter should also include any current or past disciplinary matters involving the club.

OUTGOING TRANSFERS OF CLUBS

Any Member club wishing to transfer to another Local Area Union must declare that intention, in writing, to the Union Secretary before the GRU Annual General Meeting. Members who request a transfer after the GRU Annual General Meeting will be responsible for payment of all dues for the next calendar year.

The request for transfer must include the following:

1. A letter stating the specific reason or reasons for requesting a transfer signed by at least two club officers
2. A copy of the minutes of the meeting where the club members voted on a motion to transfer and the vote count
3. A copy of the club's By-Laws
4. A letter from the Local Area Union the club wishes to transfer to stating that they are willing (upon written release by the GRU) to accept the club

Members who have not fulfilled all financial obligations to the GRU will not be given permission to transfer until all payments have been made in full. Failure to receive written approval from both Local Area Unions will negate the transfer.

NAME CHANGES

Any Member club wishing to change its club name must submit a letter requesting such a change, along with reasons for the change, to the GRU Secretary at least 60 days in advance of the change.

The GRU retains the right to deny any name change deemed offensive, inflammatory, or not in the best interests or promotion of the sport of Rugby.

MERGERS OF CLUBS

Any Member club wishing to merge with another Member club must declare that intention, in writing, to the GRU Secretary at least 60 days prior to the GRU Annual General Meeting. Any merger must be approved by at least a majority of all directors entitled to vote at the GRU Annual General Meeting or any other meeting of the GRU Board of Directors.

The successor club will remain responsible for all obligations of the prior clubs, financial or otherwise.

The Executive Committee along with the Competitions Chair will reserve the right to place the new team in the division it feels is appropriate.

RESIGNATIONS FROM THE UNION

Should a club wish to resign from the Union (especially in the case where the club is no longer functioning), a statement of such intent must be submitted, in writing, to the Secretary of the Union. It must be signed by at least two officers. The club will be responsible for any financial obligations for the fiscal year in which the resignation was submitted.

MAINTAINING MEMBERSHIP

The GRU Executive Committee has the authority to drop any club from membership in the GRU who does not play matches or repeatedly cancels matches, does not submit a schedule to the Referees Society, fails to pay dues and/or is not fully enrolled in USA Rugby's CIPP Membership program. Full compliance in CIPP includes both Club Membership and Player Membership.

GRU Application for Membership

1. An application for Full or Associate Membership must be submitted to the GRU Secretary. Completed applications are due prior to the GRU Annual General Meeting. This application must contain, but is not limited to, the following:
 - a. A letter requesting the club is considered for Full or Associate Membership.
 - b. A brief history of the club
 - c. A copy of the club's By-Laws and/or Constitution.
 - d. A list of team officers with addresses, phone numbers and e-mail addresses. Officers should include, at a minimum, President, Secretary, Match Secretary, Treasurer, CIPP Coordinator, GRU Representative(s). Other appointments such as Coach, Referee, must also be included. (School and summer addresses & phone numbers for all officers are required for college & graduate school teams).
 - e. A team roster (names, CIPP numbers, address, zip codes and phone numbers). ALL players, coaches, officers, referees, etc. **MUST** have CIPP numbers.
 - f. Date when election of officers is held.
 - g. A copy of your current budget and proposed budget for the following year. Colleges and graduate schools must include the amount funded by the school and description of how and when funds are disbursed. List line items that the school will fund and items they won't.
 - h. A list of fund raisers, charity events, etc. that you have planned to raise money, remain solvent and improve the image of Rugby either in your community or on your campus.
 - i. Recruiting methods and plans for bringing in new players.
 - j. Locations and actual sizes of practice and playing fields. List any restrictions on their use (inclement weather, insurance, use by other sports, etc.) List owner(s) of field(s) such as school district, township, city park, etc.)

- k. Colleges & graduate schools must include their Faculty Advisor's name, address and phone number, along with a letter from this Advisor stating their willingness to ensure that the "Duties of a Faculty Advisor" are carried out.
 - l. Colleges & graduate schools must include the name, address & phone number of their Athletic Director and Director of Club Sports. A letter (on school letterhead) from one of these persons regarding the school's support for rugby (use of fields, facilities, equipment, funding, future plans) is required.
 - m. **All teams must have a coach and a person who will attend the referee clinics/meetings and be available to referee as requested by the Referees Society.** Provide name, current CIPP number, address, and telephone number for each person. The Coach must attend any GRU Coaching Clinics. At a minimum, the Coach must obtain and maintain Level I Coaching Certification as formulated by USA Rugby. Include signed Coaches Code of Conduct form with your application.
 - n. The Referee must attend the Referees Society Clinic(s) and meetings, as well as all training offered by the Referees Society. The Referee must maintain membership in the Referees Society and be available to referee as requested.
 - o. Any discipline problems in previous games must be reported (matches scheduled but not played, players ejected/suspended, etc.).
 - p. Proof of full enrollment in USA Rugby's Club & Individual Participant Program (CIPP).
2. The above items (a through p) will be reviewed by the Executive Committee after which they can recommend admission (or non-admission) to the Board of Directors at any meeting of the GRU.
 3. Upon affirmative vote of at least a majority of those entitled to vote the club will be recognized as a Full or Associate Member.
 4. **All players** must be covered by a \$100,000 medical or sports accident insurance policy (either through employers, college, parents, or individual plan). The club is responsible for obtaining proof of medical coverage from each player.
 5. All Members desiring referees must submit their match schedules to the Referees Society each season as required by the Referee Association.
 6. All Members must report any change in officers or addresses to the GRU Secretary promptly.
 7. All Members must attend the Annual General Meeting of the GRU or be subject to non-attendance fines.

8. All Members will be under the jurisdiction of the GRU Disciplinary Committees and are expected to uphold the rules and regulations of the GRU. Disciplinary action may be taken against any Member or individual that belongs to the member club.
9. Should the member club wish to resign from the GRU, a statement of such intent must be submitted, in writing, to the President of the Union. It should be signed by at least two officers. The member will continue to be responsible for any financial obligations to the GRU.

Membership Benefits

1. Eligible for all GRU Clinics (coaching, refereeing, etc).
2. Eligible for referees from the Referees Society.
3. Permitted voting directors at all GRU Board of Directors meetings.
(2 Directors for Full Members, 1 Director for Associate Members)
4. Eligible to run for Union offices and serve on Committees.
5. Eligible for representative play at the GRU, USARS, and USA levels.
6. Eligible to participate in GRU league play.
7. Eligible to participate in the USARS and USA Championships. **(Full Members)**
8. Eligible to play teams from within & outside the GRU.
9. Eligible to host incoming tours and go on tours outside the USA.
10. Eligible to host tournaments and apply for sanctioning of tournaments by the GRU.
11. Eligible to bid on and host GRU, USARS and USA events.
12. Access to all other services provided by the GRU.
13. Access to USA Rugby's discounted insurance coverage.
14. Eligible for referee visits by the Referee Association to explain Laws, etc.

GRU Coaches Code of Conduct

In an effort to raise the standards of play and to improve the image of the sport of rugby every coach is requested to abide by the following Coaches Code of Conduct:

I. The Coach/Athlete Relationship

The coach/athlete relationship is a privileged one. Coaches play a critical role in the personal, as well as, athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self-confident, and productive human beings.

II. Coaching Responsibilities

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief, or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of their sport and of coaching:
 - a) Refrain from public criticism of fellow coaches.
 - b) Abstain from the use of tobacco products while in the presence of his/her athletes and discourage their use by athletes.**
 - c) Abstain from drinking alcoholic beverages when working with athletes.
 - d) Discourage the use of alcohol in conjunction with athletic events and enforce compliance of Alcoholic Beverage Policies of the governing Unions.**
 - e) Refrain from the use of profane, insulting, harassing, or otherwise offensive language or behavior in the conduct of his/her duties and enforce compliance of student/athlete Code of Conduct Policies of the governing Unions.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the athletes, and educate athletes as to their responsibilities in contributing to a safe environment.
5. Encourage compliance by the club and university/school officials that the established "Recommended Safety Precautions" are followed, including, but not limited to the presence of a proper medical kit and medically trained personnel at practices, scrimmages and matches.
6. Communicate and cooperate with registered medical practitioners in the diagnosis, treatment, and management of their athletes' medical and psychological problems. Consider an athlete's future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
7. Recognize and accept when to refer athletes to their doctor or sport specialists. Allow athletes' goals to take precedence over their own.

8. Regularly seek ways of increasing professional development and awareness.
9. Treat opponents and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
10. Be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

III. Coaching Expectations

Coaches must:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes.
3. Respect athletes' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.

I have read and understood the above statements and agree to conduct myself in a manner that demonstrates the standards established in the GRU Coaching Code of Conduct.

Club:

Print Name:

Signed:

Phone:

Date:

Email:

Witnessed by the following elected officer of the club:

Signed:

Club Position:

This form is requested to be signed and mailed to the GRU secretary

Georgia Rugby Union Eligibility Regulations

The GRU follows all USA Rugby eligibility guidelines. Those USA Rugby guidelines effective in 2007 follow:

USA RUGBY ELIGIBILITY REGULATIONS

GENERAL REGULATIONS AND EVENT-SPECIFIC REGULATIONS

USA Rugby Eligibility Regulations (Effective September 2006)

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Section 1. TERMS & DEFINITIONS

- 1) **Club** -- A group, having registered under a specific CIPP number, which may field multiple Teams or Sides on a given weekend (see also Team or Side) in accordance with the Regulations contained herein.
- 2) **Competitive Match** –
 - a. Any match that in any way leads to a USA Rugby Championship Event; or
 - b. Other competitive match that occurs during the Fifteens Competitive Season and takes place in accordance with all LAU, TU and USA Rugby rules, regulations and standards. (This does not include matches less than 80 minutes in duration, but may include full-length B-side matches during the Competitive Season.)
- 3) **Exception** – May be specifically listed within these Regulations, which allows participation in circumstances outside the normal published regulations.
- 4) **Event Weekend** – The time period covering a single USA Rugby Championship Event, i.e. from team check-in through the final whistle in any given category, division or gender.
- 5) **Fifteens Competitive Season** – Governs Fifteens competitions leading to USA Rugby National Championships. Runs from September 1st through completion of the USA Rugby Club Men’s Championships in early June.
- 6) **LAU – Local Area Union**
- 7) **Match Roster** – List of starting players; may or may not also require possible substitutions to be named.
- 8) **Play** – Play is defined as actually stepping onto the field either as a starter, reserve, or blood substitution for any length of time. So, a player can be named on the roster for a match and not actually “play” in the match.
- 9) **Qualifying Match (Used for Senior Men’s Clubs Fielding Multiple Sides only):** A match that leads to a USA Rugby Championship Event or a 2nd side game associated with such a match.
- 10) **Roster** – List of players for event weekend (see also Match Roster).
- 11) **Sevens Competitive Season** – Governs Sevens competitions leading to USA Rugby Club Sevens and All Star Sevens Championships. Runs from June 1st through completion of the USA Rugby All Star Sevens Championship.
- 12) **Spring Academic Term** – The academic term as defined by the University Registrar as spring – this may be a spring quarter or spring semester.
- 13) **Team or Side** – A subgroup of a Club that represents varying levels of competition for any given match or set of matches – usually designated as A-side, B-side or C-side – “A” being the highest competitive level.
- 14) **TU – Territorial Union**
- 15) **Transfer** – Official process of changing club affiliation. Subject to all rules of USA Rugby Eligibility contained herein. Open transfer period runs from June 1 through October 15th, and any transfers outside of that window may be subject to LAU, TU and/or USA Rugby Eligibility

Committee approval/denial.

- 16) USA Rugby Championship Event** – Designates those events under the authority and jurisdiction of USA Rugby, and beyond the jurisdiction and control of LAU and/or TU events. Includes:
- a. USA Rugby Playoffs (Competitive Region matches or Round of 16 or 8)
 - b. USA Rugby Semi-Finals and Finals
 - c. Women’s Senior Division I Challenge Matches
- 17) Waiver** – Required for any player to be eligible for competition in a particular category, division or gender outside of the regulations contained herein.

Section 2. GENERAL ELIGIBILITY REGULATIONS

2.1. General Policy Statement

The General Eligibility Regulations apply **to all matches**. Event-Specific Regulations apply to all matches that in any way lead to a USA Rugby Championship in that event. All following general and event-specific regulations must be strictly enforced by the LAU and TU for those matches that in any way lead to a USA Rugby Championship. USA Rugby is responsible for establishing the structure of USA Rugby Championship Events and minimum competition standards. TUs are responsible for determining the clubs that participate according to the structure established

2.2. Laws of the Game

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

2.3. Club Eligibility

All Clubs must be in good standing with their LAU, TU and USA Rugby. To be in good standing the following minimum rules apply:

- a) Club must be enrolled in the current year’s CIPP, with all dues fully paid.
- b) Club must meet any other standards required by the LAU and TU.
- c) Club must adhere to the regulations and procedures for the particular USA Rugby Championship.
- d) Club entering the US from other international unions must receive official clearance through home union and USA Rugby in accordance with iRB Regulations.

2.4. Player Eligibility

All players must be in good standing with their LAU, TU and USA Rugby. To be in good standing the following minimum rules apply:

- a) Player must be enrolled in the current year's Club and Individual Participation Program (CIPP), with all dues fully paid.
- b) Player must be enrolled for the club to play in matches that in any way lead to a USA Rugby Championship and must be enrolled either as an At-Large member or for a club within the TU for NASC events.
- c) Player must meet any other standards required by the LAU or TU.
- d) With the exception of non-contact rugby, no women/girls shall play on a men/boys team and no men/boys shall play on a women/girls team.
- e) USA rugby shall follow the International Olympic Committee and US Olympic Committee policies regarding transgendered athletes.
- f) Player entering the US from any other international union must receive official clearance through his/her home union and USA Rugby in accordance with iRB Regulations.
- g) **Player must also adhere to the event-specific regulations and procedures for each particular USA Rugby Championship Event.**

Section 3. NATIONAL SENIOR CLUB CHAMPIONSHIPS

3.1. Introduction

The USA Rugby National Men's and Women's Senior Club Championships determine the senior club champions of Men's Rugby Super League, Division I, Division II, Division III and Women's Division I and are not intended to be all star or representative competitions. Rugby Super League teams are further subject to Rugby Super League regulations. (For all inquiries regarding Rugby Super League, please see Section 12.5.)

In addition to meeting all of the General Eligibility Regulations, clubs and players must meet the following criteria. Once a player is no longer able to achieve eligibility for this event, that player is no longer eligible for any match that in any way leads to the applicable USA Rugby Championship Event.

3.2. Club Eligibility

Clubs may carry a maximum roster of 28 players per event weekend and up to five (5) non-resident players are permitted on this roster. For the purposes of this event, a non-resident is defined as person who is not a U.S. citizen and does not possess permanent or conditional resident alien status at the time of the competition.

3.3. Player Eligibility

The purpose of these regulations is to prevent club hopping and the importation of guest players late in the season to strengthen teams for the later stages of competition leading to a USA Rugby Championship Event – these additional regulations are that:

- a) Player must be CIPP enrolled for the club, through initial enrollment or transfer, prior to the earlier of (i) playing in any match that in any way leads to a USA Rugby Championship Event and (ii) April 15th for men's competitions and October 1st for women's competitions.
- b) Player must have played for the club in at least two (2) Competitive Matches after September 1st at least a week apart from each other prior to participating in a TU playoff or championship. In the event a TU does not hold a playoff or championship, the matches must be played prior to the date the team qualifies for a USA Rugby Championship Event.
- c) Player must be at least 18 years of age unless granted a waiver by USA Rugby Eligibility Committee.

3.4. Senior Men's Clubs Fielding Multiple Sides

These regulations are meant to control the movement of players on upper sides to lower sides and are not intended to limit the movement of lower Side players to upper Sides, which movement is allowed at any time:

- a) To participate in a USA Rugby Championship Event, a player must have played at least 75% of all his/her Qualifying Matches for the side entered in the USA Rugby Championship Event or a lower side – players do not get credit for a Qualifying Match in a 2nd side match if they play in a 1st side match the same day.
- b) A player may not move down sides to compete in more than one USA Rugby Championship Event once the player has played for his Club in a higher division at a USA Rugby Championship Event.
- c) Once a player has played in enough Qualifying Matches at a higher Side to prevent that player from obtaining eligibility for a USA Rugby Championship Event at a lower Side pursuant to a) above, that player is no longer permitted to play in any of the Club's lower Side matches that in any way lead to a USA Rugby Championship Event.
- d) A Club that enters its A-side in the Rugby Super League competition may enter its B-side only in the Division I or II competitions, and its C-side only in the Division II or III competitions. A club that enters its A-side in the Division I competition may enter its B-side only in the Division II, and C-side only for Division III competitions. A club that enters its A-side in the Division II competition may enter its B-side or C-side in the Division III competition. A club that enters its A-side in the Division III competition may not enter any of its lower sides in any competition.

Section 4. NATIONAL COLLEGIATE CLUB CHAMPIONSHIPS

4.1. Introduction

The USA Rugby National Men's and Women's Collegiate Club Championships determine the collegiate club champions and are not intended to be an all star or representative competition.

In addition to meeting all of the General Eligibility Regulations, clubs and players participating in the applicable USA Rugby Championship Event must meet the following eligibility criteria and once a player is no longer able to achieve eligibility for the applicable USA Rugby Championship Event, that player is no longer eligible for any match that in any way leads to the applicable USA Rugby Championship Event:

4.2. Collegiate Club Eligibility

- a) Each club must be recognized by the college/university.
- b) Each club must be in good standing with the college/university.
- c) Each club may carry an unlimited number of players on its roster.

4.3. Player Eligibility

In order to participate in any match that in any way leads to the applicable USA Rugby Championship Event, and through the National Collegiate Club Championship, the player must meet all of the following eligibility criteria at the time of competition:

- a) Be 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.
- b) The player must be enrolled full-time and in good standing, as defined by the university or college registrar, and an undergraduate student seeking his/her first bachelor's degree.
Exceptions:
 1. A player in his/her final term may carry less than a full-time academic load and still maintain eligibility. This is only permitted if the player is a graduating senior and a letter from the Registrar confirming such status is obtained. This exception may only be used once.
 2. A player may maintain eligibility after completing and or receiving an undergraduate degree if that player is enrolled full time in post-graduate studies (graduate school or pursuance of an additional Bachelor's Degree) provided the player is attending the same institution they received their first undergraduate degree from and the player still falls within his/her 5 years of collegiate eligibility.
- c) The player must play on the team representing the school in which he/she is enrolled.
- d) Player must have played for the club in at least two (2) Competitive Matches after September

1st at least a week apart from each other prior to participating in a TU playoff or championship. In the event a TU does not hold a playoff or championship, the matches must be played prior to the date the team qualifies for a USA Rugby Championship Event.

- d) The player must not have played for any other club after September 1st in a match that in any way leads to a USA Rugby Championship Event.
- e) Players must meet and remain in compliance with all applicable amateur standards.

Section 5. NATIONAL BOYS HIGH SCHOOL CLUB CHAMPIONSHIP

5.1. Introduction

The USA Rugby National High School Club Championship determine the high school club champions and is not intended to be an all star or representative competition.

In addition to meeting all of the General Eligibility Regulations, clubs and players participating in the applicable USA Rugby Championship Event must meet the following eligibility criteria and once a player is no longer able to achieve eligibility for the applicable USA Rugby Championship Event, that player is no longer eligible for any match that in any way leads to the applicable USA Rugby Championship Event:

5.2. Club Eligibility

- a) Clubs may carry a maximum of four (4) GED-enrolled players and a maximum of four (4) non-resident exchange students on their roster for any particular match that may in any way lead to the applicable USA Rugby Championship Event.
- b) Club may carry an unlimited number of players on its roster.

5.3. Player Eligibility

- a) Players are eligible if they have not reached their 19th birthday by the start of the competitive season (September 1st).
- b) Players must be enrolled in high school full time or be enrolled full time in an equivalent program leading to a GED. However, if graduation for a particular player occurs during the competitive season, the player is still eligible.
- c) Players must be within four (4) years of the moment the player first enrolled in ninth grade, regardless of when that player started playing rugby or had the ability to start playing rugby.
- e) Player must have played for the club in at least two (2) Competitive Matches after September 1st at least a week apart from each other prior to participating in a TU playoff or championship. In the event a TU does not hold a playoff or championship, the matches must be played prior to the date the team qualifies for a USA Rugby Championship Event.
- f) Players must meet and remain in compliance with all applicable amateur standards.

Section 6. NATIONAL COLLEGIATE ALL STAR CHAMPIONSHIPS

6.1. Introduction

The National Collegiate All Star Championships is the All-Star competition for the USA Rugby collegiate divisions. The structure of the National Collegiate All Star Championships is determined by USA Rugby and the TUs are responsible for determining the players who participate in these competitions.

In addition to meeting all of the General Eligibility Regulations, teams and players participating in the National Collegiate All Star Championships must meet all of the following criteria:

6.2. Team Eligibility

Each team may carry an unlimited number of players on its roster.

6.3. Player Eligibility

- a) Players are eligible if they meet all of the criteria outlined in the National Collegiate Championships section. However, a player is eligible for the National Collegiate All Star Championships if that player meets all other requirements of a collegiate eligible player, even if that player does not play collegiate rugby; provided the institution that a player attends does not have a rugby program.
- b) Players must be declared eligible for collegiate play in the Spring Academic Term prior to the National Collegiate All Star Championships.
- c) All military collegiate team players must be enrolled in one of the Service academies or be a ROTC cadet with a signed contract to enter the United States Military (i.e. an ROTC rugby player committed to active duty service) and these players can play either for their TU team or the military team.

Section 7. NATIONAL ALL STAR FIFTEENS CHAMPIONSHIPS

7.1. Introduction

The National All Star Championships is the All-Star competition for the USA Rugby Senior and Under-23 divisions. The structure of the National All Star Championships is determined by USA Rugby and the TUs are responsible for determining the players who participate in these competitions.

7.2. Team Eligibility

Teams may carry a maximum roster of 28 players per event weekend and up to five (5) non-resident players are permitted on this roster. For the purposes of this event, a non-resident player is defined as a person who is (i) not a U.S. citizen, does not possess permanent or conditional resident alien status at the time of the competition and (ii) not a capped Eagle (Eagles are defined as those who have played for the USA in a senior test or “A” team competition).

7.3. Player Eligibility

- a) **Player must meet all of the General Eligibility Regulations.**
- b) For senior competitions, player must be at least 18 years of age, unless granted a waiver by USA Rugby Eligibility Committee.

Section 8. NATIONAL MEN’S CLUB SEVENS CHAMPIONSHIP

8.1. Introduction

The USA Rugby National Men’s Club Sevens Championship determines the senior men’s sevens club champions in and is not intended to be an all star or representative competition.

In addition to meeting all of the General Eligibility Regulations, clubs and players participating in this USA Rugby Championship Event must meet the following criteria and once a player is no longer able to achieve eligibility for this USA Rugby Championship Event, that player is no longer eligible for any match that in any way leads to this USA Rugby Championship Event:

8.2. Club Eligibility

- a) A club must be a full member of their LAU or TU as defined by the LAU or TU. They cannot be held for partial requirements for the sevens season only.
- b) A club must be in good standing by June 1st. Good standing includes but is not limited to: completed CIPP registration of the club with full payment; in compliance with LAU or TU requirements.
- c) Each participating club may carry a maximum roster of 12 players.
- d) A maximum of two (2) non-resident players may be on the roster. For the purposes of this event, a non-resident player is defined as a person who is not a U.S. Citizen and does not possess permanent or conditional resident alien status in the United States at the time of the competition.
- e) Clubs may qualify and participate multiple teams in this USA Rugby Championship Event provided the teams have completely separate rosters for the event.

8.3. Player Eligibility

The purpose of these regulations is to prevent club hopping and the importation of guest players late in the season to strengthen teams for this USA Rugby Championship Event – players must meet all of the following criteria in order to participate in this USA Rugby Championship Event:

- a) Play in at least two sevens matches at least a week apart from each other prior to this USA Rugby Championship Event (in sevens qualifiers or other matches) for the club.
- b) Be CIPP enrolled for the club, through initial enrollment or transfer, prior to the earlier of (i) playing in any match pursuant to a) above and (ii) July 15th.
- c) Have not played in any qualifying tournaments (unless outside the qualifying division) for any other club.
- d) Player must be at least 18 years of age, unless granted a waiver by USA Rugby Eligibility Committee.

Section 9. NATIONAL ALL STAR SEVENS CHAMPIONSHIPS

9.1. Introduction

The National All Star Sevens Championships is the All Star competition for the USA Rugby Senior Sevens divisions. The structure of the National All Star Sevens Championships is determined by USA Rugby and the TUs are responsible for determining the players who participate in these competitions.

9.2. Team Eligibility

Teams may carry a maximum roster of 12 players per event weekend and up to two (2) non-resident players are permitted on this roster. For the purposes of this event, non-resident player is defined as a person who is (i) not a U.S. citizen, does not possess permanent or conditional resident alien status at the time of the competition and (ii) not a capped Eagle (Eagles are defined as those who have played for the USA in a senior test or “A” team competition).

9.3. Player Eligibility

- a) **Player must meet all of the General Eligibility Regulations.**
- b) Player must be at least 18 years of age, unless granted a waiver by USA Rugby Eligibility Committee.

Section 11. ARMED FORCES CHAMPIONSHIP

11.1. Club Eligibility

A club participant in the Armed Forces Championships must:

- a) Not field a player who is a member of another Armed Forces club.
- b) Not field a player who has not played for that club since 1 January of the year of the competition unless he had an injury that precluded him from playing or he signed into the installation on permanent change of station orders.
- c) Not field a player who has already played for another club in the competition.
- d) Each participating members of the clubs must be enrolled in the current year's CIPP.

11.2. Player Eligibility

The intent of these regulations is that a player participant must be an active bona fide member of the military club on which he is playing. A participant in any military rugby competition or representative team must be:

- a) An active duty member of the US Army, Air Force, Coast Guard, Marine Corps, or Navy.
- b) A member in good standing with his LAU and TU, unless stationed overseas or on a ship.
- c) Enrolled in the current year's CIPP.

Section 12. GENERAL PROCEDURES

12.1. National Championship Event Rosters

Upon qualifying for a National Championship Event, each Club or Team shall submit to USA Rugby within the time frames requested a roster of the players and a list of the support staff that will be in attendance at the USA Rugby Championship Event. The roster shall designate information specific to player and club eligibility for each event and must be signed and certified by a responsible club official and Territorial Representative. Appropriate roster forms can be found at www.usarugby.org in the [Championships Registration section](#).

All Clubs must check with their LAU and TU officials for any other requirements of documentation that must be retained and/or presented during matches that lead in any way to a LAU, TU or USA Rugby National Championship.

If any member of a club is found to be in violation of the USA Rugby Eligibility General or Event-Specific Regulations, the club, territory, and club officials will be subject to disciplinary sanctions that may include fines, suspension, forfeiture of matches and/or loss of seeds for future competitions.

12.2. Club Documentation

The following section is a guide to documentation that should be maintained at all times from the start of the competitive season by a responsible club official. This documentation should be made available upon demand and/or prior to registration for LAU championships, TU championships and USA Rugby Championship Events ***or any match that in any way leads to a USA Rugby National Championship.***

- a) Collegiate Club Documentation:
 - 1. Collegiate Club Eligibility Form (signed by the TU and LAU Representative verifying good standing)
 - 2. Collegiate Player Eligibility Form (signed and sealed by College or University Registrar AND Club Sports or Athletic Department official)
 - 3. Proof of current Club CIPP Registration (printout)

- b) High School Club Documentation:
 - 1. High School Club Eligibility Form (signed by the TU and LAU Representative verifying good standing)
 - 2. USA Rugby High School Player Eligibility Form (signed and sealed by High School Registrar)
 - 3. Proof of current Club CIPP Registration (printout)

- c) Senior Club Documentation:
 - 1. Proof of current Club CIPP Registration (printout)

12.3. Player Documentation

The following section is a guide to documentation that should be maintained at all times from the start of the Competitive Season by a responsible club official. This documentation should be made available upon demand and/or prior to registration for LAU championships, TU championships and USA Rugby Championship Events ***or any match that in any way leads to a USA Rugby National Championship.*** A player may be required to submit documentation to prove as needed (a) identity, (b) citizenship status and /or qualification as a resident (as opposed to a non-resident), and (c) CIPP enrollment. Players unable to provide appropriate documentation will be assigned non-resident status for purposes of eligibility. Acceptable documentation includes:

- (a) Proof of Identification can be verified with:
 - 1. Current government issued photo identification.
 - 2. Official school ID for students.

- (b) Proof of Citizenship can be verified with:
 - 1. Original or copy of U.S. birth certificate OR

2. Original or copy of photo page of U.S. passport OR
3. Original or certified copy of Permanent (Green Card) or Conditional Permanent Resident Alien documentation (Conditional Green Card, INS 'A' Number issued and stamped in passport) AND Copy of Permanent or Conditional Permanent Resident Alien documentation for retention at registration. Note: Documentation (i.e. letters of application) in reference to the pursuit of permanent or conditional resident status in order to facilitate a player's participation in the competition is NOT sufficient.

(c) Proof of current CIPP enrollment can be verified with:

1. Printout from USA Rugby Website

12.6. Waivers

Request for exemption from these Eligibility Regulations must be in writing and received by the USA Rugby Eligibility Committee at least 15 days prior to any match for which the player is requesting an exemption. The USA Rugby Eligibility Committee will have ten days from the date of receipt of *all relevant documentation* to respond to the applicant. Individuals seeking waiver requests should consider that the Eligibility Committee is comprised of volunteers who are not employed by USA Rugby and are not in the National Office so time is needed for the National Office staff to assemble the information and disperse to the committee members to address each waiver.

All requests must be sent in writing to the following address:

USA Rugby
Attn: Eligibility Committee
1033 Walnut Street, Suite 200
Boulder, CO 80302
Fax: 303-302-0239

The following are exemptions often granted upon careful review of proper documentation by the USA Rugby Eligibility Committee:

Under-18 -- Any player under 18 who desires to play in men's or women's senior level competition may seek a waiver from the Eligibility Committee based on the following provisions:

- a) A statement from the applicant describing the reason for senior level play; AND
- b) A signed statement from the participants parent or guardian certifying their approval (waiver and release); AND
- c) A statement from their current or proposed certified USA Rugby coach stating his/her perspective of the participant's ability to perform at the senior level of play.

Collegiate -- A participant in collegiate club rugby may apply to the USA Rugby Eligibility Committee to have the five (5) year eligibility period extended; total extension(s) of eligibility may not exceed two (2) years. Players must apply annually for this exemption. The following list

indicates possible circumstances that might warrant an eligibility extension:

- a) Active military service recognized
- b) Official church service
- c) In the case of female athletes, pregnancy

Required Additional Waiver Request Documentation:

Individual circumstances should be thoroughly explained and documented on the “Eligibility Waiver Request Form” with the following attachments:

- a) Proof of date(s) of enrollment in college or university, i.e. school transcripts
- b) Any and all applicable medical documentation
- c) Any and all applicable military documentation showing dates of deployment and service
- d) Any and all applicable documentation of official church service
- e) Any and all other documentation relevant to the specific waiver request

12.7. Challenges

- a) All challenges must be handled at the appropriate governance levels.
- b) USA Rugby jurisdiction for challenges shall include:
 1. Challenges arising at or in relation to a USA Rugby Championship Event;
 2. Challenges arising regarding a player or club in a separate territory;
 3. Unresolved differences between two or more TUs;
 4. Appeals of decisions at the TU level. (See appeals section below.)
- c) Procedure for Challenges under USA Rugby jurisdiction shall be as follows:
 1. In the event of challenges during a USA Rugby National Championship Event, the designated USA Rugby Official will collect all pertinent data from the protesting party and the challenged party. This information will be sent to the National Office as soon as possible and no later than start of business on Monday following the event. The challenged player(s) may compete in the event, however, if the allegations of ineligibility are found to be true the match will be declared a forfeit. If the challenged player(s) do not take part in the event, then the match results will stand.
 2. In the event of a challenges regarding (b) 2-4 above, all explanation and relevant data must be submitted to USA Rugby, Attn: Eligibility Challenge, 1033 Walnut Street, Suite 200, Boulder, CO 80302, Fax: 303-302-0239 as soon as possible following event.
 3. The challenger must submit a \$25 fee per player or club challenged.

12.8. Appeals

If a club or player has been deemed ineligible by a TU or other member of USA Rugby, the affected player or club shall have the right to appeal to the USA Rugby Eligibility Committee. The appeal must contain the initial written ruling by the TU or other member of USA Rugby, all relevant documents and written communication regarding the decision, and certification that the

Presidents of the TU or the highest-ranking officer in the member organization that issued the decision has been provided with all documentation sent to USA Rugby. The failure to notify the appropriate official issuing the decision may be grounds for denial of the appeal. The appeal must be received by USA Rugby within seven (7) days of the date of the decision appealed. In such an appeal, the USA Rugby Eligibility Committee chair or designee shall notify the TU President or highest-ranking officer of the member organization that issued the decision that such an appeal has been docketed. All appeals should be directed to USA Rugby, Attn: Eligibility Committee, 1033 Walnut Street, Suite 200, Boulder, CO 80302, Fax: 303-302-0239.

Appellate Panel. Any decision of the USA Rugby Eligibility Committee whether based on its original jurisdiction or based on its consideration of an appeal of a TU or other USA Rugby member ruling on an eligibility issue, shall be appealable to a USA Rugby Appellate Panel as referenced in the Bylaws of USA Rugby. Such appeal must be made within seven (7) days of the decision of the USA Rugby Eligibility Committee. The National Office staff liaison must provide the Appellate Panel with all documents and relevant communications that were part of the record in the initial consideration by the USA Rugby Eligibility Committee. All written appeals shall be addressed to USA Rugby, Attn: Appellate Panel, 1033 Walnut Street, Suite 200, Boulder, CO 80302, Fax: 303-302-0239.

With regard to any such appeal, the Chief Executive Officer or his/her designee shall randomly choose a three-person panel from the Appellate Panel to consider the appeal. The Panel must act on the appeal in a timely manner.

GRU EVENT GUIDELINES

1. The Executive Committee of the GRU shall have the responsibility for awarding all GRU championship events, playoffs and other miscellaneous events. Preference shall be given to Full Members for hosting events.
2. **Clubs desiring to host an event must file an Event Application Form at least 60 days prior to the event. All financial obligations to the GRU must be current and the host club must be fully enrolled in CIPP (club and players) and in good standing in the GRU.**

3. Items that the GRU will fund include:

- On-site medical personnel
- Referees
- Trophies

If an item is to be reimbursed to the host club, receipts must be presented to the GRU within 30 days after the event.

4. The host is responsible for field permits, field set up, lining, goals posts and pads, spectator ropes and field markers. The host shall also provide the GRU with a clear map and directions to the event site.
5. The GRU Event Chair will work with the Host Club Event Coordinator to arrange any and all necessary services, facilities and equipment. The GRU Event Chair will decide well in advance what services, facilities and equipment are the responsibility of the host team. Payment/reimbursement of such items will be in accordance with item #3 above.
6. The GRU Executive Committee reserves the right to request written clarifications on any bid and also reserves the right to reject any and all bids for any cause. If it deems it necessary, the Executive Committee can reject all bids and issue and new request for event bids.

GRU ALL STAR POLICIES

DUTIES OF ALL-STAR OFFICIALS

I. COACH

1. Attain & maintain a minimum Level II USA Coaching Certification. Attend higher-level certification and other coaching seminars to maximize coaching skills.
2. Must be CIPP enrolled.
3. Member of Selection Committee.
4. Attend and conduct all practices.
5. Conduct all trials and attends all matches.
6. Develop selection guidelines.
7. Develop training program.
8. Develop testing guidelines.
9. Build a player pool ranking system to identify current or potential All-Star candidates, with the assistance of the Selectors and the Assistant Coach.
10. Choose Selectors from a representative cross section of clubs.
11. Convene the Selectors as required.
12. Stay in close working contact with the other All-Star coaches.

II. ASSISTANT COACH

1. Attain and maintain a minimum Level I USA Coaching Certification. Attend higher-level certification and other coaching seminars to maximize coaching skills.
2. Must be CIPP enrolled.
3. Member of Selection Committee.
4. Assist Coach in numbers 3 to 11 above

III. SELECTORS

1. Must have knowledge of what each position requires.
2. Must have knowledge of particular players' past history, i.e. attendance at past practices and matches, individual effort.
3. Attend all trials, practices and matches.
4. Responsible to contact players regarding selections.
5. Will be available to help the coaches with their duties, if requested.
6. Assist in the construction of a player pool ranking system to identify current or potential All-Star candidates.
7. Attend as many local club/college matches as possible to identify the progress of All-Star players and hopefuls.
8. All Selectors must be CIPP enrolled.

IV. MANAGER

1. Must be CIPP enrolled.
2. Notify players of trials and practices.
3. Attend trials and practices to obtain players' contact information and take attendance.
4. Secure a pitch for trials, practices and home matches.
5. Contact the club whose field will be used for the match. In writing, confirm that it is a properly-sized pitch, properly marked with correct goal posts and spectator barriers. In general, work closely and follow up with the club hosting All-Star activities.
6. Notify, in writing, the Referees Society of home matches so that referees can be assigned.
7. Contact other Union managers, in writing, for confirmation of matches, site, date, time, maps, medical coverage, etc.
8. Arrange transportation, if necessary, for away matches.
9. Collect any cost sharing funds.
10. Distribute maps/directions to players for away matches.
11. File match reports (line up, scoring, venue, referee, etc.) for all All-Star matches with GRU Secretary.
12. Responsible for GRU Kit (storage, cleaning and repair).
13. Keep and update an inventory list of all jerseys, shorts, socks, balls, etc. (any GRU-owned equipment).
14. Keep and maintain a medical kit.
15. Assure proper medical coverage at home matches.
16. Assume overall responsibility of the side while on tour.
- 17.

V. HOST CLUB

1. Responsible for all aspects of the field and surrounding area, obtaining party site, obtaining medical personnel to be at the pitch.
2. Must provide All-Star Manager with maps to pitch, location of showers and party site at least one month in advance.
3. Communicate with All-Star Manager on all pre and post-match activities/arrangements

ALL-STAR ELIGIBILITY POLICY

USARS has adopted eligibility standards for participating in their All-Star programs. The GRU conforms to these standards.

“A player must first be available for play for their Local Area Union All-Star program in order to be eligible for selection to the USARS All-Star programs.”

PLAYER ELIGIBILITY

1. Players must be in good standing with their Club, the GRU, USARS and USA Rugby.
2. Each player must be enrolled in the current year's Club and Individual Participation Program (CIPP).
3. Each player must possess medical insurance coverage of \$100,000 or more.
4. Each player must be a bona fide member of a club in good standing in the GRU.

THE BYLAWS OF THE
SOUTH**E**AST **R**UGBY **R**EFEREE**S** **S**OCIETY

As of December 17 1999

ARTICLE 1 NAME

Southeast Rugby Referees Society hereinafter referred to as the "Society".

ARTICLE 2 PURPOSE

1. Objective- the purpose of this Society is to support the game of rugby football on a local and national level to enhance the game in the United States of America. This objective will be obtained through referee development by way of education, coaching and training.

ARTICLE 3 JURISDICTION

1. Jurisdiction- The Society shall be involved in decision-making on a local level as it pertains to disciplinary matters that are directly related to games being played under the authority of the Georgia Rugby Union, the North Carolina Rugby Union, the Palmetto Rugby Union, the Rugby South Union, and the United States of America Rugby Union, hereafter referred to as "USARFU".

ARTICLE 4 MEMBERSHIP

1. Qualifications- There shall be two classes of Members - Regular Members who shall have the right to vote and Honorary Members who shall not have the right to vote. The conditions for membership in the two classes are as follows:
 - A. Regular Members- A Regular Member shall be any individual who has refereed two games under the supervision of the Society, and has paid his or her regular annual dues.
 - B. Honorary Members- an Honorary Member shall be any individual who may be designated by the Board of Directors as an Honorary Member of the Society.

2. Withdrawal- Any Member may withdraw from the Society at any time by so notifying the President of the Society. Said Member shall continue to be liable for financial obligations to the Society accruing through the end of the society's then current fiscal year.

ARTICLE 5 DUES, EXPENSES AND PAYMENT

1. Dues- the fiscal year for dues shall be January 1 through December 31. Annual dues are payable by January 31. Any changes in the dues must be approved by the membership and will take effect the following fiscal year.
2. Expenses- Referees shall be reimbursed for out-of-pocket expenses related to travel to and from assigned games.
3. Payment- Referees shall be compensated for matches following the schedule posted in Addendum A.

ARTICLE 6 MEETING OF MEMBERS

1. Annual General Meeting- The Annual General Meeting of the Members of the Society for the election of the Board of Directors and for the transaction of such other business as may properly come before such meeting shall be held at least once per year. The Board of Directors shall designate the date.
2. Notice- the Secretary shall give notice in writing or by e-mail of the Annual General Meeting to each Regular Member of the Society. Each such notice shall be mailed or e-mailed not less than ten and not more than fifty days prior to the Annual General Meeting and shall contain a general statement of the items of business to be considered at the meeting.
3. Regular Meetings- the President of the Society may call Regular Meetings at any time. The purpose of the Society's Regular Meetings shall be principally for the training of the Regular Members in proper refereeing technique and all other business shall be conducted after the conclusion of the training session. Following the conclusion of the training session at such regular Meeting, the Members may consider any business which may properly come before the society, except that amendments to the Bylaws and to the Articles of Incorporation may only be considered at the Annual General Meeting, or at a Special Meeting. Written or e-mailed notice of a Regular Meeting need only be given if the Regular Meeting is not held at its customary time and location. A single written or e-mailed notice to all Regular Members of the Society is sufficient to alter the customary time and location of the Regular Meetings and such alteration shall not be considered an amendment of these Bylaws
4. Special Meeting- At any time designated by the Board of Directors or by a majority of the

Regular Members at a Regular Meeting of the Society, a Special Meeting of the membership may be called to consider amendments to the Bylaws or the Articles for Incorporation. A Special Meeting may also be called to consider the recall of a Member of the Board of Directors, or to consider the appointment of a Regular Member to fill a vacancy on the Board of Directors. A special Meeting to consider these matters shall be preceded by notice to the Regular Members of the Society in the manner provided for by section 6.2 of these Bylaws.

5. Quorum- No business may be conducted at any meeting of the Society in the absence of a quorum.
 - A. Regular Meetings- For purposes of a Regular Meeting, a majority of the Regular Members of the Society present in person shall constitute a quorum.
 - B. Annual General Meetings or Special Meetings- For purposes of an Annual General Meeting or a Special Meeting, a majority of the Regular Members present in person or by written or e-mailed proxy shall constitute a quorum.
6. Voting- Each Regular Member of the Society shall be entitled to a single vote.
 - A. Regular Meetings- Regular Members may vote in person, and not by proxy, at any Regular Meeting of the Society. Except as may otherwise be required by law or by these Bylaws, all matters acted upon at any Regular Meeting of the Society shall be decided by a majority of the votes cast by the Regular Members of the Society present.
 - B. Annual General Meetings or Special Meetings- At any Annual General Meeting or Special Meeting, when prior written or e-mailed notice of the consideration of specific issues has been provided to the Regular Members in the manner provided for by section 6.2 of these Bylaws, Regular Members may vote in person or by written or e-mailed proxy. Except as may be otherwise required by law or by these Bylaws, all matters acted upon at any Annual General Meeting or Special Meeting shall be decided by a majority of the votes cast in person or by written or e-mailed proxy by the Regular Members of the Society.

ARTICLE 7 BOARD OF DIRECTORS

1. Designation- the Board of Directors shall consist of five elected Officers who shall be a President, a Treasurer, a Secretary, an Allocations Officer, and a Development Officer. The President has the authority to appoint other Officers of the Society as necessary including but not limited to a Training Officer and Delegates for the Georgia, North Carolina, and Palmetto unions.

2. Powers of the Board of Directors- The Board of Directors shall meet at least once a year to consider administrative and substantive matters regarding the Society and take such action or make such recommendations as they deem appropriate. At the recommendation of any two members of the Board, specific matters shall be referred to the whole Society for consideration at the next scheduled Regular Meeting. The provisions of section 6.2 of these Bylaws do not apply when such a referral is made. The Board of Directors must refer to the whole Society any proposal to expend funds not already specifically approved in the budget, when such proposed expenditure of funds totals more than Five Hundred Dollars (\$500.00).
3. Eligibility and Election- Members of the Board of Directors shall be elected from amongst the Regular Members of the Society. They shall be elected at the Annual General Meeting of the Society and shall hold office for two years and until their successors have been elected and qualified. In the event of a vacancy caused by resignation, removal or death, the Board of Directors may appoint a Regular Member of the Society to serve in the vacated position until the next Annual General Meeting, or until such time as a Special Meeting is called for the purpose of filling said vacancy, whichever first occurs.
4. Duties of the President- the President shall be the chief executive and administrative officer of the Society. He or she shall be responsible for the timely and effective discharge of all directions of the Board of Directors or the Society. He or she shall preside at all meetings of the Society. He or she shall discharge his or her responsibilities for the training and promotion of Society referees through the Referee Development Committee, of which he or she is a member. He or she may, at his or her discretion, delegate responsibility for executing any decision of the Board of Directors or the Society to any Regular Member of the Society and he or she may appoint any Regular Member of the Society to serve in any administrative or executive capacity.
5. Duties of the Allocations Officer- the Allocations Officer shall serve on the Referee Development Committee. He or she shall be responsible for maintaining a list of active and available referees. Determining the schedule of rugby matches in the Georgia, North Carolina, and Palmetto unions, and through the Referee Development Committee, under the guidance of the President, the Development Officer and the Training Officer, assigning individual referees to matches in the Georgia, North Carolina, and Palmetto unions. He or she shall be responsible for the timely and efficient communication of this information to Georgia, North Carolina, and Palmetto union clubs and to Members of the Society.
6. Duties of the Secretary- the Secretary shall keep and maintain the Society membership list. He or she shall be responsible for keeping the records of each meeting of the Society and for publication of the Society newsletter. He or she shall perform such other duties as may be assigned him or her by the President or the Board of Directors.
7. Duties of the Treasurer- The Treasurer shall receive all monies accruing to the Society, keep

accounts, have charge of the funds of the Society and pay debts and discharge monetary obligations of the Society as directed by the President. He or she shall make an annual statement of the finances of the Society and present a proposed budget for the year at the Annual General Meeting. In the President's absence, he or she shall preside at any meetings of the Society. He or she shall perform such other duties as may be assigned him or her by the President or the Board of Directors.

8. Duties of the Developmental Officer- The Developmental Officer shall serve on, be Chair of and be responsible for administering the Referee Development Committee and shall serve on the Board of Directors. He or she shall perform such other duties as may be assigned him or her by the President or the Board of Directors.
9. Duties of the Georgia, North Carolina, and Palmetto Union Delegate's. The Delegate's shall represent the views of the Society in the deliberations of the Georgia, North Carolina, and Palmetto Unions. The Delegates shall perform such other duties as may be assigned them by the President or the Board of Directors.
10. Removal- an Officer of the Society may be removed from office at a Special Meeting of the Society called for the purpose of considering such removal by a two-thirds (2/3) vote of the Regular Members of the Society voting in person or by written Proxy (no e-mails).

ARTICLE 8 TRAINING AND ALLOCATIONS

1. Duties of the Training Officer- the Training Officer shall serve on the Referee Development Committee and on the Board of Directors. He or she shall be the chief trainer and educator of refereeing technique and philosophy and the final authority on the interpretation of rugby Law within the local Society. He or she shall perform such other duties as may be assigned him or her by the President or the Board of Directors.
2. Referee Development Committee
 - A. Membership- the Referee Development Committee shall be chaired by the Development Officer. The Committee shall Consist of the Development Officer, the President, the Training Officer, the Allocations Officer, those Members of the Society who are on the B-panel of the South Rugby Referee Society, those Members of the Society who are on the A-panel of the USARFU and those Members of the Society appointed by the Board of Directors as Evaluators of Society Referees.
 - B. Powers- The Referee Development Committee shall be responsible for and report to the Board of Directors on strategies and actions to develop and improve the performance of the Society's referees, official Society referee evaluation, Society exchange evaluation, local union grading and promotion of active referees within the

Society. The Committee shall advise and support the Training Officer in the development and presentation of referee training to the Society. The Committee shall develop and publish uniform criteria for the selection and promotion of Society referees and designate qualified Society referees for consideration for advancement to territorial union grade. The Committee shall recommend to the President the local union grade for Society members, including those Society Members to be accorded a presidential grade.

- C. Communication- The Committee shall also be responsible for communicating information regarding its functions to local union clubs, local union officers, society Members and territorial and national union officers in a timely and efficient manner. In exercising its authority the Referee Development Committee shall, at all times seek to advance the interests of Society Members and to ensure that Society Members are assigned to referee matches commensurate with their skill level.

ARTICLE 9 AMENDMENTS

The Bylaws of the Society may be amended in whole or in part at any Annual General Meeting or Special Meeting of the Society called for the purpose of considering such amendments. Upon a two-thirds (2/3) vote of the Regular Members of the Society voting in person or by written proxy/e-mail. A duly noticed proposal for change need not be accepted or rejected in its entirety, but may be adopted with such modifications as the Regular Members of the Society may deem appropriate.

ADDENDUM A

- Referee Grade D \$45
- Referee Grade C-3 \$45
- Referee Grade C-2 \$45
- Referee Grade C-1 \$55
- Referee Grade B-3 \$55
- Referee Grade B-2 \$55
- Referee Grade B-1 \$75
- Referee Grade A-2 \$85
- Referee Grade A-1 \$85

SOUTHEAST RUGBY REFEREE SOCIETY

POLICIES AND PROCEDURES

Effective: January 1, 2001

MISSION STATEMENT

The mission of the Southeast Rugby Referee Society is to provide the highest quality officiating to rugby clubs and organizations for which we provide referees.

GOALS

In order to achieve its mission, the Southeast Rugby Referee Society has established the following goals:

1. To provide qualified referees for each match and event requested of the Society.
2. To recruit, train, develop, assist and encourage individual members of the Society in their efforts to become the best referees they are able.

STRUCTURE

The Southeast Rugby Referee Society is an independent and autonomous organization affiliated with the Georgia, North Carolina, and Palmetto Rugby Unions. The Society is represented by a single voting member to the GRU Board of Directors in accordance with the GRU Bylaws, and is represented by a Liaison to the Palmetto Union.

The Chairman manages the Society, with the assistance of other officials. Currently, these individuals are:

Chairman	Mike Cobb
Treasurer	Karl Mesloh
Secretary	Paul Gauthier
Scheduling Secretary	Parker Carlisle

Chairman Appointments:

Social and Event Coordinator	Graeme Payne
Recruitment/New Refs	Marty Piepoli

MEMBERSHIP

The Society is open to membership for any individual who is interested in officiating rugby union football. To apply, a New Referee Application should be completed and submitted to the Chairman of the society.

REFEREE RESPONSIBILITIES

1. Each referee must enroll in the National Club and Individual Participant Program (CIPP) administered by the USA Rugby Football Union. CIPP applications are available from the Chairman of the society. Each referee bears the cost of enrollment, including any and all fees to the Rules and Laws committee.
2. It is the policy of USA Rugby that all participants, including referees, be insured for medical injury in an amount not less than \$100,000 per accident. Each individual is responsible for obtaining and maintaining appropriate medical insurance coverage.
3. Each referee must cover the matches to which they are assigned, providing they are contacted for confirmation as indicated in the Match Assignments section. The only exceptions are when the referee deems that the match cannot be played because of unsafe conditions, or as otherwise provided in the laws of the Game. (We can't reach our stated goals if referees cancel or back out of assigned matches) In the event that a referee has an emergency arise and can not cover the assignment, the referee should first contact the team for which he or she was scheduled, inform them of the problem, and notify the Society Scheduling Secretary so that another referee can try to be scheduled.
4. Each referee will collect a roster of players from each team before the match, utilizing the USARSU CIPP registration match report. The winning team should mail the report to the USARSU representative within three days. The referee should not officiate any match for which rosters are not provided.
5. In the event of a player send-off, the referee must complete a written Send-off Report and submit copies to the Chairman of the society and the appropriate union Discipline Chair within three days of the match (see the section on Player Safety and Discipline). These forms are available from the Chairman of the Society, and from the Rugby South web page.
6. Each referee may want to become a member of the National Association of Sports Officials (NASO). The current cost is \$71.00 a year. This membership will provide each referee with \$3,000,000.00 of Liability insurance against any claims filed while officiating. It also provides Assault Protection, Game Fee Protection, if injured, and Accident Medical benefits. The Chairman of the society has membership forms.

REFEREE BENEFITS

1. Members of the Society are automatically covered by the liability insurance policy maintained by USA Rugby. However, it should be noted that participant injury is specifically excluded from the present policy, but is covered under NASOs program.
2. Society members will receive the Society newsletter, and copies of the national Referees newsletter “communiqué” and the “beak”. At each years AGM every Society member will receive Law books.

MATCH ASSIGNMENTS

It is the SEERS policy that individual clubs must be a member in good standing of their Union in order to request referees from the Society.

All clubs and organizations requiring referees must submit a written schedule of their matches and events to the Scheduling Secretary. It is the SERRS policy that no referee will be assigned until a written schedule is received. The schedule should include the number of games (A,B,C, etc.) , time and location.

Spring schedules need to be in by December 15th, and fall schedules need to be in by August 1st. All colleges need to have their fall schedules in before they break for summer.

The assignments made by the Society will be distributed to referees, clubs and union officials in the SERRS Newsletter, or by e-mail.

Each club is responsible for contacting the assigned referee(s) by 10:00pm the Wednesday prior to the match to confirm time and location. Failure to reach the referee will result in elimination of the requirement that the referee cover the match. If the referee cannot be reached, the SERRS Scheduling Secretary must be called by the 10:00pm Wednesday deadline.

In the event of a no-show by a team or a cancellation after the referee has left for a scheduled match, the home team will be charged the Society fee, and the team that no-showed or cancelled will be turned into the Union Disciplinary Chairman for appropriate action. If there are any changes after a team has talked to the scheduled referee, the referee needs to be notified of the changes immediately.

Referees will be assigned in following order. League matches will be covered first. Referees will then be assigned to teams who have had their schedules received by the society in the order in which they where received, first to last. Any matches rescheduled will be put at the bottom of the list including League matches that were changed. And finally, there will be some occasions in which no referees live in a close proximity to a club asking for a ref, in these cases the society will try to find a ref from another society to cover that match.

Clubs are reminded that the Laws of the Game now require goal post pads and sideline restraining ropes for all matches, and that the referee is prohibited from starting the match until they are in place.

FINANCES

Revenue

The two sources of revenue for the Southeast Rugby Referee Society are:

1) through assessment of fees to the clubs and organizations for which we provide referees. The current fee schedule is \$75.00 for all College and Div III men's and women's clubs, and \$100 for all Div I and Div II men's clubs.

2) Through referee dues, every referee will be billed \$80.00 for membership dues at the first of the year, with \$20.00 of the \$80.00 being allocated towards overseas exchange costs for the society.

Organizations running tournaments or other such events will be charged \$50.00 per referee per day. It is the responsibility of the host club or organization to provide event shirts, and food and drinks during the event for the referees. If it is a two-day tournament then the host club or organization needs to provide at least lodging and an evening dinner for Saturday night. Depending on the tournaments needs, each tournament may have different charges. For each tournament a head referee will be appointed. He or she will be the contact for the tournament chairman. The head referees duties will include, handling all match assignments for the tournament, being the contact referee for the tournament chairman, and answering any Law questions ask by the tournament chairman only.

The Society Treasurer will bill each club and referee at the beginning of each year. Tournament and event fees will be collected prior to, or at the event by the referees.

Expenses

Expenses for the Society are for administration, such as materials and postage for newsletter distribution, referee dues to territorial and national entitles, and expenses related to referee development. These include participation in the territorial exchange program, ongoing exchanges with other local societies, occasional clinics, and so forth.

Referees in all sports are paid, from the NFL referee to the church softball league umpire. SERRS referees will also be paid in the form of match fees from the clubs on the day of, and prior to the match. These fees are based on the present grade of the referee. The break down of fees are:

- A 1 - \$85.00
- A 2 - \$85.00
- B 1 - \$75.00
- B 2 - \$55.00
- B 3 - \$55.00
- C 1 - \$55.00
- C 2 - \$45.00
- C 3 - \$45.00
- D - \$45.00

PLAYER SAFETY AND DISCIPLINE

The motto of the SERRS is the Latin “Pro Venator” which roughly translates to “For the Player”. According to the archives, Nally, Leary and Swanson stumbled upon this motto in a moment of alcoholic enlightenment. Foremost in this philosophy, which permeates the Society, is the issue of player safety, which should be the primary concern of every referee.

The literal translation of Venator is “sportsman”. Unfortunately, rugby players occasionally do something on the pitch that is contrary to the spirit of good sportsmanship, and the referee is obligated to respond accordingly. Depending on the players actions, the context of the match, and the skill of the referee, this response may range from as little as a look or a quiet word to as much as dispatching the player to the Sin Bin or the player being Sent–Off the pitch.

Anytime a referee sends a player to the Sin Bin or sends him or her off, regardless of whether the match is A-side, B-side, old boys, social or whatever, the referee must complete a Player Send-Off Report. Forms are available from the Chairman or the Society, or from the Rugby South’s web page. Copies of the report should be mailed as soon as possible, but not later than three days after the match, to the Society and the union Discipline Chair. In the GRU, currently the President is Brad Baker, in North Carolina it’s Bob Davis, and the Palmetto President is Steve Toon. The Rugby South Discipline Chair is Paul Gauthier.

Under current territorial and local Discipline Guidelines, any send-off results in a minimum, mandatory, unappealable suspension for the player of the next match or eight days, **whichever is longer**. Thus, a send-off in a tournament means the player is out for the tournament. The Discipline Committee of the union with jurisdiction over the match in which the send-off occurred will review the send-off report to determine if additional penalties fare warranted.

Mandatory Send-Offs

Actually, there is no such thing as a mandatory send-off. Each referee must make his or her own decision in any given situation.

However, the SERRS hosted a joint meeting of coaches, captains and referees in October 1993 at which the issue of player safety was discussed at length. It was unanimously agreed by all parties at that meeting that two situations definitively warrant a send-off. The first is any deliberate boot to another players head, and the second is the “third man in” who throws a punch or kicks a player.

REFEREE DEVELOPMENT

Each referee is ultimately responsible for his or her own development. The study of the laws and coaching materials, viewing of other referees on videotape and in person, obtaining constructive criticism from players, coaches, other referees, etc.about ones performance, and fitness maintenance are things that no one else can do.

However, it is one of the goals of the Society to do everything it can to assist a referees quest for improvement. While occasional clinics are held, Lawbooks and coaching information are distributed, and

critique sheets are made available to the referees, the primary focus is the individual coaching of the referee by the members of the SERRS Development Committee.

This Committee consists of the Developmental Chairman, the Chairman of the Society, B Panel referees (currently, this would include Seegar Swanson, Ed Ward, Ed Gardner, and Hu Rhodes), and any person the Developmental Chairman nominates as a coach for referees.

Referee Grades

There are three separate types of coaching and evaluation opportunities for referees within the Society. They are marked on the schedule as C=Coaching (informal, oral only post match follow-up), I=Informal (informal, oral report followed by brief written report), and F=Formal (the traditional extensive oral and written reports).

In addition to providing as many opportunities for coaching and evaluation within the Society, the SERRS also sends referees through its exchange programs to other areas for outside evaluation, and occasionally brings territorial and national evaluators to the area.

As a local Society, the SERRS is responsible for determining the grade of all junior referees from D (entry level) through C-3, C-2, C-1, which is the highest grade a local Society may bestow. Senior referees and B-panel grades (B-3, B-2, and B-1) are the responsibility of the territorial referee committee. A-panel grades (A-2, A-1) are the responsibility of the national referee committee.

Administrators in the SERRS have attempted to comply with current efforts nationally for establishing and maintaining very high standards for local grades particularly that of C-1. No referee may carry the grade of C-1 unless they are a full time, fit, experienced, and a committed rugby referee. Similar national standards may soon be coming to the C-2 grade.

Following are standards and descriptions of the various grade levels, adopted and modified from standards published by the USARFU Referees and Laws Committee:

I. General Comments

- A. There will always be differences in style and ability between two referees, even those with the same grade. However, there are some general characteristics, which are expected to accompany each grade. These expectations become greater as a referee moves up through the ranks, as do the rewards.
- B. **Consistency** becomes more and more important as the desired grade goes up. This is one of the most notable characteristics associated with higher levels of refereeing. To obtain higher grades a referee must be observed by more evaluators, at more matches, over a longer period of time. One good match in front of the evaluator is not going to be enough.
- C. **Experience** goes hand-in-hand with on-field performance and consistency. The number of games a referee has done, and the period of time he has performed at the level above his current grade, will be considerations for his or her promotion to the next grade. At the higher grades, this time frame could be measured in years, rather than weeks, so ambition must usually be tempered with considerable

patience. There is no substitute for experience.

- D. **Commitment** becomes more noticeable as a referee moves up the ranks. It takes an effort on the part of an individual to improve his or her own game, learn the laws, watch and draw from senior referees. The referee will need to learn from those who observe him or her without always debating, get fitter, discuss the game with players, discuss “Grey areas” with other referees, attend clinics, and so on. Commitment means taking all assignments, and not just the choice ones. You should also be prepared to put something back into your local society in the form of administrative elbow grease, although this will not get you a better grade.

In addition to the characteristics listed for each grade below, improvement of certain intangible qualities that a referee might possess may make the final difference in his promotion to the next level. This could simply be a matter of style, or it may involve some other subtle factor that an evaluator will recognize when he sees it, but be unable to define easily in so many words.

Grades are not lifetime awards. They are meant to indicate the current level or standard of one’s refereeing. If a referee goes inactive for an extended period of time, or does not maintain his standard of refereeing (including fitness), his grade may be adjusted accordingly.

II. Local Society Grades

Grade D

Grade D referees may be part time, or in their first year of full time refereeing (less than 15 full matches). He may still be an active player or coach. He may or may not attend meetings or clinics, although it is encouraged. The standard of refereeing for the D Grade can vary widely, depending on accumulated past playing or coaching experience.

Grade C-3

C-3 is the first “true” grade. This referee may be just beginning to gain a feel for the laws of the game, and may still play or coach in addition to refereeing. On the other hand, he may be a full time referee who is content to do games at this level, and remain unburdened with the commitments required to maintain a higher grade.

A referee remaining at C-3 might indicate a lack of mastery of the laws, or a fitness problem caused by chronic injury, a weight problem, or simply a lack of commitment. His or her whistle can be very monotonous, signals spotty, and explanations too involved, or nonexistent.

General match standard is Collegiate, Division II A/B, or less competitive Division I C-side games.

Grade C-2

The C-2 has acquired a basic understanding of the laws, and has shown an interest in improving his or her performance with the help of counseling from evaluators and senior referees. The referees primary focus should be shifting in favor of refereeing, as opposed to playing or coaching. He is beginning to signal, and make his or her whistle work.

An advantage signal should be in evidence, although may be used inconsistently. He or she is communicating better on the pitch.

This referee should be improving every time he or she does a match. His or her mistakes are often easily correctable, once they are pointed out by a more experienced observer. Fitness will be a requirement if the C-2 wants to advance to C-1. It is one of the tests of commitment that will distinguish a serious referee from the rest.

A C-2 is capable of handling Collegiate and Division II A-side matches, less competitive Division I B-side games, competitive Division I C-side matches, and lower division semis and finals in local tournaments.

Grade C-1

The C-1 grade represents a major jump in a referees development. He or she is now becoming very comfortable with the laws of the game, and makes few errors. He or she must train enough so that conditioning will not affect his or her choice of positioning, nor his or her ability to make the proper call in open play.

The referee has now acquired a consistent whistle/signal/talk sequence, and the explanatory signals are clearer, with the players picking them up faster. The referees advantage is well signaled, and he runs it fairly well. His or her options are for the most part correct, but do have the odd foul-up from time to time. The referee is beginning to focus correctly on offsides, and understands the sequence of responsibilities in the tackle situation under law 15.

The game the referee produces should flow, exhibiting a proper understanding of the encouragement of constructive play and management of negative or destructive play. There should be a low incidence of undesirable incidents, and the match should be generally pleasing to both player and spectator.

The C-1 should now be concentrating on his or her control of the tough matches. To advance to B-3, the referee will be tested with difficult tournament matches, or competitive league matches between rival clubs.

The C-1 is generally capable of refereeing all but the more competitive Division I A-side matches, including local tournament finals. Advancing C-1's may be given an occasional territorial appointment, as well.

If you have any further questions please contact the Chairman of the Society.

ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS ABOUT SERRS BILLING

Question: Why is my club being billed again by the referee society, after we have paid the referees at the matches?

Answer: Your club is not being billed again. The money you pay the referee on the day of your match is a fee to the referee as compensation for his/her service that day. It is the same type of fee that you would pay a church league umpire to officiate a softball game. The bill you receive from the referee society is separate, and different.

Question: Then what is this bill from the society for?

Answer: The bill your club receives from the referee society is to cover overhead and administrative expenses that the society incurs while keeping up with schedules, and assigning referees to cover matches. (Long distance phone bills, mailings, etc).

Question: How is our \$75.00 or \$100.00 used by the society?

Answer: \$10.00 for each match played in SERRS area is sent to the territorial SRU referee board to help pay for their overhead and administrative expenses, so if your club plays 3 home matches a year, we send \$30 to the South, or if your club plays 10 home matches a season we send \$100 to the South Ref board. The rest is used for the overhead, and administrative costs of running the society, along with referee development expenses such as exchange programs importation of referee assessors, underwriting referee clinics, etc.

Question: Is this the only money taken in by the ref society to run the society?

Answer: No, we charge membership dues to referees also. At present those fees are \$80 dues a year.

Question: How often will my club be billed for these fees?

Answer: We bill your club once a year in January for these fees.

Question: Can my club budget for the referees fees also?

Answer: Yes, but you can only estimate since individual referee fees differ by the referee's grade. We suggest that most clubs can use \$45-55 as an estimate for the referee fee. These estimates should be budgeted per home game!