

# 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 association 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*

*Amended August 2010*

(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 Members with respect to Union activities.
3. To cooperate with local, regional, national and international organizations to serve the interests and welfare of the Members.
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 at least a majority of the Directors of the Union. Other Rugby Union Football organizations, individuals, or organizations may become a member of the Union upon an affirmative vote of a majority of the Directors of the Union. All members of the Union agree to conform to the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union.

Section 3.02. CLASSES OF MEMBERS. There shall be nine classes of members: Full Rugby Club Members, Associate Rugby Club Members, Youth Rugby Club Members, Rugby Referee Association Members, Special Purpose Rugby Club Members, Affiliate Organization Members, Affiliate Individual Members, Honorary Members, Suspended Members

a) **Full Rugby Club Member.** Those Rugby Union Football clubs currently members of the Union at the time of the adoption of these Bylaws may become Full Rugby Club Members without any further action on their part by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union. Upon application and by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union, any Rugby Union Football club may become a Full Rugby Club Member of the Union by an affirmative vote of at least a majority of the Directors entitled to vote. Full Rugby Club Members are entitled to all benefits of the membership in the Union. Full Rugby Club Membership includes senior and college clubs whose contributions to the Union may be determined separately. Full Rugby Club Members are entitled to two directors on the Union's Board of Directors.

b) **Associate Rugby Club Member.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union, any Rugby Union Football club may become an Associate Member by an affirmative vote of at least a majority of the Directors entitled to vote. An Associate Member may remain so for no more than two years. At the end of two years an Associate Rugby Club Member must become a Full Rugby Club Member. Associate Rugby Club Membership includes senior and college clubs whose contributions to the Union may be determined separately. Associate Rugby Club Members are entitled to all benefits of membership in the Union except:

1. Any additional restrictions placed upon Associate Rugby Club Member Clubs by applicable territorial, national, or international Rugby Union Football organizations.
2. Associate Rugby Club Members are entitled to one Director on the Board of Directors

**c) Youth Rugby Club Members.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union, any Youth Rugby Club may become a member of the Union by an affirmative vote of at least a majority of the Directors entitled to vote. Youth Rugby Club Members shall be entitled to such voting rights and privileges as deemed appropriate by the Union.

**d) Rugby Referee Association Members.** Those Rugby Referee Association Members currently members of the Union at the time of the adoption of these Bylaws may become Rugby Referee Association Members without any further action on their part by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union.

Upon application and by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union, any Rugby Referee Association may become a Rugby Referee Association member of the Union by an affirmative vote of at least a majority of the Directors entitled to vote. Rugby Referee Association Members are entitled to all benefits of membership in the Union. Rugby Referee Association Members are entitled to one director on the Union's Board of Directors.

**e) Special Purpose Club Members, Affiliate Organization Members and Affiliate Individual Members.** Upon application and by acknowledging their acquiescence in the Articles of Incorporation, Bylaws, rules, laws, and regulations of the Union, these these may become a members of the Union by an affirmative vote of at least a majority of the Directors entitled to vote. These Members shall be entitled to such voting rights and privileges as deemed appropriate by the Union.

**f) Honorary Members.** Groups or individuals, including but not limited to past players or individuals of distinction may be elected as an Honorary Member upon an affirmative vote of at least two-thirds (2/3) of the Members of the Union entitled to vote

**g) 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. The

Executive Committee of the Union shall be empowered to temporarily suspend members that fail to make required contributions timely.

Section 3.03. MEMBERS IN GOOD STANDING. In order to participate fully in the Union, including but not limited to voting rights, a club must be in "Good Standing". To be considered in Good Standing a Member must meet the following criteria:

A. Member must have no financial obligation against them. Financial obligations include, but are not limited to, contributions payable to any Union (Georgia, USA Rugby South, USA Rugby), CIPP compliance, referee fees. Financial obligations must be paid in full. As an alternative, partial payment and a written payment schedule approved by the Executive Committee and implemented by the Treasurer on a case-by-case basis may be acceptable for the fulfillment of financial obligations.

B. Members must not have any disciplinary action against the Member unless pending actions are under review.

C. All Union Members that are associated with schools, colleges or universities must be in "good standing" with their associated school, college or university.

Section 3.04. 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 3.05. 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 Rugby Club Member, one voting director from each Associate Rugby Club Member, one voting director from each Rugby Referee Association Member and such other directors as may be provided for in their classification of membership and duly transferred to them by action of the Board of Directors.

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 in good standing 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 two years 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. INITIAL TERM OF OFFICE. The Vice President and Secretary shall be elected at the Annual General Meeting of the Board of Directors in August 2010 for one year. In the year 2011 and all subsequent years, the Vice-President and Secretary shall be elected for two year terms. In 2010 and all subsequent years the President, Treasurer and At-Large Member shall be elected for two year terms.

Section 8.04. 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 8.05. 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 8.06. POWERS AND DUTIES. During the intervals between meetings of the Board of Directors, the Executive Committee shall have and may exercise all powers of the Board of Directors, except power to discipline Members, powers reserved by law to the Board of Directors and such powers as the Board of Directors may from time to time specifically reserve to itself. 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.

- A. **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.
- B. **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.
- C. **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.
- D. **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.
- E. **Member at Large.** The Member at Large shall have such duties as fixed or determined by the Board of Directors or the President.

Section 8.07. 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.*
7. *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.*
  8. *2. Foul play incidents, if found to be true, should be penalized as in Sections III C and D above.*
  9. *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*

- F. 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.*
- G. 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*

*9.1 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.
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.
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 liability 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 mirrors all USA Rugby eligibility guidelines.**

## 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  
**S**OUTH**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.
  - E. Regular Meetings- For purposes of a Regular Meeting, a majority of the Regular Members of the Society present in person shall constitute a quorum.
  - F. 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

# **S**OUTH**E**AST **R**UGBY **R**EFEREE **S**OOCIETY

## POLICIES AND PROCEDURES

Revised:	August 26, 2009
Section 1:	General
Section 2:	Information related to clubs
Section 3:	Information related to clubs running tournaments
Section 4:	Information for referees

### Section 1: General

## 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 members of the Society to consistently referee to the best of their abilities.

## STRUCTURE

The Southeast Rugby Referee Society (SERRS) 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, and North Carolina Unions. The Southeast Rugby Referee Society along with referee societies from Florida, Mid-South and Deep South comprise the Southern Rugby Referees Association.

The President manages the Society, with the assistance of other elected and appointed officials. Currently, these individuals are:

President	Ken Muir
Vice-President	Pete Paulson
Treasurer	Bill Gillis
Secretary	Ray Davis
Referee Allocations	John Meyers / Tevis Vandergriff

Presidential Appointments:

Referee Development Officer	Phil Dent
Recruitment/New Refs	TBD

## FINANCES

### Revenue

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

1. Assessment of fees to the clubs and organizations for whom we provide referees. The current **fee** schedule is \$75 for all College and Division III men's clubs and all women's clubs, and \$100 for all Division I and Division II men's clubs. These fees are due by March 15<sup>th</sup> of each year. On March 16<sup>th</sup> a late fee of \$5.00 will be added, and on April 15<sup>th</sup> a total late fee of \$10.00 will be added to the bill. On May 15<sup>th</sup> a total late fee of \$15.00 will be added to the club's bill, and anything after June 10<sup>th</sup> will have a total late fee of \$25.00 added to the club's bill.
2. Through referee dues, every referee will be billed for membership dues at the first of the year, according to the referee's membership category.
3. Selected tournaments for which SERRS provides referees.

**The Society Treasurer will bill each club and referee at the beginning of each calendar year.**

### *Expenses*

Expenses for SERRS are for administration, including but not limited to materials and postage for newsletter distribution, referee dues to territorial and national entities, and expenses related to referee development. These include participation in the inter-society

and territorial exchange programs, ongoing exchanges with other local societies, introductory-level referee clinics, and other referee-improvement clinics as they arise.

## PLAYER SAFETY AND DISCIPLINE

**History:** The motto of the SERRS is the Latin “Pro Venator” which roughly translates to “For the Player.” According to anecdotal evidence, Steve Nally, John Leary and Seegar Swanson stumbled upon this motto. 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 some things on the pitch that are contrary to the spirit of good sportsmanship, and the referee is obligated to respond accordingly. Depending on the player’s actions, the context of the match, and the skill of the referee, the referee’s obligation could range from an admonishment to a send off in accordance to Law 10.

**Discipline and Safety:** Warnings that result in a sin bin are to be recorded on the referee’s match report and submitted to the Referee Allocations Officer and Referee Development Officer. The alleged offender’s full name and CIPP information should be collected from the sanctioned player.

Anytime a referee sends a player off, regardless of the grade of the match the referee must complete a Player Send-Off Report. Forms are available from the President of the Society, or from the Rugby South’s web page ([www.usarugbysouth.com](http://www.usarugbysouth.com)). Copies of the report should be mailed as soon as possible, but no later than three days after the match, to the Society and the Union President or Disciplinary Chair of the local union, and territorial or national body having jurisdiction over the match.

**Need territorial and union rep information here for GRU, Palmetto, and NCRU.**

Under current territorial and local Disciplinary Guidelines, any send-off results in a minimum and mandatory suspension of the player for the next match or eight days, **whichever is longer**. Thus, a send-off in a tournament results in the player no longer participating in the remainder of the tournament -- in any capacity. The Disciplinary 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 are warranted.

The USA Rugby Guidelines on the Application of Law provide recommended penalties for foul play infringements. SERRS referees should be familiar with the recommended penalties and in particular note the foul play offenses that should result in a send-off on first offense. Those situations include but are not limited to the following:

Third person in on an altercation (blindly an striking an opponent engaged with an opposition player)  
Head butting or punching  
Grasping or striking the genital area  
Eye gouging  
Trampling an opponent on the ground away from the ball  
Trampling an opponent near the ball on the head  
Kicking an opponent

## Section 2: Information related to clubs

### MATCH ASSIGNMENTS

It is SERRS' policy that individual clubs be members in good standing with their respective Unions (Local and Territorial) in order to request referees from the Society.

All clubs and organizations requesting referees must submit a written schedule of their planned matches and events (including all tournaments and round-robins) to the SERRS Allocations Officer. It is 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 should be submitted to the Allocations Officer by December 15<sup>th</sup>, and fall schedules need to be submitted by August 15<sup>th</sup>. All colleges should have fall schedules in before summer break.

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

The home club is responsible for contacting in a timely manner the assigned referee(s) to confirm the match's time and location. Timely manner means contacting the assigned referee(s) by BOTH PHONE AND EMAIL to allow the assigned referee(s) to confirm the time and location of the match by 10 p.m. of the Wednesday prior to the match. Failure to contact the assigned referee(s) in a timely manner will result in the allocation of that referee(s) to another match. Any difficulties concerning confirmation of a match must be relayed to the SERRS Allocations Officer by the 10 p.m. 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 referee's reimbursement fee, and the team that no-showed or cancelled will be reported to the Union Disciplinary Chair 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 are typically assigned in the following manner:

1. National Appointments that come from USARRA, SERRS, International, and National exchanges, and league matches.
2. Referees will then be assigned to teams that have submitted their schedules to SERRS in the order in which they were received. Any matches rescheduled will be put at the bottom of the list including League matches that were changed.
3. There may be on occasion in which no referee lives in a close proximity to a club requesting a referee. In these cases the society will endeavor to find a referee from another society to cover that match; otherwise the club will be asked to supply its own referee.
4. Referees will not be assigned to B or C games unless specifically requested. All non-Collegiate Men's and Women's clubs are requested to have at least one Level 1 certified referee within their membership who should be called upon to referee B or C games.
5. All clubs are requested to have at least four Level 1 certified touch judges available for A-side games to assist the referee by running touch. SERRS will continue to provide touch judge courses throughout the Southeast to enable clubs to certify touch judges.

## SAFETY

Clubs are reminded that the "Laws of the Game" 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. Spectators and reserve players should remain behind the restraining ropes throughout the game. At the referee's discretion, the coach and trainer(s) may be permitted in the area between the restraining ropes and the touchline.

If, during a game, lightning or other hazardous weather conditions occur, the referee will immediately stop the game to allow players and spectators the opportunity to seek appropriate shelter. Minimum time stoppage is 30 minutes. The referee is not responsible for ensuring players and spectators seek appropriate shelter.

## REFEREE REIMBURSEMENT

SERRS referees receive reimbursement for their expenses in the form of match fees from the home or hosting club on the day of and/or prior to the match. The current reimbursement for all referees is \$75. If a team requests or requires a referee to cover a second match (B-side) the reimbursement is \$65, if the A-side ref refs the B-side match;

if a different ref refs the B-side match, the reimbursement is \$75. All A-side matches regardless of the number of games played on the day are reimbursed at \$75. Should a referee need to travel more than 150 miles in one direction for a match, an additional reimbursement of \$20 is required.

### **Section 3: Information related to clubs running tournaments**

Clubs or organizations running tournaments or other such events will be assessed \$100 per referee for the first day of the tournament and \$50 for the second day of the tournament. In addition, it is the responsibility of the host club or organization to provide event shirts, and food and drinks during the event for the referees.

For one-day tournaments, the host club or organization will provide one nights' lodging per ref (if required by the ref), and, for two-day tournaments, two nights' lodging per ref (if required by the ref). Refs willing to share a room stay free of charge; refs requesting their own room are responsible for paying ½ the cost of the lodging. For two-day tournaments, the host club or organization will provide each ref \$20 for dinner on Saturday night. For one-day tournaments that end past 5 p.m., it is the responsibility of the host club or organization to provide each ref \$20 for dinner.

Depending on the particular tournament's needs, the tournament may have different charges. Team representatives should work with the Allocations Officer for reimbursement information. From a match assignment and scheduling perspective, a 15's tournament referee will be scheduled for a maximum of 3-4 matches per day. For a 7's tournament, a referee will be scheduled for a maximum of 5-6 matches per day. In the event of a shortage of referees, assignments over the maximums will result in increased per day fees.

**For each tournament a head referee will be appointed. He or she will be the contact for the tournament chair. The head referee's duties will include; handling all match assignments for the tournament, being the contact referee for the tournament chair, and answering any question of law that may arise.**

**Tournament and event fees will be collected prior to, or at the event, by the referees.**

**Tournaments organized by USA Rugby South have a different fee structure. Contact Mike Cobb, Chair of Southern Rugby Referees Association for further information.**

Section 4: Information related to referees, referee coaches, and evaluators

### **MEMBERSHIP CATEGORIES AND DUES**

SERRS is open for membership to any individual interested in officiating rugby union football. To apply, contact the President of the Society.

### **Categories for SERRS members**

Social/injured member: \$25 yearly dues. These members do not referee at all, or referee no more than 2 matches a year.

Part-time referee members: \$45 yearly dues. These members do not referee more than 4 matches a year.

Full-time referees: \$80 yearly dues, with \$20 set aside for international exchanges. These members referee more than 5 matches a year.

### **MEMBERSHIP BENEFITS**

Benefits of each membership:

Social/injured members:

1. receive all emails related to SERRS activities and business
2. receive notification of all Law changes as they become available.
3. are eligible to attend the SERRS Annual General Meeting as a voting member.

Part-time members:

1. receive a copy of the USARFU Law Book each time a new one is produced at a cost of \$5.
2. receive all emails related to SERRS activities and business.
3. have access to the South Rugby Referee Associations (SRRA) discussion group, to keep up to date on the happenings related to rugby referees in the South.
4. are eligible to attend the SERRS Annual General Meeting as a voting member.
5. are assigned SRRA and SERRS referee coaches, with the purpose of improving your refereeing skills.
6. are allowed to keep Level 1 & 2 IRB referee certifications up-to-date, by reffing 3 matches a year. SERRS will also provide opportunities to maintain “current status” by providing training courses that meet the requirements of USARRA, and/or the IRB.
7. receive notification of all Law changes as they become available.

8. SERRS will make available refereeing kit (shirts, shorts, socks, touch flags, etc) for purchase.

Full-time members:

1. receive a copy of the USARFU Law Book every time a new one is published at a cost of \$5.
2. are eligible to be selected as one of the SERRS referees to be assigned to one of our international exchanges.
3. are eligible to be selected as one of the SERRS referees to be assigned to one of our national exchanges or territorial exchanges.
4. are eligible for assignment to the St. Patrick's Day tournament in Savannah, GA where the referee will have the opportunity to be evaluated by a national panel evaluator.
5. will receive all emails related to SERRS activities and business.
6. will have access to the South Rugby Referee Associations (SRRA) discussion group, to keep up to date on the happenings related to rugby referees in the South.
7. may attend all IRB Level 1 referee certification courses to keep up-to-date on any new issues dealing with refereeing.
8. are eligible to attend the SERRS Annual General Meeting as a voting member.
9. are eligible to be assigned to any LAU tournaments (Duke Grads, Charlotte, Black Rose, etc).
10. will be assigned National, SRRA, and LAU referee evaluators for the purpose of assessing your readiness for promotion in your referee grade.
11. will be assigned SRRA and SERRS referee coaches, with the purpose of improving your refereeing skills.
12. will have the opportunity to keep IRB referee certifications current by assigning you at least 5 matches a year.
13. receive notification of all Law changes as they become available.
14. will make available refereeing kit (shirts, shorts, socks, touch flags, etc.) upon payment of yearly dues. Other kit is available for purchase.

15. are eligible for selection to the SRRA developmental panel.

#### 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 online at USARUGBY.ORG. Each referee bears the cost of enrollment, including any and all fees to USRRA.
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. Each individual is responsible for obtaining and maintaining appropriate medical insurance coverage.
3. Each referee must cover the matches to which they are assigned, provided 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. In the event that a referee has an emergency arise and cannot cover the assignment, the referee should first contact the team for which he or she was scheduled, inform them of his/her status and notify the society's allocations officer so that another referee can try to be scheduled.
4. For league matches each referee will collect a roster of players from each team before the match, utilizing the USARS CIPP registration match report. The referee should note the score and sign the forms at the end of the game and turn them over to the winning team. The winning team must mail the report to the USARS representative within three days. The referee should not officiate any match for which rosters are not provided. The referee is not responsible for resolving any disputes regarding player eligibility. Any dispute by a team should be noted on their roster and communicated directly to the applicable Union.
5. In the event of a player send-off, the referee must complete a written Send-off Report and submit copies to the President of the Society and the appropriate Union Disciplinary Chair within three days of the match (see the section on Player Safety and Discipline). These forms are available from the President of the Society, and from the USA Rugby South web page.
6. Each referee is encouraged to become a member of the National Association of Sports Officials (NASO). This membership will provide each referee with \$3,000,000 of liability insurance against any claims filed while officiating. It also provides Assault Protection, Game Fee Protection, if injured, and Accident Medical benefits.

7. Referees must pay society dues on a timely basis. Any member not paying dues may be considered a “member not in good standing” and subject to sanctions imposed by the SERRS Board. Sanctions include loss of voting rights at the AGM and may include loss of exchange privileges, loss of coaching/assessment opportunities, suspension or termination of membership.
8. Referees must abide by the scheduling protocols established by the President and Allocations Officer. Referees should not agree to referee a non-SERRS scheduled match or tournament without discussing this first with the Allocations Officer.
9. Referees must maintain required certification under the rules established by USARRA. Only certified referees will be eligible to participate in exchanges and territorial and national appointments.

#### REFEREE COACHES/EVALUATORS

SERRS will be compensating referee coaches/evaluators assessor for their services as follows:

1. They must have passed a Level 2 Evaluators course.
2. They must turn in written reports to the SERRS President within 7 days of the Coaching/Assessment.

Further, coaches, who are active referees and will be covering a match where he/she will be able to coach another referee, will not be compensated. Rationale: the referee performing the coaching is already receiving reimbursement from the club that they are refereeing. Further, coaching should be looked on as something that all senior referees do to give back to the Game.

SERRS will pay \$10 to all referee Coaches/Evaluators for assessments in their hometown, and \$25 for reports when an assessor travels farther than 45 miles one way. This includes tournaments, except for the Savannah tourney.

#### 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, and other referees about one's performance, and fitness maintenance are the referee's sole obligation.

However, it is one of the goals of the Society to do everything it can to assist a referee's quest for improvement. While occasional clinics are held, coaching information is 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 Referee Development Officer, the President of the Society, B Panel referees, Certified Level 2 Referee Coaches and any person the President nominates as a coach for referees.

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, SERRS also sends referees through its exchange programs to other areas for outside evaluation, and occasionally brings territorial and national evaluators to the area. In general, to be eligible for exchange and formal evaluation the referee must be at minimum a C-2 level referee.

As a local Society, 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 are the responsibility of the territorial referee committee (SRRA). National and developmental (focus panel) grades are the responsibility of the national referee committee (USARRA).

Administrators in SERRS have attempted to comply with current efforts nationally for establishing and maintaining very high standards for local grades particularly that to attain the grade 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. Upon the recommendation of the Referee Development Officer, the President with the approval of the Board may demote a referee.

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

### 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 “gray 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 or her standard of refereeing (including fitness), his or her grade may be adjusted accordingly.

## 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 referee’s 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 a more experienced observer points them out. 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 referee's 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 referee's 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 offside, 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 President of the Society.