

POLICY MEMORANDUM #11, Rev B

3 Dec 2008

From: President PNRFU

To: Distribution

Subj.: SENIOR DIVISIONAL POLICY

1. It is the policy of the Pacific Northwest Rugby Football Union (PNRFU) to support the development of senior level rugby, as this necessary for the continued growth of the sport. This policy will establish the basic requirements for team standings, team status, and clarify the responsibilities of Union, and the individual teams.

2. USA Rugby Senior level Club regulations: USA Rugby requirements mandate that the Local Area Union recognizes a club (team), and the club is in good standing with the Local Area Union. A team playing in USA Rugby National Playoff games shall have a Local Area Union Executive Committee Officer verify player eligibility. The Local Area Union Executive committee shall verify that the Local Area Union recognizes the club and it is in good standing.

3. USA Rugby Senior level Player regulations: Senior level Rugby players must be enrolled with the USA Rugby CIPP program. Each team will ensure that all players have sufficient medical health insurance as mandated by USA Rugby. Each team will ensure that the limits for USA citizens, registered aliens (possession of "green card"), and foreign citizens are adhered to for league fixtures. A player must be in good standing with territorial and local area unions.

4. Financial Responsibilities: In order to play as a recognized team in the United States, it must be in compliance with the USA Rugby Club and Individual Participation Program (CIPP). This compliance requires the team to register and pay a fee to USA Rugby. Additionally, every player on the team must individually register and pay dues based on the player's status as a participant in USA Rugby (senior level player, military, coach, etc.). Additionally, a player must be in good standing with the territorial and local area unions. In addition to USA Rugby requirements, the Pacific Coast Rugby Football Union (PCRFU) requires payment of dues to be in good standing. PNRFU adheres to the dues mandated at both the national and territorial level. In addition, PNRFU requires individual club dues (clubs will also have referee fees for the playing year). Currently the fee structure for senior rugby in PNRFU is:

- a. USA Rugby senior player CIPP fee: \$35.00
- b. PCRFU senior player fee: \$25.00
- c. PNRFU club fee: \$600.00
- d. USA Rugby club registration fee: \$150.00
- e. Home game PNRRS supplied referee: \$75.00 per game

Club dues and CIPP for the player are paid once a calendar year. The Union rugby season matches the academic year September 1st through August 31st).

Some examples:

-Pat Smith joins the team in the fall as a brand new player and pays USA Rugby and the Pacific Coast his dues when he CIPP registers of \$60.00. Once paid Pat is in good standing with PNRFU for the entire academic year, so nothing is due until Pat comes out next fall.

-Jack Jones joins the same team as Pat, but does not join until the spring. Jack has to pay USA Rugby and the Pacific Coast his dues when he CIPP registers, also \$60.00. Jack is also now in good standing with PNRFU, and has nothing due until the fall.

-The Walla Walla Sea Cucumbers decide to form a team over the summer and to join the Union. They register with USA Rugby in September and pay the \$150.00 fee. They request and are accepted for admission into the Union and attend the AGM meeting in January. As a result of the AGM meeting, they have three home games. The Union provides the referees, so the referee fee for each game is required at the end of that period. Billing for the referees is described in detail in Policy #5A. When the new season starts in September, the team again must register with USA Rugby.

5. The division officers under the coordinator run Divisions affairs within the senior level. The Senior level divisions will hold an annual scheduling meeting in accordance with Policy #7. Each Senior level Division will have a Divisional Coordinator in accordance with Policy #8. Divisional Coordinators are generally selected at the Union Annual General Meeting held in January. Due to the different league schedule maintained by the different divisions, Divisions may determine that Senior level Coordinators should be selected in August for the upcoming season.

6. The "Benefits" to the teams and players: The following list, while not conclusive, provides insight to where the money goes:

a. USA Rugby dues:

1. Assist in the administrative costs of running a National Rugby program.
2. Provide instructors & reference materials for USA Rugby run coaching and referee clinics.
3. Provide framework for recognition and advancement of players to the national teams.
4. Provide club liability insurance under the auspices of USA Rugby.

b. PCRFU dues

1. Assist in the administrative costs of running a Territorial Rugby program.
2. Provide framework for recognition and advancement of players to the national teams through a territorial representative ("All Star") team.

c. PNRFU dues

1. Assist in the administrative costs of running a Local Area Union Rugby program (supplies, IT costs, Union level meetings, etc).
2. Pay for USA Rugby instructors and reference materials for USA Rugby run coaching and referee clinics.
3. Provide framework for local rugby competition.
4. Provide framework and administrative process for recognition and advancement of players to the national teams through a regional representative ("All Star") team.
5. Provide financial assistance to the teams representing the Union at upper level competition.

7. Senior Men's Team specific policies: It is expected that the Local Area Union requirements and priorities will take precedence over other commitments (Super League, BCRU, etc.).

a. As part of the PNRFU, senior level teams, and players are expected to abide by the constitution, by-laws, and formal policies of the Union. New teams, or those being reestablished, must formally request admission to the Union. Teams are also expected to in good standing with the Union as defined in the Union Constitution and other policies as set forth in the documents described above.

b. The Union Senior Men's will be organized into three divisions.

c. First, Second and Third divisions will play league fixtures in the fall and spring season that consists of a home and away schedule. League matches may be scheduled in the summer at the scheduling conference to accommodate certain clubs schedules. League matches will take priority over all other matches and must be scheduled at the scheduling conference.

d. First, Second and Third Division clubs should play two matches per league fixture. If the second match is not played, the first match will be a forfeiture with the recorded score of 21-0. Clubs with forfeitures on their matches will be subject to review as to whether or not they should remain in that division or be moved to another.

e. Standings will be determined by the following formula:

1. Team win-loss record.
2. In case of a tie in league standings, the tiebreakers are, in order:
 - Head-to-head win-loss
 - Head-to-head points for minus (-) points against
 - Head-to-head tries scored
 - Total leagues season points for minus (-) points against

f. Teams that have league forfeitures on their record will not be allowed to represent the Union in Championship games.

g. The divisional champions in the Second and Third Division may challenge the last place teams in the next higher division. If the challenging team wins, it moves into the next higher division if they can meet the requirements. The winner of the challenge match plays the following season in the higher division and the losing team plays in the lower division.

1. In the event the 1st place team declines to challenge for divisional promotion, the second place team in that division may challenge, only if they can meet the requirements.

2. The challenge shall be made or declined by the divisional champion not more than two weeks following the declaration of the champion by the Union. The second place team has the same period to declare if they wish to challenge if the champion declines a challenge. The challenges shall go to the challenged team, with copies to the President & Vice President of PNRFU, the Divisional Coordinators of the two divisions in question, and Chairman of the Referee Society.

3. Challenge matches will be conducted after the regular season, but not more than three weeks following the return of the divisional champion from their last national match. The date shall be at the convenience of the challenging team. If the challenge does not involve the champion, the match shall be conducted within a month of the end of the regular playing season.

4. The divisional champion shall have the home field advantage. If the second place team challenges, the home field advantage shall go to the challenged team.

h. Each divisional champion shall represent PNRFU at the respective national championship matches. If the champion cannot attend the national representative matches the second Place team shall be afforded the opportunity to attend. The PNRFU Executive Committee shall determine other options.

i. The League Season for the spring shall begin no later than the third weekend of February and the last match of the season is to be played no later than two weeks before the PCRFU championships.

j. Field Rule: Clarification – If a home team does not have an available field, and the visitor offers a field on the date of the scheduled match, the match shall be played on the available field. The original home team retains the referee coordination and expense and shall notify the assigned referee for the match of the change and location. The foremost consideration will always be given to playing the match on the date scheduled.

1. The burden of travel shall be shifted to the originally scheduled home team. The match shall be played or forfeited.

2. After match social events shall be coordinated between the two teams. It will not be an implied burden to either team and is considered a divisional level issue by the Union.

3. If a team travels to the new location and the field is not playable, the team responsible for the field at that time shall forfeit and be responsible for travel associated costs to the traveling team and referee. The expenses of the traveling team and referee shall be sent directly to the Union Executive Committee for review and approval. The Union shall have the final notification of expenses sent to the respective club.

4. All associated expenses for field setup are the burden of the team providing the field.

5. Once a team has obligated themselves for a field to be played on, the traveling team and referee must be notified of any last minute cancellations before travel. If the referee incurs travel expenses after the movement notification has been given the team canceling the match shall be responsible for those expenses.

6. Less than 24-hour notification to a traveling team will result in non-traveling team forfeiture. The 24 hours begins at 12:00 p.m. on the day before the scheduled date of the match.

7. If a traveling club incurs expenses due to last minute cancellation, those expenses shall become the burden of the non-traveling team. Expenses claimed by the traveling team must be submitted to the host team.

k. Senior division teams are encouraged to provide support to youth programs per Policy Memorandum #9.

l. Senior Clubs must exchange player rosters before the start of all league matches. Challenges to the players must be addressed by the challenged team prior to the player stepping on to the field. If the challenging team is not satisfied with the available documentation then they shall forward the match roster to the Division Coordinator indicating which players are being challenged. The challenged team shall forward required documentation within 7 days to the Division Coordinator as requested, or be subject to automatic forfeiture. Clubs failing to provide a legible accurate roster to the other team are subject to forfeiture of the match. This to be done in conjunction with the referee use of the player cards to identify players who are CIPP compliant.

m. Senior Team player rosters will note the club name, player number or position, the first and last name of the player, CIPP number or note that it was submitted, and whether or not the player is a citizen, resident alien with a green card or non-resident alien. The club must be prepared to forward necessary information on demand to the Union if requested. Passports and copies of green cards should be made reasonably available to challenging teams.

8. Senior Women's team specific policies: There are currently no differences in the Senior Women and Senior Men Policies. As appropriate, the requirements of paragraph 7 are applicable to the Senior Women's division.

9. Point of Contact is Mike Ferris, PNRFU Secretary
E-mail pnrfusecretary@yahoo.com

10. Revision A updates the President's signature, the union webpage and the point of contact E-mail. Additionally the fee structure was updated.

11. Revision B updates the President's signature and the point of contact E-mail. Additionally the fee structure was updated.

J. Shelton
PNRFU President
Copy to: Union Website and Executive Committee

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