

From: President, PNRFU

To: Distribution

Subj.: GAME / MATCH FORFEITURES POLICY

1. Purpose: The purpose of this policy memorandum is to formalize the procedure for game and match forfeitures for teams within the Pacific Northwest Rugby Football Union (PNRFU).

2. Applicability: For this policy only scheduled league matches apply. While this policy is only applicable to league games, teams should abide by its provisions out of courtesy. As authorized by the 1999 constitution change, divisions may establish procedures applicable only to their division. Like any other policy established at division level, it may not be less restrictive than that established by the Union, but it may be more restrictive. The published Union schedule is paramount and when conflicts arise, the issues revert to the published union schedule. Schedules must be changed in accordance with Policy Memorandum #7.

3. When a team forfeits a scheduled match, the final score shall be recorded as 21-0. The exception to this is a Voluntary forfeiture of the fixture and then playing the game.

a. This provision is generally used by teams with insufficient players to compete. This provision is not to be used by a team that has a sufficient number of players, but fears a significantly lopsided final score. At the outset of the match, the team declares a forfeiture to the other team and referee. Under this provision, the team must play a social match. The score shall then be recorded as 10 - 0. Whenever practicable the other team should provide additional players to fill out or make the teams even for the social match. The referee shall record the game as a played forfeiture.

b. The provision for a voluntary forfeiture does not compel a team with less than fifteen able players to forfeit the game. The opposing team, however, does not have to make allowances the team short of player. Additionally, the team short of players must still have on the field the USA Rugby mandated trained players.

4. Notification Requirements: Initial notification and confirmation of a game rests with the home team. If one of the teams plans to forfeit a league-scheduled fixture, it is that team's responsibility to inform its opponent and the appropriate referee Allocator.

The team forfeiting will specifically state that the team is forfeiting the match. Specific circumstances are:

- a. One week (7 days) or more: Both teams are obligated to reschedule a date. Either the Union Vice President, or President, and Referee Allocator for the State in which the game will be played, shall be notified of the new date. This date will not be within 14 days of the division championship game, or the Pacific Coast championship, whichever is sooner.
- b. Less than one week, but not later than Wednesday of the week of play: The team canceling must notify the referee scheduled for the game and the appropriate Allocator not later than 9:00 p.m. Wednesday night. Both teams must agree to reschedule or the team failing to meet its obligation for the scheduled match shall forfeit. Rescheduled matches will not be within 14 days of the division championship game, or the Pacific Coast championship, whichever is sooner.
- c. Thursday evening notification not later than 9:00 p.m.: Thursday evening notification of cancellation does not require the rescheduling of a game and it is the option of the team not canceling as to whether or not they wish to reschedule or accept forfeiture of the fixture. Rescheduled matches will not be within 14 days of the division championship game, or the Pacific Coast championship, whichever is sooner.
- d. After Thursday evening notification: Failure on the part of the Visiting Team to confirm the fixture with the Home Team shall automatically forfeit the match without the option to reschedule. The Home Team shall automatically record the score and notify the Union Vice President and the referee of the forfeiture.
- e. Saturday morning notice, game day notice, or no show: The team not showing for a scheduled game, or giving same day of game notice of a forfeiture is subject to a \$200.00 fine imposed by the Union. This fine shall be allocated as follows:
 - (1) \$100.00 to the opposition team for consideration,
 - (2) \$100.00 to the Union to cover the officials expenses.

The President has the option of canceling the forfeiture debt for teams that make a good faith effort to keep the opposing team apprised of its team status, has to take a last minute forfeiture, and still plays the friendly match.

5. Other reasons for potential match forfeitures:

- a. Team fielded a player who is still completing Disciplinary Committee imposed actions (probation, service, suspension, etc). The Vice President will make the determination if the actions are complete. This will be a 21-0 forfeiture.

b. Team fielded a player who is not CIPP compliant. It is the responsibility of the team to prove CIPP compliance (copy of CIPP application, copy of card, copy of roster from USA Rugby database, etc). This will be a 21-0 forfeiture. As of the Fall 2002 season, the President shall appoint a CIPP compliance Officer for the Union. This officer shall develop and oversee the process for Union-wide compliance with CIPP requirements. The process will be concurred with by Executive Committee and published on the Union website (www.pnrfu.com).

c. Team played match while under Disciplinary Committee imposed action, when such action prohibits play. This will be a 21-0 forfeiture.

d. Team is not registered with USA Rugby. This will be a 21-0 forfeiture.

e. Referee determines that the behavior of the players on the field warrant the game being stopped. If, in the referee's opinion, that one side is overwhelmingly the source of the misbehavior, that team will forfeit with a score of 21-0. If, in the opinion of the referee, both teams are equally at fault, then both teams forfeit with 0-0 score, and recorded as loss for both teams.

f. All match protests for the presence of a player must be made to the referee prior to that player stepping on the field to compete.

6. If a team forfeits any league matches, during that playing season. That team will not be eligible for post season play (PNRFU Playoffs, Pacific Coast Playoffs and USA Rugby Playoffs).

7. Appeal Procedures and Exceptions: Extenuating, or mitigating, circumstances for forfeiture and the consequences of forfeiture are dealt shall be dealt with through a review committee established by the Union President consisting of at least two other officers. The review committee shall and obtain statements from the affected parties, deliberate on the findings, and present a recommendation to the President for a decision. The President has the option of delegating the authority for this decision to the Vice President. The affected parties shall be notified within thirty (30) days in writing of the decision. All appeals shall be timely. Any appeals or facts to be considered under this process are considered untimely if received more than 15 days after the incident in question. All appeals shall be sent to the President. Notification of Appeal may be by either electronic mail or via facsimile. The actual appeal shall be via a written letter with an original signature mailed to the President. The appeal process may be initiated with the informal notification, but final decision shall not be issued until the formal appeal request is in the President's hands. It is the obligation of the appealing team to contact the President to ensure that the appeal has been received. The decision is binding and failure to comply with the decision shall constitute a serious breach of the PNRFU Policy. The Team shall be suspended from further play within the Union and forfeit their Union standing.

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

8. Revisions:

a. Revision A: During the course of the 1998-1999 season, it became apparent that the existing procedure as too narrow in its focus. While some of the causes for forfeiture are referred to in the Union policy for misbehavior, it is apparent that it is necessary to specify what actions result in a game forfeiture, and what the penalty will be.

b. Revision B: Changes the President of the Union for the signature.

Additionally this revision:

(1) establishes the position of “CIPP Compliance Officer”

(2) directs that individual to develop a process to ensure Union wide Compliance with CIPP requirements.

(3) clarifies the concept of “voluntary forfeiture”

(4) clarifies when a protest against a player is to be made.

c. Revision C: Updates the President’s signature, the union webpage, and the point of contact E-mail.

J. Shelton

PNRFU President

Copy to: Union Website & Executive Committee

Policy Memo #2

Rev C

Page 4 of 4