

**POLICY MEMORANDUM #5, Rev C**

03 Dec 2008

From: President, PNRFU

To: Distribution,

Subj.: GENERAL UNION FINANCIAL POLICY

1. The purpose of this memorandum is to establish policy for the fees paid by all member clubs to the Pacific Northwest Rugby Football Union (PNRFU).

2. Referee fees.

a. Each member of PNRFU shall pay \$75.00 (for senior and collegiate clubs) and \$60.00 (youth clubs) per match per referee requested and provided by the referee society. This fee will be forwarded to the referee society. No referee shall be required to referee more than one (1) match per day, unless previously agreed upon for an approved tournament. Any referee who chooses to referee more than one match does so solely at his or her own discretion. The additional game fee will still be paid by host club. The host team has the option to use their level I trained team referee if it desires to forego paying for the additional game.

b. The fee structure for tournament play shall be pro-rated based upon the amount of time a referee puts in during the tournament, and based on the already established one match/80 minutes = \$75.00 (essentially \$0.9375 per each minute of playing time). This will enable the fee charged to the tournament organizer to be negotiated up before the event, based upon the tournament format, and expected number of matches.

Example: A 15's referee working two (2) 20 minute half matches would accumulate 80 minutes of officiating or \$75.00; a referee working four (4) 20 minute half matches would accumulate 160 minutes of officiating or \$150.00; a 7's referee working six (6) 7 minute half matches would accumulate 84 minutes of officiating or \$78.75; etc.

c. All referee match fees shall be billed to each member club on a calendar year quarterly basis and shall be payable to "PNRRU" not later than thirty (30) days from the date of the billing mailing. Any member club that fails to pay its quarterly billing by thirty days from the date of mailing may be sanctioned by PNRFU as determined by the executive committee. Currently that includes referee services being withheld for future matches. This may result in the forfeiture of league matches.

d. PNRFU referee match fees, billed to member clubs, are dependent upon each referee submitting a timely match report to the PNRFU Vice President. Match reports not received within a given calendar quarter will be billed to member clubs with the next quarter billings. Match reports not filed in a timely manner will result in non-billings to the clubs which will result in non-payment to the referee(s) for their services.

3. Individual dues assessment (CIPP, PCRFU, PNRFU, etc)

a. CIPP dues for all members, including clubs, the referee society, and participants must be paid in full before the first match played. Starting Sept 1, 2008, Coaches and club administrators will be required to register with CIPP.

b. Dues Assessments (by category) are as follows:

<b>Dues To:</b>	<b>Senior Teams:</b>	<b>Collegiate Teams:</b>	<b>Youth Teams:</b>
USA Rugby (CIPP)	\$35.00 Per Player	\$30.00 Per Player	\$20.00 Per Player
PCRFU	\$25.00 Per Player	\$20.00 Per Player	\$15.00 Per Player
PNRFU	\$600.00 Per Team	\$500.00 Per Team	\$75.00 Per Team

c. Additional assessments are required for referees, and military players. More information can be found at the USA Rugby Site ([www.usarugby.org](http://www.usarugby.org)).

d. Dues for the PNRFU are established each year at the (Annual General Meeting) held in January. Dues for the PCRFU are announced each year at the AGM. USA Rugby dues are noted on the individual player CIPP forms.

e. As authorized in Policy Memorandum # 8, “Establishment of Divisional Policy”, Divisions may assess players or clubs to support the division. Currently only the youth division does this with a \$15.00 assessment per player.

f. The Union will bill each team at the beginning of the PNRFU playing season September 1st. Clubs have until September 30<sup>th</sup> to have all PNRFU dues paid in full.

4. Player Registration and Dues Payment process

a. CIPP forms (Individual Registration, Club Registration, and CIPP Coversheet) can be downloaded from the USA Rugby website ([www.usarugby.org](http://www.usarugby.org)). The Union may develop its own forms for local assessments. Club CIPP representatives are strongly encouraged to maintain CIPP rosters of their own players.

b. USA Rugby CIPP and PCRFU dues and payments shall be sent to USA Rugby. The type of team noted on the CIPP form will determine dues requirements for PNRFU. Club administrators are reminded that USA Rugby dues are good for the academic year. (September 1<sup>st</sup> – August 31<sup>st</sup>).

c. Dues for PNRFU shall be sent to the Treasurer upon receipt of the assessment from the Union. Notification will be via e-mail to the official contacts for the team. Dues will be assessed based on flat fees.

d. The Union appointed CIPP person will review the USA Rugby site monthly and compare the number of players registered with each club.

e. It is the responsibility of the clubs to ensure that the club and individual CIPP forms are completed correctly and promptly forwarded to USA Rugby prior to the first game of the season, or the new player participating in matches. Clubs are required to maintain a copy of the forms sent to the USA Rugby until a player's name has been added to the USA Rugby database.

5. Point of Contact is Mike Ferris, PNRFU Secretary, E-mail [pnrfusecretary@yahoo.com](mailto:pnrfusecretary@yahoo.com)

#### 6. Revisions

a. Revision A, The purpose of this revision is to clarify referee dues and CIPP requirements. The changes are extensive; hence, this is considered A complete rewrite.

b. Revision B, This revision is considered a complete rewrite. Changes are too extensive to warrant individual identification.

c. Revision C, Updates the President's signature, the union webpage, the point of contact E-mail and the billing / dues amounts.

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