

From: President PNRFU

To: Distribution

Subj.: ESTABLISHMENT OF DIVISIONAL POLICY

1. The Constitution of the Pacific Northwest Rugby Football was changed in 1999 to formally establish divisions within the Union and establish the position of Divisional Coordinator. The purpose of this memorandum is to establish the PNRFU policy regarding implementation of this Constitutional Change.

2. To quote paragraph 2.8 from the Constitution:

"DIVISIONAL PLAY AND REPRESENTATIVE ACTIVITIES:

a. Divisions: The union may be sub-divided by the vote of the full members of the union into as many Divisions as is deemed necessary to more effectively administer the business of the Union. The members of each division shall be responsible for determining the competitive structure and requirements for that Division. When deemed to be in the best interest of the Union, the full members of the Union may impose requirements on a Division. The following Divisions are established:

1. Senior Club Men's
2. Senior Club Women's
3. Collegiate Men's
4. Collegiate Women's
5. Youth

These divisions may further sub-divide to take into account second, or third, level divisions.

2. Coordinators: Each division of the Union shall have a coordinator elected by the members of the clubs within the division. The coordinator shall be the administrator for the division and may represent the Division at Union meetings, and vote the proxies of the Division club members.

The Coordinator's duties shall include:

- a. Assisting the Vice President in the scheduling of matches
- b. Coordinating the Division activities within the Union
- c. Assisting the disciplinary Committee with the disciplinary process within a Division
- d. Act as a liaison with the Referee society
- e. Supervising the financial matters within the Division

f. Act as primary point of contact for a Division.

Each division may establish an administrative structure as it deems necessary. This includes the election of divisional officers and the establishment of committees.

3. General

a. The Constitution, By-laws, and policy memoranda at the Union level are the premier documents of the Union. When there is a conflict with a Union level document and a divisional policy, the Union document will prevail. A divisional policy may be overturned when the Executive Committee deems it not in the best interest of the Union. In that event, it will be the responsibility of the Executive Committee to provide the justification for overturning the divisional policy. The Union as whole may also elect to overturn a divisional policy.

b. The divisions will be given wide latitude on issues that deal specifically with their divisions, especially in the areas of scheduling, determination of standings for advancement to Championships, and competitive structure. Policies shall be documented (administrative memorandum, E-mail, etc). Policies established by the divisions may be more restrictive than those established by the Union, but not less restrictive. All policies will be forwarded to the Executive Committee for review to ensure compliance with Union Policy. Divisional Policies may not be implemented until fourteen days after the receipt by a member of the Executive Committee. No Divisional Policies will be retroactive.

c. Similar divisions may coordinate actions on issues of common interest. This is applicable only so long as the decisions effect all of the divisions participating.

As an example: The senior men's divisions decide to realign across divisional lines. All agree to the structure, but one division determines that its competitive process should be different. The agreement for alignment would be binding for all teams, but in light of a disagreement, the implementation of the competitive process would revert to a single divisional issue.

d. The only Union mandated division level position is that of the coordinator. Each division will determine its own process to select the coordinator and term of office. The divisional coordinator shall be selected before the close of the AGM. Each division has the ability to establish other division level positions to administer the Division. If a division decides more positions, primarily a secretary or a treasurer is warranted, they may select them. With the costs of recognition for superior effort- teams to Championship games, players to Representative teams, division sponsorship of a coaching clinic, a division may want to establish its own treasury.

e. The only Union level administrative requirements are those specifically directed to the Coordinator. The Divisions may develop their own processes for the initiation and implementation of policy and procedures, as long as they do not conflict with existing Union policy and procedures.

4. Specific: Currently divisional policy is being codified at the Union level. Until the divisions develop an internal process for establishing and documenting divisional policy, the following Union Policy Memoranda will be used:

- a. Senior Men: Policy for the Senior division is established in Policy Memorandum #11.
- b. Senior Women: Policy for the Senior division is established in Policy Memorandum #11.
- c. Collegiate Men: Policy for the Collegiate division is established in Policy Memorandum #10.
- d. Collegiate Women: Policy for the Collegiate division is established in Policy Memorandum #10.
- e. Youth: Policy for the Youth division is established in Policy Memorandum #9.
- f. While not specifically a division, the Referee Society is an established affiliate organization within the Union. Policy for the Referee Society is established in Policy Memorandum #6.
- g. While not specifically a division, the Military players in the Union Policy Memo #8 have unique requirements and actions. Policy for military players in the Union is established with Policy Memorandum #13.

5. Point of Contact is Mike Ferris, PNRFU Secretary,
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6. Revisions

- a. Revision A, purpose of the revision: During the course of the first full season that this memorandum has actually been in place, issues have arisen that need to be clarified.
- b. Revision B, updates the President's signature, the union webpage, and the point of contact E-mail. Additionally, it specifies the specific memoranda numbers for the individual divisions
- c. Revision C, updates the President's signature and the point of contact E-mail.

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