

NORTH EAST WISCONSIN YOUTH RUGBY BY-LAWS

Revision D, 02/26/2008

ARTICLE 1: Name

The name of this organization shall be North East Wisconsin Youth Rugby, hereinafter referred to as NEW Youth Rugby. It shall operate in the North East Wisconsin area of the United States of America.

ARTICLE 2: Statement of Purpose

2.01. The purpose of NEW Youth Rugby shall be: to develop, promote, and administer the game of Rugby Union in North East Wisconsin at the high school level of play.

2.02. To foster an environment in which participation in the sport is encouraged for all those with an interest, regardless of race, religion, or gender.

2.03. To make the sport of rugby fun for players, coaches, referees, parents, and fans.

2.04. To develop the financial resources necessary to carry out these stated objectives and disperse funds as approved by the NEW Youth Rugby membership.

ARTICLE 3: Membership

Membership in NEW Youth Rugby shall be open to youth rugby teams from North East Wisconsin. These teams shall consist of high school age players and their coaches and support staff. One representative from each club will have voting rights at the General Meetings. Application for membership shall be made in writing to the Secretary of NEW Youth Rugby. Termination of membership shall be decided by a two-thirds majority of those Voting Members present at the any General Meeting where all NEW Youth Rugby members have been invited no less than three weeks in advance.

ARTICLE 4: Board of Directors and Coordinators

The Board of Directors shall be composed of three (3) Officers. Other officers may be added by a 2/3s affirmative action of the Voting Members present at the last General Meeting of the term. Term of office length shall be two years.

OFFICERS:

President

Secretary

Treasurer

Player

4.01. President

The President shall be the Chief Executive Officer of NEW Youth Rugby. He/She shall preside at all NEW Youth Rugby meetings and shall execute any and all decisions enacted by the Board of Directors or voted upon by the membership. In his/her absence, the Secretary shall preside on all NEW Youth Rugby matters. The President is elected by a majority of members at the first General Meeting of the term.

4.02. Secretary

The Secretary shall have custody of all non-fiscal records, including contact information of all members, of NEW Youth Rugby, maintain minutes of all meetings and send them to member teams, electronically, within two weeks of a general meeting, serve as the official correspondent of NEW Youth Rugby, maintain corporate records and seal, and perform any tasks as normal to this Office and as directed by the Board of Directors. The Secretary is elected by a majority of members at the first General Meeting of the term.

4.03. Treasurer

The Treasurer is elected by the majority members at the last General Meeting of the term. The Treasurer shall perform any administrative duties as required by the President, or assigned by a vote of the Board of Directors. As Treasurer, he/she shall preserve the financial records of NEW Youth Rugby, collect the annual dues, develop budget proposals for the appropriate general meeting, and perform any other tasks or disbursements of funds as directed by the Board of Directors. The Treasurer is elected by a majority of members at the first General Meeting of the term.

4.04. Player

A player shall be chosen by the President as a non-voting Director. The chosen player shall exhibit the following qualities: maturity, leadership, passion for rugby, and good communication skills. Term length shall be one year.

The following Coordinators shall be elected by a majority of members at the first General Meeting of the year.

4.04. Disciplinarian

The Disciplinarian's primary duties are to enforce and apply the guidelines for discipline as outlined in the NEW Youth Rugby handbook. The Disciplinarian will make all rulings of disciplinary action. Disciplinary actions may be appealed to the Board as outlined in the NEW Youth Rugby Handbook. The Disciplinarian shall be elected by a majority of members at the first General Meeting of the year. The Disciplinarian shall not be a coach of any of the member clubs.

4.05. NEW Youth Rugby Tournament Coordinator

The NEW Youth Rugby Tournament Coordinator is responsible for the planning, organization, coordination, and evaluation of the NEW Youth Rugby Tournament which is held at the end of the playing season. This person, who does not have to be a coach, will lead a committee of volunteers who will have various responsibilities, as determined by the Coordinator. These responsibilities may include: field procurement, scheduling, acquiring and serving food and beverages, acquiring awards, etc. The NEW Youth Rugby Tournament Coordinator shall be elected by a majority of members at the first General Meeting of the year.

4.06. Schedulers

There will be two Schedulers, one for the Bay Conference and one for the Valley Conference. The Schedulers will schedule all matches for their respective conferences and will assign referees for each match. The Schedulers will be elected

by a majority of members of each conference at the last General Meeting of the year.

4.07. Vacancies

Where no person from the NEW Youth membership comes forward to fill an elected position, the President, in consultation with the Board of Directors, can appoint an individual to fulfill the requirements of that office until the next General Meeting. Vacancies left by resignations or other departures of either Board members or coordinators shall be addressed by the President, in consultation with the remaining members of the Board. Open positions may be left vacant or a replacement may be named. In the case of a replacement of a Board member, that replacement will only serve until the next General Meeting. Coordinator replacements will fill out the term.

The membership need not elect a vacant Board position at any General Meeting. If there is no election, the President may either leave the position vacant or appoint someone until the next General Meeting.

4.08. The Board (Officers) shall have the authority to remove an Officer or Coordinator for cause upon approval by two-thirds of the Officers. Said cause may include, but is not limited to:

- 1) continued failure to attend duly scheduled Board meetings;
- 2) failure to perform the duties of the position as defined and described in the NEW Youth Rugby Bylaws;
- 3) failure to carry out directives of the Board relating to the performance of said position;
- 4) failure to act in a manner that maintains the respect of Rugby Football;
- 5) any other situation where just cause can be documented and agreed upon by two thirds of Board of Directors.

4.09. The Officers of the NEW Youth Rugby Board shall have the authority to act in NEW Youth Rugby's stead on all matters that occur between General Meetings. Actions taken by the Board, that directly affect the By-Laws, must be ratified at the next General Meeting to be valid. The Officers shall be NEW Youth Rugby's official representative.

4.10. The Officers of the NEW Youth Rugby Board shall be responsible for organizing at least one fundraiser per year that will benefit all teams.

4.11. Coordinators shall have leadership control of the programs they manage, with the authority to set standards, discipline teams/participants, and, in general, run the programs as they see fit within guidelines and/or policies set by the Board of Directors and NEW Youth Rugby. Officers of the Board shall monitor the actions of the Coordinators and may remove Coordinators for cause as set for in these by-laws.

4.12. The Disciplinarian shall enforce and communicate disciplinary policies and procedures for NEW Youth Rugby.

4.13. The Coordinators: A Coordinator may be elected by the members or removed by the Board, as previously stated in these By-laws. Coordinators shall have leadership control of the programs they manage, with the authority to set standards, discipline teams/participants, and, in general, run the programs as they fit within guidelines and/or policies set by the Officers and NEW Youth Rugby. The Officer who has executive management responsibility for that activity, as described in these Bylaws, shall monitor the actions of the Coordinators.

ARTICLE 5: Meetings of the Board of Directors

5.01. Meetings of the Board of Directors shall be held as necessary and can be called by any Officer.

5.02. All Officers shall receive written/electronic notification two weeks prior to the meeting.

5.03. Two thirds of the Board of Directors shall constitute a quorum.

5.04. Each member of the Board of Directors (Officers) shall have one vote, except the Player who will have no vote, and all matters not otherwise specified, shall be decided by a majority vote of those present.

ARTICLE 6. Meeting of Members

6.01. Two General Meetings of the members of NEW Youth Rugby shall be held each year. The first shall be the "Pre-Season" Meeting and shall be held on the Sunday one week before the NFL Super Bowl. The second shall be the "Post-Season" Meeting and shall be held on the Sunday one week after the State High School Rugby Tournament.

6.02. A coach or another appointed representative properly certified with the Secretary by written proxy, shall represent each club. Other club officers and referees are encouraged to attend the meetings.

6.03. All members in good standing shall receive written/electronic notification through their affiliated representative at least three weeks prior to any meeting.

6.04. The presence of the majority of the affiliated representatives in good standing and eligible to vote shall constitute a quorum.

6.05. Each Voting Member in good standing and eligible to vote shall be entitled to one vote. All matters shall be decided by a majority vote of those present unless otherwise specified.

6.07. The election of Officers shall take place at the Pre-Season Meeting. Term length is two years.

ARTICLE 7: Dues

Dues shall be on an annual basis and shall be determined by the Board of Directors, subject to ratification by a vote of the representatives of the member clubs. At least 50% of dues shall be paid by May 1. Final dues payment shall be made by the "Post-Season" Meeting. Teams who are in their first year are exempt from paying dues. If 50% of dues are not paid by May 1, the team in arrears shall not be allowed to participate in the NEW League Tournament or the State Tournament. If no dues are paid by the "Post-Season" Meeting, the team in arrears shall not be allowed to play the following year until the unpaid dues are paid.

ARTICLE 8: Fiscal Period

The fiscal period shall be from January 1 through December 31.

ARTICLE 9: Rules

The rules contained in [Democratic Rules of Order](#) shall govern NEW Youth Rugby in all cases to which they are applicable, in which they are not inconsistent with the Bylaws of NEW Youth Rugby.

ARTICLE 10: Amendments

These bylaws may be amended only General Meetings or Special General Meetings called expressly for the purpose. Notice of the proposed amendment shall be given to the Secretary and distributed to all members at least three weeks before the meeting. A two-thirds vote of those members present shall be required for an amendment to the Bylaws. Proxies are not admissible when changing the By-laws.

NORTH EAST WISCONSIN YOUTH RUGBY HANDBOOK

NEW YOUTH RUGBY WILL RECOGNIZE AND ADHERE TO USARFU GUIDELINES, AND ANY AND ALL APPLICABLE LAWS AND REGULATIONS

Subject 1: NEW YOUTH RUGBY TEAM MATCH PLAY GUIDELINES

1.01. Every effort shall be made to play matches on adequately sized fields as referred to in the USARFU Laws Handbook.

1.02. All teams must use a match card (see the Wisconsin Rugby Union website for downloadable match cards) for all games. Match cards must be completed by both teams before the game occurs and given to the referee. At the end of the game, the match card should be sent to the NEW Youth Rugby Treasurer by the referee. The referee shall also call the Disciplinarian if there were any problems during the game, including all yellow and red cards. Referees will not be reimbursed for their expenses without a match card.

1.03. A minimum of 12 players shall constitute a valid team. If a club has less than 12 registered players at a league match, the match can be played with borrowed players from the opponent but is automatically forfeited.

Subject 2: NEW YOUTH RUGBY ALCOHOLIC BEVERAGE & REGULATED SUBSTANCE POLICIES

2.01. Drinking and use of tobacco products by those people who are underage is illegal.

2.02. Drinking and use of tobacco products or illegal drugs by any member of NEW Youth Rugby at any NEW Youth Rugby practice, game, or tournament is prohibited.

2.03. It is the ultimate responsibility of local Rugby officials, including coaches and referees, to insure that local regulations and laws are adhered to and enforced.

2.04. Disciplinary action will be utilized to censure clubs, event hosts, and others who fail to take the necessary action to enforce these regulations.

2.05. No club can have any reference, either in words or pictures, to alcohol or tobacco on their web pages, or on their team uniforms.

Subject 3: NEW YOUTH RUGBY TOURNAMENT RULES & REGULATIONS

3.01. Any member team who does not qualify for the state tournament is eligible for the NEW Youth Rugby League Tournament.

3.02. The NEW Youth Rugby League Tournament shall be held on a date determined by the NEW Youth Rugby Tournament Coordinator and the Board of Directors.

3.03. The format of the NEW Youth Rugby League Tournament shall be determined by the NEW Youth Rugby Tournament Coordinator.

3.04. In the event of a tie at the end of a match, the teams shall play two 5-minute overtimes, changing ends after the end of the first period. If a tie still exists at the end of these overtime periods, a series of 5-minute "sudden death" periods will be played until there is a score (the team scoring first shall be declared the winner).

Subject 4: PLAY-OFFS TO DETERMINE STATE TOURNAMENT SEEDING

4.01 To determine State Tournament Seeding, a play-off will be held between the first place finisher of the Bay Conference and the second place finisher of the Valley Conference at the home field of the first place finisher. The winner of this match will progress to the State Tournament Semi-Finals and the loser will progress to the State Tournament "Best of the Rest" Semi-Finals. Another play-off will be held between the first place finisher of the Valley Conference and the second place finisher of the Bay Conference at the home field of the first place finisher. The winner of this match will progress to the State Tournament Semi-Finals and the loser will progress to the State Tournament "Best of the Rest" Semi-Finals.

Subject 5: NEW YOUTH RUGBY CODE OF CONDUCT

5.01. NEW Youth Rugby expects all of its teams and their members to abide by the following code of conduct:

Rugby players and team officials represent their teams and are ambassadors of NEW Youth Rugby and USARFU. As such, each Rugby player and Team Official is expected to be a lady or gentleman, both on and off the field. Rugby players and team officials should not tolerate obnoxious, impolite, or antisocial behavior of any sort which would adversely affect the image of NEW Youth Rugby or USARFU as a serious and disciplined athletic endeavor.

Subject 6: NEW YOUTH RUGBY DISCIPLINARY APPEALS PROCEDURE

6.01. There is one avenue of appeal of disciplinary actions made by the NEW Youth Rugby Disciplinarian.

6.02. Players and clubs may appeal a disciplinary action responding in writing to the Board of Directors within three days of receiving the disciplinary measure. The Board will do its best to respond to appeals within three days of receipt with a written ruling. The decision of the NEW Youth Rugby Officers is final.

Subject 7: NEW YOUTH RUGBY DISCIPLINARIAN GUIDELINES

7.01. The NEW Youth Rugby Disciplinarian is elected by the members, working in concert with the Board. The NEW Youth Rugby Disciplinarian reviews all referee send-offs, referee sin bins, and written complaints from the community at large

regarding the behavior, on or off the field, of NEW Youth Rugby Clubs and their members. The Disciplinarian is notified by the match Referee about any send-off or sin bin within 24 hours of occurrence.

7.02. After a send-off, a player is suspended until the Disciplinarian reaches a decision, with a minimum suspension of one match (whichever is greater) for any sendoff.

7.03. Once the Disciplinarian has received a written complaint, he or she will spend approximately three days gathering and reviewing additional information (preferably in the form of videotape written/electronic communication). The Disciplinarian's decision will then be provided in writing (electronic permissible) to the Club(s) affected, the Board and to the match Referee.

7.04. The recommended suspensions listed below will be used as a guideline for determining the appropriate suspension. Actual disciplinary action may be below or above the recommendations at the discretion of the Disciplinarian. For the purpose of this policy, a repeat offense is any offense that requires action that takes place within one calendar years of the first offense.

7.05. The Disciplinarian reserves the right to assess sanctions in addition to suspension including, but not limited to, attending appropriate educational sessions/clinics, restriction from participating in league playoffs and championships, restriction from playing outside of NEW Youth Rugby, etc. All sanctions will be served starting at the time the offense occurred. Should the player participate in any rugby game while the sanction is in effect, their sanction will be doubled and the game will be forfeited. Should they participate again, they will be banned for a calendar year from the time the last offense occurred.

RECOMMENDED SUSPENSIONS

Dangerous Play: offenses such as intentional collapsing a scrummage, ruck or maul; making or attempting early or late tackles and illegal physical contact with another player which has a low risk of personal injury (e.g. tripping, treading on a player, instinctive throwing of a punch, elbowing). This offense is similar to that which would be punished by a Yellow Card. "2" Yellow Cards/Offenses = "1" Red Card.

1st offense – Sin Bin

2nd offense – 1 game

3rd offense – remainder of season

Violently Dangerous Play: illegal physical contact with another player which has a high risk of personal injury (e.g. forceful use of the boot, fighting, biting, stiff-arm tackle, head butting, stamping, charging). This offense is similar to that which would be punished by a Red Card.

1st offense – 1 game

2nd offense – remainder of season

Criticism of Referee: persistent criticism, disputing decisions, abusive and insulting conduct or remarks on or off the field.

1st offense – 1 game

2nd offense – remainder of season

Violent Contact with Referee, Coach, Parent, Fan, [or any non-participant attending an NEW event:](#)

[1st offense – one year from date of offense](#)

Subject 8: NEW YOUTH RUGBY LEAGUE PLAY

8.01. League Season - League matches will be played from April through May. League matches are scheduled by the Schedulers.

8.02. League play requires that:

- * Club members must be in good standing with NEW Youth Rugby;
- * Each club will have a permanent club mailing address;
- * Each host club will provide a doctor, certified Athletic Trainer or EMT for each match;
- * Each host club will have an emergency plan (hospital directions) available to guide visitors.
- * Each club will have a medical kit and cell phone at the pitch;
- * Each club will do everything possible to have a properly laid out pitch (field)
- * Every club will have proof of insurance. This is accomplished by having all players registered with USA Rugby (CIPP'ed);
- * Every pitch will have padded goal posts;
- * Every pitch will have a restraining barrier (or rope) between spectators and the pitch at a minimum of 3 meters;
- * Every pitch will have field flags or cones;
- * All safety hazards near the field should be removed or padded

Failure to comply with these directives may result in a referee refusing to oversee a match.

There is no sudden death in league play. Ties are entered into the standings.

8.03. Points System and Tie Breaking Procedure in Final Standings:

- * Head to Head competition.
- * Fewest tries allowed in Head to Head competition.
- * Fewest points allowed in Head to Head competition.
- * Fewest tries allowed in conference competition that counts for final standings.
- * Fewest points allowed in conference competition that counts for final standings.
- * [Coin toss](#)

8.05. Field and Match Requirements

- * Every effort must be made to provide a safe, regulation playing field.

8.06. Kit Requirements

- * Both teams must conform to all USA Rugby Kit Requirements. Wearing rugby shorts is strongly encouraged.
- * All players must have a mouth guard.
- * Teams in all league matches are expected to take the field at the scheduled starting time.
- * Each team is expected to have a medical kit. Each home team will provide access to a doctor, EMT, or certified athletic trainer. In the event of similar colored jerseys, the home team, in all league matches, is responsible for providing alternate wear to the satisfaction of the referee.
- * Failure to supply a doctor, EMT or certified athletic trainer will result in a postponement of the game.

8.07. Reporting Requirements

Each home team shall report the game score to the NEW Youth Rugby Secretary within 24 hours of match competition.

8.08. Eligibility Requirements

- * All players must be enrolled in high school or home school or pursuing a GED and are 19 or under years of age on the Sunday following the NEW Youth Rugby Tournament. "Fifth" year seniors are eligible provided that they meet the age requirement.
- * A photo ID card may be required. Players without cards may not, if challenged, be permitted to take the field. Any player attempting to use a card other than his/her own will face disciplinary action. Disciplinary action will also be taken against any team who attempts to play, or plays, anyone other than an eligible player.
- * Team Loyalty. Players cannot change teams once conference competition has begun unless there is a relocation of the player's family.

8.09. Protest Procedure

The Team Captain must advise the Referee BEFORE KICKOFF that his team wishes to register a protest and give the reason. The Referee must notify the opposing Team Captain that The Game is going to be played "under protest" and for what reason. The Referee should give the offending team a reasonable amount of time to correct the circumstances of the protest. If the circumstances are not corrected, the Referee and protesting team MUST notify the NEW Youth Rugby President and Secretary, in writing, within 72 hours of the circumstances of the protest. The NEW Youth Rugby Executive Committee will review the protest and the teams involved will be notified of the decision.

8.10. Cancellations

Teams may cancel or postpone league fixtures. Teams may postpone or cancel league fixtures no less than 48 hours prior to the scheduled fixture and must notify the visiting team, Trainer, and Referee within that time as well. The exception to this policy is if the cancellation is due to weather or field condition. In this case, the

notification shall be made as soon as possible. Should a team cancel or postpone a league fixture without following the aforementioned process, disciplinary action may follow as decided by the Disciplinarian.

Subject 9: NEW YOUTH RUGBY LEAGUE REQUIREMENTS

9.01 Dues, Fees And Approvals

- * Teams which have not paid their dues to NEW Youth Rugby by the required date will have to pay their dues before being allowed to play the following season.
- * Teams and/or players who wish to play NEW Youth Rugby must become current members of USARFU'S CIPP program.

9.02 Insurance

- * Teams that do not have liability insurance coverage, are not considered members of NEW Youth Rugby and will not be allowed to participate in any NEW Youth Rugby functions.
- * Club and players who are CIPP compliant have liability insurance.

9.03 The Laws Of The Game

- * All teams and players engaged in NEW Youth Rugby matches must obey the laws of The Game, as defined in the USARFU Handbook. Serious violations of these laws, for example, offenses that cause a player or team to be ejected or disqualified from a match, will be noted by the Referee and investigated by the NEW Youth Rugby Disciplinarian, which will determine if further penalties are appropriate.
- * Any player ejected from a NEW Youth Rugby league match is automatically ineligible to participate in his team's next scheduled match and may be subject to further disciplinary action by the NEW Youth Rugby Disciplinary Committee.
- *The hosting (home) team must provide padded goal posts and sideline restraints in order to receive referee services. If such pads and restraints are not in place and the referee refuses to referee the match, the home team will lose the match by forfeit. The referee is also the sole judge of whether the field is safe for match play. Conditions which may cause the cancellation of a match are, but not limited to, those situations outlined above, frozen ground, unsafe turf conditions, unsafe weather conditions, excessive heat and humidity such that a weather advisory exists etc.

Subject 10: NEW YOUTH RUGBY MEMBERSHIP APPLICATION PROCESS

10.01. To Apply for Membership in NEW Youth Rugby:

A. Notify the Secretary of NEW Youth Rugby. The following items must be included:

- * Team's permanent address
- * Coach's name, telephone number/s, mailing address, and e-mail (if any)

B. Compose a letter formally requesting membership in NEW Youth Rugby. The letter should contain all of the following information:

- * Team name
- * Home field location and documented permission to use it
- * Uniform colors (jerseys, shorts, socks)

* Reason for applying now (brand-new team, reorganized team, formally rogue/now joining, previously suspended/reapplying, etc.)

* Conference membership requested

* Number of CIPP eligible players that will play solely for the team

C. Send the above information to the NEW Youth Rugby Secretary for consideration by the NEW Youth Rugby Board at its next scheduled meeting. Teams requiring an immediate decision may obtain temporary membership status (until the next NEW Youth Rugby Board meeting) by applying directly to the President of NEW Youth Rugby. If the President approves temporary membership status, it will be granted until the full Board considers the formal application at its next scheduled meeting.

Subject 11: NEW YOUTH RUGBY MEMBERSHIP REQUIREMENTS

11.01. Member teams must fulfill all NEW Youth Rugby and USARFU dues, fees and approval obligations.

11.02. Member teams must have adequate insurance (team liability and individual medical). This is made possible by paying club and player dues (CIPP) to USARFU.

11.03. Teams that have not paid current dues will be considered "delinquent" and will not be afforded NEW Youth Rugby member rights and privileges until current dues are paid.

Subject 12: SIGNATURES

NORTH EAST WISCONSIN YOUTH RUGBY.

PRINTED NAME:

TITLE:

DATE:

SIGNATURE:

CLUB NAME:
