



## **Rugby NorCal Quarterly Board Meeting (BOD) Meeting Packet #30**

Date: November 15, 2017

Time: 7:00pm - 8:30pm

Location: Teleconference

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### **November 15 BOD Programming:**

#### **President's Report – Jon Straka:**

1. RNC is working hard to continue to professionalize the organization and game of rugby in the eyes of the public.
2. New policies are in place to make sure that all coaches on the field are certified. Coaches must be wearing their lanyard provided by RNC if they are on the sideline.
3. Roster Checks are also now mandatory and must be overseen (not adjudicated) by the referee, preferably 30 minutes before kickoff. Both teams will have their rosters checked at the same time in the same location (preferably the technical zone area or behind the goal area) by a member of the other club. Players should be rostered by position (1-23) or however many players will be playing in the game. Referees must include on their report that the rosters were checked in this manner or the match will not proceed.
4. RNC schedules are in progress and on track to be officially released in the first week of December.
5. A committee of RNC board members has been formed to host the inaugural RNC Hall of Fame dinner. More information about nominations and club participation will be released before the season starts. Tentative date is May 12th.
6. RNC will accept nominations of players for All-Conference and All-NorCal honorary sides. Nominate the top players from other teams who you feel deserve recognition. Referees will also have the opportunity to select a Man of the Match on their match reports.
7. All-Stars/High Performance will no longer be organized by the RNC offices. Instead, RNC will periodically send out High Performance newsletters with information about opportunities to participate in Academy and Select Travel sides with existing academies.
8. RNC is looking for a new VP Discipline. If you are interested or know someone qualified please contact Marti Blum at the RNC office.

#### **Executive Director Report – Marti Blum:**

1. Policies and Procedures and Disciplinary Policies
  - a. This season we have updated our Policies and Procedures document as well as our Disciplinary Policies. The main issues we changed in our Policies and Procedures is our Player Transfer Policy. As a bit of history, we implemented a Player Transfer Policy due to an influx of Poaching and Raiding allegations. From then, we added layers year after year to "perfect" the Player Transfer Policy, which in turn made it extremely burdening on coaches, players, parents, and RNC to administer and follow the Player Transfer Policy. This season, we have simplified the process by allowing players to choose where they want to play, in order to provide them the best playing experience, but we are still requesting the Player Transfer Request to be filled out, in order to follow transfer trends across the region and address issues if the trends speak to it. To put an issue to rest, Player Transfers and Poaching and Raiding do NOT go hand in hand. Just because a player is transferring does not mean that they were poached from their current club. We are still monitoring these transfers in case there is an issue of poaching or raiding, but we do not want to ban our players from seeking an alternate playing experience due to a confusing and burdensome Player Transfer Policy.
  - b. We have also added minimum disciplinary sanctions to our P&P and Disciplinary Policies to take some of the burden off the VP of Discipline and make it easier and more time effective to take these

responsibilities administratively. This way, there are no questions about a minimum sanction, however stronger sanctions are always possible, based on the actions and situation at hand.

2. Waivers and Forms
  - a. All required forms and waivers are on the RNC website under Resources - Forms and Templates. If you have any questions about these waivers, please give me a call.
  - b. Starting NEXT season, 2019, we will be requiring all of these waivers to be uploaded to the CMS in order for you to even register a player. If you'd like to start uploading waivers this season, please let me know and we'll get it set up in the CMS, but this is just an FYI as this will be mandatory next season.
3. Concussion Information
  - a. As stated many times over the past year, State Law AB 2007 passed over a year ago requiring youth sports clubs and entities to provide concussion information and education to all coaches, referees, administrators, players and parents. We are keeping the same policies as previous seasons and Players and Parents should receive a paper copy of the Heads Up Concussion Awareness, and Coaches, Admins and Referees can fill out the JotForm online version. Both links and paper form can be found at the Resources - Forms and Templates page on the Rugby NorCal website.
4. ATvantage Athletic Trainers
  - a. We will continue using ATvantage Athletic Trainers for this upcoming season. I have already started reaching out to clubs to determine your Medical Personnel needs for this upcoming season, so if I have not yet called you, I will call by the end of the week.
  - b. The prices for ATCs has increased to \$33/hour instead of \$31/hour. This is due to ATCs now being required to bring their own fully stocked medical kit, without asking for reimbursement for supplies from the host club. If you have your own medical kit, feel free to bring it, incase any items need to be used, but all ATvantage assigned ATCs will bring their own medical kit. The price increase also covers the time it takes post-match for ATCs to enter injury reports. ATCs might take a few hours to enter injury reports after a match and as of last season, were not compensated for this time spent.
5. ImpACT Concussion Testing
  - a. RNC still has a huge bulk of ImpACT Baseline Concussion tests available for our clubs to use for this season. All you need to do is secure a computer lab (at a high school/middle school/library) and have access to internet and computers with mouses. We will send you a link to the tests, an access code, and a list of guidelines that must be read to all student-athletes before taking the baseline test. This test is recommended for ages 12 and older. Please reach out to me or Christina to set up your baseline concussion testing.
6. USAR Sideline Guidelines
  - a. In an endeavor to diminish referee abuse from coaches, players and spectators, USA Rugby has updated their sideline guidelines to inform a referee of a pathway they are encouraged to use to admonish any coach, spectator or player that may be verbally or physically abusing the referee. These guidelines follow a zero-tolerance policy and starts with a warning by the referee, then banning the individual from the playing grounds, and if neither of these are followed, then abandonment of the match. This policy is mirrored in our Code of Conduct and Disciplinary Policies, so please be aware of the actions of your coaches, admins, players, spectators.
7. Pre-game Checklist
  - a. To help assist with the roster check process for high school matches, we have created a Pre-Game Checklist that will be printed from the CMS with your roster and match report. It is a simple form that asks if both rosters have been checked, and if there are any issues with either roster. Either a club admin, team parent or coach must be the one administering the check-in, and the referee will be observing, not adjudicating, the check-in. If there are issues, please write them on the checklist, and sign the bottom of the form. The two team rosters and this checklist must be given to the referee to turn into RNC with their match report for payment.
8. World Rugby Law Changes
  - a. There are a few World Rugby Law Changes that went into effect this season. Many of the changes affect the tackle, the ruck, and multiple other areas of the game. USA Rugby Director of Youth and HS, Kurt Weaver, led a great webinar a few months ago discussing the changes and implementation of these new laws. The webinar can be found on our website as well as USA Rugby's website. Please take a few minutes to watch and listen to this webinar and inform yourselves of the new Law Changes that our referees will be abiding by.
9. Referees at Team Practices

- a. Many of our certified referees have made themselves available to attend your team's practices. Taking advantage of this opportunity can help your players learn what the role of the referee is, on the field, as well as learn what the referee is looking for, what the referee is calling, what the hand signals mean, and this is a great opportunity to get to know your local referees and ask questions that may not be able to be asked during a match. Please contact me, Christina Gein, or Steven Fenaroli to get you set up with a referee to attend one or more of your team practices.
10. Referee Agreements
- a. In previous years, we accepted referee agreements from past seasons, if no contact information has been changed. In order to help us clean up our database and organize our referees better for this season, we are asking for ALL referees to complete and submit a new referee agreement for the 2018 season. You can find the 2018 Ref Agreement on our website, and we will be sending it out a few times throughout the season, so please remember to fill it out in order to receive payment for matches you referee.
11. KOT
- a. This year's KOT will be January 27-28, 2018 at Cordova High School in Rancho Cordova. Registration is now open at [www.kickofftournament.com](http://www.kickofftournament.com). There will also be referee development on January 26 at Sac State for any new or inexperienced referees that would like to gain more skills and knowledge about managing the game.
12. RWC Sevens 2018
- a. Rugby World Cup Sevens is coming to our backyard in July 2018! July 20-22 at AT&T Park in San Francisco, 40 of the world's best teams will join together in the race for the Melrose Cup. You don't want to miss out on the opportunity to see the Rugby World Cup in SF! Single day tickets are now on sale, but you are still able to purchase three-day passes. We are also looking for 1200 volunteers to help out in all facets of the RWC, hospitality, transportation, media, game day operations, etc. Please visit [www.rwcsevens.com/volunteer](http://www.rwcsevens.com/volunteer) to apply to be a volunteer next summer!

## **Operations Manager Report – Christina Gein:**

1. Club/Player Registration
- a. Deadline to submit club info forms is November 20<sup>th</sup>. That is 5 days from now, so if you have not submitted it, please do so as soon as possible. You are always able change it after you have submitted it since we are on the JotForm online format. If you get a new admin or coach, you are able to update the information throughout the season, but we need to know what teams each club will have so that we can put together schedules. There are penalties for clubs who do not submit them on time which includes a fine and possible exclusion from the season schedule.
  - b. Code of Conduct - The code of conduct must be filled out annually by your Club Admin or President. This Code of Conduct is an all encompassing document for the club, that when signed, the club takes responsibility of the actions of their admins, coaches, players, referees, parents and spectators. This only has to be signed by one individual, but if policies are not being abided by, we will go back to EVERY coach and admin and referee signing this document, so please disseminate this information to every individual associated with your club.
  - c. When registering players, please make sure all the appropriate supporting documents are submitted as well. Players are not eligible to play if they are not properly registered, they are not properly registered if they do not have headshots, birth certificates, school ID's, etc. So please be prompt in uploading those into the system. If anyone needs help with that process, feel free to call me and I will show you how to do that. Larger clubs may want to consider switching to family registration so that parents can register their kids and upload all supporting documentation themselves instead of the club admin uploading hundreds of documents one by one. There is a Family Registration tab in the Club tab of the CMS. There is more information there, as well as in the link at the top of that page. Please contact me for more information.
2. Coach Lanyards
- a. We really appreciate every individual who puts time into coaching, administrative work, refereeing, or helping out with the club in general. However, having unregistered coaches is a liability and also creates gaps in communication, so we are taking steps this year to make sure that all coaching staff are properly certified and registered:
    - i. Each individual who will be helping out with your club in any coaching capacity must be registered with USA Rugby as a coach and have a level 100 certification.

- ii. Each contact team must have at least one level 200 certified coach.
  - b. Once you are registered and certified, each coach must log into their USA Rugby account and upload a headshot for their coaching card. Once you have done this, we will print and laminate your coaching card and send you your lanyard.
  - c. Coaching lanyards must be worn at all games. Coaches who do not have their lanyards will not be allowed on the sideline during your match
3. Monthly Newsletters
- a. In the past RNC has sent out emails whenever updates and new information has needed to be dispersed throughout the month. To avoid over-sending emails and keeping communication more organized, we will be sending out a newsletter the first or second Tuesday of every month. Anyone who has been listed as an admin, coach, referee, primary or secondary contact on a club info form will receive these newsletters.
  - b. Remember that it will be sent to whichever email you provided us with on your club info form. If you are not receiving the newsletters to the email you provided us, please check your spam. If you are still not receiving them, please contact me and I will add you to the list.
  - c. We will also be sending monthly newsletters to parents. These emails are pulled from the parent emails we have on file in the CMS which come from your club registrations. Any parent who has not provided a valid email address upon registration will not be on our list to receive newsletters. If they would like to receive them, let them know they can contact me and I will add them to the list.
4. Social Media
- a. We are working on trying to increase our social media presence and engage our audience more. If you are not already following us on Facebook, Instagram, Twitter, Snapchat please do so, @RugbyNorCal
  - b. As a way to fundraise money and also increase activity on social media, we are doing a calendar contest. Each month, all clubs will have the opportunity to submit a team photo, on social media only, for a chance to be in the RNC calendar. After one year, we will compile some of the photos and create a Rugby NorCal calendar that people can purchase to raise funds for RNC and their clubs. Please follow our social media pages on Facebook, Twitter, Instagram, Snapchat for more information on the Calendar Contest and other fun new initiatives.
5. NDS
- a. January 19-21 in Denver, Colorado – Denver Marriott City Center. There will be three tracks again this year, Coaching, Refereeing and Administrative. USA Rugby puts together some great content and speakers, based on feedback from USAR Members, so please try to attend the NDS and expand your portfolio as a coach, referee or admin. USA Rugby is offering group discounts for groups of 5 or more, so if you'd like to attend the NDS this year, please contact Alicia Allen at USAR. [AAllen@usarugby.org](mailto:AAllen@usarugby.org).

**VP Competitions Report – Jason Divine:**

- 1. The high school master schedule is coming along and will be finished by Dec 1. We are still waiting for a few more club info forms. Thank you to the Competition Committee for your recommendations and help with the schedule this year.
- 2. **Schedule Updates**
  - a. KOT is January 27<sup>th</sup> in Sacramento.
  - b. Regular season starts February 10<sup>th</sup> and ends April 14<sup>th</sup>.
  - c. Most clubs will have at least 6-7 scheduled matches during the season.
  - d. Quarterfinal Playoffs April 21<sup>st</sup>.
  - e. Semifinal Playoffs April 28<sup>th</sup>.
  - f. Championships May 5<sup>th</sup> in Stockton.

**2018 Schedule Template**

<b>27-Jan</b>	<b>KOT</b>
<b>3-Feb</b>	<b>Preseason Week</b>
<b>10-Feb</b>	<b>Week 1</b>

<b>17-Feb</b>	<b>Week 2</b>
<b>24-Feb</b>	<b>Week 3</b>
<b>3-Mar</b>	<b>Vegas Bye</b>
<b>10-Mar</b>	<b>Week 4</b>
<b>17-Mar</b>	<b>Week 5</b>
<b>24-Mar</b>	<b>Week 6</b>
<b>31-Mar</b>	<b>Spring Break</b>
<b>7-Apr</b>	<b>Week 7</b>
<b>14-Apr</b>	<b>Makeup Week</b>
<b>21-Apr</b>	<b>Quarterfinals</b>
<b>28-Apr</b>	<b>Semifinals</b>
<b>5-May</b>	<b>Championships</b>

### 3. Conference Updates

- a. **Premier League:** This conference is intended for clubs with 3 or more sides and consists of a Sac division and a Bay division. Right now the committee is putting the finishing touches on the schedule and should be finished soon.
- b. **Sac Valley:** This conference will include D1 clubs that have both varsity and JV sides, and D2 clubs that only have 1 side. Some clubs have folded or merged so the committee is reworking the schedule to include crossover matches with D1 and D2 clubs.
- c. **Bay Area:** This conference will be D1 with most clubs having both varsity and JV sides. Committee member Derek Holmberg has proposed a schedule that includes 8 clubs.
- d. **Redwood:** This conference will be D2 with some clubs having both varsity and JV sides and some clubs having only 1 side. Most matches will be scheduled on Fridays. Committee member Alan Petty has proposed a schedule that includes 6 clubs.
- e. **Central:** This conference will be D2 with most clubs having only 1 side. Committee member Walt Pickrell is working on the schedule right now.
- f. **NorCal Girls:** Karen Chance is working on the schedule right now.

### 4. Playoff Updates

- a. We will continue with a playoff structure that is very similar to last year. The plan is to offer 2-3 post season matches for every team regardless of their season.
- b. Quarterfinal and semifinal playoff matches will be hosted by the higher seed on April 21<sup>st</sup> and April 28<sup>th</sup>. Championships will be held at the Stockton Soccer Complex on May 5<sup>th</sup> just like last year.
- c. **Premier:** Playoffs will include the top 3 from the Sac division and the top 3 from the Bay division. Teams at the bottom will play in a Bowl or Open bracket.
- d. **D1:** Playoffs may include the top 4 from Sac and the top 4 from Bay Area or any D2 teams awarded a playoff spot by the competition committee. The D1 plan is to have 8 teams playing off for the Cup. Winners of quarterfinal matches continue on to play for the Cup and losers move on to play for the Plate.
- e. **D2:** Playoffs may include the top 2 from Sac, the top 2 from Redwood, the top 2 from Central, and 2 teams awarded a playoff spot by the competition committee. The D2 plan is the same as last year, following the D1 plan but adding a second bracket of 8 for the Bowl and Shield.
- f. **Open:** Playoffs will include any clubs not included in conference/divisional playoffs.
- g. **JV:** Playoffs will follow their conference structure or enter an Open JV bracket.

### **VP Operations/Girls Committee Report – Karen Chance:**

1. I am working on the Hall of Fame Dinner with the committee. Event most likely May 12<sup>th</sup>, 2018 in Fairfield. Have one quote so far and working on dialing in a few more before making a commitment.
2. Jason Soares has officially joined the Girl's Committee as Co-Chair.
3. Girl's League has finalized their calendar which follows the Boy's Premier schedule with the addition of the NorCal Girl's Rugby Kick Off Festival on Jan 20<sup>th</sup> at Hal Bartholomew Park in Elk Grove and the 2<sup>nd</sup> annual Girl's Invitational in the Bay Area April 14<sup>th</sup>.
4. Clubs that completed their season through Play-offs and Championships are automatically on the full season Schedule. Those that haven't have been asked to confirm as soon as they know and before the first of December, that they will be fielding a High School team and if they will also field a Middle School team. The Middle School teams will play directly following the High School teams, so the more clubs that field Middle School teams the better.
5. Any Club other than the aforementioned that cannot confirm 20 registrations can play "at large" still having a season but not eligible for play-offs. We have Marin, Milpitas, Freedom HS in Oakley and Los Gatos, recruiting to join the league this season.

### **Junior Youth Report – Steve Drew:**

1. Updated weight regulations for U12 and Middle School
2. Updated Junior Youth Regulations - found on the RNC website, includes Middle School regulations

### **Treasurer Report - Jason Gaskins:**

1. Budget Overview

### **Disciplinary Report – Marti Blum:**

1. As stated above, we are looking to fill the newly vacant Disciplinary VP position. John Buchholz had to unfortunately step down from his position on the board due to time constraints in his schedule, not allowing him to provide the appropriate time needed to fulfill his duties as VP of Discipline. We thank him for the work he's put in thus far to help the board and the RNC office.
2. Also, as I spoke about earlier, we have updated Policies and Procedures documents that now include disciplinary protocols which will be abided to this season. However, we do need your help, if you see any issues arise during a match, please let us know. Christina and I will be attending more matches this season, but we cannot be at every match every weekend, so we do rely on our certified coaches, referees, players, parents to notify us if our policies are not being abided by, so that we can address the issue immediately.

### **Central Valley RDO Report – Nate Dalena:**

### **Sacramento Valley RDO Report – Nick Freitas:**

Other Items on the Table?

Adjourn!

**Additional Handouts/Attachments:** YTD P&L, YTD Balance Sheet