

# **RUGBY ARIZONA**

## **CONSTITUTION**

**Including**  
**By-Laws and Policies/Procedures**

**Effective Date: 14 July 2024**



## Table of Contents

|  |    |
|--|----|
| CONSTITUTION OF RUGBY ARIZONA .....                | 1  |
| 1.0 NAME, LOCATION, AND NATURE .....               | 1  |
| 2.0 OBJECTIVES AND PURPOSE.....                    | 1  |
| 3.0 UNION MEMBERSHIP.....                          | 1  |
| 3.1 MEMBERSHIP TYPE .....                          | 1  |
| 3.1.1 Full Members.....                            | 2  |
| 3.1.2 Associate Members.....                       | 2  |
| 3.1.3 Honorary Members.....                        | 2  |
| 3.2 MEMBERSHIP STATUS .....                        | 2  |
| 3.2.1 Full Member Status Change.....               | 2  |
| 4.0 EXECUTIVE COMMITTEE .....                      | 3  |
| 4.1 MEMBERSHIP.....                                | 3  |
| 4.2 COMMITTEES.....                                | 3  |
| 5.0 EXECUTIVE OFFICERS .....                       | 3  |
| 5.1.1 President.....                               | 3  |
| 5.1.2 Vice-President.....                          | 4  |
| 5.1.3 Treasurer .....                              | 4  |
| 5.1.4 Secretary.....                               | 4  |
| 5.2 TERM OF SERVICE.....                           | 4  |
| 5.2.1 Officer Vacancy.....                         | 4  |
| 5.2.2 President Vacancy.....                       | 4  |
| 6.0 MEETINGS .....                                 | 5  |
| 6.1 GENERAL MEETING.....                           | 5  |
| 6.1.1 Quorum.....                                  | 5  |
| 6.2 SPECIAL GENERAL MEETINGS.....                  | 5  |
| 6.3 VOTING .....                                   | 5  |
| 7.0 FINANCES .....                                 | 6  |
| 7.1 INCOME OF RUGBYAZ.....                         | 6  |
| 7.2 DISSOLVING THE FINANCES OF RUGBYAZ.....        | 6  |
| 7.3 AUDITING THE FINANCES OF RUGBYAZ .....         | 6  |
| 7.4 FISCAL YEAR.....                               | 6  |
| 7.5 EXECUTIVE DIRECTOR COMPENSATION .....          | 6  |
| 8.0 AMENDMENTS .....                               | 7  |
| BY-LAWS OF RUGBY ARIZONA .....                     | 8  |
| 9.0 APPLICATION FOR MEMBERSHIP.....                | 8  |
| 10.0 SOUTHWEST RUGBY REFEREE SOCIETY .....         | 8  |
| 10.1 REFEREE FEES.....                             | 9  |
| 11.0 PERMANENT COMMITTEES .....                    | 9  |
| 11.1 DISCIPLINARY COMMITTEE .....                  | 9  |
| 12.0 SUBSCRIPTIONS.....                            | 9  |
| POLICIES/PROCEDURES OF RUGBY ARIZONA.....          | 10 |
| 13.0 RUGBY ARIZONA OPERATING STRUCTURE.....        | 10 |
| 13.1 ORGANIZATIONAL STRUCTURE .....                | 10 |
| 13.2 SPECIFIC ROLES AND RESPONSIBILITIES.....      | 10 |
| 13.2.1 Vice President .....                        | 10 |
| 13.2.2 Secretary.....                              | 10 |
| 13.2.3 Executive Director .....                    | 11 |
| 13.2.4 Disciplinary Chair .....                    | 11 |
| 13.2.5 Division Reps .....                         | 11 |
| 13.2.6 Development Academy.....                    | 12 |
| 13.3 TACKLE RUGBY SPECIFIC REQUIREMENTS.....       | 12 |
| 14.0 LEAGUE STRUCTURES .....                       | 16 |
| 14.1 YOUTH CONFERENCE AND DIVISION STRUCTURE ..... | 16 |
| 14.1.1 Division Requirements .....                 | 16 |
| 14.1.2 Determining Youth League Winner.....        | 16 |

|          |  |    |
|----------|--|----|
| 14.2     | U19 CONFERENCE AND DIVISION STRUCTURE .....  | 16 |
| 14.2.1   | Division Requirements .....  | 16 |
| 14.2.1.1 | U19 Division 1 .....   | 16 |
| 14.2.1.2 | U19 Division 2 & U16 .....   | 16 |
| 14.2.2   | Determining U19 Division League Winner .....   | 17 |
| 14.3     | LEAGUE POINTS .....  | 17 |
| 14.3.1   | League Matches .....   | 17 |
| 14.4     | PLAYOFF ELIMINATION AND FINALS .....   | 18 |
| 14.4.1   | 7's .....  | 18 |
| 14.4.2   | 10's .....   | 18 |
| 14.4.3   | 15's .....   | 18 |
| 14.5     | FORFEIT POINTS .....   | 18 |
| 14.5.1   | Club Forfeit a game in the League Season but still fulfilled the scheduled match ..... | 19 |
| 14.5.2   | Club Forfeit a game in the League Season by not fulfilling a scheduled match .....     | 19 |
| 14.5.3   | Club Forfeit a game not in the League Season .....                                     | 19 |
| 15.0     | GENERAL POLICIES .....   | 19 |
| 15.1     | RUGBY ARIZONA CODE OF OPERATION .....  | 19 |
| 15.1.1   | Rugby Arizona Sanctioned Match .....   | 19 |
| 15.1.2   | Document of Rugby Ethics and Sportsmanship .....                                       | 20 |
| 15.1.3   | Red Cross trained individual at a minimum at every match .....                         | 20 |
| 15.1.4   | U16 and U19 Player ID Cards .....  | 20 |
| 15.1.5   | Notification of Referee .....  | 21 |
| 15.1.6   | Reporting of Scores .....  | 21 |
| 15.1.7   | Rugby Arizona Background Screening .....   | 21 |
| 15.1.8   | Certified Coaches .....  | 21 |
| 15.1.8.1 | Minimum Education Requirements for Game-day Coaches .....                              | 22 |
| 15.1.8.2 | Minimum Education Requirements for Clubs .....   | 22 |
| 15.1.9   | Scoreboards .....  | 22 |
| 15.2     | FIELD REQUIREMENTS .....   | 22 |
| 15.3     | PLAYER ELIGIBILITY AND TEAM CONDUCT .....  | 23 |
| 15.3.1   | High School Player Eligibility .....   | 23 |
| 15.3.2   | Player Transfers .....   | 25 |
| 15.3.2.1 | Player Transfer Requests (PTR) .....   | 25 |
| 15.3.2.2 | Mid-season PTR Protocol .....  | 25 |
| 15.3.3   | Player Eligibility for Playoffs .....  | 26 |
| 15.4     | SUBSTITUTION POLICY .....  | 26 |
| 15.5     | SELECT SIDE PLAY .....   | 27 |
| 15.6     | HANDLING OF PROTESTS .....   | 27 |
| 15.7     | IN-PROGRESS GAME POSTPONED OR CANCELLED DUE TO WEATHER DELAY .....                     | 27 |
| 16.0     | DISCIPLINARY GUIDELINES .....  | 28 |
| 16.1     | DISPUTE PROCESS .....  | 28 |
| 16.1.1   | Creation and Process .....   | 28 |
|          | APPENDIX 1. CHANGE LOG .....   | 29 |

# **CONSTITUTION OF RUGBY ARIZONA**

## **1.0 NAME, LOCATION, AND NATURE**

Rugby Arizona is the USA Rugby sanctioned body for organizing and conducting age-grade rugby activities in the State of Arizona as the State Youth Rugby Organization (SYRO) affiliated with USA Youth and High School Rugby. Age-Grade rugby encompasses High School and younger ages for boys and girls.

The Organization is and shall be called Rugby Arizona (hereafter referred to as RugbyAZ). The principal office and place of business of RugbyAZ shall be Phoenix, Arizona, or such other places as may be designated by majority vote of the Executive Committee of RugbyAZ.

RugbyAZ shall be composed of individuals and groups of individuals who have banded together, with no intention of receiving or accepting material reward, to develop and advance the amateur sport of Rugby Union Football within the state of Arizona.

## **2.0 OBJECTIVES AND PURPOSE**

The objectives and purpose of RugbyAZ shall be:

1. The development, promotion, administration and encouragement of Rugby Union Football in the state of Arizona.
2. To foster an environment in which participation in the sport is encouraged for all those with interest, regardless of race, color, religion, age, gender, gender identity, sexual orientation, national origin, or physical disability.
3. To develop the financial resources necessary to carry out these stated objectives, and disperse funds as approved by the RugbyAZ Executive Committee.
4. To support and assist the local referee's society.
5. To ensure that the playing of Rugby Union Football within Arizona is carried out in accordance with the Laws of the Game of Rugby Football as framed by World Rugby and endorsed by the United States of America Rugby Football Union (USA Rugby).
6. To arrange Trial, Representative, International, and other rugby matches as appropriate to promote the interests of Rugby Union Football.

## **3.0 UNION MEMBERSHIP**

### **3.1 MEMBERSHIP TYPE**

The membership of RugbyAZ shall be divided into 3 different classes and shall consist of the following.

### **3.1.1 Full Members**

A “Full Member” shall comprise each club (representing individuals therein that are registered with the club) situated in the state of Arizona and registered under USA Rugby through our affiliate USA Youth & High School Rugby. In order to maintain status as Full Members, clubs must continue to meet the minimum education requirements stipulated in Section 15.1.8.2.

### **3.1.2 Associate Members**

An “Associate Member” shall comprise a newly formed club (representing individuals therein that are registered with the club) situated in the state of Arizona, or clubs electing to be an “Associate Member”, or any club that for any number of reasons does not meet the minimum threshold to become a Full Member.

### **3.1.3 Honorary Members**

“Honorary Members” shall comprise:

1. Members of other rugby unions who are invited to play Rugby Union Football or tournaments sanctioned by RugbyAZ during their stay in Arizona for the purpose of playing Rugby Union Football.
2. Any past player or person of distinction whom the Executive Committee desires to honor by election to Honorary Membership.

## **3.2 MEMBERSHIP STATUS**

Application for election to membership shall be made in the manner specified in the By-laws of RugbyAZ.

Election to Full or Associate Membership of RugbyAZ shall be by a simple majority vote of a regularly scheduled meeting of the Executive Committee.

Any member shall be liable to suspension or termination of its membership as the Executive Committee may determine if:

1. The member's subscription to RugbyAZ is more than 1 year in arrears.
2. The member does not maintain a fixture list to the satisfaction of the Executive Committee.
3. The member fails to follow the Constitution and By-laws of RugbyAZ.
4. The member does not conform to any directive by the Executive Committee as to its standard of play, administration, or general behavior.

The suspension or termination of membership shall require a 2/3 majority vote of a regularly scheduled meeting of the Executive Committee.

### **3.2.1 Full Member Status Change**

Should any Full Member have an active player registration count of less than 10 players for two fiscal years in a row, such Full Member shall automatically be moved to Associate Member status until such time as said member reaches the active player registration threshold of 10 players. For individuals with multiple role registration (that is, they are registered in a combination of roles for

the purpose of USA Rugby registration, and one of these roles is as a player), such individual will be considered a player. For avoidance of doubt, “active” for the purpose of “active player registration” shall refer to players who are or have been actively participating in a given RugbyAZ season. For example, if Jane Smith registers as a player at the beginning of her first season but then elects not to play any games, Jane Smith would not be recognized as an “active player” for the purposes of active player registration count.

At any time should a Full Member go dormant without any active player registrations in a given fiscal year, that Full Member will automatically be moved to Associate Member status until such time as said member again achieves or exceeds an active player registration count of 10. In the following fiscal year, should the Full Member-turned-Associate Member continue to be dormant with no active player registrations for a second year in a row, such member will automatically be considered no longer a member of the Organization, and in subsequent years would have to re-apply for membership.

This Section 3.2.1 shall take effect beginning in the fiscal year 2022-23.

## **4.0 EXECUTIVE COMMITTEE**

### **4.1 MEMBERSHIP**

The Executive Committee shall administer the affairs of RugbyAZ. The membership of the Executive Committee will be composed of one representative of each Full Member in good standing with RugbyAZ, whether that representative is the president of each Full Member, or another representative designated by each Full Member. These representatives may also be Executive Officers of RugbyAZ. The President of RugbyAZ shall be the chairman of all meetings of the Executive Committee. In his absence the Vice-President of RugbyAZ will assume this function.

### **4.2 COMMITTEES**

Two types of Committees will exist: permanent and temporary. Temporary committees will be appointed to handle a specific project which it is anticipated will be accomplished in a given period of time; permanent committees will be expected to have a continuing existence. The nature and responsibilities of the permanent committees are defined in the By-Laws of RugbyAZ. The chairman of a temporary committee shall be appointed either by a vote of the Executive Committee or by action of the President.

## **5.0 EXECUTIVE OFFICERS**

The Executive Officers of RugbyAZ shall be the following:

### **5.1.1 President**

The President of RugbyAZ shall be the chief officer of RugbyAZ and shall have general and active supervision over the business of RugbyAZ and over its several officers, subject to the control of the Executive Committee.

Would represent in person, or select for representation of RugbyAZ, a delegate for all meetings of the United States of America Rugby Football Union.

Would further act as a counter-signatory for expenses over \$1,000.

### **5.1.2 Vice-President**

The Vice-President of RugbyAZ shall have such responsibilities and duties as may be assigned by the President of RugbyAZ, Executive Committee of RugbyAZ, or the By-laws of RugbyAZ. When acting in place of the President, will have all powers, privileges, duties, and responsibilities of the President.

### **5.1.3 Treasurer**

The Treasurer shall have charge and custody of and be responsible for all funds of RugbyAZ. The collection of dues, deposit and disbursement of funds including exhibition and auditing of accounts shall be as directed by the Executive Committee.

### **5.1.4 Secretary**

The Secretary shall keep the minutes of the annual and special meetings of RugbyAZ; see that all notices are duly given; be custodian of applicable Union records; conduct and have charge of all relevant Union correspondence; and in general, perform all the duties incidental to the office of Secretary provided, however, that he/she shall be authorized to delegate such of these duties as he/she shall, with the approval of the President, deem proper.

## **5.2 TERM OF SERVICE**

Executive officers of RugbyAZ shall be elected only at the Annual General Meeting of RugbyAZ. No more than three officers of RugbyAZ shall be elected at each Annual General Meeting. The rotation shall be President/Secretary and Vice-President/Treasurer. Elected officers shall serve terms of two years and terms of office shall commence on the first day of the month immediately following election at the Annual General Meeting.

### **5.2.1 Officer Vacancy**

In the event of an office other than the President becoming vacant between meetings of the Executive Committee, then the Executive Officers may vote on an individual to fill that office until the next meeting of the Executive Committee, at which time the Executive Committee will elect an individual to fill the remaining part of the term.

### **5.2.2 President Vacancy**

In the event of the office of the President becoming vacant between meetings of the Executive Committee, then the Vice-President of RugbyAZ shall assume the powers and responsibilities of the office of the President until the next meeting of the Executive Committee. The Vice-President shall be determined by a vote of the Executive Committee.

## 6.0 MEETINGS

### 6.1 GENERAL MEETING

The Executive Committee will hold one regularly scheduled meeting annually. The general meeting shall be the *Annual General Meeting*, which shall be held no later than 30 September of each year.

#### 6.1.1 Quorum

A quorum for these meetings shall be representatives of 2/3 of the Full Members of RugbyAZ. Several members may be represented by a single individual who shall have the proxy votes. Full Members (clubs) may in writing give their proxy vote to another voting member; however, a member cannot have more than two additional proxy votes.

### 6.2 SPECIAL GENERAL MEETINGS

A Special General Meeting of the Executive Committee may be called by the President of RugbyAZ should the need arise.

A Special General Meeting of RugbyAZ shall be called by the President if he receives written requests to do so from 1/3 of the Full Members of RugbyAZ. Such a special meeting will be called within 21 days of the date by which the necessary number of requests are received.

### 6.3 VOTING

When formal votes of the Executive Committee are held at an Annual General Meeting or Special General Meeting, each Full Member in good standing with RugbyAZ shall have a set number of votes based on active player registrations associated with their club at the time of vote, as outlined in the table below. Each Full Member's number of votes shall be cast on each matter as one bloc and shall not be divided, split, or apportioned. The chairman of the meetings shall have a single vote which he will only use to break an otherwise tied vote.

#### Number of Votes for Full Members

| Tier Level | Active Player Registration Count | Number of Votes |
|------------|----------------------------------|-----------------|
| Tier 1     | Between 1 and 9                  | One (1) vote    |
| Tier 2     | Between 10 and 49                | Two (2) votes   |
| Tier 3     | 50 or more                       | Three (3) votes |

All votes of the Executive Committee will be decided by a simple majority except for those requiring special majorities as noted in this Constitution.

Good standing status requires at a minimum:

1. Current on all RugbyAZ and USA Rugby financial obligations.
2. Full compliance with RugbyAZ Constitution and By-Laws and Executive Committee decisions.

## **7.0 FINANCES**

### **7.1 INCOME OF RUGBYAZ**

The income of RugbyAZ shall come from:

1. The subscription of Full and Associate members.
2. Any net profit (after payment of all proper and relevant outgoings and expenses) that is due to RugbyAZ by prior agreement and is derived from any tournament, match, or other function organized by RugbyAZ in cooperation with any other not-for-profit group.
3. Any grants, subscriptions, or donations provided that they are made in such a way that their disposal is fully under the control of RugbyAZ.

### **7.2 DISSOLVING THE FINANCES OF RUGBYAZ**

In the event that it becomes desirable to discontinue the activities of RugbyAZ as presently constituted, this can be done by a 2/3 majority vote of the Executive Committee.

Upon the dissolution of this corporation, assets remaining shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **7.3 AUDITING THE FINANCES OF RUGBYAZ**

For RugbyAZ Bank Accounts, the President and the Treasurer shall be the co-signatories on RugbyAZ bank account. RugbyAZ bank accounts may be audited every year by an independent 3<sup>rd</sup> party.

### **7.4 FISCAL YEAR**

The fiscal year for RugbyAZ is based on the annual USA Rugby registration cycle, Sept 1 to Aug 31.

### **7.5 EXECUTIVE DIRECTOR COMPENSATION**

The Executive Director (ED) will work as a part-time, non-benefitted independent contractor for RugbyAZ. RugbyAZ will provide the ED with IRS Forms 1099-NEC and 1096.

Salary for the ED:

1. The annual salary of the ED is based upon annual registration of players with RugbyAZ, calculated as \$25 per player registered to a tackle division in the Youth and High School divisions (see further clarity on the calculation for compensation below).
2. Any changes in the amount of compensation of the ED will be voted upon by a simple majority vote of the Executive Committee.

3. Funding obtained from RugbyAZ registration of the following categories will not be designated toward the salary of the ED: Administrators, Coaches, Referees and Rookie Rugby (Youth Non-Contact) Players.
4. Salary of the ED is not guaranteed.
5. The total amount of annual compensation of the ED may differ as the number of registered Youth Tackle and High School players cannot be anticipated or guaranteed.
6. The budget of the ED will be calculated from the average of the prior three year registrations of tackle Youth and High School players.
7. A baseline salary will be listed in the current job description of the ED. The amount will generally be calculated as follows (the "Compensation Calculation"): 2/3 of the average of the total registration of tackle Youth and HS players for the prior 3 years, multiplied by \$25. This sum will be divided equally for the fiscal year (Sept 1- Aug 31) to be issued in bi-weekly payments. In the event, however, the Compensation Calculation for any given year results in a reduction to an ongoing Executive Director's compensation that is greater than 20% (that is, both RugbyAZ and an Executive Director agree to renew the contract from one fiscal year to the next, and the Compensation Calculation for the new fiscal year would result in a compensation decline of more than 20% to that contractor), then the compensation reduction for the new fiscal year will be limited to no more than a 20% reduction for that Executive Director.
8. Salary payment will be issued bi-weekly (every two weeks) by manual or bank issued check. Any applicable fees for direct transfers, such as Zelle, made to the ED will be absorbed by the ED.
9. Salary of the ED will be pro-rated to the length of contract with RugbyAZ within the current fiscal year. Should the ED work less than 12 months of the current fiscal year, the total amount of compensation will be pro-rated accordingly.
10. Any additional salary generated above the baseline listed in the job description will be pro-rated to the length of contract with RugbyAZ of the current fiscal year.
11. Any additional salary generated above the baseline listed in the job description will be paid at the end of the current fiscal year.
12. Should a vacancy of the ED position occur within the current fiscal year, the funding designated for ED compensation will be pro-rated accordingly and the balance of funding shall be retained in the RugbyAZ budget.

## **8.0 AMENDMENTS**

This Constitution and the By-Laws contained hereafter may be amended by a 2/3-majority vote of the Executive Committee of RugbyAZ. The details of any proposed amendment shall be circulated to all members with the call for the meeting at which the vote will be taken. Such details shall be sent out not less than 10 and no more than 21 days prior to the meeting. Any proposed amendment must be submitted in writing to the President of RugbyAZ at least 21 days before the meeting at which is proposed to consider it.

## **BY-LAWS OF RUGBY ARIZONA**

### **9.0 APPLICATION FOR MEMBERSHIP**

When any Club is founded within the state of Arizona for the purpose of playing Rugby Union Football, then this Club should make written application for recognition to this Union as either a Full Member or Associate Member. Applications for membership will be considered by written request to the President of RugbyAZ.

The application shall contain at a minimum the proposed Club name; names and addresses of the elected Officers of the Club, Additional information such as the description of home and away playing uniform, evidence of the Club's current CIPP good standing with USA Rugby, proposed club sponsors and practice field location is requested but not mandatory.

The nature of the membership shall be described, whether the Club intends to be a Full or Associate member and what playing schedule is being requested. In the Club's first league season, it will be a temporary member on probation for RugbyAZ and will play an Associate schedule.

The President will arrange for information on the club to be distributed to all other member clubs. If the club is an "occasional" organization, founded for the purpose of playing one or more specific games, then it will become an honorary member of RugbyAZ for the period of time necessary to play the specified games.

The President, prior to each AGM, shall review the status of all temporary members. The President shall recommend to the AGM those clubs that are to be considered for continuing membership. Clubs will either be accepted into normal Full or Associate membership of RugbyAZ by vote of the AGM, remain on probation until the next AGM, or have their application for membership denied.

### **10.0 SOUTHWEST RUGBY REFEREE SOCIETY**

To facilitate the play of Rugby Union Football in Arizona, and to enforce the Laws of the Game, a referee society has been established in association with RugbyAZ: the Southwest Rugby Referee Society (SWRRS). The SWRRS shall have the responsibility for the recruiting, training, certifying, and assigning of referees for games hosted by members of RugbyAZ.

No sanctioned tackle matches shall be played in Arizona without an assigned referee from the SWRRS.

Any player, coach, spectator or club member may be subject to the referee's control when within the playing enclosure - which is considered to be within 10 meters of the touch lines. The power of the referee does apply to any and all matches, including tournaments that are held and/or hosted by the participating clubs of RugbyAZ in which an assigned SWRRS member is officiating. Should any player, coach, spectator, or club member not abide by an "ordering off" decision, the offending side shall forfeit to the non-offending team in accordance with Section 14.5 Forfeit Points.

## **10.1 REFEREE FEES**

Each year, SWRRS will submit proposed payment terms to RugbyAZ for match fees, development fees, and/or other proposed referee fees, such proposed terms to be mutually agreed upon by RugbyAZ and SWRRS, with the estimated impact included in the RugbyAZ budget.

## **11.0 PERMANENT COMMITTEES**

### **11.1 DISCIPLINARY COMMITTEE**

The disciplining of clubs, players, or members of clubs shall be handled by this permanent committee of RugbyAZ. The Disciplinary Chair of RugbyAZ shall chair this committee and all formal complaints against the above-named shall be forwarded to him. The general process is as follows:

1. Committee obtains formal notification via a referee report or the procedure outlined in the Rugby Arizona Disciplinary Committee Policy and Procedures.
2. Committee solicits written statements and evidence (e.g. video) from all parties.
3. Hearing takes place either in person or electronically, allowing all parties to discuss. Offending party has the right to decline a hearing.
4. Decision is handed down.
5. Appeal process per Section 5.11 of the Disciplinary Policy and Procedures.

The Chair shall appoint the members to the committee as per the procedure outlined in the Rugby Arizona Disciplinary Committee Policy and Procedures.

The committee shall have the option of taking any or all of the following actions: none, suspension, censure, expulsion, probation, or other suitable action.

## **12.0 SUBSCRIPTIONS**

RugbyAZ Dues (subscription) of all Full and Associate members of RugbyAZ is due by the 31st of December of that year. Union dues will include fees to support the Southwest Rugby Referee Society. Additionally, all clubs are responsible for ensuring all players are active and in compliance with USA Rugby registration prior to playing any RugbyAZ sanctioned match in the state of Arizona or elsewhere in the USA.

The subscription amount shall be set at each AGM by the Executive Committee. As soon as possible after the AGM, the Treasurer of RugbyAZ will send to each member club notification of their current subscription obligations.

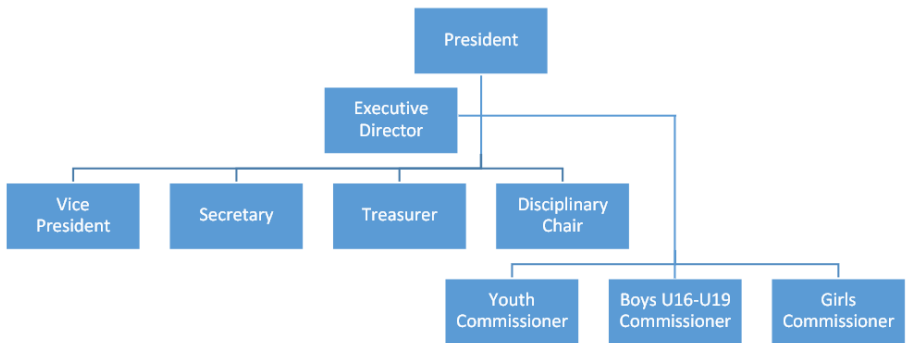
# POLICIES/PROCEDURES OF RUGBY ARIZONA

## **13.0 RUGBY ARIZONA OPERATING STRUCTURE**

The RugbyAZ mission is to promote and grow the game of rugby for the enjoyment of all. This structure provides guidelines and a mechanism to enable everyone to play an enjoyable and safe game of rugby.

### **13.1 ORGANIZATIONAL STRUCTURE**

RugbyAZ is a registered 501(c)(3) non-profit organization. The Executive Officers of the organization together with the Division Representatives form the Management Team, and are supported by the Executive Director (ED) and the Disciplinary Chair. The Management Team shall be responsible for the “day to day” administrative business of RugbyAZ, and any operational decisions of a material nature will be made by majority vote of the Management Team, such as the need may arise. There shall be at least three Division Representatives: a Youth Commissioner, a Boys U16 and U19 Commissioner, and a Girls Commissioner. These roles may be filled by representatives of the Full Member Clubs.



### **13.2 SPECIFIC ROLES AND RESPONSIBILITIES**

In addition to the general duties for Executive Officers as described in the Constitution, there are specific responsibilities for officers to facilitate the successful day to day operation of RugbyAZ.

#### **13.2.1 Vice President**

Responsible for setting the Rugby Calendar and working with the President to set all league schedules. Responsible for event planning for the major events on the Rugby Calendar (e.g. Devils Cup 7s, Rugby Bowl Finals, All-Star matches) and working with the President to ensure successful execution of the Rugby Calendar.

#### **13.2.2 Secretary**

The Secretary shall be responsible for transcription of all meetings of the Executive Committee and formal meetings of the management team, as well as any other meeting which is requested of the Secretary. In this capacity, the Secretary shall keep accurate records of meeting discussions and thoroughly document the results of all votes, and shall disseminate the minutes of such meetings to the Executive Committee or management team as appropriate in a timely manner. The Secretary will also be responsible for keeping the latest version of this Constitution and Bylaws document as well as other documents considered by the Executive Officers to be key to the organization.

### **13.2.3 Executive Director**

The Executive Director (ED) is a paid independent contractor position reporting to the President. The ED is responsible for RugbyAZ communications, marketing, and recruiting activities, as well as other administrative duties as required. The ED works with the Management Team to develop and disseminate information and promotional messaging for community announcements, public relations, digital marketing, and website updates, and attends to other tasks as requested by the Executive Committee and as outlined in the Executive Director Description, a separate document. In addition to ongoing day-to-day tasks, one of the primary responsibilities for the ED will be enhancing outreach efforts and raising awareness to grow exposure for RugbyAZ specifically and youth rugby generally, including but not limited to organizing camps, clinics, and other events to build awareness outside of the existing player network.

### **13.2.4 Disciplinary Chair**

The Disciplinary Chair serves a 2 year term and is elected at the AGM, on the same cycle as President and Secretary. The backup to the Disciplinary Chair is the Vice-President.

### **13.2.5 Division Reps**

RugbyAZ offers rugby in the age-grade divisions of Youth Boys, Youth Girls, Boys U16 and U19, and Girls U16 and U19. Ages are determined by the player being under that age as of Sept 1<sup>st</sup> of the start of the league season. Activities of the age-grade divisions shall be coordinated by at least three Division Representatives (“Division Reps” or “Commissioners”):

#### Youth Division Representative (Youth Commissioner)

1. Under 8: Co-ed Touch/Flag
2. Under 10: Co-ed Touch/Flag, Co-ed Tackle
3. Under 12: Co-ed Touch/Flag, Co-ed Tackle
4. Under 14: Co-ed Touch/Flag, Boys Tackle

#### U16 and U19 Boys Division Representative (Boys U16-U19 Commissioner)

1. Under 16: Co-ed Touch/Flag, Boys Tackle
2. Under 19: Co-ed Touch/Flag, Boys Tackle

#### Girls Division Representative (Girls Commissioner)

1. Under 14: Girls Tackle
2. Under 16: Girls Tackle
3. Under 19: Girls Tackle

Division Reps serve a 1 year term and are elected at each AGM.

Division Reps work with the President for the successful execution of all the events on the Rugby Calendar each year. They are the first point of contact for the coaches of the teams playing in their Division to deal with availability, scheduling, referee assignments, and any general issues that crop up.

### **13.2.6 Development Academy**

Responsible for rugby outreach, raising awareness and growing exposure to the game outside of RugbyAZ organized league schedules. This includes, but is not limited to, organizing camps and clinics to new and existing players, covering all the variants of rugby offered by RugbyAZ.

This is a shared resource for all the Members of RugbyAZ and can be utilized for assistance with Club practices as well as Club recruiting, and is a resource to the Select Side programs.

### **13.3 TACKLE RUGBY SPECIFIC REQUIREMENTS**

Non-contact variations of rugby are already designed to be inclusive and safe for all. Tackle rugby requires Members to follow RugbyAZ and USA Rugby guidelines that are designed to improve safety and enjoyment for all. Clubs that try to game the system for the sole intent of winning are not in line with the RugbyAZ goals and will not be viewed favorably.

- We play co-ed tackle for U10 and U12 divisions.
- We play separate boys and girls tackle for U14, U16, U19.
- We are primarily an age-grade based league for tackle.
- The weight charts are a backup factor used to assess waiver requests.

#### **13.3.1 Waiver Guidelines**

Player safety is the number one parameter for considering waivers. Safety to the other players and to the waived player themselves. Rugby athleticism and ability to safely physically compete at the higher level is the second parameter. Technical playing skill is not a parameter. Players requesting waivers shall meet the following criteria:

1. Overweight for their age-appropriate division.
2. Significantly underweight for their age appropriate division
3. Special needs athletes

#### **13.3.2 Waiver Review Board (WRB) structure**

The WRB shall consist of the following members:

- Vice President of RugbyAZ
- Commissioners of each respective division
- Senior referee as needed.

The WRB is Chaired by the Vice President of Rugby Arizona. The commissioner of each division is involved for the review of their division's waivers. A senior referee may be consulted for player evaluation as deemed necessary by the co-Chairs.

### 13.3.3 Waiver Review Process

**Fall Season:** Waiver and player are to be brought to the RugbyAZ tent before that player plays their first match for that division. President/VP to weigh player and assess player for safety in the desired division. RugbyAZ understands the fluid nature of the fall season and will seek to be available as new players are introduced to the sport. Fall waivers do not carry over to spring season.

**Spring season:** Waiver requests to be emailed to President/VP/Division commissioner by the last Friday before match play for pre-review. Waiver and player are to be identified at pre-match check in on the first weekend of match play. Division Commissioners begin evaluation process with President/VP as schedule permits. Evaluations are carried out promptly on the first weekend of match play. Sufficient review shall include, but is not limited to, discussions with the senior referee or referee coach of the review match, and the opposition coach, and consist of watching at least one quarter of match play. Players requesting waivers shall be identified by orange arm bands before start of play. Waivers will generally be granted/denied by end of day on the date of review.

### 13.3.4 Extended Review Process

The WRB reserves the right to execute a continued review of players that challenge the parameters of waiver guidelines. The continued review consists of a second assessment during the following weekend's matches. WRB reserves the right to request weigh ins or assessments of new or existing players for the remainder of that season. Additional assessments shall be at the discretion of the President/VP.

### 13.3.5 Appeal Process

Waiver denials must be appealed before Wednesday of the following week after match play. Mediation of waiver appeals will be conducted by the RugbyAZ President and the DC Chair. They will both review any correspondence/data prior to the next scheduled match. Appealing players shall be reviewed for one full match by the RugbyAZ President and DC Chair, and the decision on the appeal is final.

### 13.3.6 Sliding weight scale

The maximum weight threshold allowed for each division is as follows. Players weighing more than this threshold are not eligible to be considered for a waiver.

|      | Standard Max Weight (lbs) | Waiver threshold Max Weight (lbs) |
|------|---------------------------|-----------------------------------|
| U10: | 105                       | 130                               |
| U12: | 135                       | 165                               |
| U14: | 165                       | 200                               |

### 13.3.7 Limitations

1. Teams may only have one arm banded player on the field in a match played on a half-sized field.
2. Teams may have up to 2 arm banded players on a match played on a full-sized field. A team may field no more than one extra arm banded player than the opposite team at the start of the match. E.g., if one team has no arm banded players, the opposition team can only field a maximum of one arm banded player.
3. Waivered players may only play in matches in the division they are waived into.

4. Waivered players may move up in divisions at coach's discretion but doing so voids their waiver into the lower division.
5. Players joining teams later in the season must submit waivers to the WRB prior to their first match played. The assessment process will follow standard protocol.
6. Arm bands shall be limited to officially waived players only. Note: Following the evaluation period for player waivers, arm bands will not be required for waived players, as coaches will exchange rosters with waived players noted prior to each match.
7. Discovery of players in matches without division appropriate waivers will result in immediate forfeiture of that match and any matches the player participated in during RugbyAZ seasonal match play. Additional sanctions may be imposed by the Disciplinary Committee.
8. Waivers are enforced during RugbyAZ sanctioned events only. Participation in events outside RugbyAZ sanctioned events shall default to USARUGBY guidelines.

#### **13.3.8 Other Considerations**

1. All players are designated to their appropriate age-grade tier: Under 8, Under 10, Under 12, Under 14, Under 16, Under 19. The tiers are defined by age as of Sept 1 of the start of the Rugby Calendar.
2. USA Rugby requirement is that 8th graders and below are not allowed to play U19 tier. This means that U14 players are not allowed to play U19. They ARE allowed to play U16. Any candidates for a high performance exemption waiver must be approved by the Executive Officers.
3. A player is allowed to "play up" from their defined age-grade tier on an ad-hoc basis and still remain in their primary tier. This means U14 can play up to U16, U16 can play up to U19, etc, and still play in their primary age tier each week.
4. Clubs must follow the RugbyAZ table of maximum weight limits for the U10, U12, U14 tackle tiers. Players that weigh above the limit should be playing in the next higher tier or apply for a waiver. Waiver requests to keep them in their age tier must be approved by the relevant Division Reps, President, and DC Chair. Clubs are required to keep rosters of players current and available on match day and be able to answer any inquiry from another Club, referee or RugbyAZ official regarding player age or weight.
5. Safety consideration for light players: Where a Club Coach has first observed an underweight player playing in their proper age bracket and determines from a safety point of view that the player is undersized and there is a player well-being safety risk, the Club can submit a waiver request to have that player be allowed to play down the next lower age bracket. Waiver requests will be measured against the RugbyAZ table of threshold weights. Age waivers for over-age players to play down a division who are also over the weight limit are not allowed for SYRO league matches or SYRO sponsored tournaments.
6. Maximum Number of Waivered Players on the field: A team may only have a maximum of two (2) waived players on the field playing in a game at any time. Waivered means weight or age waiver. Penalty for violating includes up to forfeit of the game.

## Rugby Arizona Non-Contact Rugby

| Format              | Expected Grades  | Expected Ages              | Max Dimensions        | Team Numbers        | Scrum Format      | Lineout Format                         | Rucks | Mauls | Max Weight | Ball   |
|---------------------|--|----------------------------|-----------------------|---------------------|-------------------|--|-------|-------|------------|--------|
| U8 Coed Touch/Flag  | K – 2 <sup>nd</sup> grade elementary school                | 5 – 8 under 8 on Sept 1    | 25 x 40 up to 40 x 70 | 4 v 4 up to 7 v 7   | 3 v 3 Uncontested | "Free Pass" just inside the touch line | N/A   | N/A   | N/A        | Size 3 |
| U10 Coed Touch/Flag | 3 <sup>rd</sup> & 4 <sup>th</sup> grades elementary school | 8 – 10 under 10 on Sept 1  | 40 x 70               | 7 v 7               | 3 v 3 Uncontested | Max 2, Contested, no lifting           | N/A   | N/A   | N/A        | Size 3 |
| U12 Coed Touch/Flag | 5 <sup>th</sup> & 6 <sup>th</sup> grades elementary school | 10 – 12 under 12 on Sept 1 | 40 x 70               | 7 v 7               | 3 v 3 Uncontested | Max 2 Contested, no lifting            | N/A   | N/A   | N/A        | Size 4 |
| U14 Coed Touch/Flag | 7 <sup>th</sup> & 8 <sup>th</sup> grades middle school     | 12 – 14 under 14 on Sept 1 | 40 x 70               | 7 v 7               | 3 v 3 Uncontested | Max 2 Contested, no lifting            | N/A   | N/A   | N/A        | Size 4 |
| U16 Coed Touch/Flag | HS freshmen & sophomores                                   | 14 – 16 under 16 on Sept 1 | 70 x 100              | 7 v 7 up to 10 v 10 | 3 v 3 Uncontested | Max 2 Contested, no lifting            | N/A   | N/A   | N/A        | Size 5 |

## Rugby Arizona Tackle Rugby

| Format                   | Expected Grades  | Expected Ages              | Max Dimensions | Team Numbers            | Scrum Format                 | Lineout Format                         | Rucks*          | Mauls*          | Max Weight                                     | Ball   |
|--------------------------|--|----------------------------|----------------|-------------------------|------------------------------|--|-----------------|-----------------|--|--------|
| U10 Coed Tackle          | 3 <sup>rd</sup> & 4 <sup>th</sup> grades elementary school | 8 – 10 under 10 on Sept 1  | 40 x 70        | 7 v 7                   | 3 v 3 Uncontested            | Min 2, contested, no lifting           | 1 v 1 contested | 1 v 1 contested | Under 10 (105 lbs)<br>Over 10 (60 lbs)         | Size 3 |
| U12 Coed Tackle          | 5 <sup>th</sup> & 6 <sup>th</sup> grades elementary school | 10 – 12 under 12 on Sept 1 | 40 x 70        | 7 v 7                   | 3 v 3 Uncontested            | Min 2, contested, no lifting           | 1 v 1 contested | 1 v 1 contested | Under 12 (135 lbs)<br>Over 12 (80 lbs)         | Size 4 |
| U14 Boys or Girls Tackle | 7 <sup>th</sup> & 8 <sup>th</sup> grades middle school     | 12 – 14 under 14 on Sept 1 | 40 x 70        | 7 v 7                   | 3 v 3 Contested              | Min 2, contested, lifting allowed      | 1 v 1 contested | 1 v 1 contested | Under 14 (165 lbs)<br>Over 14 (100 lbs)        | Size 4 |
| U16 Boys or Girls Tackle | HS freshmen & sophomores                                   | 14 – 16 under 16 on Sept 1 | 70 x 100       | Fall: 7s<br>Spring: 15s | Fall: 3 v 3<br>Spring: 8 v 8 | Standard laws<br>No other restrictions | No restrictions | No restrictions | Under 16 (no restriction)<br>Over 16 (125 lbs) | Size 5 |
| U19 Boys or Girls Tackle | HS juniors & seniors                                       | 16 – 19 under 19 on Sept 1 | 70 x 100       | Fall: 7s<br>Spring: 15s | Fall: 3 v 3<br>Spring: 8 v 8 | Standard laws<br>No other restrictions | No restrictions | No restrictions | No restrictions                                | Size 5 |

\* Referee Notes: For U10, U12 and U14 tackle; Referees are instructed to be especially quick to call "use it" on rucks and mauls for safety considerations. In youth 7s rugby, there should be the same number or less of players engaged at the ruck on the defensive side for all rucks.

## **14.0 LEAGUE STRUCTURES**

### **14.1 YOUTH CONFERENCE AND DIVISION STRUCTURE**

Youth age-grade rugby, comprising U8, U10, U12, U14, is played in one conference with all the teams of each age grade playing in one or more divisions.

#### **14.1.1 Division Requirements**

Clubs must have a minimum of 7 players registered for an age group playing 7s, or 10 players registered for an age group playing 10s, by the specified cut off date to participate in spring league games. Motley games will be scheduled at the same time each week for clubs that do not have adequate numbers to field a full team.

#### **14.1.2 Determining Youth League Winner**

For each age grade of competition, league points for playing league matches are accumulated during the home and away season as per Section 14.3 League Points. The standings at the end of the home and away regular season are the basis for determining the teams that will compete in the Finals. Finals structure for each season will be determined prior to the start of the season by the VP, President and Division Reps.

### **14.2 U19 CONFERENCE AND DIVISION STRUCTURE**

U19 rugby is played in 2 Divisions, D1 and D2. The U16 Division follows the U19 D2 requirements. The composition of the teams for each Division for each season will be determined at the scheduling cut-off date by Division Reps based on feedback from each team. The scheduling cut-off date will be agreed on during the AGM.

There will be playoffs and Champions awarded for Division 1 and Division 2 tiers of play.

#### **14.2.1 Division Requirements**

##### **14.2.1.1 U19 Division 1**

Teams must field 15 player sides for all 15s season league games.

1. Any Division 1 game where one team has between 13-14 players, can be played with the other team playing 15 players. Standard league points will be awarded based on the final score.
2. Any Division 1 game where one team has less than 13 players at the start of the game shall be considered a forfeit and scored according to Section 14.5. Teams are encouraged to either loan players or play with less than 15 players for a friendly match, however the match score will not be used to determine league points.
3. Any Division 1 game where both teams have less than 13 players will result in zero league points for both teams. Teams are still encouraged to play a match.

##### **14.2.1.2 U19 Division 2 & U16**

For both U19 Division 2 and U16, all 15s season league games and playoff games must be played with at least 13 players on each side and both teams must match numbers at kickoff. Any game

played with less than 13 players per team will NOT be considered a league game and will NOT be awarded league points.

If one team has the minimum required number of players (13) and the opposing team has less than the minimum, the team with the appropriate number of players will be awarded a forfeit win as per Section 14.5 and a game should still be played as long as the numbers of players are matched.

Any game where both teams have less than 13 players will result in zero league points for both teams. Teams are still encouraged to play a match.

#### **14.2.2 Determining U19 Division League Winner**

League points for playing league matches are accumulated during the home and away season as per Section 14.3 League Points.

Each team must play an equal number of teams in their division. Teams will also play teams in the other divisions. League points will only be awarded to games from within the team's division.

At the end of the home and away regular season, the Finals structure will be as follows:

1. The teams from Division 1 ranked 1, 2, 3 and 4 will go into a 4 team Division 1 Playoffs. The Semi-Final will be #1 vs #4 and #2 vs #3. The winners of each semi-final will play in the Final to determine the Division 1 Champion.
2. The teams from Division 2 ranked 1, 2, 3 and 4 will go into a 4 team Division 2 Playoffs. The Semi-Final will be #1 vs #4 and #2 vs #3. The winners of each semi-final will play in the Final to determine the Division 2 Champion.

#### **14.3 LEAGUE POINTS**

League rankings for each division playing league matches within their division in the home and away regular season will be determined by the team with the highest league points.

The points system is as follows: Win - 4 points; Draw - 2 points; Lose - 0 point.

Bonus Points are scored as follows: 1 point for four or more Tries in the match; 1 point if the team loses by 7 points or less.

In the event of a 2 or more team tie on league points, the champion would be determined in the following order:

1. The team with the best points differential (game points for and against) will be declared winner.
2. If equal, the winner of the head to head game of the two tied teams will be declared winner.
3. If equal, the team with the highest number of total tries scored in all league games will be declared the winner.
4. If they are still tied then the winner will be determined with a coin toss.

##### **14.3.1 League Matches**

League points are only earned in league matches within a team's division. League matches are defined as those matches that are set in a league schedule published by the SYRO before a league season starts. Scrimmages, B-side matches, ad-hoc matches put together by teams that are filling

gaps in the schedule are encouraged so that we can get our members playing rugby, but they are not considered league matches and therefore not eligible to earn league points.

Teams must get approval from the opposing coach to schedule a new game with a different opponent and not play the originally scheduled league game. If the opposing coach does not agree to the change, the team is required to play the originally scheduled league game.

Schedules are to be released at the start of the season confirmed two weeks in advance with as little change as possible in regards to time. After the two week mark, no changes can be made unless consent is given by a league member, hosting team rep and all involved parties. Any additional matches, league, non-league, or other must be played after the completion of all scheduled matches. Any matches played outside of the schedule will not be recognized as a league match and there will be no chance for a make-up. Additionally, a match that is started outside the schedule, without consent, will be ended immediately so that scheduled games can continue as planned.

#### **14.4 PLAYOFF ELIMINATION AND FINALS**

##### **14.4.1 7's**

All teams submit a 12 person roster Wednesday before playoff match. Teams are allowed 5 substitutions only. Substitutions may be direct replacements or reversals, but each counts as a single substitution. At the relevant division commissioner's discretion, additional roster changes may be allowed. If a match is tied at the end of regulation time, teams will play sudden death over time in 7 minute periods until the first team scores. A coin toss will take place before the first period.

##### **14.4.2 10's**

All teams submit a 15 person roster Wednesday before playoff match. All teams are allowed 7 substitutions only. Substitutions may be direct replacements or reversals, but each counts as a single substitution. At the relevant division commissioner's discretion, additional roster changes may be allowed. If a match is tied at the end of regulation time, an additional 10 minute period will be played until the first team scores (sudden death), with a coin toss for the start. If the match is still tied at the end of the 10 minute overtime period, the match will officially be scored as a tie game.

##### **14.4.3 15's**

All teams submit a 25 person roster Wednesday before playoff match. All teams are allowed 8 substitutions only. Substitutions may be direct replacements or reversals, but each counts as a single substitution. At the relevant division commissioner's discretion, additional roster changes may be allowed. If a match is tied at the end of regulation time, an additional 10 minute period will be played until the first team scores (sudden death), with a coin toss for the start. If the match is still tied at the end of the 10 minute overtime period, the match will officially be scored as a tie game.

#### **14.5 FORFEIT POINTS**

##### **Definition of a forfeit:**

A Forfeit is considered to include, but not be limited to, the following: Failure to field a team at the agreed match time and location; fielding a player with non-current CIPP status; fielding a player under current suspension; failure to provide a safe environment for the game to be played; failure to comply with the Laws of the Game or the RugbyAZ Constitution and RugbyAZ Disciplinary Guidelines as determined by the Disciplinary Committee.

Consistent forfeiting, as determined by the Disciplinary Committee, from a Club makes them liable for further sanctions from the Disciplinary Committee, which may include financial penalties or ineligibility to participate in RugbyAZ sanctioned events.

#### **14.5.1 Club Forfeit a game in the League Season but still fulfilled the scheduled match**

In the event of a Club forfeiting a game during the league season where the team fulfilled the scheduled match but was unable to field a competitive team, the score will be considered 28-0 for U19 and U16, and 20-0 for Youth, and the winning team is awarded a forfeit win and gains 5 league points. The forfeiting team loses one league point from their season total and the game is recorded as a loss.

#### **14.5.2 Club Forfeit a game in the League Season by not fulfilling a scheduled match**

In the event of a Club forfeiting a game during the league season by failing to show up at the scheduled time and location, the score will be considered 28-0 for U19 and U16, and 20-0 for Youth, and the winning team gains 5 league points for a forfeit win. The forfeiting team loses four league points as a penalty and the game is recorded as a loss.

#### **14.5.3 Club Forfeit a game not in the League Season**

In the event of a Club forfeiting in game that is played outside of the league season, the score will be considered 28-0 for U19 and U16, and 20-0 for Youth, and the winning team is awarded a forfeit win. No league points are awarded.

### **15.0 GENERAL POLICIES**

#### **15.1 RUGBY ARIZONA CODE OF OPERATION**

##### **15.1.1 Rugby Arizona Sanctioned Match**

The definition of a RugbyAZ sanctioned match is as follows:

Any rugby game played within the boundaries of Rugby Arizona where the game is officiated by an SWRRS referee, a referee certified by the USA Rugby Referee Society or equivalent internationally recognized referee society. Such a rugby game shall be played under and bound to the RugbyAZ Constitution and RugbyAZ Disciplinary Guidelines.

In addition, the following criteria are applied to RugbyAZ sanctioned matches.

1. All tournaments played within the geographical boundaries of RugbyAZ shall receive approval from the President to take place within RugbyAZ's territory.

2. All visiting teams shall receive approval as laid out in USA Rugby documents to play in RugbyAZ's geographical territory.
3. All RugbyAZ teams traveling to play rugby outside of RugbyAZ shall receive approval from the President to travel, in line with USA Rugby protocol documents.
4. Requests shall be emailed to the President at [razpresident@outlook.com](mailto:razpresident@outlook.com) at least 14 days before the scheduled fixture. Information to be submitted must include the complete player roster, names of participating coaching staff, and dates/places of travel. If the preliminary player roster submitted is further adjusted after submission, the updated roster must be submitted as soon as possible for additional review.
5. The Executive Officers, via the President, shall reply within 7 days of receipt of the request. If a request is granted, the traveling team shall communicate with the President within a week after their scheduled matches and notify the President of any disciplinary measures including any yellow or red cards received, or of any player made medically ineligible during the travel period.
6. Failure to receive approval from RugbyAZ before the game is played will make the team liable for sanctions from the Disciplinary Committee which will include a requirement to provide the DC with a remediation plan to prevent further occurrences of infractions of these policies.
7. Note that timeline is flexible for short notice addition of additional games (for example B side games).

RugbyAZ Executive Officer contact information is maintained on the RugbyAZ website, [www.rugbyarizona.com](http://www.rugbyarizona.com).

#### **15.1.2 Document of Rugby Ethics and Sportsmanship**

Written and signed documents of competition, sportsmanship and behavior signed by every referee, player, coach, and team member. Similar documents to be provided by Clubs to their supporters. Clubs will need to be responsible for their fans' behavior.

The RugbyAZ Officers and SWRRS will author the document. The document would be provided and required to be read and signed by all 'team members' before the first match at the start of the season. This would be kept on file and it would acknowledge the signers agreement with our by-laws, rules of behavior, code of ethics, etc.

#### **15.1.3 Red Cross trained individual at a minimum at every match**

At least 1 individual with Red Cross "life saving" training shall be at every match.

#### **15.1.4 U16 and U19 Player ID Cards**

Every U16 and U19 enrolled player whether visiting, member of another Territory, or a permanent resident and a Full Member of RugbyAZ will have certification of CIPP and a photo copy of an approved ID. Examples may include a student ID, driver's license, passport or similar. The photo copy will be of the original and include name and photo of the individual.

**Penalty:** Failure to produce the appropriate player identification before or during a RugbyAZ sanctioned game, at the request of the opposing team, the referee or a RugbyAZ Officer, shall result in the opposing team having the option to not play the game or to play under protest, in

which case the offending team has 48 hrs to produce the required documentation. Failure to produce the documentation in 48 hrs shall result in the offending team forfeiting that game.

#### **15.1.5 Notification of Referee**

The home team is required to notify the referee of pertinent information relating to a game; including, but not limited to, time and location of the game; no later than 8:00 pm Wednesday night of the week leading up to the game. If the assigned referee is not notified, the SWRRS is not required to send a referee to the game.

Note: As per Section 10.0, no league matches shall be played in RugbyAZ without an assigned SWRRS referee. Therefore, in the event of the referee being withheld from a league game, that game shall be declared a forfeit against the home team.

Note: Referee assignments are posted on the Assignment page of the SWRRS website, and/or at [www.rugbyarizona.com/referees](http://www.rugbyarizona.com/referees). Referee contact information is on the Referee Contacts page of the Rugby Arizona website. If a Club is having trouble contacting a referee, contact the SWRRS President.

#### **15.1.6 Reporting of Scores**

The winning team of a game under penalty of forfeit shall send in the match report to the RugbyAZ Division Rep and President and report the match results of the game, including scores, number of tries, any yellow or red cards including the offender's name, CIPP number, contact information (phone number and email address), to the President at [razpresident@outlook.com](mailto:razpresident@outlook.com) within 48 hours of the game being completed. It is encouraged that the losing team also reports the same information.

Further information regarding on field incidents, including yellow and red cards, such as contact information for witnesses shall be emailed to the RugbyAZ DC Chair and Division Rep by the team that incurred the infraction within 48 hours of the game being completed.

**Penalty:** Failure to report the match results shall result in a forfeit of that game against that team.

#### **15.1.7 Rugby Arizona Background Screening**

RugbyAZ requires the Executive Director to have successfully passed the RugbyAZ Background Screening process in order to be hired as an independent contractor. Background screening by RugbyAZ will be waived should the Executive Director applicant have successfully passed the USA Rugby background screening performed for the current registration cycle upon hire.

#### **15.1.8 Certified Coaches**

Each Club is required to maintain on its roster at least one coach who holds a current certification with USA Rugby Coaching program. If that coach leaves the Club during the season, the Club is required to make all reasonable efforts to get another Coach certified as soon as practical, or at the next coaching clinic held within RugbyAZ.

### **15.1.8.1 Minimum Education Requirements for Game-day Coaches**

There are minimum education certification requirements for any Coach that is going to be active on the sideline at an SYRO sanctioned tackle rugby match, with certificates to be filed with, or accessible by, the Disciplinary Committee Chair. Clubs will be liable for sanctions including forfeit of the match for failure to comply.

1. Current USA Rugby Level 100 Coaching Certification and active USA Rugby registration as a Coach.
2. Active SafeSport certification.

### **15.1.8.2 Minimum Education Requirements for Clubs**

Every Club needs to have on Staff the following:

1. Current Level 200 certified coach.
2. For out of SYRO travel games, the squad must be accompanied by a Level 200 Coach.
3. Level 1 certified referee.
4. For each separate U19 and U16 team within a Club, at least one designated Coach with current USA Rugby registration as a referee at the commencement of league play each season.

### **15.1.9 Scoreboards**

It is recommended for home teams to have a scoreboard that is posted and visible at all home matches.

## **15.2 FIELD REQUIREMENTS.**

All Clubs must provide a properly marked and lined field for league matches.

- The field must be the maximum size allowable by the Laws of the Game whenever possible that is appropriate for the age-grade.
- Fields for all matches and events must have crowd restraining ropes in place at least 5 meters from the touch lines whenever possible.
- Technical Zones should be implemented where possible.
- Technical Zones are required for all full field games.
  - At a maximum this zone for the coaches is that they are only allowed to be between the 22m line and the halfway line. Rugby Arizona will enforce this by empowering the referees to stop a game and ask a coach to return to his technical zone and if repeated infringements occur, write a post-match report to the Disciplinary Committee who will then determine sanctions.

The referee is instructed by RugbyAZ to not commence the game until the field is adequately prepared with lines, markings, goal post pads, and crowd restraining ropes in place to provide a safe environment.

**Penalty:** Failure to provide an adequate prepared field in a timely manner to the satisfaction of the referee and the opposing team shall result in a forfeit against the team responsible for preparing the field.

### 15.3 PLAYER ELIGIBILITY AND TEAM CONDUCT

- **USA Rugby Registration Compliance:** All participants of sanctioned RugbyAZ fixtures must have active registration and be in compliance with current USA Rugby requirements. This applies to players, coaches and referees.
- **Unpaid Subscriptions:** It shall be illegal for any club knowingly to play a person who has previously been a member of another club that he has left without paying his subscription.
- **Uniform and Club Colors:** In RugbyAZ events, all Members are expected to have an official club uniform on record, and are required to make efforts to see that their club members are properly equipped for playing purposes. Clubs are strongly urged to utilize player numbers on the back of jerseys.
- **Team Membership and Team Play:** No player can play league matches for more than one Club during the competitive season. By doing so, that player becomes ineligible and makes any subsequent match played in a forfeit to the other team. Exceptions to this policy shall be approved on a case by case basis by RugbyAZ using the Player Transfer Request Protocol.
- **Clubs Fielding Multiple Teams in a Division:** A Club may field more than one team in a division. Where a Club has more than one team registered in a Division, playing rosters for each team shall be locked after the first round of league fixtures. Thereafter for the duration of the league season those players are only allowed to play league matches for the team with which they are registered.  
For Age Grades with multiple divisions, a Club may field multiple teams across divisions within an Age Grade. Within the Club, a player rostered on a team in a lower division may play up to a higher division (Division 1 is the highest) in the same Age Grade and still maintain eligibility for that lower division. For example a player registered to a U14 Division 2 team can play up on the U14 Division 1 team, but a player registered on the Division 1 team cannot play down to the Division 2 team. Age Grade tiers are defined as per Section 13.3.
- **High School Enrollment:** High School geographical recruitment catchment boundaries are in place to prevent Clubs from overlapping in their recruiting efforts and causing confusion to our membership.
  - Clubs are prohibited from conducting recruiting activities in a high school that is within another Club's catchment boundary. If evidence proves a Club has recruited in another Club's school they will be subject to sanction from the Disciplinary Committee.
  - Players are free to play for whatever Club they choose.
- **Teams Merging:** Any teams that merge after the scheduling cut-off date are not eligible to participate in the playoffs.

#### 15.3.1 High School Player Eligibility

It is the responsibility of all Clubs to be familiar with the USA Rugby and RugbyAZ guidelines for eligibility and to be able to demonstrate that every player on their roster is eligible to play.

**USA Rugby Eligibility regulations form the minimum requirements.**

1. Players are eligible if they have not reached their 19th birthday by the September 1st that occurs at the start of the school year containing the competitive season, including the summer following that school year.
2. Players, except those that have graduated, must be attending class full time, as defined by the High School registrar.
3. Players must have certified US High School transcripts either for two consecutive semesters including the semester that falls during the Competition Season, or, for players that have graduated, the final semester prior to graduation during the current academic year, excluding freshmen entering high school for their first semester.
4. If the competition season extends beyond the end of the school year, the players may continue to participate in the competition provided that the players were otherwise eligible at the end of the school year.
5. Players must be within four (4) years of the moment the player first enrolled in ninth grade, regardless of when that player started playing rugby or had the ability to start playing rugby.
6. Players must not play in a Qualifying Match for any other club in a rugby match, including the U16 or U19 team or club, College Club, or Senior Club competitions, while those players' U16 or U19 Qualifying Match season is in progress.
7. Players must be at least 15 years old to participate in U19 Rugby. Players that are 14 and enrolled in high school must complete the 'Under 15 Waiver' to participate in U19 Rugby. 14 year old players must not participate in the front row of fifteens or 10s contact U19 rugby matches.
8. Players must meet and remain in compliance with all applicable amateur standards.

**Additional RugbyAZ requirements are as follows:**

1. Players must have transcripts demonstrating full-time student status for both the current and previous semesters at an accredited U.S. High School or Home School system.
  - a. A semester is defined as a 16-17 week period in traditional U.S. high schools. Students attending chartered schools which utilize shorter blocks must attend an equivalent number of consecutive blocks to be considered a Semester (i.e. two 10 week blocks = 1 semester).
2. Players must physically reside in the U.S. during the previous and current semesters.
  - a. Non-resident (International) players must be willing to present their passport for date of entry and exit examination upon request by the Disciplinary Committee.
3. Any non-resident (International) player, or Permanent resident/U.S. citizen returning from abroad, must be declared to the Disciplinary Committee and vetted for eligibility prior to playing any RugbyAZ sanctioned match.
4. USA Rugby does not have an appeals process or grant waivers to High School eligibility regulations.
  - a. Permanent resident/U.S. citizens who have spent a semester abroad as an exchange student or have been overseas due to parents being stationed overseas for employment or military purposes may request a waiver from the Disciplinary Committee to allow them to play in the current semester without having met the enrollment requirement of the previous semester. The player seeking an eligibility ruling or waiver is ineligible to play until a decision has been made by the Disciplinary Committee.

Failure to adhere to any of the requirements of Player Eligibility and Team Conduct shall constitute a forfeit by the offending team to the non-offending team. Forfeit points will be awarded as per Section 14.5 Forfeit Points. In addition, sanctions up to and including being declared ineligible for the league season, the forfeiture of state titles and club bans from future competition may be levied by the Disciplinary Committee.

In addition, Clubs that fail to adhere to the requirements for fielding multiple teams in a division shall have each team in that division declared ineligible for the league season and all games shall be recorded as forfeits.

### **15.3.2 Player Transfers**

Player transfers from one club to another will inevitably occur. RugbyAZ prohibits club representative from “raiding” or “poaching” players from another club at any time and/or encouraging their players to recruit or poach player(s) or potential player(s) from another club. RugbyAZ supports the active recruitment of players for the purpose of growing the club and the sport, but not to the detriment of another club and purely for self-interest. Should instances of poaching/raiding be alleged, RugbyAZ shall find that club not in good standing and will bar the club from participating in RugbyAZ Sanctioned activities until a time that the club in question is seen to have ceased activities detrimental to the growth and development of the game in our region, or the allegations are proven false. If a coach or club representative is found guilty of poaching or raiding, or encouraging their players to poach or raid, a suspension of no less than one year will be levied by the Board or Disciplinary Committee. Suspension length and determination is at the discretion of the Board/Disciplinary Committee.

RugbyAZ recognizes that players may have reasons to change to another club and so transfers will occur. All player transfer questions and controversies must be directed to the President and Executive Officers in writing for review, deliberation, and approval/denial by the Executive Officers and President.

#### **15.3.2.1 Player Transfer Requests (PTR)**

The PTR should include the following:

1. Player Name, USAR CIPP #, age, year in school, school attending, RugbyAZ Division playing.
2. Requested date of transfer.
3. Initial Club name, Initial Club Coach Name and contact information.
4. Transfer Club name, Transfer Club Coach Name and contact information.
5. Reason for transfer request (must be thorough and specific). Additional information can be requested by RugbyAZ Officers. There must be a compelling reason, not simply that the player wants to play with another team.
6. A letter from the player and player’s parents detailing the reason for the PTR.
7. RugbyAZ will have seven (7) calendar days to approve or deny the PTR. \*Submission does NOT guarantee approval.

#### **15.3.2.2 Mid-season PTR Protocol**

The following is the protocol, process and hierarchy of determining factors when authorizing a mid-season player transfer from an Initial Club to a Transfer Club, ie. after a player has properly been registered for that season with RugbyAZ by the Initial Club.

1. Mid-season player transfers are strongly discouraged by RugbyAZ.
2. Under no circumstances can a transferred player compete in U19 Conference Matches, Playoffs or Championships if the initial PTR is received after March 1st.
3. Both Coaches from the Initial Club and Transfer Club must approve a PTR in writing (email to RugbyAZ Division Representative is sufficient). If one of the Coaches does not approve the transfer in writing this does not necessarily preclude the transfer, but the process will require a conference call hearing with RugbyAZ Officers, which may also involve testimony from the player and/or Coaches.
4. Players cannot transfer simply because they "want to." There must be a compelling reason or a definitive hardship. For example: a financial or logistical hardship, a change in the player's school or home location, the players Initial Club has folded or been disassociated, an extraordinary event that compels them to want to leave, such as for safety concerns.
5. RugbyAZ Officers will determine and must approve or deny the player transfer in writing (email is sufficient).
6. USA Rugby must approve the player transfer, though this is perfunctory in nature.

### **15.3.3 Player Eligibility for Playoffs**

In order to participate in a league playoff match in any division, players are required to:

- 1) Be registered with a) RugbyAZ, b) the specific club, and c) the designated age group at least 2 weeks prior to playoffs.
- 2) Play in at least 2 games with the club and division they play for in the playoffs, semi-finals, and championship, or in absence of 2 games, have the relevant division commissioners' approval.
- 3) Be a resident of Arizona and attending an Arizona school (or provide evidence of home schooling in Arizona).

Waivers can be granted with approval from two of the following who have no affiliation with the petitioning club: President and relevant Commissioner by default, then if one of these is affiliated with the petitioning club, then to the Vice President, Secretary, or Treasurer. The waiver petition should either include medical documentation proving an inability to play for the required time, or a satisfactory explanation as to why the player wasn't previously registered or is playing in a division they did not play for in the regular season. For clarification, a player can play for more than one division for the club with which they are registered so long as they meet the requirements outlined above for both divisions.

### **15.4 SUBSTITUTION POLICY**

All RugbyAZ league matches will use the USA Rugby guidelines (World Rugby Laws of the Game, Law 3) for substitution during the course of a match with the following additions:

1. All age divisions and RugbyAZ competitions will allow unlimited substitutions.

A team may play short if need be, but shall not require an opponent to match the short team, as long as applicable World Rugby laws are followed.

Should a team violate any substitution policy during a Union match, the referee will determine the match a forfeit. Forfeit points will be awarded as per Section 14.5 Forfeit Points.

### **15.5 SELECT SIDE PLAY**

To improve the quality of play in Arizona, Select Side play is encouraged for 7s and 15s. At the AGM a Senior side coach, manager and selectors will be nominated and approved by simple majority vote. A player pool will be established and appropriate fixtures maintained for each season.

Each player that is selected to the final squad for the season may be required to pay match fees to RugbyAZ. Players will not be allowed to play for the Select Side in a scheduled fixture until their match fee is received by RugbyAZ.

All players selected for Select Side play shall be registered with a RugbyAZ Club entity.

### **15.6 HANDLING OF PROTESTS**

A member club may protest a game. Such a protest can be made prior to the match or following the match. If made prior to the match, the game should be played under protest. Protests should be filed, as soon as possible, in writing with Division Reps.

RugbyAZ Disciplinary Committee will handle protests. In addition, RugbyAZ President shall appoint a member of the Executive Committee to represent RugbyAZ if required, and for protests involving referees, the president of the SWRRS will represent the referees. The committee will gather appropriate information from all interested parties.

Protested games may be:

- 1) Allowed to stand as played,
- 2) Declared null (ignored in league standings), or
- 3) Replayed according to the decision of the committee reviewing the protest.

### **15.7 IN-PROGRESS GAME POSTPONED OR CANCELLED DUE TO WEATHER DELAY**

In the event weather conditions create game delays or cancellations affecting in-progress matches, once the responsible party (ie, park supervisor) deems a match must be put on hold due to unsafe playing conditions related to weather such as lightning or other elements, and the delay extends for more than 90 minutes or reaches a time that would be unreasonable to complete the game (ie, fields closing due to time), the teams have two choices: 1) the match will be postponed, and a full make-up match will be scheduled for another time, with both teams involved deciding on a time and location to play the make-up match; or 2) at point of stoppage, the two teams can opt to call the game and the score at the time will be considered the final result. If teams cannot reach an agreement, the decision will be made by a vote of three, consisting of President, relevant commissioner, and one other Management Team member. If any of the three are affiliated with the two participating clubs, those individuals will defer their decision to another Management Team member.

## **16.0 DISCIPLINARY GUIDELINES**

For general disciplinary policies and procedures refer to Rugby Arizona Disciplinary Committee Policy and Procedures, which superseded this document.

### **16.1. DISPUTE PROCESS**

#### **16.1.1 Creation and Process**

RugbyAZ shall create a dispute mechanism to effectively adjudicate and resolve complaints and grievances as may arise from time to time between and among members, with such mechanism to be managed by the Disciplinary Committee. The Disciplinary Committee may create and appoint an independent panel or group to address any grievance between members. If the grievance directly or indirectly involves a member of the Management Team, or is not satisfactorily resolved through the dispute mechanism, the issue may be elevated to the appropriate authority.

## APPENDIX 1. CHANGE LOG

| AGM Date      | Section  | Update  |
|---------------|--|---|
| 2015, July 25 | All  | First version tabled at AGM   |
| 2016, June 6  | 13.2.2<br>13.2.5<br>14.2<br>14.2.2<br>14.3<br>15.1.6<br>15.3<br>15.3.1<br>15.3.2                       | Added common<br>Added overall Youth, High School Boys and High School Girls Division Rep<br>Changed conferences to divisions and added scheduling cut-off date<br>Added sections 14.2.1.1 and 14.2.1.2 defining D1 and D2 requirements<br>Added requirement that teams must play equal number of teams in their division and league points only awarded to games from team's division; changed conferences for Division and changed ranking for Division 2<br>Specified league points are awarded for games within team's division<br>Changed Secretary to Division Rep<br>Added sub bullets to high School Enrollment<br>Added requirements for teams merging<br>Added section on High School Player Eligibility<br>Added potential sanctions that could be imposed<br>Added section on Player Transfers   |
| 2016, Aug 18  | 15.1.7.1<br>15.1.7.2<br>13.3   | Added Coaching certification requirements.<br><br>Updated weight limits for Age/Grade Tackle Rugby Matrix   |
| 2017, Aug 25  | 11.1<br>13.2.5<br>13.3<br>14.1<br>14.1.1<br>14.2.1.2<br>14.3<br>14.4<br>14.5.1<br>15.2<br>15.3<br>15.3 | Clarified process in five bullet points and removed the previous wording from the paragraph<br>Changed Flag to Touch<br>Changed Flag (Rookie Rugby) to Coed Touch in table<br>Changed single division to one or more divisions<br>Added Division Requirements and renumbered subsequent sections<br>Changed Division 2 to require teams to match numbers, specified minimum number of players and allowed rolling substitutions<br>Changed method of determining league winner from best record to league points. Changed criteria for resolving a tie<br>Added Overtime for Playoff Elimination and Finals and renumbered subsequent sections<br>Changed does not lose any league points to loses one league point<br>Removed the wording "and the game shall not be played" from the penalty section<br>Added second paragraph in Clubs Fielding Multiple Teams in a Division<br>Removed "the Division 1 or Division 2" from the Teams Merging bullet |
| 2018, Aug 31  | 14.2<br>14.3.1<br>15.1.7<br>15.1.8.1<br>15.3<br>15.5   | Clarification of U16 Division requirements.<br>Clubs must fulfill their league-scheduled game obligations as a priority over scheduling non-league games.<br>New section for RugbyAZ Background Screening Requirements<br>Update to Game-Day Coach education requirements.<br>Update to recruiting boundaries requirements for players.<br>Updated Select Side play to be required to be RAZ CIPPed.  |

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| 2019, August 4                 | 15.4<br>15.2<br>15.1.8.2<br><br>13.3<br><br>14.2.1.2   | Unlimited subs in HS D1<br>Technical Zone requirement for all full field games<br>HS & U16 Game Day Coach – each club requires at least one Coach to be CIPPed as a Referee.<br>Age-Weigh Matrix for Tackle Requirements updated for U16<br>Add section 6 - Maximum Number of Waivered Players on the field.<br>HS D2 and U16 minimum of 13 players for a match   |
| 2020, Jun 27                   | Various Sections<br>13.1,<br>13.2.5<br>Various<br>15.1.1<br>13.3<br>14.4<br>8.0<br>5.2.1<br>5.2<br>13.1,<br>13.2<br>14.4 | 1. Document Clean-Up to various sections<br>2. Referee Language Updates to various sections<br>3. Division Representative Changes<br><br>4. Executive Director Inclusion<br>5. Travel Protocol<br>6. Weight Protocol<br>7. 10s Overtime<br>8. Bylaws Amendments Change<br>9. Replacement Officer Vote<br>10. Terms of Office<br>11. Management Team Inclusion<br><br>12. 15s Overtime   |
| 2021, Oct 10                   | Various Sections<br>16.0<br>13.1<br>15.1.7<br>7.0<br><br>13.3  | Incorporation of proposed amendments as approved at the 2021 AGM held Jul 10:<br>1. Proposal 1 impacting Section 16.0, creation of a Dispute Process<br>2. Proposal 2 impacting Section 13.1, new org chart graphic<br>3. Proposal 3 impacting Section 15.1.7, regarding background checks<br>4. Proposal 4 impacting Section 7.0, with creation of Sections 7.4 (formalizing fiscal year) and 7.5 (Executive Director comp)<br>5. Proposal 5 impacting Section 13.3, number of players in a ruck<br>6. Proposal 6 impacting Section 13.3, waiver committee changes<br>7. Proposal 10 impacting Section 13.3, armband usage   |
| 2022, Jul 10<br>Effective Date | 1.0,<br>various sections<br>10.0<br><br>15.1.8<br><br>3.1, 3.2   | Incorporation of proposed amendments as approved at the 2022 AGM held Jul 9:<br>1. Proposal 1 changing all instances of “SRO” to “SYRO” and adding preamble language that defines SYRO.<br>2. Proposal 2 removing dated payment terms for SWRRS from the Bylaws and providing that payment terms for referees be mutually agreed upon each year in a separate agreement with SWRRS.<br>3. Proposal 3 updating language surrounding coach requirements to match present-day practice.<br>4. Proposal 4 adding fuller definition to “Full Member” with minimum requirements to have full status, as well as mechanism to move Full Members to Associate Members or non-members based on activity level. |

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|                                | 6.3<br>7.5<br>Various Sections  | 5. Proposal 5 amending voting structure such that clubs have voting power commensurate with size of player base.<br>6. Proposal 7 providing for a compensation cap to the Executive Director in the event the current methodology results in >20% drop.<br>7. Proposal 8 replacing “High School Division” with “U19” and related amendments.  |
| 2023, Aug 20<br>Effective Date | 13.2.5,<br>13.3.8<br><br>13.2.3,<br>various<br>other<br>sections<br><br>13.3.2,<br>13.3.3,<br>13.3.5,<br>13.3.7 | Incorporation of proposed amendments as approved at the 2023 AGM held Aug 19 (note proposed amendment to <i>DC Policy and Procedures</i> in separate document):<br>1. Proposal B introducing flag rugby in the 2023-24 year (added language for flag rugby back into bylaws text, age-weight matrix; note above 2017 bylaws change regarding flag).<br>2. Proposed Amendment 1 to shift Executive Director duties from operations to outbound efforts (recruiting, marketing, communications); bylaws changes predominantly reside in Section 13.2.3, with various other changes to remove ED operational activity references (or replace with President) in sections 9.0, 13.2.1, 13.2.5, 13.3.2, 13.3.3, 13.3.4, 13.3.8, 14.1.2, 15.1.1, 15.1.6, 15.3.2.<br>Minor Document Clean-Up:<br>Replacement of “RAZ” (an undefined term) with “RugbyAZ” (a defined term) for consistency. |
| 2024, 14 Jul<br>Effective Date | 14.4<br>14.3.1<br>15.3.3<br>15.7  | Incorporation of proposed amendments as approved at the 2024 AGM held 13 Jul (note proposed amendment to <i>DC Policy and Procedures</i> in separate document):<br>1. Proposal 7 with changes to playoff rosters and substitution rules<br>2. Proposal 8 regarding match schedule timing and priorities<br>3. Proposal 10 regarding player eligibility for playoffs<br>4. Proposal 11 defining procedure for weather delays   |