

SOUTHERN CALIFORNIA RUGBY FOOTBALL UNION

Date	Author	Amendment
10/15/2007	Ray Steel	Accepted ID procedure changes
1/29/2009	Ray Steel	Super League/Red Division Eligibility
3/19/2009	Ray Steel	Collegiate Promotion/Relegation
9/1/2010	Ray Steel/Brad Torgan	Clubs Fielding sides in more than one division
9/1/2010	Ray Steel/Brad Torgan	Collegiate weather cancellation policy, Collegiate Div III
9/1/2010	Ray Steel/Brad Torgan	Womens CR1 Policies
9/1/2010	Ray Steel	Statement regarding SCYR

Contents

SOUTHERN CALIFORNIA RUGBY FOOTBALL UNION	1
POLICIES AND PROCEDURES.....	5
I. REFEREES	5
II. FIELD AND KIT REQUIREMENTS.....	5
A. DIMENSIONS.....	5
B. KIT.....	5
C. MISCELLANEOUS	5
III. PLAYER ELIGIBILITY	6
A. COLLEGIATE ELIGIBILITY.....	6
B. CLUB AND TEAM MEMBERSHIP AND LEAGUE PLAY.....	7
C. SUPER LEAGUE AND DIVISION 1 (RED DIVISION) ELIGIBILITY.....	7
D. SENIOR MENS' CLUBS FIELDING SIDES IN MORE THAN ONE DIVISION	8
E. IDENTIFICATION AND REGISTRATION POLICY	9
F. SCORES	11
G. FOREIGN PLAYER ELIGIBILITY RULE FOR CLUB LEAGUE PLAY.....	12
IV. SCHEDULING POLICY	12
A. MASTER SCHEDULE	12
B. PLAYOFF SCHEDULING	13
C. MAKEUP DATES	13
D. PREMIER COMPETITIONS.....	14
V. LEAGUE STRUCTURE.....	14
A. SCRFU SUBDIVISIONS	14
B. THE DIVISION FORMAT	15
VI. COMPETITION.....	21
A. STANDINGS	21
B. COMPETITION COMMITTEE.....	22
VII. SCRFU DIVISIONS AND TEAMS	23
VIII. CONSTITUENT BODIES	23
A. INTRODUCTION	23
IX. PROCEDURES FOR ASSEMBLY OF THE UNION REPRESENTATIVE TEAMS	24
A. ORGANIZATION	24
B. REPRESENTATIVE SELECTION	25
C. FUNCTIONS OF OFFICIALS	25
X. COACHING POLICY.....	26
A. POLICY:.....	26
XI. SCRFU SIDELINE CODE OF CONDUCT	26
A. Statement of Policy.....	26
B. Prohibited Conduct.....	27
C. Disciplinary Procedure for Violation of Code of Conduct.....	27
D. Penalties.....	28
XII. DISCIPLINARY COMMITTEE.....	28
A. FUNCTIONS.....	28
B. COMMITTEE STRUCTURE	28

C.	PROCEDURE	29
XIII.	POLICY AND PROCEDURE FOR TOURNAMENTS/EVENTS	30
A.	POLICY	30
B.	PROCEDURES	31
XIV.	TOURS POLICY	32
A.	TOURS POLICY	32
B.	OUTGOING TOURS PROCEDURE	33
C.	INCOMING TOURS PROCEDURE	33
D.	TOURS (GENERAL PROCEDURES).....	33
E.	COORDINATION FOR IN-COMING TOURING TEAMS	33
F.	REFEREE MATCH POLICY FOR TOURING SIDES	33
XV.	PUBLICITY AND PUBLIC RELATIONS.....	34
A.	PURPOSE.....	34
B.	GOALS	34
C.	DUTIES	34
D.	PUBLICITY AND PUBLIC RELATIONS POLICY AND PROCEDURE	34
XVI.	FINANCIAL POLICY	35
A.	PURPOSE.....	35
B.	GOALS	35
C.	DUTIES	35
D.	CAPITAL RESERVE TRUST FUND	36
XVII.	SCRRS (SOUTHERN CALIFORNIA RUGBY REFEREES SOCIETY)	36
A.	INTRODUCTION	36
B.	CONSTITUTION AND BY-LAWS OF THE SCRRS.....	36
C.	AREA COORDINATORS	36
D.	MONTHLY MEETINGS	37
E.	REFEREE APPOINTMENT PROCEDURES.....	37
F.	REFEREE APPOINTMENT NOTIFICATION PROCEDURE	37
G.	REFEREE RECRUITMENT AND DEVELOPMENT PROPOSAL	38
H.	REFEREES FEES	38
XVIII.	WOMEN’S DIVISION COUNCIL.....	38
A.	GOALS	38
XIX.	WOMENS COLLEGIATE I AND II	39
A.	GOALS.....	39
XX.	YOUTH RUGBY	39
A.	SOUTHERN CALIFORNIA YOUTH RUGBY	39
XXI.	MASTER’S RUGBY COUNCIL.....	39
A.	HISTORY	39
B.	STRUCTURE.....	39
XXII.	COLLEGIATE COUNCIL.....	39
A.	COLLEGIATE I, II AND III COMMISSIONERS’ RESPONSIBILITIES	39
XXIII.	DUES STRUCTURE	40
A.	CLUB AND INDIVIDUAL DUES	40
B.	PENALTIES	40
XXIV.	ADDITIONAL DUTIES OF THE OFFICERS OF THE SCRFU	40
A.	PRESIDENT.....	40
B.	VICE PRESIDENT	41

C. SECRETARY..... 41
D. TREASURER..... 41
XXV. SCRFU EXECUTIVE COMMITTEE POLICIES ON E-MAIL VOTING 41

POLICIES AND PROCEDURES

I. REFEREES

No SCRFU sanctioned rugby matches shall be played in the Southern California area without an assigned referee from the Southern California Rugby Referees Society (SCRRES), or a duly accredited referee provided at the expense of a club or clubs. Clubs are encouraged to provide helpful suggestions to individual referees and to SCRRES.

II. FIELD AND KIT REQUIREMENTS

A. DIMENSIONS

1. All SCRFU senior and collegiate, clubs must provide a properly marked and lined field for league matches. The field must be at least 65 yards wide by 100 yards long. Field must be the maximum size allowable by the Laws of the Game whenever space permits.

B. KIT

1. All clubs must have their club color and jersey design registered with the union.
2. If there is a conflict in jersey colors for any match, the traveling team gets to wear their choice of jersey, and the "home" team has to change. In the case of a tournament where both teams have traveled to the match, the team that traveled farthest is the "traveling" team, and the other team is the "home" team for the purpose of jersey conflicts.

C. MISCELLANEOUS

1. All goal posts must be padded and side lines must have a buffer area of a minimum of five meters from line of touch. This protection includes beyond the dead ball line area where sufficient space permits spectators. This retainer shall be a minimum of three feet from the ground. Any such retainers that are "fence-like" material must be such that it will not endanger the player, if they are driven into it.
2. Only the two touch judges, the referee, and the players then participating in the game will be allowed within this playing enclosure during match play. Reserve players will be considered spectators until they are ready to substitute for an injured player.
3. The referee will not start the match unless all these requirements are met.
4. At the time any club applies for membership in SCRFU, the SCRFU Executive Committee shall be informed of the club's proposed nickname and shall approve any such nickname.

III. PLAYER ELIGIBILITY

A. COLLEGIATE ELIGIBILITY

1. For any Collegiate I or Collegiate II club to be eligible for post-season playoff and championship play, the club must adhere to USA Rugby's eligibility requirements then in effect. Students taking extension classes are not considered as part of the undergraduate degree and will not be considered as eligible.
2. All Collegiate players shall be registered through the SCRFU Online Match Report and Identification System. The information required shall include a digital picture of the player and electronic copy of a valid picture ID (See section C below).

3. COLLEGIATE I AND II DIVISIONS

In order to verify eligibility of players on teams for league play, each club will be required to clear (verify) players with their respective Registrar's office.

The process will be as follows:

- a. Submission of a players list (Names and Student ID #s) to your respective Registrar's Office (prior to the first league game) along with the USARFU eligibility requirements for collegiate participation (obtain from USARFU web site).
- b. The Registrar will then certify the list of player names.
- c. This procedure must be completed (verified and certified by your Registrar's Office) prior to your second league game.
- d. Copies of the certified lists (with personal information i.e. Student I.D. #s blacked out/omitted) will be uploaded into the SCRFU online match report system for verification of club and player eligibility, prior to your second league game.
- e. Match Day Procedures (for 2nd league game and subsequent games): Along with the Match Report (listed with players' names, CIPP #s and ID Photos), you will also need to present a copy of the verification list (Registrar Certified) to the coach of the opposing team and referee. (The pre-match paperwork should be done no later than 30 minutes prior to kick-off).
- f. For new players (i.e., those starting after the submission of the original verification list), each coach will be required to obtain verification of eligibility before advancing to the playoffs. However, in recognition of the difficulty that may ensue with obtaining immediate information from your Registrar's office any player's name appearing on the match report but not listed on the Registrar's verification list must be highlighted on the match report.
- g. For students not listed on a verification list, proof of enrollment (i.e., student ID card) shall be required prior to kick-off. Proof of enrollment (i.e., student ID cards) must be presented at a reasonable time (15 minutes or more) prior to kick off. In order to

protect private information listed on the verification list all Student ID #s must be deleted (or omitted) from information submitted to the union or shared with opposing teams (see item c on Registrar information memo).

B. CLUB AND TEAM MEMBERSHIP AND LEAGUE PLAY

1. No team may play any player in a league match that is not a bona fide member of that club. Clubs with sides in multiple divisions of SCRFU league play shall conform to USA Rugby's eligibility requirements, as set forth at www.usarugby.org.
 2. All club and individual USA Rugby CIPP memberships should be verified through the on-line USA Rugby CIPP database; provided that clubs shall maintain paper evidence of such CIPP memberships in the event of any disputed membership.
 3. A new player for a club indicated on the match report (Section III, E) shall not be eligible to play in a league match until the player is registered in USA Rugby's CIPP program. If a player is found to have played without being CIPP registered, the club is subject to disciplinary actions, including forfeiture of any game(s) in which the player played.
 4. A probationary club will not be considered part of the SCRFU until such club has fulfilled the financial responsibilities of the SCRFU. A probationary club must also fulfill all requirements as a full club member concerning the SCRFU Constitution, Bylaws, Policies and Procedures.
 5. Any club playing in the SCRFU who wins a championship, including a probationary club, is designated as an SCRFU representative.
 6.
 - a. every SCRFU player must be a registered member of the USA Rugby CIPP program by the first match of the season. Players joining a club after the start of the season shall promptly file their CIPP application with USA Rugby and that application must be on file with USA Rugby, and proof of such filing must be available, prior to the player being eligible to play in a match. This requirement also applies to second, third and lower side games.
 - b. The CIPP registration of every player on the match report shall be verified through the USA Rugby on-line CIPP database or the SCRFU Online Match Report and Identification System prior to any SCRFU sanctioned league or tournament matches.
 - c. CIPP standards for SCRFU clubs shall be:
 - i. Red Division 45 players
 - ii. White Division 35 players
 - iii. Blue/University 30 players
 - iv. Collegiate/Woman 25 players
- Any club that has not met the foregoing CIPP standards is subject to review by the SCRFU Executive Committee with respect to its eligibility for promotion the next season.
- d. In order for a club to be considered eligible to compete in the SCRFU for a given season, the club, if in existence, must have complied with CIPP registration requirements for the prior season.

C. SUPER LEAGUE AND DIVISION 1 (RED DIVISION) ELIGIBILITY

1. A USA Rugby CIPP registered player who participates in four (4) or more scheduled games of Super League within the previous season is ineligible to participate in SCRFU Red Division games that qualify towards the USA Rugby Division I Championship.

“Participation” for purposes of this section III.C includes starting a game or entering the game as a reserve.

2. A USA Rugby CIPP registered player who has played in games that qualify towards the USA Rugby Division I Championship Round and then participates in four (4) or more scheduled games of Super League is ineligible to participate in remaining SCRFU Red Division games that qualify towards the USA Rugby Division I Championship.
3. Red Division clubs participating in Super League may seek a determination of the eligibility of a CIPP registered player, registered with that club, to play in games that qualify towards the USA Rugby Division I Championship. The determination must be sought prior to those games. Any determination sought shall be submitted in writing to the Competitions Committee. The SCRFU Vice President shall chair the Competition Committee, and a quorum shall be three (3) of the members of the Committee. Action by the Competition Committee shall be taken by simple majority vote.
4. All requests for a determination must be accompanied by proof that while the player participated in Super League during the previous season, he is not expected to participate in the current Super League season. Proof of the player’s replacement in Super League is required.
5. Challenges to a player’s participation in a game that qualifies towards the USA Rugby Division I Championship based on a claim that the player is ineligible because of his participation in Super League must be made under the provisions of section III.C, of these Policies and Procedures.
6. If a Super League qualified player ineligible to play in matches that qualify towards the USA Rugby Division I Championship is found to have played in such match[es], both the player and his club are subject to disciplinary actions at the discretion of the SCRFU Executive Committee, including but not limited to forfeiture and costs incurred by the opposing team of any game(s) in which the player played.

D. SENIOR MENS’ CLUBS FIELDING SIDES IN MORE THAN ONE DIVISION

1. A USA Rugby CIPP registered player who participates in two (2) or more scheduled games that qualify toward the USA Rugby Division 1 or Division 2 Championship within a given season is ineligible to participate in lower Division matches that qualify toward a USA Rugby championship in a lower Division in the same season. “Participation” for purposes of this section III.D includes starting a game or entering a game as a reserve. This section III.D shall also apply to participation in Super League with respect to scheduled games that qualify toward the USA Rugby Division 2 or Division 3 Championship within a given season.
2. A club for whom the CIPP registered player has participated at the higher division may seek a waiver/determination of the eligibility of that CIPP registered player to play for its lower division side in games that qualify towards a USA Rugby Division Championship in that lower division. The determination must be sought prior to those games. Any determination sought shall be submitted in writing to the Competitions Committee. The SCRFU Vice-President shall chair the Competition Committee, and a quorum shall be (3) of the members of the Committee. Action by the Committee shall be taken by simple majority vote.

3. Challenges to a player's participation in a game that qualifies towards a USA Rugby Division Championship based on a claim that the player is ineligible because of his participation in higher division matches must be submitted in writing to the Competitions Committee. The SCRFU Vice-President shall chair the Competition Committee, and a quorum shall be (3) of the members of the Committee. Action by the Committee shall be taken by simple majority vote.
4. If a player ineligible to play in matches that qualify towards a USA Rugby Championship pursuant to this section III.D is found to have played in such match(s), both the player and his club are subject to disciplinary actions at the discretion of the SCRFU Executive Committee, including but not limited to forfeiture of and costs incurred by the opposing team in any game(s) in which the player played.

E. IDENTIFICATION AND REGISTRATION POLICY

1. Each SCRFU player shall be registered through the SCRFU Online Match Report and Identification System. The information required shall include a digital picture of the player and electronic copy of a valid picture ID.
2. For purposes of upholding the foreign player eligibility requirements set by USA Rugby regulations, clubs shall provide electronic copies of documents of residency (or otherwise) for any player if requested by SCRFU. Any player not a US resident must be identified as such before application for ID verification.
3. If a player is found to have played in matches under false pretenses (E.g. presentation of false or altered documents) , the club (and player) risks forfeiture of those matches, relegation, probation or expulsion at the discretion of the SCRFU Executive.
4. Once ID verification has been performed, the ID is valid until a change of status (E.g. change of club, expiration of CIPP for a season, change of age based division, change of residency status etc), or a minimum of 3 years at the discretion of the competitions committee.
5. The SCRFU Executive Committee will notify the member clubs of the procedures, application process and requirements under which match report shall be produced and IDs shall be registered, including the requirements set forth below. The Executive Committee may delegate issuance and administration of the ID information to an outside entity.
6. The fees for the issuance, renewal and administration of the ID registration shall be established by the SCRFU Executive Committee in consultation with any administrative entity.
7. A player can play in one (1) league match without ID registration, provided that a picture ID is produced for inspection by the opposing club officials, and all other eligibility requirements are fulfilled. That player is otherwise not eligible to play until the player's ID application has been completed and verified.
8. When registering, all players must supply a digital picture and electronic copy of a picture ID that closely resembles the picture provided.
Proof of US residency may be required depending on the division a player is registering for, and if residency proof is not provided with the application, the player will be designated as a non US resident.
 - a. Only the following are acceptable as legitimate:

1. Pictured identification: Driver's License, Military ID Card, Passport (picture page), Student ID, State ID Card.
2. Proof of US Citizenship/Legal Residence: US birth certificate, US passport, US military officer ID Card, resident alien (green) card.
3. Proof of a Resident Alien Card: For a person who is in the process of getting a resident alien card, the stamp that appears in the passport of an individual that has been approved as a resident alien and contains his resident alien (green card) number will be the only other acceptable alternative.
- b. A player has only completed the registration process when the ID payment is received by the administrative entity, and the online verification status has been updated. Applications containing false or misleading statements will be rejected and may require further payment.
- c. A player transferring to another club must:
 1. Write a letter to the SCRFU Secretary indicating his intentions to transfer to another SCRFU club. The transferring player shall also reapply for ID verification.
9. ID Card/Match Report procedure: Clubs shall utilize the SCRFU on-line match report system, in which case:
 - a. Both Home and Visiting team representatives will fill out the online match report for each match, print, and have the appropriate ID and match documentation at the match.
 - b. No later than 30 minutes prior to the designated kickoff time for the match, both team representatives will review the match report, the ID information, any CIPP documentation and the players for any discrepancies with respect to player eligibility. *All non US resident players on the roster must be identified on the match report.*
 - c. Any player who does not appear on the match ID verification page must be able to provide a legal photo ID (see C 8. above).
 - d. A team may be required to line up in match report order for purposes on checking all players against their SCRFU verified ID. This check will be done with both team representatives, with the referee as a supervisor. If the report and subsequent check is acceptable, each representative will sign both copies of the report indicating their approval.
 - e. Referees will collect the match reports and ID information before the start of each match. The match shall not start without a properly filled out match report.
 - f. The referee shall add the final score to the match report (s) and any disciplinary report, and sign the report. The match report does not take the place of a disciplinary report.
 - g. After the match, the winning team is responsible for mailing (or electronically transmitting) the match reports to the SCRFU Vice President (except in cases of protest – see below) within fourteen (14) days of the match, and for entering the score and any scoring details into the online match report system within 24 hours of the match. In the event of a tie, the home team shall take on this responsibility.
 - h. The SCRFU Vice President shall give notice by electronic mail from time to time of match reports that were not timely submitted and such notice shall include a further deadline for such match reports to be submitted. If a match report is not received by the Vice President on or before that further deadline, all matches played by any offending club on the subject day may be subject to forfeiture by action of the Executive Committee.
 - i. If any discrepancies arise before the match, the team representatives shall attempt in good faith and in the spirit of the game to resolve the discrepancy. If differences are not

- resolvable, discussion with the referee, before the match will hopefully resolve these differences.
- j. If the differences are still not resolved, these differences will be circled on the match report, and both club representatives shall sign the match reports, with the representative who raised the discrepancy noting that he or she is signing the match report under protest due to the circled discrepancy. In this case the referee shall take charge of the match reports and ensure they are conveyed to the SCRFU Vice President or other SCRFU division or age group representative.
 - k. If the protest is not raised and noted on the match report prior to the start of the match, the protesting club shall be barred from subsequently protesting as to that discrepancy.
 - l. A protest can be raised for good cause, which shall be determined in the sole discretion of the SCRFU Executive Committee, by written notification to the SCRFU Vice President within five (5) days of the match in question.
 - m. After the match report or protest is received by the SCRFU Vice President, he or she shall review the circled discrepancy, and conduct a preliminary investigation of the discrepancy to determine the appropriate action to be taken. The matter shall thereafter be brought before the SCRFU Executive Committee for final action based upon the investigation and recommendation.
 - n. In the event that the investigation determines that the challenging club's protest is well taken, it is the sole responsibility of the challenged club to prove, by submittal of proper documentation, the eligibility of their player(s) in question. Documentation shall be provided to the Vice President no later than one week after receipt of written or electronic notice to the challenged club concerning the preliminary upholding of the protest and SCRFU Executive Committee shall then consider the matter at its next meeting.
10. In the event that the online match report is not available at the match, the team representative shall write down the match roster with as much information as is available to provide to the opposing team representative for inspection. A separate copy should be retained. Each team must ensure that the online roster is updated with the retained information as soon as possible after the match. It is not acceptable to method except in exceptional circumstances.
 11. For clarification, a club that does not have enough eligible players, has the following options:
 - a. Only play the people who have verified IDs, which means the club will play short; or
 - b. With the consent of the opposing team, play the players (but not without valid CIPP registration) and forfeit the match.
 12. The ID policy may be enforced at SCRFU sanctioned tournaments.

F. SCORES

1. All scores are to be called in or e-mailed by the teams (home, away, league and non-league) to the Publicity Director and to the SCRFU website as soon as practicable after the conclusion of the game, but in all events by 5:00 PM on the Sunday of the weekend in which the game was played. It is the responsibility of both teams to report the score of the match. The LAU Presidents shall ensure that the scores are reported to the Publicity Director on time.

2. Scores shall not be considered final until a match report signed by the match referee is received by the SCRFU Vice President.

G. FOREIGN PLAYER ELIGIBILITY RULE FOR CLUB LEAGUE PLAY

Resolution: In accordance with the motion passed by the USA Rugby Board of Directors at its November, 2005 meeting, effective January 1, 2006 for all matches involving SCRFU clubs, no club may (on the field), in first side league matches more than five (5) persons who are not U. S. citizens or bona fide “resident aliens” (green card holders), or include more than five (5) such players on the club’s 22 player roster. Failure to conform to the eligibility requirements of the above procedures shall result in automatic forfeiture of any match in question. Clubs should be aware the SCRFU must conform its eligibility requirements to those of USA Rugby, which can be reviewed at: www.usarugby.org/membership/eligibility/USAREligibilityGuidelines.pdf

IV. SCHEDULING POLICY

A. MASTER SCHEDULE

1. The league schedule (the “Master Schedule”) shall be developed by the SCRFU Competition Committee in accordance with the league structure then in place in the SCRFU. The Competition Committee shall approve any schedule developed by a constituent Council established under Article VIII of these Policies and Procedures.

The Master Schedule shall contain the beginning and end dates of league competition, any non-playing or rain make-up dates and the particular days within each weekend on which games will be played. The Master Schedule shall be distributed to all clubs each fall.

All clubs shall have two (2) weeks after distribution of the Master Schedule to request, in writing to the SCRFU Vice President, changes to that schedule; provided, however, that subsequent changes may be made to the Master Schedule, subject to approval of the Competition Committee and the Southern California Rugby Referees Society (“SCRRS”), only if both clubs involved in a match agree to change the date of the match and a referee is available to officiate at such re-scheduled match.

If the SCRRS is not able to provide a SCRRS referee for the rescheduled match, the clubs may arrange for the importation of a referee to officiate at such rescheduled match at the sole expense (and independent of any obligation to pay referees’ fees set forth in Article XVII, Section (H), below) of the clubs involved in such match, as those clubs shall determine.

The SCRFU Competition Committee shall endeavor to amend the Master Schedule to accommodate all requested changes. At the end of the two week period after distribution of the Master Schedule, but subject to subdivision (5), below, the Master Schedule shall be considered final and not subject to further change without the approval of the Competition Committee and as otherwise stated in Subdivision C below with respect to makeup games.

Notwithstanding the foregoing, if a Council established under Article VIII of these Policies and Procedures disagrees with the Competition Committee’s initial Master Schedule or any

subsequent ruling thereon, that Council may promptly appeal the Competition Committee's determination to the SCRFU Executive Committee.

2. Clubs shall agree among themselves with respect to any pre-season or non-league games to be played and shall promptly notify the SCRFU Vice President and the SCRRS of any such pre-season or non-league games.
3. Unless otherwise agreed to by the clubs involved, if a scheduled home team is not able to secure a field on which to host a scheduled game, for other than weather-related reasons (see Paragraph C, below relative to procedure for weather-related cancellations), it must notify the opposing team, the SCRFU Vice President and the applicable SCRRS Area Coordinator at least 72 hours prior to the scheduled kickoff time to give the visiting team the opportunity to host the match. If the visiting team is not able to secure a field on which to host the match, the game shall be a forfeit to the originally scheduled home team. If the opposing team is able to secure a field, the match shall proceed and the originally scheduled home team shall reimburse the new hosting team for field setup costs and post-match food and beverage expenses.

B. PLAYOFF SCHEDULING

1. The clubs involved shall be notified by the SCRFU Vice President of the date, time, and location of a playoff game by Monday of the week of that game.

C. MAKEUP DATES

1. Collegiate and Women's Collegiate Divisions
 - a. If a game must be canceled due to weather conditions, the home team shall use its best efforts to notify the visiting team of the cancellation as soon as possible after the cancellation is determined.
 - b. Upon cancellation, the visiting team shall have the opportunity to secure a field and host the match on the day originally scheduled.
 - c. If the visiting team is unable or chooses not to secure a field in response to the cancellation, the procedures for rescheduling in section C.2 and C.3 below shall be followed.
2. All Other Division
 - a. If a game has to be canceled due to weather conditions, then, whenever possible, it will be rescheduled at the original venue in accordance with section C.2.c. below. Make-up games shall not conflict with scheduled Union matches.
 - b. If a game must be canceled due to weather conditions, the home team shall use its best efforts to notify the visiting team of the cancellation as soon as possible after the cancellation is determined.
 - c. League makeup dates (All Divisions) and policy:
 - a) Holiday weekends, tournament weekends, and any other date set by the SCRFU.
 - b) All games will be played on the first available weekend.
 - c) An alternative to those dates can be back-to-back games on a league weekend or a mid-week game.

- d) Or to be determined by the SCRFU Executive Committee.
- d. Subject to Subdivision (A)(5) above, if a visiting team has traveled for the purpose of playing the scheduled fixture, and arrives at the venue only to find out that it cannot be played for other than weather conditions, then the fixture, if possible, shall be rescheduled to be played at the visiting team's site.
- e. Clubs that forfeit two (2) or more games a season may, in the discretion of the SCRFU Executive Committee, be dropped one division, be made a probationary club or be removed from competition within the SCRFU.
- f. The Master Schedule is the Union's only vehicle for transmitting information to clubs, and the Referees' Society regarding fixtures. Flagrant disregard of the schedule will undermine the purpose of the Union, and repeated offenders will be dealt with by the Disciplinary Committee.
- g. All un-played league matches will be considered a loss for both teams unless otherwise determined by the SCRFU Executive Committee, if such matches are not played as directed by the SCRFU Executive Committee.

D. PREMIER COMPETITIONS

1. The SCRFU Executive Committee realizes that from time to time certain SCRFU clubs may have the opportunity to participate in premier leagues that are formed to provide a higher level of competition among the country's elite rugby teams. In that regard, the SCRFU will cooperate wherever possible in the scheduling of league matches for the clubs who participate in those other competitions to avoid conflicts between SCRFU league games and games in those premier competitions.
2. Clubs that elect to participate in those competitions (which may utilize different eligibility requirements than SCRFU) must abide by all of these Policies and Procedures in connection with all SCRFU competition in which those clubs participate.
3. SCRFU recognizes the premier league competition known as "Super League" (also known as "RSL") in which SCRFU Division 1 (generally referred to in these Policies and Procedures as Red Division) participate. Clubs and players participating in Super League must nevertheless adhere to these Policies and Procedures, including Section III. Player Eligibility and Section V. League Structure.

V. LEAGUE STRUCTURE

A. SCRFU SUBDIVISIONS

1. The SCRFU shall be divided into six (6) major subdivisions: The Men's Club Division, The Collegiate Division, The Master's Division, The Women's Division and The Women's Collegiate Division.
 - a. The subdivisions shall be further subdivided as follows:
 - b. The Men's Division shall be the Red, White, Blue, and Open Division.
 - c. The Women's Division shall consist of Women's Division 1 and Women's Division 2.
 - d. The Collegiate Division shall consist of the Collegiate I, Collegiate II and Collegiate III Divisions.

1. Each of the members of the SCRFU shall be assigned by the SCRFU Executive Committee to an appropriate division to suit their membership and situation. Each team shall play a predetermined schedule of league matches as set up by the Union.
2. Referees will be the official score keeper of all of the games. Scores to be turned into SCRFU each week, as set above.
3. For each league season, the SCRFU Competition Committee will determine in accordance with these Policies and Procedures the SCRFU league structure, playoff schedule and structure and relegation process for each division for the subsequent league season, subject to the exceptions noted herein. The playoff structure and relegation process shall be provided to the SCRFU clubs no later than the SCRFU Fall General Meeting.
4. Any club which fields multiple sides and desires to have one of its sides participate for a Division Championship (e.g., a Red Division club that desires to have its third side participate in the White or Blue Division) shall be governed by these Policies and Procedures in addition to the rules enacted by USA Rugby, which are available for review at www.usarugby.org
5. As identified under Section III. PLAYER ELIGIBILITY, the SCRFU Competition Committee shall adjudicate on the eligibility of a player who has played in Super League games to play in Red Division games and the eligibility of a player who has played in higher division games to play in lower division games.

B. THE DIVISION FORMAT

1. RED Division
 - a. Scheduling shall be set by SCRFU.
 - b. Ties: See Tie-Breaking Procedure (Article VI).
 - c. Relegation: Each season, the last place team in the RED Division shall automatically be relegated to the WHITE Division and the WHITE Division champion will be moved up to the RED Division; provided, however, that the WHITE Division champion may petition the SCRFU Executive Committee to remain in the WHITE Division, in which case the last place RED Division team will remain in the RED Division.
 - d. RED Division teams shall field a minimum of two sides for League play. Failure of a Club to field a second side game will result in the forfeiture of their first side league game for the day.
 - e. RED Division teams should support a youth rugby program as defined in these Policies and Procedures.
2. WHITE Division
 - a. Scheduling shall be set by SCRFU.
 - b. Team moving into division will fill the slot of the team they are replacing for the schedule in the next season. If applicable, conferences may be realigned due to team(s) moving into and out of the division.
 - c. Standings will be determined for the WHITE Division and, if applicable, each conference, and will be used to set the seeding for the WHITE and BLUE Division Champions Series, the structure of which shall be determined by the SCRFU Executive Committee depending upon the league alignment then in effect.
 - d. Ties: See Tie Breaking Procedure (see Article VI).

- e. The SCRFU Vice President shall notify both teams and the SCRRS by Monday of the week of the game to inform all parties of the date, time and location of the match.
 - f. Promotion/Relegation: Each season, the WHITE Division champion will automatically be promoted to the RED Division and the last place team in the RED Division will be relegated to the WHITE Division; provided, however, that the WHITE Division champion may petition the SCRFU Executive Committee to remain in the WHITE Division, in which case the last place RED Division team will remain in the RED Division.
 - g. WHITE Division teams should support a youth rugby program, as defined in these Policies and Procedures.
 - h. WHITE Division teams shall field a minimum of two sides for League play. Failure of a Club to field a second side game will result in the forfeiture of their first side league game for the day.
3. BLUE Division
- a. The remaining men's clubs in the SCRFU will be placed in the BLUE Division, which shall be structured by the SCRFU Executive Committee as best suited to maximize competition for the BLUE Division clubs.
 - b. The Championship Series matches will be set by SCRFU, as determined by the overall record of all league matches.
 - c. Ties: See Tie Breaking Procedure (see Article VI).
 - d. The SCRFU Vice President shall notify both teams and the SCRRS by Monday of the week of the game to inform all parties of the date, time and location of the match.
 - e. Promotion/Relegation: Relegation from the WHITE Division will be determined by the BLUE Division Championship series outcome. The top two teams of the Blue Division will play the bottom two teams of the WHITE Division, as determined by the SCRFU competitions committee. The winner will be promoted to the WHITE Division and the loser will be relegated to the BLUE Division. The Club placement in Conference play will be determined by the geographic location of the club and the SCRFU.
4. OPEN Division
- a. An Open Division exists as needed to facilitate new clubs or special situations.
 - b. All new clubs must serve a one year probationary status. Such probationary clubs must play all scheduled matches, pay all appropriate dues and receive approval of their LAU before acceptance in a league division if a slot is open.
 - c. No new club may start higher than Blue Division in its first year of league play.
5. College/University Division
- The College/University Council will use the following format:
- I. Collegiate I Division
 - a. Will adopt a league structure and schedule suitable to the number of teams and quality of play.
 - b. A team moving into the Collegiate I Division will fill the slot of the team it is replacing for the next season.
 - c. Conferences may be realigned due to a team moving into or out of the division.
 - d. First through last place to be determined by point totals under the "Bonus" scoring system set forth in Article VI, Section A(2), below.

- a) Ties: See Tie Breaking Procedure (Article VI).
- b) The SCRFU Vice President shall notify both teams and the SCRRS by Monday of the week of the game to inform all parties of the date, time and location of the match.
- e. Relegation
 - a) Relegation to Collegiate II Division will be based on total record within the division, the worst record shall be relegated.
 - b) The first place team in Collegiate Division II may challenge the Collegiate Division I team with the worst record in a promotion/relegation match at the home field of the Collegiate Division I team; and;
 - c) If a team does not want to move up to the Collegiate I Division from the Collegiate II Division, then the SCRFU Executive Committee will any determination on relegation/promotion.
- f. Collegiate I Division teams shall field a minimum of two sides.
- g. National Playoffs

The first place team in the Collegiate I Division shall receive an automatic berth into the National Playoffs as SCRFU's Number 1 seed. If SCRFU has a second seed in the National Playoffs, the second and third place teams shall play a match at the second place team's home venue, with the winner of that match to be SCRFU's Number 2 seed.

II. Collegiate II Division

- a. Will adopt a league structure and schedule suitable to the number of teams and quality of play.
- b. A team moving into the Collegiate II Division will fill the slot of the team it is replacing for home-away in the next season. Conferences may be realigned due to team moving into or out of the division.
- c. First through last place to be determined by point totals under the "Bonus" scoring system set forth in Article VI, Section A(2), below. Ties: See Tie Breaking Procedure (Article VI).
- d. Championship Series and Relegation Rounds schedule will be set by the SCRFU Executive Committee.
 - i. Ties: See Tie Breaking Procedure (Article VI).
 - ii. Except for the championship match, the best overall league record will determine the home team after the first championship series round. Any disputes will be settled by the SCRFU Executive Committee.
 - iii. The SCRFU Vice President shall notify both teams and the SCRRS by Monday of the week of the game to inform all parties of the date, time and location of the match.
- e. Promotion.
 - a) Promotion to Collegiate I Division will be based on total record within the division; the best record shall be eligible for promotion.
 - b) The first place team in Collegiate Division II may challenge the Collegiate Division I team with the worst record in a promotion/relegation match at the home field of the Collegiate Division I team; and;

- c) If a team does not want to move up to the Collegiate I Division, then SCRFU Executive Committee will make any determination on relegation/promotion.
 - d) A team that wins the Collegiate II Division three years in a row or four out of five years will be required to move up to the Collegiate I Division.
 - f. Relegation
 - a) Relegation to Collegiate Division III will be based on total record within the division, with the team with the worst record to be relegated.
 - b) Last place team shall drop to Collegiate III Division. Winner of Collegiate III Division moves to Collegiate II Division; and
 - c) If a team does not want to move up to the Collegiate II Division from the collegiate III Division, then the SCRFU Executive Committee will make the decision on which team, if any, shall fill the spot.
 - g. National Playoffs

The first place team in the Collegiate Division II shall receive an automatic berth into the National Playoffs as SCRFU's Number 1 seed. If SCRFU has a second seed in the National Playoffs, the second place team in the Collegiate Division II shall receive that berth.
- III. Collegiate III Division
- a. Will adopt a league structure and schedule suitable to the number of teams and quality of play.
 - b. A team moving into the Collegiate III Division will fill the slot of the team it is replacing for home-away in the next season. Conferences may be realigned due to team moving into or out of the division.
 - c. First through last place to be determined by point totals under the "Bonus" scoring system set forth in Article VI, Section A(2), below. Ties: See Tie Breaking Procedure (Article VI).
 - d. Championship Series and Relegation Rounds schedule will be set by the SCRFU Executive Committee.
 - a. Ties: See Tie Breaking Procedure (Article VI).
 - b. Except for the championship match, the best overall league record will determine the home team after the first championship series round. Any disputes will be settled by the SCRFU Executive Committee.
 - c. The SCRFU Vice President shall notify both teams and the SCRRS by Monday of the week of the game to inform all parties of the date, time and location of the match.
 - e. Promotion.
 - a) Winner of Collegiate III Division moves to Collegiate II Division.
 - b) If a team does not want to move up to the Collegiate II Division, then SCRFU Executive Committee will make any determination on the team, if any, to fill the slot.
6. Women's Division.
- a. All new clubs must serve a one year probationary status. Such probationary clubs must play all scheduled matches, pay all appropriate dues and receive approval by the SCRFU prior to acceptance into the Women's Club Division.

- b. The Women's Division may be structured into one or more conferences to facilitate scheduling and the overall competitive strength of the division. These conferences will be formulated by the Women's Council and must be approved by the SCRFU Executive Committee. Scheduling, standings and tie-breaking procedures shall be established in accordance with these Policies and Procedures.
- c. Competitive Region 1
 - a. SCRFU Women's Division 1 teams shall participate in Competitive Region #1 ("CR1"), which is intended to consist of SCRFU and the Pacific Coast RFU. While these Policies and Procedures apply only to SCRFU teams, it is the expectation of SCRFU the Pacific Coast RFU clubs participating in CR1 will adhere to similar policies and procedures.
 - b. Governance. It is the intent of the territories involved to govern CR1 jointly by one Women's Representative appointed by each of the participating territories, subject to oversight by the Executive Committee of the respective territories. The Women's Representatives shall appoint an individual to serve as CR1 Competitions Coordinator.
 - c. Eligibility. SCRFU clubs participating in CR1 must be Women's Division 1 Clubs in good standing as determined by SCRFU and meet the additional criteria:
 - a. Each SCRFU club participating in CR1 must have at a minimum a USARFU Level 1 certified coach. Clubs without a certified coach are subject to exclusion from CR1 play.
 - b. Each SCRFU club participating in CR1 must be CIPP compliant at the time of first CR1 match of a given season. CIPP standards for clubs participating in CR1 are 15 players. [NOTE: CURRENT SCRFU STANDARD IS 25 PLAYERS – SEE III.B.6.c.IV] SCRFU will enforce CIPP compliance for SCRFU clubs in CR1 in accordance with these policies and procedures.
 - d. Scheduling. The CR1 schedule shall be developed by the CR1 Competitions Coordinator. The schedule shall contain the beginning and end dates of CR1 competition, any non-playing or rain make-up dates and particular days on each weekend on which games will be played. The CR1 schedule shall be distributed to participating clubs by May 15. All clubs participating in CR1 shall have two (2) weeks after distribution of the schedule to request changes in writing to the Competitions Coordinator. The Competition Coordinator shall make all reasonable attempts to honor teams' scheduling limitations and requests.

At the end of the 2 week period, the schedule shall be considered final and not subject to further change without the approval of the Competitions Coordinator and Women's Representatives or as otherwise provided for in Section V.B.8.d.v.b below with respect to make-up games.

- e. Competitions.
 - a. Scoring system. [SEE VI.A. Does CR1 want something different than the options already provided for?]
 - b. Make-up dates
 - 1) If a game has to be cancelled due to weather conditions, then whenever possible it will be rescheduled at the original venue in accordance with the rain make-up dates and non-playing dates provided for in the CR1 schedule. Make-up games shall not conflict with scheduled CR1 matches.

- 2) If a game must be cancelled due to weather conditions, the home team shall use its best efforts to notify the visiting team as soon as possible after the cancellation is determined.
 - 3) If a visiting club arrives at a home club's venue for the purpose of a scheduled fixture only to find that the match cannot be played for any reason other than weather conditions, the match will be considered a forfeit to the visiting club.
 - c. Forfeiture. Clubs that forfeit CR1 matches shall be ineligible for post-season national championship play and shall be relegated out of CR1 for the following season.
 - d. Champions. CR1's designated national championship seeds will be awarded to the corresponding final CR1 league standings.
 - f. Match Procedures.
 - a. Referees. A SCRFU club designated as the home team shall be responsible for securing a referee through the Southern California Rugby Referee Society. The provision of accredited touch judges is preferred, but no mandatory. The home club shall be responsible for any costs incurred in securing match officials.
 - b. Field and kit requirements. Field and kit requirements shall be in conformance with Section II of the policies and procedures.
 - c. Match Rosters
 - d. All clubs competing in CR1 must register through the SCRFU on-line match report and identification system prior to the beginning of each CR1 season. The match reporting and identification policies shall be those of Section III.C of these policies and procedures with the following additions:
 1. A club may protest after the match has been completed. The protest must be in writing and be lodged with the Competitions Coordinator within 72 hours after the end of the match. The Competitions Coordinator will provide notice of the protest to the opposing club. The Competitions Coordinator will then render a decision or submit the protest to the Executive Committee of the appropriate territorial RFU for further action in conformance with its policies and procedures.
 2. The roster may be checked later by SCRFU officials against the official USARFU member database to ensure that every rostered player was CIPP registered at the time of the match.
 3. A club determined to have played an ineligible player in a CR1 league match will forfeit that match.
 - g. Promotion and Relegation
7. Women's Collegiate I and II Divisions.
The Women's Collegiate I and II Divisions shall provide competition for women's clubs at colleges and universities in the SCRFU territory. The SCRFU Executive Committee shall structure the Women's Collegiate I and II Divisions as best suited in relation to the number of clubs participating during the league season.
 8. Masters Division.
An open Masters Division exists to facilitate new clubs or special situations.
 9. 7-a-Side.

- a. 7-a-Side rugby is generally played in SCRFU during the summer season (i.e., from June through August) and is played through a series of tournaments held throughout the SCRFU territory.
- b. All 7-a-side events must be approved by the SCRFU in accordance with the tournament approval procedure set forth in Article XIII.
- c. All players participating in these events must have medical insurance in accordance with these Policies and Procedures and must be registered in the USA Rugby CIPP Program. All clubs participating in 7-a-side programs will be duly insured as required under Section III, H hereof.
- d. The SCRFU ID Policy will be enforced on SCRFU teams that play in the qualifying division of a SCRFU Qualifying 7's Tournament.
- e. The SCRFU Executive Committee shall solicit proposals from clubs who desire to host a 7-a-Side tournament and have the tournament designated as a SCRFU Qualifying Tournament. The SCRFU Executive Committee shall duly consider all proposals received and each year shall award two (2) Qualifying Tournaments. In determining which tournaments shall be designated Qualifying Tournaments, the SCRFU Executive Committee shall take into consideration:
 - (i) the items set forth in a club's proposal;
 - (ii) the club's prior history in organizing and hosting 7-a-Side tournaments;
 - (iii) the club's compliance with deadlines set for submitting the proposal;
 - (iv) the proposed date of the tournament in relation to the USA Rugby National Sevens Playoffs;
 - (v) whether the club recently hosted a Qualifying Tournament; and
 - (vi) such other matters as the Executive Committee deems pertinent to its decision.

A club, at its option, may make a presentation to the Executive Committee in connection with its proposal to host a Qualifying Tournament.

VI. COMPETITION

A. STANDINGS

1. Divisions/Conferences: Each division within the Territory may be structured with one or more conferences, as determined by the SCRFU Competition Committee in accordance with foregoing Article V. Each conference will have a competition to determine its representative in SCRFU playoffs. If there are no conferences, each division will compete for either a playoff or pool play winner, determined by the division and/or the SCRFU Executive Committee no later than the Fall General Meeting.
2. Determining Places: Placing within a conference/division league season shall be determined by the following point systems:

Win:	2 points
Tie:	1 point
Loss:	0 points
Loss by forfeit:	-1 point
Win by forfeit:	will count as 0-0 score.

or:

Win:	3 points
Tie:	2 point
Loss:	1 point
Loss by forfeit:	0 points
Win by forfeit:	will count as 0-0 score.

If a Division has adopted the “Bonus” scoring system, points shall be awarded as follows:

Win:	4 points
Tie:	2 points
Loss by 7 or less points:	1 bonus point
Loss by 8 or more points:	0 points
4 or more tries scored:	1 bonus point
Win by forfeit:	will count as 28-0 score for 4 points for the win and 1 bonus point

Under either scoring system, at the end of the competition, the team with the most points is seeded # 1, second most is seeded #2, and so forth.

3. Tie-Breaking Procedure: In the event two or more teams have identical point totals, the following procedures will be used to determine placing/seeding:
 - a. Within a Division:
 1. Most wins
 2. Least losses
 3. Head-to-head competition (wins/losses)
 4. Net points in head-to-head competition
 5. Net points in conference play (if applicable)
 6. Net points in division play
 7. If still tied, to be determined by SCRFU Executive Committee
 - a. In a Playoff Match: At the end of regulation time, if the score is tied in a playoff match, the following process will be performed until a winner of the match is declared:
 - b. Two ten minute periods. At the end of these two periods, the team with the highest score will be declared the winner. After the first ten minute period, there will be not more than a five minute break, the competing teams will switch sides and play the second period. If the match is still tied, the second tie-breaking procedure will be enacted.
 2. Ten minute sudden-victory periods. The first team to score points in any fashion will be declared the winner. If the score is still tied after the end of this ten minute period, the competition teams will switch sides, have not more than a five minute break, and play another period. This process, ten minute periods with a break after each period, will continue until a winner is determined.

B. COMPETITION COMMITTEE

I. Purposes

The SCRFU Competition Committee shall develop specify guidelines that implement these Policies and Procedures and as otherwise directed by the SCRFU Executive Committee. The Competition Committee shall determine and propose to the Executive Committee a competitive framework for SCRFU, as set forth in Article V, above, that enhances the quality of rugby played within SCRFU. The Competition Committee shall review and analyze any proposals received from the SCRFU membership with respect to SCRFU's competitive structure and prepare a report to the Executive Committee setting forth its recommendations with respect to any such proposal. The Competition Committee shall each year develop the SCRFU Master Schedule in accordance with Article IV(A), above, and shall provide ongoing support to the SCRFU Vice President with respect to implementation of that schedule. The Competition Committee shall develop, maintain and communicate to the SCRFU membership a reporting system that informs the SCRFU membership of results and standings.

II. Structure

- a. The SCRFU Vice President shall chair the Competition Committee.
- b. Each constituent Council or division within a Council that fields a schedule of six or more teams shall have a representative on the Competition Committee; provided that the membership of the Competition Committee may be augmented by the SCRFU Executive Committee.
- c. Unless otherwise selected by a Council or division, the Council or division representative to the Competition Committee shall be that entity's representative to the Executive Committee. If a Council or division has more than one representative to the Executive Committee, the representative to the Competition Committee shall be determined by: (i) mutual agreement among the representatives, subject to ratification by a committee consisting of the SCRFU President and the North LAU and South LAU Presidents; or (ii) if no agreement is reached, by a vote of the Executive Committee.
- d. Subject to approval of the Executive Committee and the other members of the Competition Committee, a member of the Competition Committee may represent more than one Council or division.
- e. Action by the Competition Committee shall be taken by simple majority vote.

VII. SCRFU DIVISIONS AND TEAMS

The makeup of the respective SCRFU Divisions shall be determined on an annual basis by the SCRFU Executive Committee in accordance with these Policies and Procedures and shall be provided to all SCRFU member clubs no later than the Fall General Meeting.

VIII. CONSTITUENT BODIES

A. INTRODUCTION

The SCRFU consists of two local area unions ("LAUs") - the North LAU and the South LAU, into which the SCRFU's member clubs are assigned from time to time by the SCRFU Executive Committee.

North LAU clubs are those from LA County north to San Luis Obispo County.

South LAU Clubs are those from east and south of Orange County and Riverside County, including SCRFU member clubs in Nevada and Arizona.

B. ORGANIZATION

1. The Southern California Rugby Football Union shall be broken down into the following:
 - (a) North LAU
 - (b) South LAU
 - (c) Red Division Council
 - (d) White Division Council
 - (e) Blue Division Council
 - (f) Open Division Council
 - (f) Women's Division Council
 - (g) Southern California Youth Rugby (2 representatives)
 - (h) Men's Collegiate I Division Council
 - (j) Men's Collegiate II Division Council
 - (j) Men's Collegiate III Division Council
 - (i) Masters Council
 - (k) Women's Collegiate I Council
 - (l) Women's Collegiate II Council
2. These above bodies have the authority to act as follows:
 - a. Those powers necessary to administer the regular activities of their respective LAU/Councils, except that no LAU/Council shall have unilateral authority to expel, suspend, or reinstate a player. All such matters are to be reported to the union immediately, or as soon as possible, for further handling in accordance with these Policies and Procedures.
 - b. To conduct immediate disciplinary inquires upon referral of the matter by the SCRFU Disciplinary Committee.
3. The LAU/Councils shall not have authority to conduct any of the following:
 - a. Inquires involving clubs in other LAU/Councils;
 - b. Delegate any of the powers enumerated herein to any other LAU/Council or Constituent Body;
 - c. Sanction the formation of any league, club or combination of clubs. All such powers are exclusively limited to the Union.
4. Expel, suspend, or reinstate any player, as mentioned in 2(a) above.
5. LAU and Councils shall elect their respective officers and representatives each year at the SCRFU Annual General Meeting, in accordance with the SCRFU Constitution and Bylaws
6. Each LAU may adopt a dues structure not to exceed \$100.00 per member club.

IX. PROCEDURES FOR ASSEMBLY OF THE UNION REPRESENTATIVE TEAMS

A. ORGANIZATION

1. Each year, the SCRFU Executive Committee, with input from the SCRFU Griffins Committee, shall appoint a coach for each applicable SCRFU representative team. The coach of each representative team must have obtained, at a minimum, appropriate certification, as determined

by the SCRFU Executive Committee, under USA Rugby's Coaching Certification Program then in effect.

2. The coach of each representative team shall assemble a selection panel and shall schedule, in coordination with the SCRFU Executive Committee, a time and central location for trials for selection to the representative team in accordance with Section B, below.
3. The teams selected are chosen for a 12 month period and are subject to confirmation by the Executive Committee and all players selected must be CIPP-registered and in good standing with the Union.
4. Subject to the approval of the Executive Committee, the coach shall appoint a team manager, trainer and such assistants as needed.
5. For any tour, in addition to the above officials, a Tour Chairman may be appointed by the Executive Committee.
6. Prior to incurring any expenses in relation to any SCRFU representative team, including any expenses for travel and/or lodging, the coach, or manager, of that team shall submit a budget for such expenses to the SCRFU Executive Committee, or its designee, for approval. Failure to obtain Executive Committee approval for such expenses may result in the coach and/or manager being held personally responsible for such expenses.
7. All SCRFU-owned uniforms and equipment to be utilized by a representative team shall be fully inventoried prior to being distributed to that team and upon return to the Union when the team's use of such uniforms and equipment is complete. The coach, manager (if one is appointed) and individual players will be held jointly and severally liable for any missing uniforms and equipment. A player's theft of SCRFU uniforms or equipment may result in that player being deemed ineligible for subsequent selection to an SCRFU representative team.
8. In the event any player is required to pay for any portion of his or her expenses with his or her own funds and such player fails to pay for such expenses, such player may, in the discretion of the Executive Committee, be deemed ineligible for play in the SCRFU, and/or from future representative team selection until such expenses are subsequently paid.

B. REPRESENTATIVE SELECTION

The selectors' primary responsibility is to select the pool (or squad) of players eligible for the final squad selection. The coach has the primary responsibility of selecting the final starting team.

1. Griffin Selection Eligibility
 - a. A player from a club that is in good standing with the Union.
 - b. A player that is a citizen or has physical evidence of resident status (green card).
 - c. A player that participates in the SCRFU trials, unless a valid written excuse is provided prior to the selection trials. A valid excuse is an injury (signed by a physician), personal family tragedy, or other extenuating circumstances that satisfy the selectors.
2. Ranking of Players
 - a. Selectors will rank competent players at each position. Players unranked will be placed on the general pool for consideration in the event that the ranked players are unavailable.

C. FUNCTIONS OF OFFICIALS

1. Home Games

- a. Coach - Responsible for physical preparation and practice sessions, match tactics, injury replacement during the match, and selection of the 15 players who start the match. The Coach shall appoint the Captain and Vice Captain. The Coach shall also be responsible for the organization of team practices and for team discipline.
 - b. Manager - Responsible for equipment issuing and collection, training supplies, injury contingencies, and expense reimbursements. Also responsible for arranging a venue, referee, flagging and marking of field, line umpire flags, supply of balls, and social activities.
 - c. Trainer - Customary physical aid to players.
2. Tours
- a. Manager - Responsible for overall team administration, for all travel arrangements, money affairs, equipment, referee affairs, function and practice arrangements, and for such other duties as delegated by the Coach..
 - b. Coach – Oversees selection; responsible for conducting all practice sessions, team preparation, match tactics, game preparation, and team morale. He shall appoint the captain and vice-captain.
 - c. Captain - On selection panel and responsible for on-field control and tactics, team unity, speaks at after match functions.
 - d. Vice Captain - Takes over if Captain is not on field or present at functions. Serves as ombudsman and spokesman for team. The Vice Captain shall assist the Captain in on-field control and tactics.

X. COACHING POLICY

A. POLICY:

- 1. The Union shall, from time to time, organize and administer appropriate coaching clinics offered through USA Rugby. From time to time, the SCRFU Executive Committee may establish a Coaching Committee to assist in the development of coaching strategies and techniques on a Union-wide basis.

XI. SCRFU SIDELINE CODE OF CONDUCT

A. Statement of Policy

All Southern California Rugby Football Union (“SCRFU”) clubs, players, coaches, referees, administrators and supporters are considered to be ambassadors of the sport of rugby who are viewed by members of the general public and media as examples of the sport and those who play it. As such, each club, player, coach, referee, administrator and supporter in the SCRFU is expected to behave with dignity both on and off the playing field.

Clubs, players, coaches, referees, administrators and supporters should not tolerate rude, profane, threatening or anti-social behavior of any sort which would reflect negatively on the image of their club, the SCRFU, USA Rugby or the sport of rugby in general. Any breach of this Code of Conduct, as specified in Section B, below, will be subject to disciplinary action by the SCRFU

Disciplinary Committee in accordance with the following provisions and the provisions of the SCRFU Policies and Procedures.

B. Prohibited Conduct

The following actions occurring on the sideline at any match involving a SCRFU member club are prohibited under this Code of Conduct:

1. Public drunkenness manifested by anti-social speech or actions,
2. Vulgar language or obscene gestures,
3. Fighting,
4. Throwing objects onto the field of play,
5. Destruction or theft of property, and
6. Unreasonable verbal harassment of a referee that goes beyond mere bantering.
7. Public urination on or off of any field, except where there are no public restrooms readily available.
8. Use of alcohol without consent of the club hosting any game or tournament, or any illegal drug use at a game or tournament within SCRFU.

C. Disciplinary Procedure for Violation of Code of Conduct

1. Reporting of Violations: The referee of the match at which any violation of this Code of Conduct occurs is the only person who may formally cite the violation. Any individual who witnesses a violation may report the violation to the referee at a stoppage of play; provided, however, that in order for the referee to take any action under this section, he or she must personally witness the violation or the violation may be confirmed by the match's touch judges, if they are qualified members of the Southern California Rugby Referees Society.

2. Sideline Warning: Prior to citing any person or club for violating this Code of Conduct, the referee shall first give the person and club a warning regarding the behavior or actions in question. If violative behavior continues, the referee may order the person from the playing enclosure for the remainder of the day.

3. Disciplinary Report: If after the warning is given by the referee pursuant to subparagraph 2, above, the behavior or actions in violation of this Code of Conduct continue, the referee shall cite the offending person and/or club by inclusion of a reference of the violation, and the specific conduct that constitutes the violation, in the disciplinary section of the Match Report, to be provided to the SCRFU Disciplinary Committee within 72 hours of the match.

4. Use of Alcohol: Upon the complaint of any club hosting a game or tournament in the SCRFU or involving a SCRFU club concerning the consumption of alcohol without the consent of the host club, the SCRFU Disciplinary Committee, notwithstanding Section D, below, shall determine appropriate punishment for the club and any individual players, which punishment may include, but not be limited to, forfeiture of the match or a monetary fine.

D. Penalties

1. First Violation: For the first violation of this Code of Conduct, the offending club will be fined a minimum of \$50.00 and be placed on probation for thirty (30) days.
2. Second Violation in Same Season: For the second violation of this Code of Conduct in the same season, which shall include pre-season and tournament matches, the offending club will be fined a minimum of \$150.00, will be placed on six (6) months' probation and will be required to present a plan of action to the SCRFU Executive Committee to remedy the improper sideline conduct in the future.
3. Additional Violations. For a third or more violation in the same season, the SCRFU Executive Committee shall have discretion to determine an appropriate penalty for the improper conduct.
4. Notwithstanding any other provision of this Section D, the SCRFU Disciplinary Committee and, where applicable, Executive Committee, shall have the discretion to impose stricter penalties than those set forth above.

E. Contest and Appeal Rights: Any club may contest any violation of this Code of Conduct or any subsequent decision made by the SCRFU Disciplinary Committee in accordance with the provisions of Article XII(C) of the SCRFU Policies and Procedures, which are incorporated herein by this reference.

XII. DISCIPLINARY COMMITTEE

A. FUNCTIONS

1. To record and review all cases of misconduct involving individuals, players, coaches, and clubs connected in any manner with any game played within SCRFU, including any tournament hosted within SCRFU, or with the sport of rugby football within SCRFU.
2. To review all cases involving referees' recommendations; and any conduct that the Executive Committee may consider detrimental to the Union.

B. COMMITTEE STRUCTURE

1. The Presidents of the North LAU and South LAU shall chair the Disciplinary Committee on an alternating basis, with the chairmanship to rotate on an annual basis, commencing January 1 each year. It shall also contain: the SCRFU Vice President, the President of the LAU not then serving as chair, a representative from the Council governing the club or player involved, and a representative of the Referees Society. A quorum shall be three (3) of the foregoing members of the Committee.

C. PROCEDURE

1. The scope of LAW 10 definition of a “player ordered off” is not limited to participating players, but includes anyone within the playing enclosure which is defined as being the playing area and a reasonable area surrounding it. This “reasonable area” is interpreted as being large enough to include all participating players, players on the side lines, spectators, coaches and trainers.
2. A player sent off under LAW 10 is prohibited from playing rugby the number of days described below, effective immediately following his or her ejection. This applies to any player ejected from any game, including tournaments. The mandatory period of suspension is determined by the nature of his offense:
 - a. Class I Sendoff - Automatic suspension for the longer of 8 days or one match in addition to the match from which the player was removed. A Class I sendoff includes those offenses not mentioned in Class II.
 - b. Class II Sendoff - Automatic suspension for the longer of 15 days or two matches in addition to the match from which the player was removed. A Class II sendoff includes the following offenses:
 1. Repeated incidents of dangerous or blatant foul play, such as head high, “stiff-arm” tackles, kicking or stamping a player on the ground, etc.
 2. Kicking a player’s head, blatant dangerous tackles, or any other actions which were clearly intended to seriously injure another player.
 3. Any actions by a NON-player who enters the playing area and attempts to injure a player.

NOTE: The referee will take into consideration the apparent intention of the offender, as well as the defenseless position of the non-offending player. Beyond this, the referee has no choice - Class II actions carry the minimum suspension referenced in subparagraph (b), above.

3. Any Class II sendoff by an un-graded or “associate” referee will be considered a Class I sendoff until it is reviewed and approved by the Disciplinary Committee. However, the Committee will be inclined to support the decision of the referee in the absence of substantial evidence to the contrary.
4. Anyone ordered from the playing enclosure by the referee under LAW 26 or pursuant to the SCRFU Sideline Code of Conduct set forth in Article XI, above, must immediately leave the playing enclosure for the remainder of the day. In addition, the person is subject to the same automatic suspension, and possible additional sanctions, as a player ejected from a game.
5. For each instance of a player ejected from a game, or someone ordered from the playing enclosure, the referee will write a detailed report, and mail and e-mail copies to the Chairman of the Disciplinary Committee and the President of the SCRRS within 48 hours of the incident. The report will indicate whether the ejection was a Class I or Class II, and may include a recommendation to the Committee regarding any ensuing action.
6. Upon receipt of the referee’s report, the Disciplinary Committee will gather facts about the incident and review the recommendation of referee along with any past record of similar offenses involving that player or club.
 - a. The Disciplinary Committee shall conduct a hearing within five (5)_days of the incident (provided that such time may be extended in the sole discretion of the Disciplinary Committee), during which the Disciplinary Committee shall consider statements from all persons involved, including, but not limited to reports from the offending player(s), both

- coaches, the referee, touch judges, other witnesses, and other evidence which might be helpful - e.g. video tapes. The Disciplinary Committee chair shall provide telephonic and e-mail (where possible) notice of the hearing to the offending player and his or her club at least 72 hours before the hearing. Any such Disciplinary Committee hearing may be conducted by conference call.
- b. Unless otherwise permitted to play by the Disciplinary Committee, the offending player will be temporarily suspended from play until such time as the Disciplinary Committee concludes its hearing and makes its determination with respect to any punishment of the player, including possible suspension in addition to the minimum periods set forth in subdivision 2, above. The period of time served during that temporary suspension shall be considered by the Disciplinary Committee in connection with any further sanctions that may be imposed. The Disciplinary Committee's decision shall be promptly communicated to the offending player and club by telephone and, where possible, e-mail.
 - c. The Disciplinary Committee's decision may be appealed to the SCRFU Executive Committee by written application, lodged with the SCRFU President and Secretary within seven (7) days from the date the Disciplinary Committee's decision is communicated to the offending player. The Executive Committee shall consider that appeal at the next regularly scheduled Executive Committee meeting.
 - d. Additional sanctions may be imposed - even for a first offense - at the sole discretion of the Disciplinary Committee.
7. Notwithstanding the provisions of subdivision 6(b), above, the onus is on the suspended player or his or her club representative to contact the Chairman of the Disciplinary Committee to learn if the length of the suspension will be longer than the required minimum, or if there is any other sanction imposed.
 8. Any player who has appealed the Disciplinary Committee's decision in writing to the Executive Committee will be allowed to play for any period in addition to any required minimum suspension period until the appeal is heard and resolved by the Executive Committee
 9. Players and club officials should understand that playing a suspended player, including a player suspended and awaiting the initial decision from the Disciplinary Committee, will be viewed as a major breach of these Policies and Procedures and will be treated accordingly, including subjecting the club to forfeiture arising from the use of an ineligible player.
 10. The second time a player is sent off for a Class II offense in any 12 month period, the player will be automatically suspended for a minimum of 180 days, which is subject to increase at the discretion of the Disciplinary Committee.

XIII. POLICY AND PROCEDURE FOR TOURNAMENTS/EVENTS

A. POLICY

1. The SCRFU Executive Committee shall have the responsibility to authorize and to regulate any and all tournaments within the jurisdiction of this Union.
2. Person, clubs, organizations and constituent bodies desirous of establishing and/or hosting a tournament must file with the President or Secretary of the Union not more than twelve (12) months, nor less than one (1) month prior to the requested date of the tournament, an application containing the following information:
 - a. Dates requested for the event,

- b. Number of entrants anticipated in participating,
- c. Eligibility and qualification of entrants,
- d. Entrance fee to be charged,
- e. Number of referees required,
- f. Tournament contact point for host, and
- g. Liability insurance amount and insurance card review.

B. PROCEDURES

1. The Executive Committee shall notify the applicant in writing (including by e-mail) of its decision within five (5) days of the Executive Committee meeting at which the applicant's application was considered.
2. The Executive Committee shall take the appropriate action with regard to those who fail to comply with the rules, interests or spirit of the tournament, i.e. non-payment of fees, ineligible players, damage to property or any conduct which is prejudicial to the Union, the game, or the tournament. All tournaments shall be subject to the jurisdiction of the Disciplinary Committee, to which the procedures set forth in Article XII, above, shall apply.
3. Tournament organizers shall provide adequate notice to SCRFU member clubs with respect to their tournament.
4. The host organization working within the policies stated below of the Union, shall retain the right to determine the following:
 - a. Entrance Fees: The host organization should insure that all entrants pay equal entrance fees. Any increase in entrance fees from the amount specified on the applicant's application must be submitted to the Executive Committee for approval;
 - b. Priority of entrants: The host organization should give 80% priority to SCRFU member clubs up to 15 days prior to the entry cut-off date. Lower entrance priority should be given to non-SCRFU members, mixed clubs and representative dates;
 - c. Selection of eligible of entrants;
 - d. The rules and regulations as to format, conduct, game assignments, seeding, etc.;
 - e. Concessions to be sold; and
 - f. How participants' CIPP registration will be verified.
5. As provided by a Resolution of the Union (June 12, 1979), 10% of the gross entry fees received shall be forwarded by the host organization to the Treasurer of the Union, along with a written financial report (subject to the SCRFU Treasurer audit) no later than 45 days after said tournament.
6. The Southern California Rugby Referees Society ("SCRRS") shall provide an adequate number of qualified referees for each tournament and the Executive Committee shall reasonably cooperate with the SCRRS in approving and scheduling tournaments. Each tournament host shall provide a contact person to coordinate referee issues with the SCRRS. Expenses for the referees are the responsibility of the hosting organization, in accordance with the fee structure set forth in Paragraph 7(d), below. A liaison shall be appointed by the SCRRS to coordinate the activities of the referees at that specific tournament. The liaison shall provide a representative of the SCRRS to serve on any Grievance Committee as requested by the Tournament Director or the Executive Committee of the Union.
7. Referee's Society
 - a. Tournament must be sanctioned SCRFU before referees will be appointed.

- b. Tournament committee must contact President of SCRRS at least 8 weeks prior to tournament date for purpose of:
 - 1. Establishing a liaison to the SCRRS;
 - 2. Providing an initial estimate for the number of referees required;
 - 3. Obtaining an estimated referee expenses from the SCRRS;
 - 4. Notification of accommodation arrangement, if they are to be provided by the tournament committee; and
 - 5. Notification of any special requests (i.e., specific level of referees, unusual match times, etc.).
- c. Criteria for establishing number of referees needed:
 - 1. Referee will be expected to handle no more than the same number of matches per day that any team will be playing; e.g., if a team might play 5 matches over two days (for a 15-a-side tournament), then a referee could be expected to referee 5 matches, and so on.
- d. Referee expenses:
 - 1. SCRRS shall charge the SCRFU member club, or other entity, hosting a rugby tournament sanctioned by SCRFU a fee of fifteen dollars (\$15.00) per game held at such tournament. In addition to the foregoing per game fee, the SCRRS shall assess an additional fee of one hundred dollars (\$100.00) per night per referee for any tournament conducted outside of a one hundred (100) mile radius from the Home Depot Center, to cover travel and overnight accommodations for the referees assigned to such tournament. At the time of application for SCRFU approval of a tournament, the SCRRS and SCRFU, acting through its Executive Committee, shall jointly determine the number of nights to which the foregoing travel and accommodation fee shall apply. As an independent entity, charges are up to the discretion of the SCRRS, and may change from time to time.
 - 2. The SCRRS shall provide the host organization with a written invoice of the fees and expenses owing to the SCRRS arising from the tournament and such invoice shall be paid to the SCRRS before the matches are played.
 - 3. Other arrangements are to be cleared by the SCRRS President.
 - 4. SCRFU Disciplinary Policies and Procedures will be followed.
 - 5. The SCRFU may pay air fare for any USA Rugby appointed referee at USA Rugby events held within the SCRFU. The host club must provide any other accommodations. USA Rugby reimbursement and expense policies shall apply to such events.
 - 6. The two senior referees plus the tournament director and the tournament committee chairperson shall evaluate the tournament and provide a written report to the Executive Committee no later than one month after the completion of the tournament.

XIV. TOURS POLICY

A. TOURS POLICY

- 1. No Regional Group, Constituent Body, LAU, Club, Mens or Womens Collegiate club, Team, or Player governed by these Policies and Procedures shall be allowed to arrange or fulfill a fixture

or series of fixtures with teams from areas outside the SCRFU without previously obtaining the written consent of the Southern California Rugby Football Union Executive Committee.

2. In accordance with a ruling of the International Rugby Board, no Club, LAU, or Constituent Body will be permitted to arrange fixtures with the National XV of any of the International Board Countries.
3. Applications for permission to play outside the SCRFU area, against any club or team from outside of SCRFU, or overseas must comply with the conditions set out in the following paragraphs.

B. OUTGOING TOURS PROCEDURE

1. Application must first be made through the appropriate LAU or the SCRFU official designated as Tours Chairman (forms are available from the LAUs or the Secretary of the Union). After approval by the applicable LAU or by the Tours Chairman, they will be forwarded to the SCRFU Executive Committee and USA Rugby for final approval.
2. When completed, the form should detail all arrangements of the tour, i.e. dates of arrival and departure, matches, size of touring party, financial responsibilities of the applying club and host.
3. Applications are to be made as far in advance as possible, but clubs must use their best efforts to submit applications at least six (6) months in advance.

C. INCOMING TOURS PROCEDURE

All Incoming Tours must comply with the Tours Policy of USA Rugby (see: <http://www.usarugby.org>) and the SCRFU and the appropriate LAU. Applications must include a letter of approval from the Union of the touring team.

D. TOURS (GENERAL PROCEDURES)

1. All applicants must be members-in-good-standing of the SCRFU or their appropriate Union. Each application must be supported by the appropriate LAU.
2. The position of Tour Chairman has been developed by the SCRFU to consolidate and oversee all Incoming Tour arrangements (see attached description).

E. COORDINATION FOR IN-COMING TOURING TEAMS

Hosting clubs and the Tour Chairman shall cooperate to reasonably ensure that various aspects of the incoming clubs' visit are coordinated to make for an enjoyable visit to SCRFU, and that SCRFU is reflected positively.

F. REFEREE MATCH POLICY FOR TOURING SIDES

1. Tours must be approved by the SCRFU and communicated directly to the Tours Chairman.
2. Matches involving incoming touring sides are to be communicated to the SCRRS Vice President as well.
3. The match fee for these matches is \$20.00, payable to the SCRRS. This fee may change if a specific grade referee is required, based on travel expenses.

XV. PUBLICITY AND PUBLIC RELATIONS

A. PURPOSE

The Publicity Chairman shall have the following minimum responsibilities:

To promote awareness of Rugby Union Football within the SCRFU region.

B. GOALS

1. Short Term.
 - a. Media Guide Update;
 - b. Newsletter Publication; and
 - c. Delineating sports information from SCRFU to major media outlets.
 - d. Work with the SCRFU Marketing Committee to publicize the SCRFU; and
 - e. Coordinate issues relating to the SCRFU website.
2. Medium Term.
 - a. Promote the game via published articles;
 - b. Promote local club participation; and
 - c. Promote LAU participation;
3. Long Term
 - a. Set up a network of sports information through major institutions and media outlets;
 - b. Work to get routine coverage with major media outlets (radio, TV, newspaper, etc.).

C. DUTIES

1. Set up a business plan that sets forth a plan of attack, coordination and how to attain the above goals.
2. Time table milestones set in achieving goals.
3. Work with Financial Director to facilitate fund raising.

D. PUBLICITY AND PUBLIC RELATIONS POLICY AND PROCEDURE

1. STANDARD FORM: The Union has developed a “standard form” press release blank to be used for all outgoing information regarding the SCRFU, affiliated clubs and tours. Said forms are available from the Publicity Director.
2. CLEARANCE OF INFORMATION: All information regarding the SCRFU affiliated clubs and tours must be cleared by the Publicity Director prior to issuance by the Publicity Director, other Union officials, or affiliated club officials. The intent of this procedure is to offer to all interested parties a “central clearinghouse” for information, as well as maximizing the direction and penetration of out-going information.
3. TIME REQUIREMENTS: All information materials should be received in the office of the Publicity Director as far in advance of the event as possible. Due to publication deadlines of the various media, any information received less than three weeks proceeding the date of the event may not be accepted by the media.
4. EDITING REVISION: The Publicity Director reserves the right to edit, correct, revise and otherwise conform the informational copy submitted to the standards and forms conventional to the media to which the copy is submitted.

5. **INFRA-ROUTING OF COPY:** The Publicity Director shall make every reasonable effort to supply copies of all media to members of the Executive Committee of the SCRFU, the club or individual originating the information and to the Public Relations Associate and Historian of the SCRFU, when appropriate.
6. **EXPENSES:** All expenses incurred by the Publicity Director shall be paid for by the Union General Treasury Fund, except for publicity relating directly to an individual rugby club, which may elect to retain, and pay for, the services of the Publicity Director.
7. **SCORE REPORTING:** All SCRFU member clubs, regardless of whether a home or visiting team, shall report the scores of all games, whether league matches or preseason matches, by 6:00 p.m. on Sunday of each weekend as instructed from time to time by the SCRFU Executive Committee. Such scores shall also be reported to the SCRFU website at <http://www.scrfu.org>. The Executive Committee may award forfeits against any club which repeatedly fails to report the scores of its games.

XVI. FINANCIAL POLICY

A. PURPOSE

To generate operating capital and the vehicle with which to maintain this purpose for the SCRFU. The SCRFU Marketing Committee shall assist in generating such capital and obtaining suitable sponsorships.

B. GOALS

1. Short Term:
 - a. To set up programs to generate funds to support special interest groups within the SCRFU rugby community (Collegiate, Clubs, Select Sides, Tournaments, Women, Youth, Coaching Refereeing, etc.).
 - b. The use of existing SCRFU communication tools (Media Guide, SCRFU News, Youth Rugby Guide) to generate funds.
 - c. To create advertising vehicles to assist in the generating of funds.
2. Medium Term:
 - a. To provide funds to support a permanent SCRFU office.
3. Long Term:
 - a. To develop and provide sources of funds to develop and support permanent central and LAU rugby facilities.
 - b. To provide sufficient funds to support a catastrophic insurance policy for all rugby players and clubs within the SCRFU.

C. DUTIES

1. Set up a business plan that addresses the plan of attack, strategy, coordination and implementation to attain the above goals. This will include:
 - a. Marketing of the sport;
 - b. Methods of fundraising;
 - c. Coordination with different special interest groups.

2. Time table milestones set in achieving goals.
3. Work with Publicity Director to facilitate promoting and fundraising within the SCRFU.

D. CAPITAL RESERVE TRUST FUND

1. The SCRFU has created a Capital Reserve Trust Fund that may be used for capital improvements for the SCRFU or its member clubs. The fund shall receive a minimum of 10% of the annual SCRFU budget (labeled Capital Reserve).
2. The Capital Reserve Trust Fund shall be managed, administered and utilized in accordance with the Trust Agreement approved by the SCRFU member clubs at the SCRFU Fall General Meeting held on September 13, 1997, a copy of which is available at the SCRFU website.

XVII. SCRRS (SOUTHERN CALIFORNIA RUGBY REFEREES SOCIETY)

A. INTRODUCTION

1. The Southern California Rugby Referees Society (SCRRS) is a fully autonomous body with its own officers, dues, bylaws, and procedures. The Southern California Rugby Football Union (SCRFU) assigns the responsibility of providing referees for all rugby matches in Southern California to the Society and it is accorded a delegate on the Union's Executive Committee, ex-officio.
2. Membership in the SCRRS is open to any person interested in refereeing and all players and former players are encouraged to join. Dues to the Society are paid annually and each dues-paying member is entitled to one vote in electing the officers at the Annual General meeting held each summer.
3. Referees are not paid directly for their services but may claim reasonable out-of-pocket expenses from the SCRRS Treasurer. SCRFU clubs are assessed SCRRS annual dues. Clubs who become delinquent in their responsibility to the Society are liable to the same penalties as those delinquent in union dues, (i.e., forfeiture, loss of privilege of having referees assigned to their games, loss of voting, tournaments, and representative privileges), to be determined by the SCRFU Executive Committee in its sole discretion.
4. A referee's power, authority and decisions are clearly described in the Laws of the Game and are fully supported by the Union and the Executive Committee through the Disciplinary Committee and the due process it guarantees to all parties.
5. Referees' voluntary services and difficult task demand an attitude of respect from all players, coaches, and supporters which will reinforce the Union guarantee of their authority.

B. CONSTITUTION AND BY-LAWS OF THE SCRRS.

1. On file with the Secretary of the SCRFU.

C. AREA COORDINATORS

1. The SCRRS has divided the SCRFU into six areas for refereeing purposes: Tri-County, Grand Canyon Area, Los Angeles County, Orange County, San Diego County, Inland

County, and Arizona. The SCRRS Area Coordinators are available on the SCRRS website at www.scrs.org.

D. MONTHLY MEETINGS

1. Monthly SCRRS meetings are held each month. All referees are requested to attend these meetings. Players and coaches are also encouraged to attend.

E. REFEREE APPOINTMENT PROCEDURES

1. The SCRRS will appoint referees for games played within SCRFU, as referees are available. All clubs should recognize the increasing shortage of referees and should use their best efforts to accommodate referees and to attempt to develop new referees.
2. Referees for tournament appointments will be assigned by the SCRRS member, appointed by the SCRRS President, to coordinate that particular tournament. The appointed SCRRS member will work directly with the tournament host's coordinator to identify the number and level of referees needed for the tournament, as well as any other special requirements.
3. Policy. League matches take priority over non-league matches. Referees will be appointed on a priority basis to clubs which meet the following criteria:
 - a. Have paid in full current SCRFU and SCRRS dues.
 - b. Provide at one new active member (or equivalent) to the SCRRS. (This member must attend monthly area referee meetings and referee at least 75% of the matches appointed.)
 - c. Meet the SCRFU guidelines for providing:
 1. Rope barriers;
 2. Padding for goal posts;
 3. Appropriate on-site medical attention;
 4. Proper field markings; and
 5. Safe playing surface.
4. Matches not on the Master Schedule.
 - a. The official list of matches to which referees will be appointed is contained in the Master Schedule distributed by the SCRFU Vice President.
 - b. Matches which are NOT listed on the official list are to be communicated directly to the SCRRS Area Coordinator in which the match is to be played.
 - c. The match fee for these matches is \$25.00 and is payable to the SCRRS. This fee may change if a specific grade referee is required, based on travel expenses.

F. REFEREE APPOINTMENT NOTIFICATION PROCEDURE

1. Each referee is required to contact the Fixture Secretary of the home team of the appointed match, to confirm day, time and location of the match. This must be done no less than three days prior to the match. Appointments are also posted on the Referee's Society website: www.scrs.org
2. After initial contact, should any changes to the match occur (location, time, day) the home team Fixture Secretary must contact and notify the appointed referee.
3. Should the home team Fixture Secretary not receive a call by three days prior to the match, the Fixture Secretary should contact the home team's Area Coordinator.

- a. The SCRFU Master Schedule will be the official source of matches to which referees will be appointed. Any changes to the Master Schedule must be communicated to the Area Coordinator (in whose area the match is to be played) by the home club's Fixture Secretary in accordance with these Policies and Procedures.
 - b. If there is no Fixture Secretary listed for the club, the club's President will be the contact for the referee.
4. Address and telephone changes should be sent to the SCRFU Secretary and the SCRRS Secretary as soon as possible.

G. REFEREE RECRUITMENT AND DEVELOPMENT PROPOSAL

1. Each year the SCRRS seeks out new referees, especially from the ranks of first team players, and clubs should encourage interested players to join the SCRRS. Clubs sending new referees to the SCRRS each season will be given priority in the assignment of referees should there be a shortage of referees to cover games on the schedule.
2. Each season, every SCRFU member mens and womens club (i.e., other than Collegiate I and Collegiate II and Womens Collegiate I and II clubs, who are encouraged to do so, though) must provide a member who shall obtain his or her referee certification and be available to referee that club's home second side matches throughout the season. Failure to provide such a member may result in that club forfeiting matches, at the discretion of the SCRFU Executive Committee.

H. REFEREES FEES

1. The SCRRS shall establish referees' fees payable by each club each year. SCRRS referees' fees are set on a graduated basis related to anticipated club usage of SCRRS services. The amount of the current referees' fees is set forth on the SCRRS website, www.scrs.org.
2. Referees' fees are due December 1 and will be considered delinquent on January 1 of the current season. All checks and money orders should be payable to the "SCRRS" and sent to the SCRRS Treasurer.
3. Upon receipt of these fees, the SCRRS will appoint referees to the club's home matches, and send a Law book to the club's Fixture Secretary.

XVIII. WOMEN'S DIVISION COUNCIL

A. GOALS

The goals of the Women's Division Council are to assist the SCRFU Executive Committee in effectively administering womens rugby and to continue the growth of womens rugby, in the SCRFU.

XIX. WOMENS COLLEGIATE I AND II

A. GOALS

The goal of the Women's Collegiate I and II Councils is to enhance the growth and administration of womens collegiate rugby in the SCRFU.

XX. YOUTH RUGBY

A. SOUTHERN CALIFORNIA YOUTH RUGBY

Southern California Youth Rugby shall oversee and administer youth rugby in the SCRFU in accordance with that entity's goals and purposes. This organization became a USAR sanctioned State Based Rugby Organization in 2009 and has By Laws and Policies and Procedures separate from SCRFU.

XXI. MASTER'S RUGBY COUNCIL

A. HISTORY

1. The playing of Seniors Masters (over 35 years of age) Rugby really hit a high point in Southern California with the Second Invitational Golden Oldies Festival held in Long Beach in June of 1981. Forty teams from around the world converged for a week of relaxed competition and serious socialization. Countries represented included Canada, Bahamas, Holland, Italy, Japan, Spain, New Zealand, South Africa, and the United States. San Diego hosted the Golden Oldies in May, 2005, with over 100 clubs from all over the world participating.

B. STRUCTURE

1. Southern California has a number of master's sides that play on an irregular basis and as the mood strikes them, as it should be.
2. Telephone numbers of Masters' contacts are available from the SCRFU Executive Committee.

XXII. COLLEGIATE COUNCIL

A. COLLEGIATE I, II AND III COMMISSIONERS' RESPONSIBILITIES

1. Act as liaison between the Union and those LAUs or constituent bodies within their jurisdiction as defined within these Policies and Procedures.
2. Represent the points of view and to determine the constituent bodies' intentions concerning Collegiate I, Collegiate II and Collegiate III club participation in Union affairs.
3. Serve upon the Disciplinary Committee pertaining to Collegiate I, Collegiate II and Collegiate III matters.
4. The Collegiate I Commissioner(s) will be responsible for clubs in the Collegiate I Division, as defined by the SCRFU Constitution, Bylaws, and Policies and Procedures.

5. The Collegiate II Commissioner(s) will be responsible for clubs in the Collegiate II Division, as defined by the SCRFU Constitution, Bylaws, and Policies and Procedures.
5. The Collegiate III Commissioner(s) will be responsible for clubs in the Collegiate III Division, as defined by the SCRFU Constitution, Bylaws, and Policies and Procedures.
6. Supervise the promotion and relegation of the teams between the SCRFU Collegiate I, Collegiate II and Collegiate III Divisions.

XXIII. DUES STRUCTURE

Club dues are established by the SCRFU Executive Committee from time to time, and are available on the SCRFU website, www.scrfu.org.

A. CLUB AND INDIVIDUAL DUES

1. Per Bylaw Article II, Section 7, SCRFU dues are due on December 1 and are considered delinquent if not paid in full by January 1, to which the late fee set forth in Paragraph C, below, shall apply. Notwithstanding the foregoing, Women's Division club dues are due on September 1 and are considered delinquent if not paid in full by October 1.
2. New SCRFU member clubs will pay their dues on or before September 1 prior to the start of their first year's league schedule.

B. PENALTIES

When dues (or any other financial responsibility to the SCRFU) become delinquent the following actions shall be taken.

1. For the current season, forfeiture of all league matches until dues are received by the Treasurer of the Union. No referee shall be assigned for a delinquent club's matches.
2. For the season, in addition to the forfeitures set forth in subdivision 1, above, suspension of voting privileges at the AGM, Fall General Meeting and any Special General Meetings.
3. For two seasons, termination of the club as a member of the SCRFU.
4. The SCRFU Executive Committee may, in its sole discretion, impose the following late charges: (i) for any mens or womens clubs, \$100.00 if SCRFU dues are not received by January 1; and (ii) for any mens or womens college or university clubs, \$100.00 if SCRFU dues are not received by February 1.

XXIV. ADDITIONAL DUTIES OF THE OFFICERS OF THE SCRFU

A. PRESIDENT

1. The President shall chair all SCRFU Executive Committees.
2. The President shall oversee the general operations of SCRFU.
3. The President shall appoint such committees as are appropriate in the administration of the SCRFU's operations.
4. With the concurrence of the SCRFU Executive Committee, the President shall appoint appropriate Council and constituent body representatives to fill any vacancy.
5. The President shall act as a liaison between SCRFU and USA Rugby.

B. VICE PRESIDENT

1. The Vice President shall chair the Competition Committee, and in conjunction therewith, shall oversee the preparation and implementation of the Master Schedule.
2. The Vice President shall be a member of the Disciplinary Committee.

C. SECRETARY

1. The Secretary will provide changes to the mailing (contact) and e-mail lists in a monthly update to all officers, member-clubs, and other persons whose name the President directs him or her to include.
2. The Secretary will have the responsibility of implementing and coordinating the ID Card program.
3. The Secretary shall oversee the operation of the SCRFU website.

D. TREASURER

1. The Treasurer shall submit a proposed balanced budget at the SCRFU Annual General Meeting.
 - a. This proposed budget shall be presented to and reviewed by the SCRFU Executive Committee prior to the Annual General Meeting.
 - b. This proposed budget will have a minimum of 10% of the budgeted funds set aside for deposit into the Capital Reserve Trust Fund.
2. The Treasurer shall provide at the Annual General Meeting a summary of the financial activities of the SCRFU over the past year. This summary will include, but not be limited to:
 - a. A summary of the percentage of monies spent on each general category of the budget.
 - b. Comparison of the percent spent and actual amount spent versus the past three years' expenditures.
3. The Treasurer shall timely invoice all SCRFU member clubs for the annual SCRFU dues and shall receive and account for such dues.

XXV. SCRFU EXECUTIVE COMMITTEE POLICIES ON E-MAIL VOTING

A. Purpose: as a result of technological advances, it is now possible for the Executive Committee to conduct discussion and voting on issues by electronic mail. The ability to conduct such business by electronic communication has therefore necessitated the establishment of procedures to govern such discussion and voting by the Executive Committee, as set forth herein.

B. Making of a Motion: In order to comply with parliamentary procedures that govern action by a governing body, it is necessary for any action to be considered by the Executive Committee to be in the form of a duly made and seconded motion prior to discussion and consideration by the Executive Committee.

1. Proposals by Member Clubs or Constituent Bodies: With respect to proposals received by the SCRFU President, or any other Executive Committee member, from SCRFU member clubs or constituent bodies which are forwarded for Executive Committee approval, for discussion purposes, the SCRFU Secretary shall be deemed to be the maker of the motion and the Local Area Union President of the Local Area Union from which the proposal originates shall be deemed to be the seconder of the motion. If it is not clear from which Local Area Union the proposal originates, then the SCRFU President shall designate which Local Area Union from which the proposal originates.

2. Proposals by Executive Committee Members: With respect to proposals made by a member of the Executive Committee, the member who submits a proposal shall be the maker of the motion and the SCRFU Secretary shall be deemed the seconder of the motion, for discussion purposes, unless any other Executive Committee member seconds the motion.

C. Procedure for E-Mail Voting:

1. Submission of Motion: A motion shall be submitted to the SCRFU President (in which case the SCRFU President shall promptly forward the motion to the SCRFU Secretary) or SCRFU Secretary (in which case the SCRFU Secretary shall promptly forward the motion to the SCRFU President).

2. Forwarding of Motion: The SCRFU President shall then forward the motion to the entire Executive Committee through the Yahoo E-Group e-mail system, or such other e-mail system then being used by the Executive Committee for electronic communication. That communication from the SCRFU President shall include the deadline for discussion and voting, as set forth in Paragraph 3, below.

3. Discussion/Voting Period: Unless otherwise stated by the President and subject to Paragraph 5, below, the motion shall be open for discussion for a period of seven (7) days from when the motion is initially forwarded to the Executive Committee, during which no voting shall occur. At the expiration of the seven (7) day discussion period, the SCRFU Secretary or other designee shall issue, via the Yahoo Group e-mail system, a notice of the call of the question, which shall commence a three (3) day voting period, which may be extended at the discretion of the President only if the number of votes cast do not constitute a quorum. Notwithstanding the foregoing, in the event a motion requires a shorter discussion/voting period, the President may state any shorter time period in the message which forwards the motion to the Executive Committee.

4. Quorum: Pursuant to Article IV, Section 11 of the SCRFU Bylaws, fifty-one percent (51%) of the Executive Committee membership shall constitute a quorum. Thus, for purposes of voting by e-mail pursuant to this policy, a response of at least fifty-one percent (51%) of the Executive Committee members is necessary in order to take action on a motion by an e-mail vote.

5. Required Affirmative Vote: Under applicable parliamentary procedures, an affirmative vote of the majority of the quorum is necessary to pass a motion. Thus, the affirmative votes of at least a majority of the quorum established under Paragraph 4, above, are necessary to adopt a motion under this policy; provided, however, that the SCRFU President shall have discretion to extend the discussion/voting period under Paragraph 3 if an insufficient number of Executive Committee Members have responded to the motion.

