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# Introduction

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## Welcome to the Rugby Oregon 2012 High School Season ...

... and thanks for coaching! Your volunteer commitment to coach youth is a significant contribution to our community. Your time and effort is very much appreciated and valued by your players, families, and the Rugby Oregon community.

Rugby Oregon is a non-profit 501(c) 3 organization founded in 1999 to promote physical fitness, teamwork and leadership skills through the game of rugby. We are a State Based Rugby Organization (SBRO) sanctioned by USA Rugby for high school and youth development in Oregon.

Rugby Oregon provides leadership, development capacity and expertise to all Youth and High School Rugby constituents. Our aim is to foster the growth of Youth and High School Rugby in geographically and economically diverse communities. Our game development philosophy is to promote a safe and educational rugby experience across Oregon for all participants, age 5 to 18 (K-12) in recreational and competitive settings.

It is Rugby Oregon's goal for players, coaches, referees, administrators, and parents to utilize this handbook as a resource as it represents Rugby Oregon's ongoing dedication to the continued development of youth as players and as members of their communities. The game is all about the players. Our youth can play the game without coaches, but it is well known a young person's experience is greatly enhanced if the volunteers, entrusted with the child's development, learn the game's nuances and more importantly understand what is developmentally and cognitively appropriate for their players.

This handbook is designed to provide you with information that will help make your coaching experience more enjoyable and productive. The purpose is to provide the most up to date information on how the organization operates and provide the rules, regulations and performance standards required of all players, coaches, and referees. Please feel free to share information for inclusion in this handbook.

Thank you for your contribution to the growth of the game, and all the best for the coming rugby season!

Sincerely,

Jenn Heinrich  
Executive Director  
Rugby Oregon

# Spirit of the Game

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Rugby owes much of its appeal to its traditions which dictate that the game is played both to the letter and within the spirit of the Laws. It is the responsibility of coaches, captains, players, referees, administrators and fans to create an environment where the highest possible standards are promoted and maintained at all times on and off the field of play.

It is through *discipline, control and mutual respect* that the game flourishes and, in the context of a game as physically challenging as rugby, these are the qualities which forge the fellowship and sense of fair play so essential to the game's ongoing success and survival.

These traditional values remain as important to rugby's future as they have been throughout its long and distinguished past. The principles of rugby are the fundamental elements upon which the game is based and they enable participants to immediately identify the game's character and what makes it distinctive as a sport.

## **Diversity – 'A Game For All'**

USA Rugby and Rugby Oregon are proud to serve a diverse membership of players, coaches, officials and fans and are committed to creating and promoting a culture of inclusion and mutual respect, regardless of race, color, creed, national origin, religious beliefs, sex, age, gender identity, disability or sexual orientation.

We celebrate the differences that make our members unique and special and do not tolerate discrimination, bullying or exclusion in any form.

USA Rugby and Rugby Oregon expect its leadership, coaches, officials, teams, players, administrators and fans to promote a culture of acceptance and support through their actions and through the recruitment of members without regard to sex, race, physical disability, or sexual orientation.

Through our commitment to diversity and mutual respect, we believe that the sport of rugby will continue to grow and become a powerful voice of change in the world of sport.

# Rugby Oregon Development Plan

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## Mission Statement

Strengthen youth character, conditioning, community and academic commitment by integrating the core values of rugby into a distinct and inclusive team sports experience. In doing so, we strive to empower young people to be healthy, vital, successful students who go on to be the best they can be for life.

## Objectives

In order to accomplish our mission, we must:

- Support existing high school and youth teams
- Develop new high school and youth teams
- Create a positive high school and youth sports culture
- Develop the technical, organizational, and player development skills of coaches
- Support the recruiting and development of referees and coaches
- Promote the achievements and successes of our organizations to the communities in which we have a presence

## Goals

In order to achieve our objectives, we must:

- Continue to provide centralized professional administrative structures to support and provide services to the youth and high school rugby community
- Employ a professional staff to facilitate and manage the development of Rugby Oregon.
- Remove inherent administrative and financial barriers to starting new teams and recruiting new coaches/referees
- Develop new and experienced coaches through a combination of online and in-person training, ensuring coaches receive the most up-to-date information for keeping athletes safe and in compliance
- Develop and support local area-based Rookie Rugby programs
- Promote the adoption of the Positive Coaching Alliance's guidelines
- Maintain bylaws and competition rules that support our goals

# Team Development Plan

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Developing a pipeline of young rugby players is critical to building a successful rugby program. Lowering the average age that children are introduced to rugby is also instrumental to increasing the quality of rugby competitions across the USA.

## Introducing Rookie Rugby in P.E. Classes

An easy and effective way to develop a youth program is by teaching Rookie Rugby in local physical education classes. In fact, kids are four times more likely to participate in a sport if they play it in P.E. first. Follow these steps to teach Rookie Rugby in P.E. classes:

1. Download and review the free online resources and curriculum from [www.rookierugby.com](http://www.rookierugby.com).  
This includes lesson plans, assessments, worksheets, and rules of the game.
2. Schedule a session  
Contact local elementary, middle, and high school physical education teachers about having an in-class Rookie Rugby demonstration. Contact Rugby Oregon for more information on scheduling and facilitating sessions.
3. Introduce students, teachers, and administrators to Rookie Rugby  
Incorporate the various games and curriculum into the school's format and record your session at [www.rookierugby.com](http://www.rookierugby.com).

## Partnering with Community Organizations

Partnering with local community organizations (i.e. YMCAs, Boys and Girls Clubs, etc.) that already have existing youth sports programs is an excellent way to quickly spread rugby. These organizations are constantly looking for ways to keep children learning, engaged, and having fun. They are excellent resources to work with and will love the idea of adding something new to their programs.

To develop a relationship with a community organization, reach out to the Youth Program Coordinator and/or Sports Coordinator. Explain the benefits of Rookie Rugby for the children and also for the organization including increases in membership and revenue. As well, highlight what will be provided such as instructors and equipment, making the program zero or low cost to the local organization. Provide them with materials they can review and follow up as needed.

For help organizing Youth outreach and starting programs within the community, contact Rugby Oregon.

## Transitioning Participants to Rugby Players

Once kids have been introduced to rugby in a P.E. class or their local community organization, interested students will need an opportunity and venue to continue playing rugby. This venue could range from a day clinic to a multi-week league featuring teams from the area. Rookie Rugby, Rookie Rugby 7s, and Olympic Rugby (7s) are an excellent way to introduce children as the rules are easy to learn and only seven players per side are needed. To set up a program that best fits your area, contact Rugby Oregon.

# Season Overview

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Whether organizing a youth or high school team, there are a few key steps one must follow to ensure success. The following outlines the basic yearlong structure, which can be utilized by both coaches and administrators.

1. Recruit and retain players
2. Plan parent association structure, and practices
3. Hold parent meeting
4. Begin season

## Recruitment vs. Retention

As the game grows at all levels, many rugby programs struggle to recruit and retain a consistent number of players. The lack of athletes makes development difficult, as there are never enough players at practice to work on certain aspects of the game. At best it is an inconvenience, at worst it can lead to unsafe players taking the field.

This section is designed to help everyone recruit and retain players to grow their teams. It is a collection of best practices from coaches that have found ways to grow the game. There are no magic bullets, but there are approaches anyone can take that will increase the number of players on their team.

### *Recruitment*

The best way to recruit new rugby players is through teaching Rookie Rugby. These clinics are excellent for children ages 5 – 15 and can be held in schools, after school programs, community organizations, and anywhere a group of children gather for an organized activity. Rookie Rugby is an easy, safe, and inexpensive way to teach basic game play and the rules of rugby.

A team's best recruiters are always the current players. They play rugby for many reasons, which should be shared with others in a positive and respectful manner. One of the most difficult challenges rugby has is the brand that it has within the general community. It takes a lot of work for a rugby program to create a positive image of the sport, but the payoff is immeasurable. Often this image forms a brand identity, and creating a good rugby brand in the community is an important part of recruiting.

Tips on improving the rugby brand:

- Player behavior – Rugby is on constant probation because of past negative branding, most of which is due to poor behavior from former players. Current players must take on the role of *Rugby Ambassadors*. They must behave better than other athletes in the community.
- Positive clothing – A branding expert once said that one of the best things for rugby would be to take every negative t-shirt (i.e. "Give blood, Play rugby") and burn them. Require your players, parents, and fans to wear clothing featuring positive, team branded rugby slogans and images.

- Posters and brochures – Using professional posters and brochures gains recognition for rugby as an attractive option in the world of sport choices. USA Rugby has professional print quality posters and spectator guides available for download and use towards gaining new players and fans. Go to [www.usarugby.org](http://www.usarugby.org), click Youth/High School, click Resource Library.

Generally, you want the rugby program’s interactions with community members to inspire an interest in supporting the game as a whole.

One way to look at how to improve your recruiting is to identify the barriers that prevent athletes from participating. A common example of a barrier is the unknown nature of the sport. Athletes often hesitate to try something new for fear they will not understand or have the right skills. One way to overcome that is to host a “Rookie Day” and make it for players that have never played before. It will be less intimidating for a new player to learn about the game with others in the same position. You should introduce enough information so each new player feels comfortable.

For sample recruitment fliers see Appendix O

### *Retention*

Rugby is a growing sport in the USA, and as such, has barriers that it must overcome. However many problems that rugby teams encounter are actually self-imposed barriers. With the growth of the game at the youth and high school level, recruiting is often not the issue. Over the course of a season many rugby teams have plenty of players come out to try the sport. However, for some reason, they are not retained through the entire season. A team must decide if retention is in fact the issue, not recruitment.

Retention is absolutely within the program’s control. A coach should reflect on early season practices and make sure that a new player will have a great experience that will encourage them to return to the next practice. So what is a new player looking for at practice? It is encouraged to develop your own list in addition to these suggestions:

- Organized – Many athletes come to rugby because they are looking for another sport to play. They may be familiar with varsity level practices. Early season practices need to be the best run of the year.
- Learning – Players want to feel like they have learned and improved during a practice. This is true for all players, but especially those that are new to the game.
- Context – Most of the athletes that attend their first practice have never seen a rugby ball before. Using skill drills only fails to provide context. Try to come up with competitive games similar to rugby match situations to help players understand *why* they need to learn certain skills.
- Active – All players want to feel like their practice was physically challenging. If you have a large group of new players, make sure you have multiple stations/grids to avoid inactivity.

- Successful – This is probably the most difficult achievement for new players because we tend to mix them with experienced players, which can be intimidating. Early in the season it may be more important to focus on new players than those who already grasp an understanding of the game.
- Attention – Assistant coaches serve as the best retention tool any team can have. Players that are given focused attention by coaches will feel valued and will learn at an accelerated pace. If a coach has a team that struggles with numbers, the coach should reflect on what takes place at practice and ask if the objectives are aimed at retaining players to the next practice.

Other tips for retention include:

- Mentoring – Pair up a new player with an experienced player. The experienced player’s job is to make sure the recruit comes back and commits to the sport.
- Names – Learn player’s names. It makes a huge difference to new players for everyone to call them by their name.
- Parents – Catching the interest of parents is critical to new player commitment, as they play a huge role in their son or daughters life.

### **Parent Orientation Meeting**

Coaches are encouraged to establish effective lines of communication with team parents early in the season by holding a parent meeting. This meeting will set the tone for your team for the entire season.

A parent meeting can be a formal discussion in a school classroom or office building or a casual gathering in a living room. Not at a bar. Whatever the format, the time you invest will pay dividends for all concerned throughout the season.

#### *Meeting Objectives*

- Become acquainted with your players and their parents
- Review league, practice, and game schedules
- Understand team goals and rules
- Understand league specific rules and structure
- Assign team parent roles
- Address any concerns of the parents
- Review parent, player, referee, and coach codes of conduct
- Review Laws of the Game

#### *Things to Consider When Organizing the Meeting*

- Hold it early in the season, preferably before the first team practice.
- Having the players present is optional. However, if they are not present then it is advisable to hold a meeting with your players and clearly explain to them what you explained to the parents.
- Preferably hold this meeting at a school. If you cannot hold it in a school, try a private home, community center, or library.

- Be prepared and be organized to conduct the meeting efficiently.
- Prepare any handouts you would like to distribute, for example:
  - Summary or outline of the meeting
  - Schedule of practice and games
  - Team roster
  - Team goals/rules
- Parents make excellent assistant coaches! Make sure to recruit and retain help from the earliest point possible.

### *Important Points to Cover*

There are many important points to cover during a parent meeting. The following is a sample agenda, which can be adjusted as needed:

1. Coach Introduction
  - a. Introduce and give background information on yourself and your assistant coaches
2. Coaching Philosophy/Responsibilities
  - a. Refer to Coaching Code of Conduct
3. Team Guidelines
  - a. Practice schedule (How many per week? How long?)
  - b. Game schedule (How many? When do they begin?)
  - c. Discuss how players must respect opponents, coaches, officials, and the game itself
4. Team Management
  - a. Appoint parents to assist with team duties (i.e. after match social coordinator, paperwork coordinator, someone to bring ice to matches, year-end party organizer, etc.)
  - b. Set up telephone tree and/or car-pooling system
  - c. Recruit parents as assistant coaches
5. Risk Management
  - a. Every volunteer should be registered with your team through USA Rugby in the role of 'Coach' or 'Exec/Admin' to initiate background check
  - b. Medical kit will be provided at all games and practices and a coach/volunteer who is trained in basic first aid/CPR should be present at all games
  - c. Cover medical guidelines
    - Discuss Concussion Information Sheet and Emergency Plans
  - d. Medical insurance/Accident insurance/3<sup>rd</sup> party liability insurance
6. Player Responsibilities
  - a. Refer to Player Code of Conduct
7. Parent Responsibilities
  - a. Refer to Parent Code of Conduct

8. Referee Responsibilities
  - a. Refer to Referee Code of Conduct

### *Team Goals*

During the first player meeting, allow players to collaborate and create their own team goals. Utilize the 'SMART' model to guide their efforts.

- S – Specific and clearly defined
- M – Measurable (can be assessed/observed/recorded in some way)
- A – Action Oriented (contains a clear action to be executed)
- R – Realistic (attainable; not too easy or difficult to achieve)
- T – Time-bound (daily, weekly, monthly, season)

Here are a few suggestions of possible team goals:

- Have fun playing rugby by learning new skills: Young athletes want to play and have fun as well as learn new skills. Developing rugby skills allows athletes to play the game and enjoy the overall experience.
- Maintain a positive environment through encouragement and teamwork: Encourage all players, coaches, and parents to maintain a positive rugby environment, including all verbal and non-verbal actions, behaviors at practices and games, as well as off the field.
- Respect all teammates, opponents, referees, and others on and off the field: Young athletes need coaches and parents to support and model good sportsmanship behavior towards referees, opponents and teammates so they can embody it themselves.
- Learn life skills while playing the game of rugby: Rugby teaches many life lessons including leadership, commitment, respect for others, self-control, decision making, communication, etc. Coaches should encourage the development of people, not just players.

As the season progresses, make sure to check in with players to assure team goals are being achieved.

At the end of the season, review these goals with individual players and as a team. Regardless of how many games were won or lost, coaches can declare a successful season if the players had fun, learned skills, were good sports and learned the Laws of the Game.

### *Team Rules*

Team Rules allow a coach to manage a team more effectively by reinforcing rules that provide for more enjoyable and effective practices. Team rules should include what is OK and NOT OK behavior during practices and games. Some team rules to consider:

- Respect your teammates and coaches
- Everyone listens when the coach is talking

- Try your best at practices and games
- No negative comments or criticisms of teammates
- Wear appropriate rugby attire to all practices and games
- Bring water to all practices and games
- No child will be alone with any one adult

### Sample Parent Association Structure

This structure is meant to be a starting point and can be adjusted to any coach’s needs. The idea behind finding grade specific parents is to get a lead parent in a job with a parent of a younger player assisting. This way the organization perpetuates itself. This structure can be easily adapted to youth programs as well.

*High School Team Sample Operations Committee*

<b>HS Team Officers</b>	<b>Grade of Child</b>	<b>First name</b>	<b>Last Name</b>
Commissioner	Any		
Youth Commissioner	8		
Treasurer	11		
Secretary/Recorder	10		
<b>Boys' Team Mom</b>	12		
Senior coordinator	12		
Junior coordinator	11		
Sophomore coordinator	10		
Freshman coordinator	9		
<b>Girls' Team Mom</b>	12		
Senior Coordinator	12		
Junior coordinator	11		
Sophomore coordinator	10		
Freshman coordinator	9		
<b>All Teams Laundry</b>	Any		
<b>Culture Keeper</b>	12		
Assistant Culture Keeper	<12		
<b>Spirit Wear Manager</b>	Any		
Assistant Mgr.	10		
Youth Spirit Wear	7		
<b>Fund Raising Manager</b>	12		
Helper	10		
<b>Transportation Manager</b>	12		
<b>Lodging Manager for overnights</b>	12		
<b>School Locker Signs Manager</b>	11		
Locker Assistant	12		
Locker Assistant - boys	10		

Locker Assistant - girls	10		
<b>Concessions Manager</b>	12		
Concession Advisor	12		
Asst Concessions Mgr. - Boys	Any		
Asst Concessions Mgr. - Girls	Any		
Asst Concessions Mgr. - Youth	8		
<b>Tournament Captain</b>	Any		
Helper	11		
<b>Publicity Manager</b>	Any		
<b>Team Photos Coordinator</b>	10		
<b>Website manager</b>	Any		
Girls' Team Editor	12		
Boys' Team Editor	12		
Youth Team Editor	7		
<b>Field Manager</b>	Any		
<b>Parent Alumni director</b>	Any		
<b>End of Season event coordinator</b>	Any		
<b>Awards</b>	12		
<b>Girls Team Captains / representative</b>	coaches decide		
<b>Boys Team Captains / representative</b>	coaches decide		

## Difficult Parents

Coaching is exciting and rewarding, but occasionally you may experience difficulty with a few parents. Some parents may want their child to play more; others may question your judgment as a coach. Whatever the concern, a parent is generally just looking out for their child, often at your expense. Don't be discouraged. There are some things you can do to open up communication and make dealing with parents a positive aspect of your coaching duties.

1. Have a parent meeting before the first practice to discuss your plans and expectations for the season. Encourage questions from the parents and let them know that you have given a lot of thought to the upcoming season.
2. Express appreciation for their interest and concern. This will make them more open and at ease with you.
3. Always listen to their ideas and feelings. Remember, they are interested and concerned because it is their children that are involved. Encourage parental involvement.
4. Parents should be told not to approach the coach or players during games. It's best to discuss matters at a scheduled time, in private, away from the field. Let your parents know your preference for when and where you would like them to voice their concerns. Make this clear at your parent's meeting.

5. You are encouraged to explain to parents that you're open to discussing any issues, but would prefer that players, not parents, raise issues about playing time, because a player learning how to ask a coach about playing time learns a great life lesson.
6. Know what your goals are and do what you believe to be of value to the team, not to the parents. No coach can please everyone!
7. Know the league rules and Laws of the Game. Be prepared to abide by them and to explain them to parents.
8. Handle any confrontation one-on-one away from players and other parents. Try not to be defensive. Let the parent talk while you listen. Often a parent will vent their frustrations just by talking. Listen to their viewpoint, and then thank them for it.
9. Resist pressure to accommodate all requests or concerns. It is your responsibility as coach to make the final decisions concerning what is best for your team. This doesn't mean that you can't still listen to parents.
10. Don't discuss individual players with other parents. The grapevine will hang you every time. Show the same respect for each player on the team that you want the parents to show toward you.
11. Ask the parents not to criticize their children during practice or a game. Don't let your players be humiliated, even by their own parents.
12. Don't blame the players for their parents' actions.
13. Be consistent! If you change a rule or philosophy during the season, you may be in for trouble. At the very least, inform players and parents of any change as soon as possible.
14. Most importantly, be fair! If you treat all players equally and with respect, you will gain their respect and that of their parents as well.

Remember that you will be dealing with all types of children, and with parents having different backgrounds and ideals. The challenge for you as a coach is to address these differences in a positive manner so the season will be enjoyable for everyone involved.

### **Player Participation Fees**

The minimum 2012 player participation fees are \$195 for new players and returning players who need shorts and socks, and \$175 for returning players who do not need shorts and socks (shorts are \$15 and socks are \$5). Teams may elect to set participation fees higher than the minimum.

Participation fees include; USA Rugby Membership (3<sup>rd</sup> party liability insurance, accident insurance), Rugby Oregon Membership, Referee fees, Certified Athletic Trainer fees, All Stars dues, comprehensive team medical kit (or fill-in), rugby ball, mouth guards, online registration, scholarship fund. There are additional funds built in to cover coaching clinics, after-match socials, rugby related equipment, field fees, field supplies and other approved rugby related expenses.

### **Scholarship Fund**

Rugby Oregon (RO) firmly believes in making Rugby available to all who want to play. As a result, RO established a scholarship fund for players in need of financial support. Scholarships

are awarded without regard to race, religion, sex, national origin, sexual orientation or status.

Players may download the scholarship form during the registration process. All submitted documents are confidential. All applications must be accompanied by payment of \$90. All completed applications must be postmarked by March 2, 2012 or delivered to the RO office by 2:45pm on March 2, 2012. Applications will not be considered after this date. Incomplete applications will not be reviewed and applicants will be advised that additional documentation is required.

The Scholarship Fund is supported by donations made through online registration, RO teams (funding two scholarships), a number of generous referees who have donated their referee payments and donations received during our first annual fundraising event.

See Appendix Y for a copy of the 2012 Scholarship Form

## **Fundraising**

Fundraising is a critical component to developing and maintaining a successful youth or high school team. There are many ways a team can raise funds including events, donations, and grants.

Rugby Oregon is a 501 (c) (3) and as such all donations are tax deductible to the fullest extent of the law. Payment should be made out to Rugby Oregon and 100% of funds raised by teams will be deposited into the team's account.

Sample Fundraising Projects:

- Develop a game day/tournament program for advertisement sales
- Sell magazine subscriptions or coupon books
- Host a car wash
- Host a tournament
- Host a Rookie Rugby Clinic for the community
- Partner with a local business to share profits (i.e. Chipotle, Pizza Schmizza)

For sample Rookie Rugby Clinic Flier see Appendix O

## **Sponsorship**

Selling local sponsorship is a great way to raise money for a team and develop relationships within a community. If a potential sponsor is not willing to donate money, they may be willing to donate product or provide advertising space for a team in their place of business.

Teams are encouraged to sell sponsorship space on a variety of items with the following suggested minimum prices per space (prices should include production):

- Team website presence - \$75
- Team Newsletter - \$100
- Rugby balls - \$200

- Tent panels - \$500
- Team t-shirts - \$600
- Team sweatshirts - \$1,000
- Team jerseys - \$1,000 (plus the cost of embroidery if embroidering)

When selling advertising, teams are not permitted to reference tobacco, alcohol, or profanity in any format. All sponsorships must be approved by Rugby Oregon.

## **Codes of Conduct**

Rugby Oregon requires that all coaches, players, parents, and referees read and sign their respective Code of Conduct. Codes of conduct for each can be found in the appendix.

### *Coach*

Rugby Oregon coaches commit themselves to a positive, player-centered approach to coaching. Coaches and assistant coaches are expected to maintain a higher level of sportsmanship, professionalism, and integrity both on and off the field. A coach's primary responsibility is for his/her players to have fun, to develop rugby players, and to instill a passion for the game. The performance of coaches is not measured in wins and losses, but rather in what is taught to players in terms of technique, sportsmanship, and fair play. Coaches must maintain respect for the game as well as the referees. Coaches are charged with the responsibility of controlling their players and parents at all times during a match. Coaches lead and teach by example; players will be a reflection upon each individual coach. Therefore, all Rugby Oregon coaches are required to sign a Coaching Code of Conduct, before the season begins, upholding them to these standards.

See Appendix B for full Coach Code of Conduct

### *Player*

Although the rugby community instills an environment of discipline, control, and mutual respect, player accountability is extremely important to having a successful season. This code holds all players responsible to themselves and their teammates for their actions on and off the field. The Code of Conduct is printed during the online registration process and must be signed and turned in prior to the player's first practice.

See Appendix A for full Player Code of Conduct

### *Referee*

Referees play an integral role in making sure all participants are safe, upholding the laws of the game, and most importantly, having fun. All USA Rugby registered referees are required to read and uphold the Referee Code of Conduct. This code holds all referees accountable to themselves, players, coaches, and parents both on and off the field.

See Appendix C for full Referee Code of Conduct

### *Parent*

Parents are a vital part of each player's rugby experience. Each parent is required to sign the Parent Code of Conduct. This code holds all parents accountable to themselves, the players, coaches, and referees both on and off the field. Parents who are in violation of this code may be asked to leave all team sponsored events, games, or practices. The Parent Code of Conduct is printed during the online registration process and must be signed and turned in prior to the first practice.

See Appendix D for full Parent Code of Conduct

### **Developing Practice Plans**

In order to be able to give your players the best you have, you must prepare properly before arriving at practice. If you turn up at practice and "wing" your session, the players will soon realize that you are cheating them out of a terrific learning experience.

In order to run an efficient practice, you must be organized and observant. Arrive at your practice before the players do so you have adequate time to prepare. This may include laying out cones, preparing equipment, and visualizing how the practice will go. In theory, one activity should flow into the next one with a minimal amount of stopping and reorganizing. Observe what the players are doing. How are they working? Are they having fun? Are they getting maximum touches on the ball? Try not to stay in one activity too long (especially for the younger ages), but yet long enough so they understand what you are asking of them. Avoid having elimination games where players have to sit out. You will always end up with the lesser skilled players leaving the activity early, thus drastically cutting down on their opportunities to improve. Allow the players to continue to play and to find their own level within your format.

**Be prepared to change your plans:** Weather, field conditions, the number of players who come to practice and more can all affect your plans. Be flexible and adjust to conditions. You may also need to extend the time spent on a particular skill or tactic if the players are having a difficult time learning the topic. If it is especially hot, allow for more frequent water breaks and reduce the physical intensity of practice.

**If your practice or a drill does not go as planned:** Do not panic! Stop and reassess what the primary objectives of the practice or drill were and see if there is a better way to communicate the purpose. This should include checking with your players for understanding and comprehension. Always keep in mind that as long as your players are safe, active, and having fun, practice has not been wasted.

### *Activity Check List for Coaches*

- Activities are fun and age appropriate
- Activities are organized and have clear objectives
- All players are active and participating
- Field spaces are an appropriate size for ability and number of players

## **Medical and Safety**

When you accept the role of coach, you accept a major responsibility for the care and safety of your players. Although the athletes share in the responsibility for their protection and safety, their ability to understand what they can do, how they can do it, and whether they are doing it correctly, may be limited. It is your job to help them practice and play as safely as possible.

Your job as a volunteer coach is to recognize an injury when it happens, to stabilize the injury as best you can, and to summon medical assistance if necessary. *You need to understand the limitations of your training and knowledge.* If you are not a trained medical professional then it is your responsibility to call one immediately whenever you have any doubt as to what to do next. Note - A certified coach is required at every match, practice and official rugby function including after match socials.

It is vitally important that rugby programs provide the tools necessary to create a fun and safe environment for all athletes. This section also serves to provide information to parents so they feel comfortable with rugby. When working to establish safety standards, we must consider:

- Injury Prevention
- Emergency Action Plan Development
- Return to Play Procedures

A wealth of documentation focusing on safety in youth sports is available to all rugby enthusiasts. This section consolidates information to provide teams with a baseline safety protocol. With preventative measures in place, athletes and parents can find security in knowing the risk of injury is significantly reduced through responsible preparation.

### *Injury Prevention*

Injuries in rugby are no different from those in other sports. The key to prevention is identifying associated risk factors. Rugby programs can work towards decreasing the rate and seriousness of rugby-related injuries by implementing research-based preventive interventions. The first step towards making rugby safer is addressing the following key factors:

- Pre-Participation Examination
- Medical Kit including Medical Documents
- Coaching/Officiating
- Player Education
- Facilities and Playing Conditions
- Physical Conditioning
- Biomechanical or Functional Movement Screening

### *Medical Kit*

Rugby Oregon requires all coaches to maintain an adequate medical kit and updated player medical documents at all practices and games.

For a sample medical kit see Appendix L

### *Medical Documents:*

- Preparticipation Physical Evaluation (Appendix E)
- Injury Incident Report (Appendix G)
- Oregon Youth Rugby Parent/Guardian Agreement (Appendix K)
- Authorization to Consent to Medical Treatment for Minor (Appendix H)
- Concussion Information Sheet (Appendix I)
- USA Rugby Medical Insurance Agreement and Rules Acknowledgement (Appendix F)
- Master Player List Report from Coach Login
- Emergency Plan (Sample – Appendix J)
- Photocopy of Student ID card – Contact Rugby Oregon for alternatively educated students

In addition to these items, physician notes, training attendance records, match rosters and other documents may also be included. All of the information within the binder provides everything needed to properly treat an injured athlete.

### *Certified Athletic Trainers*

Rugby Oregon has contracted to provide certified athletic trainers for our preseason tournaments, league matches, playoffs and state championships.

Certified athletic trainers are medical professionals who specialize in the prevention, assessment, treatment and rehabilitation of injuries and illnesses that occur in athletes and the physically active. Athletic trainers should not be confused with personal trainers from the fitness industry. Primary responsibilities include injury prevention, reduction of further injury by administering immediate care, development and implementation of rehabilitation programs and development of appropriate policies, including return-to-play guidelines.

Athletic trainers are certified by an independent organization that sets the standards for certification. Currently, athletic trainers must possess a bachelor's of science degree from a college or university with an accredited athletic training program, however more than two-thirds hold master's degrees. Athletic trainers must also pass a certification exam. To maintain the ATC (athletic trainer, certified) credential, an athletic trainer must complete 80 hours of continuing education every three years. In Oregon, all athletic trainers must also register with the Oregon Health Division.

### *Lightning Concerns*

The referee has the power to end the match at any time if he/she believes that play should not continue because it would be dangerous. To reschedule a game canceled due to lightning please see the Make-up Games section on page 28.

For Rugby Oregon's Lightning Policy see Appendix M

### *Emergency Plan*

Coaches are required to have a written emergency plan at all practices and matches including what to do in the event of an emergency, address of venue, directions to venue, address of nearest hospital/ER, quickest route to the nearest hospital/ER, and contact information. Each program needs an established emergency plan unique to each place of assembly. Emergency Plans are posted to the Rugby Oregon website at the FIELDS link.

See Appendix J for a sample Emergency Plan and Directions

### *Cell Phone*

Coaches are required to have a working cell phone at all practices and matches.

### *Head Injuries – Max’s Law*

Rugby Oregon adheres to Max’s Law (OAR 581-022-0421), which requires that “All coaches must receive annual training in recognizing the symptoms of concussion. The goal of effective concussion management is to protect athletes and return them safely to academics and athletics. A successful concussion management policy includes the following components: Recognize, Remove, Refer, Return.

See Appendix X to review *Max’s Law: Concussion Management Implementation Guide*.

### *Graduated Return to Play Procedures (GRTP)*

Following a concussion, or suspected concussion, the management of a GRTP should be undertaken on a case-by-case basis and with the full cooperation of the player. This will be dependent on the time in which symptoms are resolved. It is important that a concussion is managed so that there is physical and cognitive rest until there are no remaining symptoms. Activities that require concentration and attention should be avoided until symptoms have been absent for a minimum of 24 consecutive hours without medication that may mask the symptoms (i.e. pain relievers, anti-depressant medication, sleeping medication, caffeine, etc.).

For the full iRB Concussion and Return to Play Protocol see Appendix N

### *Safety*

While we continue to see significant growth, safety remains our number one priority. Below you will find the policies enforced by Rugby Oregon to promote safety and provide a positive environment in which our athletes can safely participate.

### **For the Coach:**

- In order to coach high school rugby, coaches must complete the following online educational requirements offered through the OSAA at <http://www.osaa.org/coaches.asp>:
  - Certification through NFHS Coaches Education program (one time requirement) “Fundamentals of Coaching”

- Online Concussion Management Class (required annually) “Concussion in Sports – What you Need to Know”
- Online Steroid Training and Assessment Class (required once every four years) “ODE Steroid Training and Assessment”
- First Aid /CPR Certification (required semi-annually) “First Aid for Coaches”
- All coaches must complete the USA Rugby High School Coaching Course (HSCC). This course is being piloted in Oregon on January 21, 2012 at Reynolds High School. Each coach will receive hands-on education and assessment on key areas of the game including Safety in Tackling and the Breakdown, Safety in the Scrum and the Lineout, Principles of Rugby and Coaching through Games.
- All coaches are required to register with USA Rugby. USA Rugby conducts annual background checks on every youth and high school coach through the registration process.
- A certified coach is required at every match and practice.
- Coaches are required to ensure compliance with mandatory four tackle practices and two live scrum sessions for every player before they play in their first game. Coaches must avoid fast tracking elite athletes.
- Coaches are required to have a cell phone at all practices and matches.
- Coaches receive important player information through the Rugby Oregon registration process: parents’ names, addresses, phone numbers, doctor’s name and phone number, insurance information and any medical conditions, allergies, drug reactions and previous illnesses/injuries or surgeries relative to the athlete, as well as a signed consent form giving authorization to Rugby Oregon to obtain medical treatment for a minor.
- Coaches are required to possess parent/legal guardian waivers and authorization forms to consent to treatment for a minor for every athlete, at every practice and match. This information includes parents’ phone numbers, Dr.’s name and phone number, insurance information, and any medical conditions, allergies, drug reactions, and previous illnesses, injuries or surgeries relative to the athlete.

For complete USA Rugby Background Check Policy see Appendix R

### **For the Player:**

- Players are required to participate in at least four tackling practices, supervised by a certified coach before participating in their first game. Coaches must document the dates players attended these practices. The focus on this instruction is to teach safe tackling techniques and how to be tackled safely.
- Players are required to participate in two live scrum sessions, supervised by a certified coach before participating in their first game.
- Athletes must always wear appropriate safety gear and equipment that fits properly. Protective gear is sport-specific and includes mouth guards and cleats. Additional equipment such as shin pads, scrumcaps and shoulder pads, while optional, must meet the approval of the International Rugby Board.
- Every athlete must register with USA Rugby. Membership provides athletes 3<sup>rd</sup> party liability coverage and, as of August 2011, accident insurance.

## **For the Game**

- Unique Emergency Plans are developed for each practice and game venues. Plan must include; address of venue, directions to venue, quickest route to and from nearest hospital/ER, hospital/ER address and contact information.
- Matches are officiated by USA Rugby certified referees.
- A Certified Athletic Trainer (AT) attends all matches. If an AT is not at the field the game may continue as long as coaches have a field emergency plan and a working cell phone.
- Coaches and referees check athletic grounds for hazards (rocks, holes, water, etc.). Also consider current and potential weather conditions (e.g. lightning).
- Referee inspects players for proper equipment and removal of jewelry before game.
- Parents, players and coaches agree to follow good sportsmanship guidelines as described in the Code of Conduct.

## **Insurance Requirements**

As of August 15, 2011 all USA Rugby registered members will automatically receive up to \$250,000 in accident insurance upon completion of registration.

This policy will provide:

- \$25,000 per injury resulting from sanctioned rugby events
- \$1,000 disappearing deductible for members with primary insurance
- \$2,500 deductible for members without primary insurance
- \$250,000 Excess Catastrophic Medical Expense Benefit
- Coverage during travel to and from sanctioned rugby events

To file a claim, download a claim form from [www.usarugby.org](http://www.usarugby.org). Complete all required information and sign and date the form. After completing the information, make sure to have a team coach or official who witnessed your injury sign the form. Forward the completed claim form to USA Rugby National Headquarters for submission.

For 'How to File an Accident Claim Procedure' see Appendix P

USA Rugby also provides third party liability insurance in case of property damage or bodily injury to third parties. These parties may include the venue owner, coaches, referees, sponsors, spectators and others.

For a summary of coverage and FAQ see Appendix Q

# High School League Information and Rules

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## Season Overview

Teams set their own practice schedules typically starting one month before their opening weekend. Teams must not use fields against the wishes of the property owner and should always strive to be good citizens by leaving fields in the same or better condition than when they arrived.

A certified coach is required at every practice and must have a working cell phone. If a certified coach is not present, practice must not take place.

Coaches are responsible for conducting safe, positive and instructive practices. Coaches are required to insure compliance with four mandatory tackle practices and two live scrum sessions for every player before they play in their first game. The focus on tackle practices is to teach safe tackling techniques and how to be tackled safely. The focus on scrum sessions is to teach preparation, proper technique and safety, safety, safety.

## Spring 2012 Schedule

### 2011

- October 15, 2011 – Online Registration Open
- November 13, 2011 - Preseason Coaches' Meeting (mandatory minimum one coach per team attends)

### 2012

- January 14 – Level 1 Referee Course – Portland, OR
- January 21 – High School Coaches Course – Reynolds HS
- January 27-29 – USA Rugby Youth Conference – Atlanta, GA
  
- February 11 - ACTs
- February 17 – Team Registration Deadline (must have 15 players on Team Roster)
- February 18 – Girls Skills Camps, Roosevelt High School
- February 24 – Schedule Posted
- February 25 – PrezFest – PCC Rock Creek – Contact Greg Tracy for details
  
- March 2 – Scholarship Application Deadline
- March 3 – Boys and Girls Preseason Tournaments – Locations TBD
- March 10 - SATs
- March 10 – Opening weekend, Boys and Girls
- March 31 – No matches, OR Spring Break
  
- April 14 – ACTs
- April 14 – Rugby Oregon Fundraising Event

- May 5 – SATs
- May 5 – Boys and Girls State Playoffs
- May 12 – Boys and Girls State Playoffs
- May 19 – Boys and Girls State Championships
  
- June 2 – SATs
- June 9 – ACTs
- June 18-19 – Great Northwest Challenge All Star Girls Tournament, Portland, OR
- June 18-19 – Great Northwest Challenge All Star Boys Tournament, Idaho
- June 23-24 – West Coast Invitational All Star Boys Tournament, Washington
  
- June 30 – July 1 – West Coast Invitational All Star Girls Tournament, Portland, OR
  
- July 7, 14, 21, 28 – High School Summer Sevens

## **Eligibility**

### *Team Eligibility*

All teams must be in good standing with Rugby Oregon and USA Rugby.

- Teams must be based on state or nationally accredited schools that issue high school graduation diplomas.
- Teams must be represented by a roster that is limited to: players that are registered students at the high school(s) upon which the team is based.
- Teams may carry an unlimited number of players on its roster.

### *Player Eligibility*

All players must be in good standing with Rugby Oregon and USA Rugby. To be in good standing the following minimum rules apply:

- Players are eligible if they have not reached their 19th birthday by the September 1st that occurs at the start of the competitive season.
- Players must be attending class full time, as defined by the high school registrar, unless they graduated early during the current school year. Home school eligibility rules follow this section.
- If the competition season extends beyond the end of the school year, then the players may continue to participate in the competition provided that the players were otherwise eligible at the end of the school year.
- Players must be within four (4) years of the moment the player first enrolled in ninth grade, regardless of when that player started playing rugby or had the ability to start playing rugby. There is an appeals process for 5<sup>th</sup> year students.
- Player must have played for the team in at least two (2) qualifying matches or second-side match associated with a qualifying match during the competitive season at least a week apart from each other prior to participating in a Rugby Oregon State Championship Event. For the purposes of this section, a Qualifying Match is defined as regular season league match.
- Players must not play in a qualifying match for any other team in a fifteens match,

including the high school team, college team, or senior team competitions, while those players' high school qualifying match season is in progress.

#### *Home School Student Eligibility*

- Home schooled students must show proof of enrollment and are eligible to play on a Rugby Oregon team if they have taken the achievement test required annually at the end of the school year (by August 15) of all home school students wishing to participate in activities, and achieved a minimum score (23<sup>rd</sup> percentile). NOTE: The test is NOT required of students prior to entering the 9<sup>th</sup> grade for the first time.
- Public School Team – If a home schooled student wishes to represent a Rugby Oregon team based on a PUBLIC high school(s), his or her family must live within the attendance boundaries of the public high school(s) where his or her family resides.
- Private School Team – If a home schooled student wished to represent a Rugby Oregon team based on a PRIVATE high school, his or her family must live within the attendance boundaries of the public high school in whose attendance boundaries the private high school is located.

#### *Recruiting Boundaries*

- Teams are high school based. Players are allocated to teams by school.
- A team may draw from multiple schools but they must be contiguous. Recruiting boundaries are subject to approval by Rugby Oregon and may change from year to year.
- Once a multi-school team builds a base of players where participation from one school is large enough to sustain a separate team, a new team will be formed as long as there are enough players to sustain the original team.
- Transfers will only be granted in case of extreme hardship and only after written request is received and approved by Rugby Oregon.

#### **Field Size and Regulations**

A field approximately 100 yards long and 70 yards wide is recommended for all high school rugby matches. Fields must be no smaller than a football field.

- Coaches and substitutes from each team need to be on separate sidelines when venues allow it. When venues do not allow, the teams will remain on separate halves of the field.
- Coaches and players may travel between the '22 meter lines' but not beyond when occupying opposite sides of the field. When occupying the same side of the field, coaches may travel from their '22 meter line' to the '10 meter line'.
- When occupying the same side of the field substitute players may travel between the '10 meter line' and half of their respective side.
- Trainers and two water carriers (not coaches) may enter the field at any time the referee allows, and should be properly marked with a training bib. Coaches are not to enter the field of play unless during halftime.
- Teams with multiple coaches must keep all coaching staff within located technical zones, not wandering the field.

- All fields must be properly lined, sideline flags posted, goal posts padded. Crowd restraints are recommended for all league matches and required for Championship matches (i.e. ropes, fences, etc.) on both sides of the field.
- Fans must stay behind barriers and off the field at all times.
- Try zones must not be smaller than 10 yards deep.
- Football Fields are acceptable.

To see official field diagrams see Appendix T

### **Online Registration**

All players register through the 'Register Online' link at [www.rugbyoregon.com](http://www.rugbyoregon.com). Registration is not complete until payment is made and all paperwork is signed and turned in to the coach.

The 'Registration Summary' page instructs players to print and sign the Medical Release forms which include the Parent/Guardian Agreement, Authorization to Consent to Medical Treatment for a Minor, Player and Parents Codes of Conduct, Concussion Information Sheet, USA Rugby Participation Agreement and Waiver and Release of Liability and USA Rugby Medical Insurance Agreement and USA Rugby Rules Acknowledgement. All documents must be properly signed and submitted to the head coach prior to a player's first practice. Documents are null and void if any special notations are made on a document.

### **Registration Deadline and Schedule**

Teams must have 15 players registered by February 17, 2012 for inclusion on the 2012 schedule. The 2011 Schedule will be posted by February 24, 2012.

### **Team Binder**

Team binders must contain the following properly signed documents and must be filed prior to a player's first practice:

- OYR Parent/Guardian Agreement
- Authorization to Consent to Medical Treatment for a Minor
- USA Rugby Participation Agreement and Waiver and Release of Liability
- USA Rugby Rules Acknowledgement
- Concussion Information Sheet
- Parent Code of Conduct
- Player Code of Conduct
- Copy of a current and valid High School Identification Card

The team binder should also contain a current Maser Player List report, Team Roster, and Emergency Plans for all venues where the team practices or plays.

A referee or opposing coach may ask to review a team's binder to ensure eligibility or compliance PRIOR to any Rugby Oregon preseason tournament match, regular season league match or post-season playoff or championship match. Failure to produce the team binder could result in a forfeit.

A certified athletic trainer may ask to review a team's binder at any time when the health or safety of a player is at issue.

## **Laws of the Game**

For all high school matches, referees are required to follow the full iRB Laws of the Game. Referees should use the corresponding U19 Law Variations when applicable.

U19 Law Variations can be found in Appendix BB.

To view the full iRB Laws and Regulations visit <http://www.irblaws.com/EN/>.

## **Match Duration**

High school players should not exceed a playing time of 70 minutes per match and/or 90 minutes per day. Maximum playing times include any time taken to settle a tie at the end of regulation in a knockout competition.

For complete USA Rugby Match Duration Regulations see Appendix S

## **Rosters**

Each coach may be required to provide a match roster to the opposing team and referee prior to the match. Match reports are accessed through the Coach Login on the Rugby Oregon website.

See Appendix W for a sample Match Report

## **Scoring and Match Reporting**

Scoring System: Win = 4pts, Tie = 2pts, Loss by 7 or less = 1pt, Loss by more than 7 =0, referee compliance for non-first year teams = 2pts

The winning team reports scores by logging on to Rugby Oregon and entering results. Teams must retain signed copies of Match Reports for the entire season.

## **Substitutions**

The Boys and Girls HS Leagues adopted the policy of unlimited substitutions in an effort to get more players on the field, reduce injuries, keep matches from becoming one-sided and have the ability to provide feedback on the sideline rather than coaching players on the field from the sidelines. Substitutions will go through the official in the Girls League.

## **Mercy Rule**

The Mercy Rule comes into play after one team has an advantage of 35 points. Coaches may elect to finish the game but the score will not continue to accrue. Teams should make every effort not to allow games to become one-sided. The winning team is expected to show good sportsmanship by making every effort to level the playing field by subbing out starters, playing players out of position (only if safe to do so), etc. The score will be entered with a 35-point difference rather than 35-0 in order to record points scored by the losing team if they scored. There is no Mercy Rule in the Playoffs.

## **Forfeit**

Forfeits occur if a team has at least five but less than thirteen players fifteen minutes after the scheduled start time. Do not lend players until the match is officially declared a default. The score is entered as 35-0 and 4 competition points are awarded to the non-forfeiting team. If the game is started late and there is a game following on the same field, the delayed game must be shortened to finish at the originally scheduled time.

Teams are encouraged to give as much notice of a forfeit to their opponents as possible. Rugby Oregon asks teams to give at least 72 hours advance notice of a forfeit.

## **No Shows**

A No Show occurs when a team does not show or they show with less than 5 players. A No Show results in an automatic withdrawal from playoffs. As a result of no shows during the 2006 State and Regional Playoffs, Rugby Oregon coaches amended this rule beginning in the 2007 season stating "A No Show during any post season playoff, including State and Regional, will result in an automatic withdrawal from playoffs the following season. There is an appeals process.

## **Make-up Games**

Make-up games must be played by Sunday of the final weekend of regular season play, otherwise both teams receive "0" points for the game. A genuine effort must be made to play make-up games. If one team does not make a genuine effort they will be considered a No Show and automatically be withdrawn from playoffs.

## **After-Match Social**

The 3<sup>rd</sup> half (after-match social) is mandatory. Attendance is required for both coaches and players. Home teams must provide a basic meal for both teams. A certified coach must be present at all rugby functions including after-match socials.

Teams may submit receipts for reimbursement throughout the season.

## **Championship Seeding**

At the conclusion of the league season, the standings table will show the teams ranked from first to last based on wins and losses. In the event of a tie the following procedures will be used (league games do not include games against teams ineligible for the playoffs):

1. If two teams are tied, the head-to-head result between the two tied teams will determine the order. The team that won the head-to-head match shall be ranked ahead of the team that lost.
2. If three teams are tied, then the results of the matches between the three teams shall be used to determine a ranking.
3. If the teams are still tied, then the teams shall be ranked on the basis of point differential in all league games.
4. If the teams are still tied, then the teams shall be ranked on the basis of one or more coin flips.

## **Overtime Policy For Championship Matches**

Players may play a maximum of two 35-minute halves and total playing time of 70 minutes for any one game. Accordingly, the extra time protocol for high school competitions will be as follows:

1. If the match is not decided in regulation time (ends in a “tie” score), the team with the greater number of tries will be declared the winner.
2. If the match is still not decided (teams have equal number of tries), the team with the greater number of converted tries will be declared the winner.
3. If the match is still not decided (teams have equal number of converted tries), the winner will be determined by a penalty shoot-out between the two teams to take place as follows:
  - a. The kicks at goal should be part of the match and be the responsibility of the referee. The touch judges and match commissioner may help the referee. Before the kicks at goals, the two captains shall toss a coin to decide which goal posts to use and toss again to decide who will kick first. The match commissioner may move the penalty shoot-out to another field if necessary to the competition schedule.
  - b. The first series will consist of five placed kicks taken on the ‘22 meter line’ in front of the posts.
  - c. The kicks at goal will be taken, for each team, by each of the five players, nominated by the captains, who were on the field of play at the end of that match. In the event of an injury, a player initially nominated to kick, may be replaced however his/her replacement shall be a player who was on the field of play at the end of that match. The five players shall take turns to kick at goal. Teams will alternate: Team A, Team B, Team A, Team B, etc.
  - d. In the event of a tie after the first series of kicks at goal, additional kicks shall be taken, still from the ‘22 meter line’ in front of the posts, alternatively by each team, until one team has an advantage for the same number of kicks taken. Each of these additional kicks shall be taken by a different player who did not participate in the first series of kicks.
4. For a Final Match still not decided by any of the prior determinants then both finalists shall become joint cup holders

## **Uniform Guidelines**

Rugby Oregon guidelines regarding proper uniforms for league and playoff games are as follows:

- All players should play in numbered, matching jerseys, with matching shorts and socks.
- Jerseys and shorts must be free from holes and tears. The referee may order a player to change a jersey and/or shorts if they are torn too much. Jerseys may be short-sleeved but must not be sleeveless.
- In the event of a conflicting jersey color, the home team is responsible for providing alternate kit to the satisfaction of the referee. Teams are advised to check with each other before game day as to the other’s uniform colors and style to avoid conflicts.
- Both socks shall be the same color and pattern.

- If visible apparel is worn under the jersey, it shall be of a similar length, all alike and of a solid color.
- If visible apparel is worn under the shorts, it shall be of similar length, all alike and of a solid color the same basic color of the uniform shorts.
- Any advertisement shall not include any image, wording, or reference to tobacco, alcohol, or profanity. Advertisements to be published must be approved by Rugby Oregon.
- Shoes must be worn by all participants in a game. Studs of players' cleats must conform to iRB Specifications set out in iRB Regulation 12 (found at <http://www.irb.com/lawregulations/index.html>). Molded rubber, multi-studded soles are acceptable provided they have no sharp edges or ridges but may not contain a single stud at the toe of the cleat.
- The referee has power to decide at any time, before or during the match, that part of a player's clothing is dangerous or illegal. If the referee decides that clothing is dangerous or illegal, the referee must order the player to remove it. The player must not take part in the match until the items of clothing are removed.
- Other IRB laws and regulations on kit apply. For full iRB Kit Regulations visit [www.irb.com](http://www.irb.com).

## **Disciplinary Procedure**

Embracing the culture of rugby has not come easy to all and has necessitated creating a set of formal disciplinary guidelines. Disciplinary systems are in place to protect players, coaches, referees, and spectators. These processes are broken into two distinct sections:

1. On the field infractions: These are infractions that happen in the flow of play or during a break in play. They happen within the playing enclosure and are subject to the laws of the game of rugby. The Laws and the penalties associated with them can be found at [irb.com/laws](http://irb.com/laws). Any infractions that occur within the playing enclosure will fall under Rugby Oregon disciplinary guidelines, including suggested sanctions, penalties or suspensions. These guidelines can be found in Appendix U.
2. Off the field infractions: These are occurrences that happen outside the playing enclosure before, during or after games; at or around practices; between two members of the state rugby organization; or between a member of the rugby organization and any other person. Also applicable is fan, coach, referee, or administrator conduct toward each other or a player. For these infractions, a Corrective Action Request (CAR) form should be submitted with supporting documentation, photo or video evidence.

The Rugby Oregon Disciplinary Committee is comprised of the Disciplinary Chair, Executive Director, a Board Representative, a Referee delegate and a League Commissioner. The Disciplinary Committee will refer to the iRB disciplinary guidelines. Red and Yellow cards are tracked by Rugby Oregon and the Rugby Oregon Referee's Society.

### *Corrective Action Request form (CAR)*

The CAR form is the best method of bringing an issue to light. This form encompasses any issues including unruly fans, referee abuse, on/off field player problems, and on/off field coach problems. Rugby Oregon is set up to take care of issues large and small, but can only do so when the information is submitted.

Any coach, player, referee, trainer, parent, administrator, or USA Rugby member may submit a CAR form. Any issue raised must come with a completed CAR form and supporting documentation (i.e. video, audio, photo, etc.) in order for action to take place.

The CAR form is located in Appendix V

## **Coaches**

### *Coach Education*

In order to coach high school rugby, coaches must complete the following online educational requirements offered through the OSAA at <http://www.osaa.org/coaches.asp>:

- Certification through NFHS Coaches Education program (one time requirement) “Fundamentals of Coaching”
- Online Concussion Management Class (required annually) “Concussion in Sports – What you Need to Know”
- Online Steroid Training and Assessment Class (required once every four years) “ODE Steroid Training and Assessment”
- First Aid /CPR Certification (required semi-annually) “First Aid for Coaches”
- We are currently working with the NFHS to develop the Fundamentals of Coaching Rugby for the 2013 season. This will be offered through the OSAA.

All coaches must also complete the USA Rugby High School Coaching Course (HSCC). This course is being piloted in Oregon on January 21, 2012 at Reynolds High School. Each coach will receive hands-on education and assessment on key areas of the game including Safety in Tackling and the Breakdown, Safety in the Scrum and the Lineout, Principles of Rugby and Coaching through Games. In 2013, the HSCC will include a continuing education component which will be required annually.

### *Game Day Procedure*

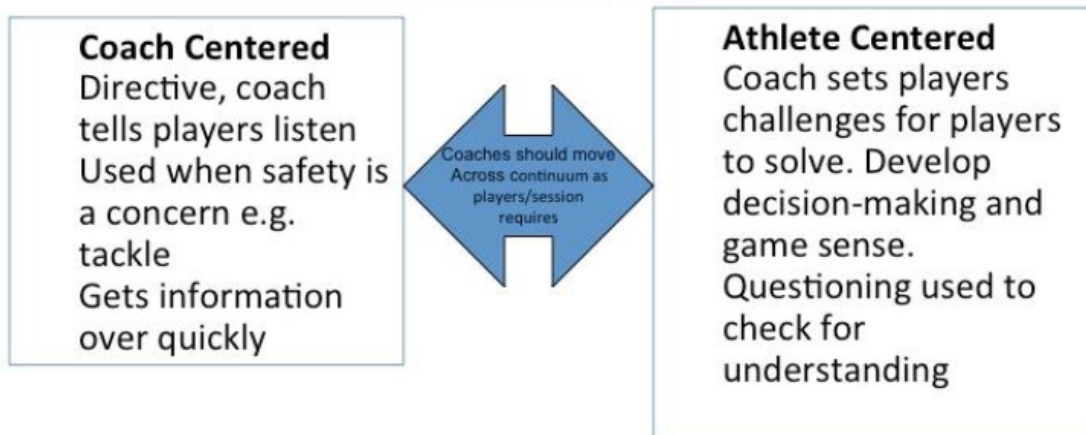
1. Arrive at least one hour before official game start time dressed appropriately.
2. Make sure to have at least three correctly filled out copies of the match roster.
3. Make sure to correctly fill out the Emergency Action Plan for the specific match location.
4. Before the game starts, check for:
  - a. Field hazards (i.e. rocks, holes, water, etc.)
  - b. Safe weather conditions
  - c. A properly lined field, sturdy goal posts which are padded, and crowd restraints are in place
5. Make sure the games starts on time

### *Athlete Centered Coaching*

USA Rugby and Rugby Oregon believe all coaches should use athlete centered coaching. Athlete Centered Coaching is a coaching philosophy underpinned by a set of values and coaching behaviors, where the primary goal of the coach is to help their athletes take responsibility of their sporting behaviors that create their results.

## Coaching Style Continuum

- Two extremes of the continuum:



### *Evaluation*

In order to improve, coaches and players are strongly encouraged to solicit feedback from other coaches, players, parents, and referees. This feedback should be given not only at an end of the year review, but throughout the season as well. The following evaluations are recommended: coach to coach, coach to player, player to player, and a self-evaluation.

For coaching evaluation forms see Appendix CC

For player evaluation form see Appendix DD

### **Referees**

Rugby Oregon is committed to promoting safety in all aspects of the Game of Rugby. In furtherance of that effort, Rugby Oregon is committed to providing certified and properly trained referees for all of our matches. Additionally, referees must maintain a current USA Rugby membership as a 'Referee'. Rugby Oregon recognizes that referees are a necessary and integral part of the Game and fully supports training, coaching and evaluation of referees to promote the safe enjoyment of the Game.

Rugby Oregon Referees follow USA Rugby's Game Management Guidelines. These guidelines enable players and referees to have a clearer approach to the game, to enable consistency in Law application throughout the country. They also reflect directives from the iRB, particularly in relation to the tackle/ruck, and players staying on their feet. The most recent version of these Guidelines can be found on the Laws page on the Rugby Oregon website.

All non first-year teams must have a certified referee affiliated with their team. This referee must be available for at least three matches during the regular season and should submit availability to Rugby Oregon by March 1, 2012. Two league points will be awarded for compliance. Rugby Oregon has two iRB certified referee trainers who host referee clinics every January to support the efforts of the league. Additional clinics are hosted on an as needed basis.

### *Code of Conduct*

High school referees are critical in maintaining a safe, fun, and positive rugby environment. Referees play an integral role in a player's rugby experience and therefore are required to read and uphold the Referee Code of Conduct. This code holds all referees accountable to themselves, the players, coaches, and parents both on and off the field.

See Appendix C for full Refereeing Code of Conduct

### *Referee Packing Checklist*



### *Game Day Procedure*

1. Arrive at least one hour before official game start time dressed appropriately.
2. The referee shall require that both teams enter all the appropriate information on the Match Report prior to the start of the game and only allow participation of those players and coaches whose names appear.
3. Verify there are appropriately trained medical personnel on site and make introductions.
4. The referee shall check and make certain that each player's equipment is in proper order and is not considered in his/her opinion to be dangerous to other players. This includes fingernail length, removal of piercings, no sharpened cleats or metal toe spikes.
5. The referee needs to verify each player has a mouth guard.
6. Before the game starts, the referee needs to check for:
  - a. Field hazards (i.e. rocks, holes, water, etc.)
  - b. Safe weather conditions
  - c. A properly lined field, sturdy goal posts which are padded, and crowd restraints are in place.

- d. Report any issues/non-compliances to the home team and to the league administration.
7. Make sure the games starts on time.
8. Upon completion of the game, the referee shall sign the Match Report and submit to league administration.
9. In the event of a yellow or red card, the referee shall e-mail the infraction, player's name, and the player's USA Rugby registration number to league administration within 48 hours.
10. In situations where a coach has been ejected, the referee shall include a supplementary report, detailing the circumstances leading to the coach's ejection from the game.
11. In situations where the referee has been subjected to verbal abuse from the sidelines, the referee should file a report detailing such incidents with the league administration.
12. The referee shall report the score to the league administration within 48 hours of game completion.

Touch Judges (TJ), whether certified or not, are considered an extension of the referee. The TJ will refrain from any actions contrary to being an impartial participant. The referee has the right to replace any TJ he/she feels is not acting in the best interest of the game.

### **All Star Teams – Rugby Oregon Red Hawks**

Rugby Oregon supports Girls and Boys High School All Star programs. Both programs have developed formal processes in an effort to create better structure, organization and a higher level of professionalism.

The mission of the Red Hawks programs is to identify and develop talent, both athletic and rugby. These programs provide opportunities for players to compete at a higher level, travel, gain exposure to national team selectors and bring knowledge and experience back to the teams they play on during the regular season.

### **Alcoholic Beverage and Regulated Substance Policies**

Rugby Oregon will recognize and adhere to USA Rugby guidelines and any and all applicable local laws and regulates.

1. It is the ultimate responsibility of the home team and local officials to ensure that their own regulations and laws are enforced.
2. Disciplinary action will be utilized to censure teams, event hosts, and others who fail to take the necessary action to enforce these regulations.
3. Rugby Oregon will enforce and adhere to all school or team imposed disciplinary actions resulting from an alcohol or drug related offense.
4. Web site policy: All Rugby Oregon member sites come under the Code of Conduct and Alcohol and Tobacco policy. Youth teams cannot have any reference in either words or pictures to alcohol or tobacco on their web site.

## **Resources and Capabilities**

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Rugby Oregon serves approximately 1,500 members in Oregon and SW Washington annually. The resources used to support our mission and goals include:

### **Staff**

Rugby Oregon employs an Executive Director to provide program support and day-to-day assistance to members, volunteers and contractors and a High Performance Rugby Director to develop participation, performance and high performance pathways within Rugby Oregon so that participants in the game can reach their aspirations and ultimately compete effectively with regional, age-equivalent teams of the top tier rugby nations.

### **Contract Staff**

Rugby Oregon contracts with individuals to educate and certify coaches. In addition, Rugby Oregon contracts with referees and certified athletic trainers who provide game management and medical services.

### **Volunteers**

Rugby Oregon has over 200 hundred volunteers who support our programs. Our organization has received recognition and accolades over the years for setting the standard from which other States should follow. None of our success would be possible without the tremendous dedication of our volunteer coaches, team parents and referee trainers. We are grateful for their tremendous support and thank them for their tireless dedication to the development of Youth and High School rugby in Oregon and SW Washington.

### **Website**

Rugby Oregon maintains a website, [www.rugbyoregon.com](http://www.rugbyoregon.com), that is utilized extensively by our membership throughout the year. The website contains resources for coaches, athletic trainers and referees, league schedules, standings and results, field locations and directions, field emergency plans, latest news, important dates, program offerings and other items of general interest. Before and during league play in the spring our website receives over 1500 hits per week.

### **Team Website**

Rugby Oregon will link to existing team websites. We also offer a one-page overview with a number of optional page categories i.e. team description/history, roster, practice details, schedules, etc. The options can be managed by an administrator using tools provided by Rugby Oregon's web developers. The cost is \$75/year.