



## GEOGRAPHICAL UNION

How to apply to become a geographic union (GU) and the process for approval.

### THE APPLICATION PROCESS

#### A. INITIAL APPLICATION

1. A Letter of application should be sent to the USA Rugby Club Director Jim Snyder - [jsnyder@usarugby.org](mailto:jsnyder@usarugby.org). The letter must be submitted with a completed **Application to Form a Geographic Union – Initial Application** and all required supporting documents. Information required on this form includes:
  - a. Name of Proposed GU - Consider something relevant and give thought to potential sponsorship.
  - b. Official contact name and information for the proposed GU.
  - c. Desired commencement date (cannot start mid-season).
  - d. Description of the geographic area (shaded map or text definition is acceptable).
    - i. Review if the formation of your GU is isolating a neighboring LAU or specific club, try and be 'inclusive.'
  - e. List of LAU(s) and/or state(s) that are combining into the proposed GU. Letters from the president(s) of any involved LAUs or TUs indicating agreement and good-standing status.
  - f. Current dues structure for LAU(s) and/or state, and projected dues structure for proposed GU.
  - g. Summary of member demographic data - number of members and clubs by competitive division and gender. These data can be obtained through USA Rugby. We also require a current year and two year projection. Consider colleges that may be leaving to form 'conferences', consider youth that may move to be a Level 3 or above SBRO. Complete the table on the GU Application.
  - h. Summary of the competitive levels and number of teams (by division) who qualified for a USA Rugby National Championship (last season) for the LAU(s) and/or state(s) combining to form the proposed GU.
2. The GU Committee will review each application and ensure the density and geographic region meets the GU requirements.
  - a. The GU committee will review if any area is being isolated by the formation of the GU.
3. Letter (e mail) will reply advising a provisional Yes/Revise/ Needs more information/ Reject decision regarding the initial application.

## **B. FINAL APPLICATION**

1. When the initial application is approved, the provisional GU will be required to submit the following:
  - a. GU Name
  - b. GU Organizational Chart; use GU template, explain any deviations/changes. If initial officers are known, provide names and contact information.
  - c. GU Bylaws; use GU template, explain any deviations/changes.
  - d. Provisional budget; use GU template, explain any deviations/changes.
  - e. Dues structure.
  - f. Proposed implementation schedule for paid employee. May initially be part-time, but need a defined timetable to transition to full-time.
  - g. Impact/effect on Referee Societies and what plans have been formulated. Your GU may cross the boundaries of more than one existing referee society. It is important to involve the referees in the process.
  - h. Plans for offering Competitions, locally and cross multiple GUs.

## **C. FINAL APPROVAL**

1. GU Committee will verify above meets the general requirements and make a recommendation to the Board to approve, or not approve. If approved:
  - a. The GU will become an entity upon incorporation and a fully functioning organization recognized by USA Rugby on August 1<sup>st</sup> before the start of the next competitive season.
  - b. The GU must convey to USA Rugby Membership Department their name and a list of member clubs no later than July 1<sup>st</sup> before the start of the next competitive season.
  - c. Not later than August 7<sup>th</sup> the GU must relay to USA Rugby Membership Department the GU fees that will be charged through the CIPP process and the amount to be withheld to cover employee costs (in line with 4.d. above).
2. Every 3 months through year 1, the GU shall provide a progress report to the GU Committee Chair.