ADMINISTRATION 1001
IN-PERSON PRESENTATION FOR ONLINE BETA ADMINISTRATION COURSE
IMPORTANT TERMINOLOGY
› Registration
  › Process of joining USA Rugby as player/ref/coach/admin
    › Can add additional roles; not restricted to single role
› Roles
  › Your type of membership
    › Exec Admin not same as Club Admin
› Compliance
  › Meet all necessary requirements to be ‘current’
› Sanctioned Event
  › Means to extending insurance coverage to tournaments/events

IMPORTANT TERMINOLOGY
- Liability Insurance
  - Insurance provided to compliant teams
  - Protection against property damage and bodily injury to third parties. Usually necessary to reserve field space.

- Accident Insurance
  - Insurance provided to compliant members participating in sanctioned activities
  - All participants must be compliant for insurance to be in effect

- Transfers
  - Apply only to player memberships; coach/ref/admin add roles

- Tours
  - International travel as a team or individual
  - International clearance must be received to tour

IMPORTANT TERMINOLOGY
INDIVIDUAL MEMBERSHIP REGISTRATION
Start at www.usarugby.org, in the top right hand side of the screen click on the red icon of a person and plus sign. (The button looks like the image at right). This will take you to the USA Rugby membership portal (webpoint).

- Enter your personal information and create a username, password, and security question that you will remember.
- Click “submit” when your information is complete and you will be taken to the membership selection part of your registration.
- Depending on what type of registration you are looking for, (options include: player, referee, coach, and administrator) choose your state from the appropriate drop down menu. Only select for the roles you want to register. Ex: only select player if you only intend to register as a player.
- Once your state is selected, find your club from the drop down menu to the right. Double check to make sure and select the correct club, mens vs. women etc.
- If you are only registering for one role, ignore the others and continue to the next step. IF you are registering for more than one role, follow the same drop down menu process as explained in steps 4 and 5.
- Once you have verified that you have the correct state and team chosen for your desired role(s), click the red “submit” button at the bottom.
- The next page is a release of liability, read through and select BOTH “I agree” boxes.
- Click the “continue” button.

The last part of the registration process is payment, please verify that all the information is correct, including personal info, and the role(s) you are registering for. Fill out the payment information accordingly, select “Join,” and welcome to USA Rugby!
RENEW/ADD A ROLE TO REGISTRATION

- Start at www.usarugby.org, in the top right hand side of the screen click on the red icon of a person and plus sign. (The button looks like the image at right). This will take you to the USA Rugby membership portal (webpoint).

- Hit the red "login" button, and enter in your user ID and password. (your user ID also be your membership number)

- This will take you to your membership profile. On the left of the screen, hit the button marked "renew membership"

- Please ensure that all personal membership information is correct, then hit the "submit" button.

- Select which role(s) you are renewing, or adding to your registration, and make sure that you have the correct club selected. When you are finished, select the "sign-up" button

- Follow the remaining prompts to ensure your registration, roles, and information is correct and up to date.

- Fill out the requested payment information as needed.
REGISTERING/RENEWING MULTIPLE PLAYERS
(CLUB ADMINS ONLY)

- Start at www.usarugby.org, in the top right hand side of the screen click on the red icon of a person and plus sign. (The button looks like the image at right). This will take you to the USA Rugby membership portal (webpoint).

- Login with your user ID and password

- On the left hand side of the screen you will see multiple menu options, find and choose the option that reads "add/renew members"

- Using the dropdown menu in the middle of the screen, select which member you would like to renew. **You cannot renew a player with a current membership, the membership must be lapsed before renewal** If you are adding a new member, fill out the information form.

- You will be able to add/renew players at one time, and pay in bulk later. To pay for members, select the option on the left side of the screen marked "pay for members" and follow the prompts to complete the process.
NEW CLUB PROCESS

- Membership -> Registration -> New Club Application
- Response by USA Rugby Membership Dept. in 2-3 business days
- New club applications go to applicable SROs/conferences/unions as notification
  - Process expedited if pre-approved
Team must have current, paid registration

- Fifteen players must appear for a 15-a-side team
- Nine players must appear for a 7-a-side team
- All players must have current and paid registrations and be registered to the proper team for the current registration period
- Team must have certified USA Rugby coach with current, paid registration affiliated to club
  - Contact clubs must have Level 200; non-contact must have L100
- Clubs and individuals must follow all applicable eligibility regulations, as well local governing body regulations and procedures
▲ Not applicable to senior/collegiate clubs
Frequently Asked Questions

- Can’t find club in dropdown
- Mistakenly registered for wrong role/club
- Charged more than expected for a role
- How to add multiple coaching roles
- Forgot login/password
- “Error – no region fee set up” and can’t register
  - Bulk upload issue (SROs only)
- Confusion between being Club admin and Exec/Admin
LIABILITY INSURANCE

- Covers accident and bodily injury to third parties and reduces liability for members
- Enables members to use facilities that require third-party coverage
- USA Rugby provides Certificates of Insurance (COIs) to compliant clubs
- USA Rugby can add ‘additional insured’
  - ‘Named insured’ is club itself; ‘additional insured’ is facility owner
- COIs: enter name of requesting entity (additional) in Certificate Holder box
- Club registration must be current; coach must be registered; minimum number of players must be registered
Accident insurance covers rugby-related accidents for registered members during sanctioned activities.

Members must be registered prior to injury occurring.

Intended to act as secondary coverage but can serve as primary coverage in absence of primary coverage.

- Deductibles can vary based on primary/secondary.

Necessary for COIs.

Not extended to pre-existing conditions, non-rugby related medical needs, or injuries from unsanctioned activities.

- Also not extended to travel, intoxication, or military involvement.
Have you played in a competitive/league match for your compliant club for the current season?

- If YES, you must go through the waiver request process before USA Rugby can process your transfer.
- Players who have played in qualifying matches must receive waiver approval from the appropriate eligibility committee before participating with their new club in competitive/league/qualifying matches

- All transfers must occur before April 1 for 15s; July 1 for 7s
- To transfer, login and select ‘change club affiliation’ and follow instructions
WAIVER REQUEST PROCESS

- Must use appropriate form (College or Club)
- Must include:
  - Brief summary of individual circumstances, why waiver is needed, and why waiver should be granted
  - Verification of no outstanding financial or disciplinary issues with previous club and local governing body
  - Documentation supporting cited reasons
    - Medical paperwork, military transfer, job acceptance letter, etc.
Must fill out International Club Tour Application at usarugby.org

All countries, travel dates, and match dates must be provided
  • If not final, include tentative

Each traveling player/member must be listed and current members of USA Rugby
  • Unregistered players either need to register or be removed from application

Short tours do not require paperwork to return to the USA
Must fill out World Rugby International Clearance Form

Must list new union and new club (if known)

Players need to enter days of rest from matches/training and date of their last match

Players do **not** need to obtain signatures from any local governing body that feeds into USA Rugby

Membership status will be listed as SUSPENDED while playing abroad

Players must fill out the World Rugby International Clearance Form to return to the USA
  - USA cannot lift SUSPENDED status until receiving incoming clearance

INDIVIDUAL OUTBOUND TOURING
Process is similar to Individual Outbound, except that USA Rugby must receive the form from an outside union.

Not all unions have the same exact form.
Sanction Requirements

- All participating clubs must be compliant prior to the event (meaning the club has registered for the current membership cycle, has an appropriately certified coach on the club roster, and has met the roster minimum for competition). If a club is not in compliance, USAR will help them through the compliance process, with situation-specific assistance.

Application Process

- events.usarugby.org -> ‘Event Sanctioning’ -> ‘Event sanction application’ (towards bottom of page) -> email form to sanctions@usarugby.org
**Tournament Status:** USA Rugby's sanction improves the public's perception of the event.

**A Sanctioned Event** tells athletes that an event is being run according to applicable competition rules and in accordance with safety guidelines and World Rugby Laws.

**Liability Insurance:** Most governmental entities including cities, counties, state highway departments, parks and community centers require general liability insurance for all events. You may apply for USA Rugby's sanction even if you do not require USA Rugby's Liability Coverage.

**Participant Accident Coverage:** Any registered member who is injured while participating in a sanctioned event, and is registered prior to injury, will be eligible for accident coverage.

**Event Promotion:** Sanctioned events will be posted on USA Rugby's website. Event directors are encouraged to upload match reports, results, and photos to their own event-specific webpage.

**BENEFITS TO SANCTIONING**
COACHING REQUIREMENTS

- All clubs must have an active coach
- Coaches become active by:
  - Registering as a coach with USA Rugby (to the proper club)
  - Passing a biennial background screening
  - Completing the ‘player protection package’
    - Concussion in Sports
    - Safe Sport
  - Completing a certification course
  - Annually maintaining an ‘active’ status
COACHING COURSES

Level 100 (World Rugby – Rugby Ready)

- rugbyready.worldrugby.org
- Completed exams emailed to education@usarugby.org

Level 200

- Online pre-course work and attendance at an in-person clinic
- Course structure blends “how to coach” theory with practical implementation of coaching Rugby
- Focuses on player welfare and teaching technical skills to play
- Teaching through games, development through progressions, and collaborative coaching

Higher level courses also available
HOSTING A COACHING COURSE

- Complete CLINIC HOST APPLICATION and contact USA Rugby Training and Education Department staff
  - education@usarugby.org
- Application requirements
  - Course location
  - Date(s)
  - Level
  - Start and end time(s)
  - Whether or not lunch is provided
  - Expected number of participants (minimum is typically 10)
- Handbooks are available for specific information related to clinics
- Needs include: balls, cones, AV equipment
All matches must have an active referee.

Referees become active by:

- Registering as a referee with USA Rugby (to the proper society)
- Passing a biennial background screening
- Completing the ‘player protection package’
  - Concussion in Sports
  - Safe Sport
- Completing World Rugby Laws exam
- Completing Rugby Ready exam
- Completing a certification course
- Annually maintaining an ‘active’ status
OFFICIATING 15s

- Level 1 Officiating – Introduction to Officiating
  - Must be members and have taken player protection package, World Rugby Law exam, and World Rugby Rugby Ready exam
- Level 2 Officiating – Developing Officiating Skills
  - To receive certification, must satisfy practical assessment and submit a 12-event officiating diary
- Level 3 Officiating – Analysis and Preparation
  - Invitation only; required for promotion to National Panel or National Focus Group

OFFICIATING 7s

- Level 1 and 2 Officiating Sevens

REFEREE COURSES
Level 1 and 2 courses available for the purpose of coaching match officials
Senior clubs must belong to a local governing body.

Local governing bodies support clubs through local governance and are support structures in maintaining adherence to national policies, procedures, and best practices.

Competitive clubs compete through sanctioned leagues and belong to Competitive Regions.

All clubs expected to follow compliance rules, participate in sanctioned activities, and be involved with their local governing body (attend AGMs, vote in elections, etc.).
Senior Club Competitions

- Competitions organized by National Competitions Committee (NCC)
- NCC composed of 8 regional chairs, a committee chairperson, an extra women's-specific representative, and a USA Rugby ex officio
- 8 regional chairs oversee competitive region (CR) committees
- CR committees made up of elected representatives and hold meetings on a (at least) quarter-year basis
- CR committees elect chair to sit on NCC
- CR committees develop or ratify competition structures in their region
National competition structure includes minimum rules and regulations.

All teams must follow USA Rugby Eligibility Regulations.

All teams must meet division-specific minimum match requirements prior to the USA Rugby National Playoffs:

- Men’s D1: 12 matches
- Men’s D2/D3: 10 matches
- Women’s D1/2: 6 matches

All teams in sanctioned competitions must use the USA Rugby Competition Management System.
Located at usarugbystats.com, the USA Rugby Competition Management System (CMS) is the required tool for entering rosters, scores, substitutions, and cards for all league/qualifying/playoff matches. Clubs annually receive login/password from their local representatives. Clubs able to manage player profiles, club information (website, practice ground, etc.), printable rosters, and statistics. Tool will be linked to forthcoming usaclubrugby.org. Only registered members appear in the system. Teams required use within 1-120 hours of match completion (varies).
### San Diego Surfers Roster

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MATCHDAY PROCEDURES

- Contact opposition/referee by required local timelines (usually at least 3 days prior to competition) with final location/time details
- Both clubs should have 3 copies of their roster
  - 1 for each team and 1 for the match official
- Clubs should be prepared with their ‘binder’ in the event of an eligibility challenge
- Match protests must occur before kickoff (in most instances)
- Technical zones must be used during matches; scoreboards are highly encouraged
- Match data must be entered into USA Rugby CMS before/after match completion, according to local rules
Must compete in sanctioned competitions and use CMS
National playoffs defined as beginning at National Quarter-Finals or any required inter-CR playoff (*not* intra-CR playoffs)
Elite club guest players may not participate in playoffs
Teams may not field more than 5 non-residents at a time
Teams may not field more than 3 collegiate guest players at a time
Clubs & players must be registered by April 1 or before playing a match
‘50% rule’ and other guidelines help manage player movement and individual eligibility
Players must meet minimum match requirements
Clubs must follow all transfer rules and other regulations

SENIOR CLUB ELIGIBILITY (15S)