

Contents

Introduction	4
Spirit of the Game	5
Rugby Oregon Development Plan	6
Mission Statement	6
Objectives	6
Goals	6
Team Development Plan	6
Introducing Rugby in P.E. Classes	7
Partnering with Community Organizations	7
Transitioning Participants to Rugby Players	7
Being a Rugby Oregon Coach	8
Recruitment vs. Retention	8
Recruitment	8
Retention	9
Parent Orientation Meeting	10
Sample Parent Association Structure	13
Difficult Parents	14
Player Participation Fees	15
Fundraising	16
Sponsorship	16
Codes of Conduct	17
Coach Responsibilities	17
Player	18
Referee	18
Parent	19
	1

Developing Practice Plans	19
Medical and Safety	20
Player Protection	20
Player Requirements	20
Coach Education and Requirements	21
Match Day Procedure	23
Injury Prevention	23
Medical Kit	24
Medical Documents	24
Certified Athletic Trainers	24
Lightning Concerns	25
Emergency Plan	25
Graduated Return to Play Procedures (GRTP)	25
Insurance Requirements	26
High School League Information and Rules	27
Season Overview	27
Eligibility	27
Team Eligibility	27
Player Eligibility	27
Home School Student Eligibility	28
Recruiting Boundaries	28
Field Size and Regulations	28
Online Registration	29
Registration Deadline and Schedule	29
Team Binder	29
Laws of the Game	30
Match Duration	30
Match Check-In	30
Scoring and Match Reporting	31
Substitutions	31
Mercy Rule	31
Forfeit	31
No Shows	31
Make-up Games	32

After-Match Social	32
Championship Seeding	32
Overtime Policy For Championship Matches	32
Uniform Guidelines	33
Disciplinary Procedure	34
Corrective Action Requestform (CAR)	34
Referees	35
All Star Teams – Rugby Oregon Red Hawks	37
Alcoholic Beverage and Regulated Substance Policies	37
Resources and Capabilities	38
Staff	38
Contract Staff	38
Volunteers	38
Website	38
Team Website	38

Introduction

Welcome to the Rugby Oregon 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 Rugby Organization (SRO) 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
President/CEO
Rugby Oregon

Spirit of the Game

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

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
- Develop and support local area-based youth programs
- Promote the adoption of the Positive Coaching Alliance's guidelines
- Maintain bylaws and competition rules that support our goals

Team Development Plan

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 Rugby in P.E. Classes

An easy and effective way to develop a youth program is by teaching 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 Rugby in P.E. classes:

1. Download and review the free online resources and curriculum from www.rookierugby.com. This site provides lesson plans, 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 Rugby demonstration. Contact Rugby Oregon for more information on scheduling and facilitating sessions.
3. Introduce students, teachers, and administrators to Rugby
Incorporate the various games and curriculum into the school's format and record your session at 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 continually looking for ways to keep children learning, engaged, and having fun. They are excellent resources to work with and appreciate the introduction of new ideas for programming.

To develop a relationship with a community organization, reach out to the Youth Program Coordinator and/or Sports Coordinator. Explain the benefits of 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.

Being a Rugby Oregon Coach

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 challenging, 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 unprepared 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 formulas, but there are approaches anyone can take that will increase the number of players on their team.

Recruitment

A great 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 continues to face 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 a new sport to many in our country and first impressions do matter - we always want to present what's best about our sport and community.

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, click My Rugby > Youth and High School > Resources.

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.

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 daughter's 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:
 - o Summary or outline of the meeting
 - o Schedule of practice and games
 - o Team roster
 - o 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 should be present at all games and practices.
 - c. Cover medical guidelines
 - o Discuss Concussion Information and Emergency Plans
 - d. Medical insurance/Accident insurance/3rd 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

<i>HS Team Officers</i>	<i>Grade of Child</i>	<i>First name</i>	<i>Last Name</i>
Commissioner	Any		
Youth Commissioner	8		
Treasurer	11		
Secretary/Recorder	10		
Boys' Team Mom	12		
Senior coordinator	12		
Junior coordinator	11		
Sophomore coordinator	10		
Freshman coordinator	9		
Girls' Team Mom	12		
Senior Coordinator	12		
Junior coordinator	11		
Sophomore coordinator	10		
Freshman coordinator	9		

All Teams Laundry	Any		
Culture Keeper	12		
Assistant Culture Keeper	<12		
Spirit Wear Manager	Any		
Assistant Mgr.	10		
Youth Spirit Wear	7		
Fund Raising Manager	12		
Helper	10		
Transportation Manager	12		
Lodging Manager for overnights	12		
School Locker Signs Manager	11		
Locker Assistant	12		
Locker Assistant - boys	10		
Locker Assistant - girls	10		
Concessions Manager	12		
Concession Advisor	12		
Asst Concessions Mgr. - Boys	Any		
Asst Concessions Mgr. - Girls	Any		
Asst Concessions Mgr. - Youth	8		
Tournament Captain	Any		
Helper	11		
Publicity Manager	Any		
Team Photos Coordinator	10		
Website manager	Any		
Girls' Team Editor	12		
Boys' Team Editor	12		
Youth Team Editor	7		
Field Manager	Any		
Parent Alumni director	Any		
End of Season event coordinator	Any		
Awards	12		
Girls Team Captains / representative	coaches decide		
Boys Team Captains / representative	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

Participation fees include; USA Rugby Membership (3rd 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, team scholarship. 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. However, there are a number of variables that will impact actual cost per player i.e. number of matches, medical kit supplies needed, athletic trainer fees for actual time worked, number and cost of coaching courses, reimbursement requests for after-match socials, field rental fees, etc.

Teams may elect to set participation fees higher than the minimum.

Note: Shorts and Socks are not included in team fees, players may purchase them during registration.

Scholarships

Partial scholarships for team fees are available. Interested players should apply using the form available during registration.

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. Payments 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 Rugby Clinic for the community
- Partner with a local business to share profits (i.e. Chipotle, Pizza Schmizza)

Contact Rugby Oregon for sample Rugby Clinic fliers.

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
- Rugbyballs - \$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 on the Code of Conduct Page under Forms and Policies on the Rugby Oregon website.

Coach Responsibilities

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.

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:

Coach Centered

Directive, coach tells players listen
Used when safety is a concern e.g. tackle
Gets information over quickly



Athlete Centered

Coach sets players challenges for players to solve. Develop decision-making and game sense.
Questioning used to check for understanding

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.

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 read and signed by the player during the registration process.

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.

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.

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:

- Player Protection
- Coach Education and Requirements
- Injury Prevention
- Emergency Action Plan Development
- Graduated 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.

Player Protection

Rugby Oregon coaches are required to register with USA Rugby annually. The registration cycle begins on September 1. USA Rugby conducts background checks for Rugby Oregon coaches and requires completion of the USOC SafeSport online course. Rugby Oregon “recognizes that athletes will perform better, soar higher, and get more from sport if they feel safe”. SafeSport seeks to create a healthy, supportive environment for all participants. Through education, resources, and training, SafeSport helps members of the sport community recognize, reduce, and respond to misconduct in sport -- specifically bullying, hazing, harassment including emotional, physical and sexual.

Player Requirements

- Players are required to participate in at least four tackling practices, supervised by a USA Rugby Level 200 certified coach before participating in their first game. Coaches must

document when players attended these practices. The focus on this instruction is to teach safe tackling techniques and how to be tackled safely. All players must wear mouthguards during contact practices and games.

- Players are required to participate in two live scrum sessions, supervised by a USA Rugby Level 200 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, scrum caps and shoulder pads, while optional, must meet the approval of World Rugby.
- Every athlete must register with USA Rugby. Membership provides athletes 3rd party liability coverage and, as of August 2011, accident insurance. Registration with USA Rugby is handled centrally by Rugby Oregon through registration.

Coach Education and Requirements

Max's Law (OAR 581-022-0421) requires that "All coaches 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."

A Rugby Oregon high school head coach must complete the following online educational requirements offered through the National Federation of High Schools – www.nfhslearn.com

- Concussion in Sports – required annually – FREE course_
<http://nfhslearn.com/courses/61064/concussion-in-sports>
- Fundamentals of Coaching – one time requirement - \$50_
<http://nfhslearn.com/courses/61026/fundamentals-of-coaching>
- First Aid, Health, and Safety – required every three years - \$45_
<http://nfhslearn.com/courses/26/first-aid-health-and-safety>
- Heat Illness Prevention – every four years – FREE Course_
<http://nfhslearn.com/courses/34000/heat-illness-prevention>
- Appearance of Performance Enhancing Drugs and Substances - required once every four years – FREE course
<https://nfhslearn.com/courses/61121/appearance-and-performance-enhancing-drugs-and-substances>
- Sudden Cardiac Arrest - Every Three Years - FREE Course_
<http://nfhslearn.com/courses/61032/sudden-cardiac-arrest>

A Rugby Oregon high school assistant coach must complete the following online educational requirements offered through the National Federation of High Schools –

www.nfhslearn.com

- Concussion in Sports – required annually – FREE course_
<http://nfhslearn.com/courses/61064/concussion-in-sports>
- First Aid, Health, and Safety – required every three years - \$45.
<http://nfhslearn.com/courses/26/first-aid-health-and-safety>
- Heat Illness Prevention – every four years – FREE Course_
<http://nfhslearn.com/courses/34000/heat-illness-prevention>
- Appearance of Performance Enhancing Drugs and Substances ODE Steroid Training and Assessment - required once every four years – FREE course_
<https://nfhslearn.com/courses/61121/appearance-and-performance-enhancing-drugs-and-substances>
- WASHINGTON COACHES - Required by state law to take Sudden Cardiac Arrest - Every Three Years - FREE Course
<http://nfhslearn.com/courses/61032/sudden-cardiac-arrest>

Rugby Oregon coaches must register with USA Rugby at www.usarugby.org. Registration includes a background and the USOC SafeSport online course. If already registered as a player, coaches must register as a coach associated with the correct team.

ALL Rugby Oregon contact coaches must pass the Level 200 course, or higher. The Level 200 course provides the tools and knowledge needed to safely and effectively teach the skill sets appropriate for players newly involved in the contact version of the game. The Level 200 course consists of online prerequisites coupled with a one-day certification course. These courses cover topics such as the coaching process, rules and terminology of the game, progression teaching and player safety.

Additional Coach Requirements:

- A certified coach is required at every match and practice.
- Coaches are required to ensure compliance with mandatory minimum 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 electronically signed consent forms giving authorization to Rugby Oregon to obtain medical treatment for a minor.
- Coaches are required to have access to 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 information visit <http://usarugby.org/coach-reqs/background-check>

Coaches should also be sure these policies are enforced:

- Matches are officiated by USA Rugby certified referees.
- A Certified Athletic Trainer (AT) attends tournaments and league 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).
- Coaches and Referees inspect 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.

Match Day Procedure

1. Arrive at least one hour before official game start time dressed appropriately.
2. Make sure to have at least three printed copies of the match roster, printed no earlier than Wednesday before the upcoming match.
3. Make sure to have 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

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.

Contact Rugby Oregon for a complete list of medical kit items or see http://assets.ngin.com/attachments/document/0085/4013/2016_Medical_Kit_Request_Form_Sheet1.pdf

Medical Documents

- Preparticipation Physical Evaluation
- Concussion Information Sheet for Parent/Family
- Master Roster from Rocky Mountain Register
- Emergency Plan

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-third 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

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 in this manual.

For Rugby Oregon's Lightning Policy go to the Game Day link under Forms and Policies on the the Rugby Oregon website.

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.

Contact Rugby Oregon for a sample Emergency Plan or see plans for our fields here:
<http://www.rugbyoregon.com/page/show/1165270-emergency-plans>

Cell Phone

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

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 World Rugby Concussion and Rugby Oregon Return to Play Protocol visit the the Rugby Oregon website at the Concussion Management link under Forms and Policies.

Insurance Requirements

All registered members of USA Rugby, including athletes, coaches, officials, referees, executive administrators are covered by USA Rugby Insurance.

WHAT IS COVERED?

Accidental injury that occurs at USA Rugby sanctioned activities while a registered member.

WHAT ARE THE BENEFITS?

Excess Accident Medical Expense: \$10,000

Deductible, with Primary Insurance: \$1,000*

Deductible, without Primary Insurance: \$5,000

Catastrophic Accident Medical Expense: Not Covered

* The \$1,000 deductible provided for those members who have primary insurance coverage can be met by payments made by the member as deductibles or co-payments under the member's medical insurance.

If an accidental injury results in the need for medical care within 30 days of the accident, coverage will pay the reasonable and customary medical charges of medically necessary medical services up to the maximum amount. Medical expenses must be incurred within 52 weeks of the date of accident for coverage to apply.

Accidental Death & Dismemberment: \$ 10,000 (See USA Rugby website for full details)

For more information about what is or is not covered or to file a claim go to <https://www.usarugby.org/insurance/> Click on the Summary of Coverage, FAQ or Claims links under Accident Insurance. Follow the detailed instructions on how to file the incident report and claims with the insurance company. Please email insurance@usarugby.org if you have any questions.

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 go to www.usarugby.org and click the "Insurance" tab on the left hand side of the screen and then click on the "Liability Insurance" link.

High School League Information and Rules

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 USA Rugby Active and 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.

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 5th year students.

- Player must have played for the team in at least four (4) qualifying matches or second side match associated with a qualifying match during the spring competitive season at least a week apart from each other prior to participating in a Rugby Oregon State Championship Event. For the purpose 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 a high school team, college team, or senior team competitions, while those players' high school qualifying match season is in progress. Failure to comply will result in automatic withdrawal from the Rugby Oregon State Tournament.

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 (23rd percentile). NOTE: The test is NOT required of students prior to entering the 9th 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.
- Students attending private, charter or alternative schools, and the school does not offer rugby, may represent the school of Joint Residence of the student and the student's parents.
- 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 the case of extreme hardship and only after written request is received and approved by the Competitions Committee.

Field and Regulations

See the Technical Zones Field Diagram

(http://assets.ngin.com/attachments/document/0052/6505/Oregon_Technical_Zones_Diagram_rugby_field_-3.pdf) and Game Day Protocol

(http://assets.ngin.com/attachments/document/0052/3870/gamedaypro_rev11913_.pdf) for details.

A field approximately 100 meters long and 70 meters 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 the same sideline on separate halves of the field, restricted to movement between their 22m and 10m line.
- 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.

Online Registration

All players register through the 'Register' link at www.rugbyoregon.com. Registration is not complete until payment is made and all paperwork is electronically signed.

Online forms include:

- 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.
- U15 Consent form electronically signed by parent and coach.

All documents must be properly signed and submitted online and accessible 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 the stated deadline for inclusion on the spring schedule and 7 players registered by the stated deadline for inclusion on the summer and fall schedules. The schedule will be posted a week after the deadline.

Team Binder

Team binders must contain the following documents prior to the first practice:

- Current Player Roster. Only players listed on this report are eligible for full participation in practice.
- Master Player Report. Contains all relevant contact and medical information.
- Copy of a current and valid High School Identification Card
- 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 World Rugby Laws of the Game. Referees should use the corresponding U19 Law Variations when applicable.

To view U19 Law Variations visit <http://laws.worldrugby.org/?variation=1>

To view the full iRB Laws and Regulations visit <http://laws.worldrugby.org/>

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.

Match Check-In

Each player will upload his/her current student ID to Rugby Oregon before the first game of the season. Upload links are located within the player registration process and also on the Rugby Oregon website. This will make players on your roster eligible.

Each coach is required to provide a match roster to the referee and athletic trainer prior to the match. Match rosters are accessed through the Coach Login link of the Rugby Oregon Website. Printed rosters should be dated no earlier than the Wednesday before the game.

Referees will check-in players who are listed on the team roster. All other players are ineligible for play. The referee will line up the players on the roster shoulder to shoulder and facing the referee. The referee will call out a player's name and the player will show their mouthguard and

form a new line shoulder to shoulder behind the referee. A mouthguard must be shown to play. After checking eligibility the referee will perform a boot check and player talk with the team.

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. In the event of a dispute, the referee will determine the final score.

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.

Substitutions are made only when the ball is dead and only with the permission of the referee. The team with possession of the ball can initiate a substitution and the defensive team may also make a substitution at that time. The defensive team may not initiate a substitution on its own. In the event of an injured player, the opposing team may substitute a player with the permission of the referee.

If a team nominates 22 players, it must have at least six players who can play in the front row so that there is a replacement cover for the loose-head prop, hooker and tight-head prop.

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. If a coach anticipates a significantly lopsided match, not in their favor, he/she should communicate with the opposing coach ahead of the match so opposing coach can make adjustments accordingly.

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 requires teams to give at least 72 hours advance notice of a forfeit. In the event the forfeiting team is the home team, the travelling team has the option not to travel and will not be penalized for not travelling.

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 3rd 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, profanity, or negative rugby slogans/phrases. 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 World Rugby Specifications set out in Regulation 12 (for details see the Protective Equipment and Clothing Guidelines - http://assets.ngin.com/attachments/document/0094/6348/Protective_Equipment_and_Clothing_Guidelines_for_Rugby-2-2.pdf). Molded rubber, multi-studded soles are acceptable provided they have no sharp edges or ridges.
- 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 details see the Protective Equipment and Clothing Guidelines - http://assets.ngin.com/attachments/document/0094/6348/Protective_Equipment_and_Clothing_Guidelines_for_Rugby-2-2.pdf and <http://laws.worldrugby.org/>

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 <http://laws.worldrugby.org/> 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 on the Discipline page under Forms and Policies on the Rugby Oregon website.

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, President, a Board Representative, a Referee delegate and a League Commissioner. The Disciplinary Committee will refer to the USA Rugby 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 can be found on the Discipline page under Forms and Policies.

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 World Rugby, 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 Game Management page under Forms and Policies on the 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 spring season and should submit availability to Rugby Oregon before the season. Two league points will be awarded for compliance. Rugby Oregon has two World Rugby certified referee trainers who host referee clinics every year to support the efforts of the league. Additional clinics are hosted as needed.

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 the Rugby Oregon Forms page for full Refereeing Code of Conduct

Referee Packing Checklist



Game Day Procedure

- Arrive at least 30 - 60 minutes before official game start time dressed appropriately.
- The referee shall require that both teams enter all the appropriate information on the roster / Match Report prior to the start of the game and only allow participation of those players and coaches whose names appear. Players listed as ineligible on the roster cannot participate.
- Verify there are appropriately trained medical personnel on site and make introductions.
- 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 sharp cleats or metal toe spikes.
- The referee needs to verify each player has a mouth guard during check-in.
- Before the game starts, the referee needs to check for:
 - Field hazards (i.e. rocks, holes, water, etc.)

- Safe weather conditions
- A properly lined field, sturdy goal posts which are padded, and crowd restraints are in place.
- Report any issues/non-compliances to the home team and to the league administration.
- Make sure the games starts on time.
- Upon completion of the game, the referee shall submit the online Match Report within 48 hours with the score, detail of match play and INCLUDE:
 - any yellow or red card infraction with player's name and ID# from the roster.
 - if a coach was ejected the referee shall detail the circumstances leading to the coach's ejection from the game
 - if the referee was subjected to verbal abuse from the sidelines the referee should detail such incidents
 - Referees should be dressed in appropriate, easily identifiable attire.

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 High School and 7th/8th grade 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 a player's physical athletic ability and their rugby skill level. 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. Online Presence: All Rugby Oregon member sites come under the Code of Conduct and Alcohol, and Tobacco policy as well as all controlled substances. Youth teams cannot have any reference in either words or pictures to alcohol, tobacco or controlled substances on their website.

Resources and Capabilities.

Rugby Oregon serves approximately 1,800 members in Oregon and SW Washington annually. The resources used to support our mission and goals include:

Staff

Rugby Oregon employs a President/CEO who oversees all programs and is responsible for the direction and vision of the organization, as well as providing assistance to members, volunteers and contractors. Rugby Oregon also employs an Operations Manager to develop structures and procedures in support of our volunteer base and the organization as a whole. participation, performance and high performance.

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, 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.