



Rugby NorCal Quarterly Board Meeting (BOD) Meeting Agenda #23

Date: February 24, 2016

Time: 7:00 PM – 8:30 PM

Location: Teleconference

Feb 24th BOD Programming:

President's Report:

We are going to make Rugby great again, it's going to be HUGE!!!!

- National Development Summit in SF was the best ever!
- USA looks great in America's Cup!
- Expect to see a Rugby Channel in months to come (USA RIM)
- PRO Rugby is only 8 weeks away!!
- RNC Premier League is off to good start
- Our challenges again are in scheduling, growth of youth and middle school, which forces us to look at alternatives for next year (good thing). Ex. Open League and Light League at Middle School

Executive Director Report:

- **Competitions:** Struggles and Communication between teams. This season, we have seen a vast number of matches canceled due to lack of players. As you see below in the "Schedule Change Procedures" we ask you to respect your opponents and give them adequate notice if you think your game may be canceled due to lack of numbers. Staying in communication with all coaches will help alleviate headaches for all teams and referees. The sooner we know of a game change or cancellation, the sooner we can find a replacement game and notify the referees of the change.
- **Tournaments:** Locations and Logistics
 - U8 - Saturday, March 5 – Wilder Ranch Complex, Orinda, CA
 - U10 - Saturday, March 12 – Wilder Ranch Complex, Orinda, CA
 - U12 - Saturday, March 19 – Wilder Ranch Complex, Orinda, CA
 - Middle School - Saturday, March 26 – Hall Park, Dixon, CA
- **Budget:** Attached is an updated budget spreadsheet with some adjustments to the previous budget due to decreased membership for 2016.
- **Referee and Coach Responsibilities for Game Day:**
 - **Referees:** Prior to game day, contact the coaches of both teams of your assigned game so all coaches and referees are on the same page. This is when you can exchange contact information in case of traffic or extenuating circumstances, contact information for coaches and referees can be found on the Rugby NorCal website. Fill out all fields in the match report, including all of the yes/no questions. It may seem obvious if a

game is forfeit or not, but it is extremely helpful for the office as a game may still be played and a score reported even if the game is forfeit. Checking for rosters, technical zones, barriers, game film, should all be completed pre-game, and give yourself enough time before the start of the game to make sure all of the USAR/RNC policies are in place. When filling out the match report, fill out how many tries, and if there is any disciplinary, fill out the full name of the player (first and last) as well as circle whether it was a red/yellow and home/away team. If you do not know this information during the game, please meet with the coaches post-game to make sure you have the correct name. There should be no excuse for not providing this information, especially since the match report must be signed by both coaches post-game.

- **Coaches:** No less than one week prior to your match, make sure all date/time/location information is entered into the CMS. If no information is entered, your match will not be assigned a referee by RNC. On or before game day, roster your players and print your full rosters and headshot sheets for each game (if you do not know how to do this, contact Marti). Give rosters to opposing coaches and referee to verify eligible players. Meet with referee and coaches pre and post-game to make sure all information is correct on the match report, and solve and discrepancies. Home teams must print a match report for the referee, which must be turned in to Marti by either the referee or head coach of the home team immediately after the end of the game. If coaches and/or referees fail to turn in a match report for their home games, the game scores will not be official in the CMS system, and referees will not be paid game fees.
- **Schedule Change Procedures:** Please keep open communication with opposing teams leading up to your assigned match. If you will not be able to field a team or decide to cancel a game, you must notify your opposing team as early as possible, and not wait until last minute to cancel or reschedule a game. RNC Policies and Procedures Section 12: Schedule Policy, explains all of the repercussions of not abiding by this policy, in detail. If a game is canceled, and you are notifying Rugby NorCal, please copy both team's coaches so that all parties are in the know.
- **CMS Survey:** Last week, a survey was sent out to all members asking for feedback on our AdeptSoft CMS program. Please take a few minutes to thoroughly complete this survey. You may get together as a club and submit one survey as a whole, or you may submit multiple surveys from whoever in your club uses the CMS. This survey is to help RNC better serve our members and offer the best quality product.
- **USA Rugby Updates:** As a heads-up for future seasons, USAR has created a new nationwide policy (effective this season), abolishing any fends to an opponents' head/face/neck in both HS and Youth rugby. As we are in the middle of all of our seasons, we will not be implementing this policy for the 2016 15s season. We will revisit this policy for the 7s tournaments.

VP Competitions Report – Jon Straka, VP – Competitions:

The Premier Division has been remarkable so far. The change of divisions for 2016 has been working out well.

VP Operations Report – Karen Chance. VP – Operations:

The Girls' Premier teams are extremely competitive and boding well in their first Premier season. BOD is fitting in well and it is great to see their development and level of play. The first ever RNC Girls Middle School game took place at the Girls KOT in January and the division has been growing ever since. Most teams play with 7 or 10 a side, but having a single gender middle school division is ideal for the growth and development of young girls and boys, preparing them for the next level of the game.

JY Report – Bob McCarty. VP – Junior Youth:

Youth games have been improving season after season. We will need to revisit size and weight limits for the 2017 season as there have been many injuries due to not having a weight ceiling for youth divisions.

Disciplinary Committee Report – Matt Eason. VP – Discipline:

Girls Committee Report:

RNC Referee Committee Report:

Introduction: We completed the Level 1 Referee Training courses for this year, and conducted several referee coaching events early this year. The Referee Agreement and Code of Conduct forms have been revised. Next year, our referees will have Green Cards to promote the spirit of the Game.

- 1. Referee Training:** At the October Level 1 training in Danville, nearly 40 students took the course, including about 20 late registrants who did not complete the course. In Fresno, 16 students took the course. In Larkspur, 21 students took the course. The next courses took place in Chico Dec 5 (14 students), Sacramento on Dec 6 (15 students), and San Jose on Jan 17 (9 students).
- 2. Referee Coaching:** We provided new referee coaching at the January 29 Referee Development Program at Sac State (20 students), the Girls Kickoff Tournament on Jan 16, and the Boys Kickoff Tournament on Jan 30-31. Ray Schwartz gathered referees and referee coaches for each of these events, culminating with 50 referees and 12 referee coaches on Jan 30-31.
- 3. Referee Agreement:** To obtain Match Fees, referees need to sign the revised 2016 Referee Agreement, which is available online (Rugbynorcal.org, Resources tab, For Referees, General Info)
- 4. 2016 Code of Conduct and Zero Tolerance Policy:** This online document, which needs to be signed by the president of each club and reviewed by all referees, outlines the revised requirements, which include a formal roster check for player photos, and technical zones for coaches on the side of the pitch.
- 5. Green Cards:** USA Rugby is initiating an opportunity for referees to recognize positive actions by players, coaches and spectators by issuing a Green Card.

6. Referee Assignments: **If match times and dates are entered in the CMS in advance, referees will be assigned by Marti Blum in the Bay and Sac Valley areas, Dan Wilson in the Central area, Joe Leisek in Redwood, and Pete Smith for Premier A and some Division 1 matches.**

Other Items on the Table:

Lisa Meline (CKM): Each team is to set up HOME matches with their assigned opponent based on the competition schedule. By agreement between the teams scheduled for each match, the date/times may be rescheduled. If the VISITING team cannot commit to the scheduled date/time (by RNC), what is the HOME team's recourse? How long is the HOME team required to wait for a commitment to the match before the VISITING team is required to take a forfeit, freeing up the HOME team to find another team to fill their team's match schedule?

Adjourn!

Additional Handouts/Attachments: 2016 RNC Budget, YTD Balance Sheet, YTD P&L



Rugby NorCal Quarterly Board Meeting (BOD) Meeting Agenda #22

Date: December 2, 2016

Time: 7:00 PM – 8:20 PM

Location: Teleconference

The attachments show the attendees, clubs and organization title information.

1. Mark Carney (Executive Director) called the meeting to order shortly after 7:00 PM, and there was a problem with the call-in code #. The meeting followed the agenda.
2. Minutes of Aug 13th BOD meeting - Carney asked for discussion of the minutes of the Aug 13th BOD meeting. 1st Matt Eason, 2nd Steve Fenaroli. There were no objections and they approved the minutes from the previous meeting.
3. Executive Director Report - Mark Carney presented the Executive Director Report, which discussed the topics below. Motion to approve: 1st Mitch Jagoe, 2nd Jason Divine. The group unanimously approved the Executive Director Report.
 - 3.1. Carney reviewed the Game Management Guidelines required by USA Rugby.
 - 3.1.1. Medical personnel required for each match.
 - 3.1.2. Technical Zones required.
 - 3.1.3. Roster Verification required – Referee will perform final verification.
 - 3.1.4. Players registered at least 2 days before a match.
 - 3.1.5. Changed appearance – Club responsibility to update photos if they do not represent the player appearance.
 - 3.1.6. Picture verification – grace period until game 3.
 - 3.2. Carney
4. Benson asked whether motions had been made to approve the Minutes and the Executive Directors report. Carney asked for these approvals. 1st Steven Fenaroli, 2nd Bob Stephen. There was a write in roll call and there were no objections.
5. Committee Reports
 - 5.1. Mark Carney summarized the Committee Reports with various Committee Chairs giving Summary Reports.
 - 5.2. Discipline Committee – Mark Carney gave the report for Matt Eason. Motion to approve: 1st Bob McCarty, 2nd Glenn Worden. The group unanimously approved the Discipline Report.
 - 5.3. Competition Committee – Jon Straka gave the report. He noted many teams dropped out after initially being a part of the schedule. Jon discussed a proposal to improve the scheduling for 2016. Motion to approve: 1st Ned Schroeder, 2nd Mike Leksan. The group unanimously approved the Competition Report.
 - 5.4. Referee Report– Dave Williamson gave the report. He noted the schedule for referee training. Dave also discussed green cards that will be given by referees

that support rugby values. Motion to approve: 1st Michael Terrell, 2nd Mitch Jagoe. The group unanimously approved the Referee Report.

5.5. Budget Report– Richard gave the report. He noted the key items on the budget. Mark Carney noted that the balance sheet was lower than last year, mainly because the youth registered early last season, and they didn't register as early this year. Motion to approve: 1st Bob McCarty, 2nd Paul Kessler. The BOD unanimously approved the Report.

6. The motion to adjourn was made at 8:20 pm. Motion by Robert Benson, 2nd Paul Kessler. Motion carried unanimously.



Rugby NorCal BOD Sign-In Sheet, December 2nd, 2015

Name	Club	Number of Divisions/Gender Played in Last Year	Phone #	Email Address
Mark Carney	Rugby NorCal			
Marti Blum	Rugby NorCal			
Michael Terrell	Referee			
Sara Williams	EWLCP			
Rachelle Williams	EWLCP			
Paul Kessler	Sierra Foothills			
Bill Allison	JFK			
Chris Gaither	Renegade			
Venus Tausinga	Sac PAL			
David Tausinga	Sac PAL			
Kevin Barth	Oaks			
Norman Krebill	EGURFC			
Matt Eason	Land Park			
Steven Fenaroli	Referee			
Brianna Tausinga	Sac Pal			
Bob McCarty	Silicon Valley			
Mitch Jagoe	Chico Oaks			
J Divine	Granite Bay			
Chris Allard				
Kate Foreman	RCHS			
Mark Carrington	Marin Highlanders			
Mike Smith	Silicon Valley			
Bob Stephen	Danville Lady Oaks			
Karen Chance	Mother Lode			
Bruce Bernstein	Referee			
Rob Salaber	SOLO			
Jan Johnston	Referee			
Joe Rosenbaum	Lamo			
Bob Benson	Pen Green			

Rugby NorCal
Balance Sheet Prev Year Comparison
As of February 24, 2016

	Feb 24, 16	Feb 24, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking - WF				
SVYRO Account	2,402.22	5,066.87	-2,664.65	-52.6%
Checking - WF - Other	245,117.17	172,981.28	72,135.89	41.7%
Total Checking - WF	247,519.39	178,048.15	69,471.24	39.0%
Savings - WF	15,148.95	15,148.60	0.35	0.0%
Paypal	19.80	0.00	19.80	100.0%
Total Checking/Savings	262,688.14	193,196.75	69,491.39	36.0%
Total Current Assets	262,688.14	193,196.75	69,491.39	36.0%
Fixed Assets				
Accumulated Depreciation	-247.00	0.00	-247.00	-100.0%
Furniture and Equipment	4,470.99	0.00	4,470.99	100.0%
Total Fixed Assets	4,223.99	0.00	4,223.99	100.0%
TOTAL ASSETS	266,912.13	193,196.75	73,715.38	38.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Payroll Liabilities	3,873.57	410.58	3,462.99	843.4%
Total Other Current Liabilities	3,873.57	410.58	3,462.99	843.4%
Total Current Liabilities	3,873.57	410.58	3,462.99	843.4%
Total Liabilities	3,873.57	410.58	3,462.99	843.4%
Equity				
Temp. Restricted Net Assets	5,266.87	5,266.87	0.00	0.0%
Unrestricted Net Assets	133,172.38	88,361.42	44,810.96	50.7%
Net Income	124,599.31	99,157.88	25,441.43	25.7%
Total Equity	263,038.56	192,786.17	70,252.39	36.4%
TOTAL LIABILITIES & EQUITY	266,912.13	193,196.75	73,715.38	38.2%

Rugby NorCal

Profit & Loss Prev Year Comparison

August 1, 2015 through February 24, 2016

	Aug 1, '15 - Feb 24, 16	Aug 1, '14 - Feb 24, 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Program Income				
Membership Dues	221,469.50	170,998.51	50,470.99	29.5%
Tournament Fees	200.00	84.20	115.80	137.5%
High Perf/Tour Fees	1,200.00	0.00	1,200.00	100.0%
Camp and Clinic Fees	250.00	2,315.00	-2,065.00	-89.2%
Total Program Income	223,119.50	173,397.71	49,721.79	28.7%
Direct Public Support				
Corporate Contributions				
Canterbury	12,394.15	5,489.00	6,905.15	125.8%
Corporate Contributions - Other	1,007.57	1,695.00	-687.43	-40.6%
Total Corporate Contributions	13,401.72	7,184.00	6,217.72	86.6%
Individual Contributions	500.00	1,515.00	-1,015.00	-67.0%
Grants	16,553.15	11,666.69	4,886.46	41.9%
Total Direct Public Support	30,454.87	20,365.69	10,089.18	49.5%
Investments				
Interest-Savings, Short-term CD	0.38	2.66	-2.28	-85.7%
Total Investments	0.38	2.66	-2.28	-85.7%
Other Types of Income				
Miscellaneous Revenue	12.20	0.00	12.20	100.0%
Total Other Types of Income	12.20	0.00	12.20	100.0%
Total Income	253,586.95	193,766.06	59,820.89	30.9%
Gross Profit	253,586.95	193,766.06	59,820.89	30.9%
Expense				
Reconciliation Discrepancies	0.38	0.00	0.38	100.0%
Program Expenses				
Banquets and Meetings	1,616.34	1,212.78	403.56	33.3%
Books, Subscriptions, Reference	1,752.50	982.50	770.00	78.4%
Coach and Referee Training	2,903.23	1,392.75	1,510.48	108.5%
Director/Coordinator				
Health Benefits	4,110.72	3,370.18	740.54	22.0%
Director/Coordinator - Other	835.45	0.00	835.45	100.0%
Total Director/Coordinator	4,946.17	3,370.18	1,575.99	46.8%

Rugby NorCal
Profit & Loss Prev Year Comparison
August 1, 2015 through February 24, 2016

	Aug 1, '15 - Feb 24, 16	Aug 1, '14 - Feb 24, 15	\$ Change	% Change
Equip & field rental	1,899.20	6,867.95	-4,968.75	-72.4%
Medical support	500.00	0.00	500.00	100.0%
Player Camp/Training	0.00	1,339.78	-1,339.78	-100.0%
Referees & Coaches	7,799.18	6,110.39	1,688.79	27.6%
Supplies	645.27	28.86	616.41	2,135.9%
Travel				
Lodging	1,436.85	941.67	495.18	52.6%
Meals	1,456.26	357.91	1,098.35	306.9%
Tours	250.00	0.00	250.00	100.0%
Transportation	2,097.99	1,400.60	697.39	49.8%
Travel - Other	175.00	0.00	175.00	100.0%
Total Travel	5,416.10	2,700.18	2,715.92	100.6%
Program Expenses - Other	500.00	0.00	500.00	100.0%
Total Program Expenses	27,977.99	24,005.37	3,972.62	16.6%
Payroll Expenses				
Salaries	51,382.00	36,596.40	14,785.60	40.4%
Payroll taxes	4,879.51	3,211.13	1,668.38	52.0%
Mileage/Tolls	538.16	264.00	274.16	103.9%
Payroll Expenses - Other	1,159.20	39.10	1,120.10	2,864.7%
Total Payroll Expenses	57,958.87	40,110.63	17,848.24	44.5%
Operations				
Accounting Fees	0.00	2,425.00	-2,425.00	-100.0%
Bank Fees	0.20	69.33	-69.13	-99.7%
Business License and Taxes	0.00	95.00	-95.00	-100.0%
Contract Services	20,350.00	23,326.33	-2,976.33	-12.8%
Dues and Fees	3,000.00	0.00	3,000.00	100.0%
Insurance - D and O	875.00	875.00	0.00	0.0%
Office Expense	3,907.57	253.10	3,654.47	1,443.9%
Postage, Mailing Service	0.00	98.00	-98.00	-100.0%
Printing and Copying	321.45	95.06	226.39	238.2%
Rent	2,300.00	3,500.00	-1,200.00	-34.3%
Telephone, Telecommunications	237.34	941.68	-704.34	-74.8%
Website fees	2,013.72	805.21	1,208.51	150.1%
Total Operations	33,005.28	32,483.71	521.57	1.6%

10:10 AM

02/24/16

Accrual Basis

Rugby NorCal
Profit & Loss Prev Year Comparison
August 1, 2015 through February 24, 2016

	Aug 1, '15 - Feb 24, 16	Aug 1, '14 - Feb 24, 15	\$ Change	% Change
Other Types of Expenses				
Dues to USA Rugby	0.00	3,000.00	-3,000.00	-100.0%
Total Other Types of Expenses	0.00	3,000.00	-3,000.00	-100.0%
Total Expense	118,942.52	99,599.71	19,342.81	19.4%
Net Ordinary Income	134,644.43	94,166.35	40,478.08	43.0%
Other Income/Expense				
Other Income				
CIPP dues	0.00	11,640.00	-11,640.00	-100.0%
Total Other Income	0.00	11,640.00	-11,640.00	-100.0%
Other Expense				
Team Support	2,000.00	0.00	2,000.00	100.0%
CIPP Paid	7,315.00	6,660.00	655.00	9.8%
Ask My Accountant	730.12	-11.53	741.65	6,432.4%
Total Other Expense	10,045.12	6,648.47	3,396.65	51.1%
Net Other Income	-10,045.12	4,991.53	-15,036.65	-301.2%
Net Income	124,599.31	99,157.88	25,441.43	25.7%