

Conestoga High School Rugby Football Club Constitution

Article I: Name

The Name of the organization shall be the Conestoga High School Rugby Football Club, (also known in this document as the “Club”).

Article II: Statement of Purpose

The purpose of this organization shall be to teach and improve rugby skills to high school and middle school players, to promote team spirit through competitive games with other school rugby clubs, to provide athletic conditioning as well as the conditioning of the players' aggression in a sportsman-like manner on and off the field, and to recognize and promote the national growth and interest of high and middle school rugby.

Article III: Membership

- A. Membership in the Conestoga Rugby Club shall be open to any Tredyffrin Easttown School District Student (High School and Middle School), and others as allowed.
- B. Members are expected to pay seasonal dues and be registered (CIPPed) members of USA Rugby. Some players may not be in a position to pay full dues which may be waived or modified at the discretion of the President. Seasonal dues include membership in Rugby Pennsylvania (RugbyPA).
- C. Members are expected to attend practices regularly. The current policy for attendance is set out in Appendix A.
- D. Members shall follow Conestoga High School policies and conduct themselves responsibly in this and other rugby communities.
- E. Contingent upon fulfilling the aforementioned guidelines, members are eligible to play in games and tournaments and to participate in Club social activities.
- F. There shall be the following classes of members:
 - I. Player Members: Students meeting the requirements of Article III, A, above shall be eligible for membership, but shall have no rights, duties or obligation in the management of, or in the property of, the club.
 - II. Regular Members: Any person of legal age, actively interested in furthering the stated objectives of the Club, may apply to become a Regular Member by identifying such interest to the Board of Directors of the club, or to any one of the Board's duly elected officers or appointed officials.

- a) Eligibility and qualification for Regular Membership will automatically apply to all parents and legal guardians of all registered Player Members for a given year; to all coaches of legal age who participate during a given year; and to all duly elected Board Members and appointed officials of a given year.
- b) The term of Regular Membership shall be from the date of the annual player registration to the date of the next annual player registration, or as such term may be modified or changed by the Board at an Annual Meeting of the Club.
- c) Regular Members will have voting privilege regarding the annual election of Members to the Board of Directors for the Board positions open for election in a given year. Regular Members may attend public Board of Directors meetings, but will not have voting privilege.

Article IV: Meetings

- A. The Club plays a spring sport.

The spring season lasts from January to the beginning of June. In addition, when opportunities arise and at the discretion of the Board, Club teams may participate in occasional tournaments outside of the normal season provided all participants are fully registered with USA Rugby.

- B. Practices will take place at least twice each week during the season. There are regularly scheduled weekend games throughout the season.

- C. Regular attendance at practices is required of all Club members. Poor practice attendance will impact a player's eligibility for games. Potential conflicts with academic and work schedules may be taken into consideration for game eligibility, if the Head Coach of the team is notified in advance.

Article V: Board

The Club shall be governed by a Board of Directors (also known in this document as “The Board”) consisting of no less than five and no more than fifteen persons, all of whom shall be legal age and otherwise qualified for Regular Membership. The term of office for Board members shall be for two years with the right of successive election. Player Members are not eligible for election to the Board.

The Board shall meet at least monthly during the season, and as needed outside of rugby season, to discuss administrative and budget concerns and details and shall call relevant matters to the attention of the Conestoga High School Athletic Department and the Head Coaches. The members of the Board will record for future holders of their offices the details of their responsibilities and actions over their terms of office, to be compiled and passed down to each new Board member. If a member of the Board does not fulfill his/her responsibilities to the satisfaction of the majority of the Board, or does not meet the obligations of active team members described in Article III: Membership, he/she may be asked by that majority to resign his/ her position which would become open to re-election by the team at the earliest opportunity.

The Directors shall upon their election immediately enter into the performance of their duties, and shall continue in office until their successors shall have been duly elected and seated; provided that this shall not prohibit a Director from resigning his or her office for any reason.

The Board voting members are as follows:

A. President

1. Moderates Board and other meetings.
2. Organizes all Board meetings including the Annual General Meeting.
3. Deals with all coordination of matters between the club coaches, RugbyPA and the High School Athletic Department.
4. Works with the treasurer to establish a budget with the advice and consent of the Board.
5. Ensures that Club assets including equipment are kept in good order and fully accounted for.
6. Shall appoint committees and committee chairs when necessary.
7. Shall nominate Head Coaches for appointment or removal approval by the Board.
8. Shall establish an annual budget for the Head Coaches to appoint paid Assistant Coaches if desired.
9. Shall distribute copies of the constitution to the Board members at the beginning of each season.
10. Responsible for transportation for all away games/tournaments.
11. Responsible for hiring EMT's and Referees for all home games in coordination with Head Coaches and other VP's.
12. Shall run Club elections in January.
13. Shall be elected for a term of two years.

B. Vice Presidents

1. There will be a Vice President for each of the teams: Boys, Girls and Boys U-15. Each Vice President may appoint assistants with specific responsibilities. Appointments must be notified to the President.
2. Responsible for arranging fields and other resources for practices, games, and meetings including food for home games.
3. Shall be responsible for overseeing registration of players with Conestoga High School, USA Rugby, Rugby PA or other applicable governing body.
4. Shall be responsible for coordinating with Head Coaches to keep the team website up-to-date.
5. Shall attend Board meetings.
6. Responsible for directions to all away games/tournaments.
7. Shall be elected for a term of two years.

C. Treasurer

1. Shall take charge of the Club's funds and shall keep account of all receipts and expenditures.
2. Shall meet with the President to draft the Rugby Club budget for the following year subject to the advice and consent of the Board.
3. Shall submit and provide support for the Rugby Club budget with the president at the School Athletic Department Meetings.
4. Shall meet with the President monthly to discuss budgetary matters.
5. Shall serve to assist the President in the administration of the Rugby Club.
6. Shall attend Board meetings.
7. Shall submit monthly budget updates to the President and to the Board.
8. Shall be elected for a term of two years.

D. Activities Chair – It is intended that this role will be the focus of the volunteering efforts of all team parents and, as such, will involve considerable delegation of specific tasks and ongoing oversight:

1. Shall organize and chair the Activities Committee. The Activity Chair may appoint assistants with specific responsibilities which must be notified to the President.
2. Shall be in charge of fundraising the required amount according to the Club's budget and working in close coordination with the Treasurer.
3. Shall submit requests to the Board for each fundraiser.
4. Shall be in charge of ordering/keeping track of team merchandise.
5. Shall oversee the production of the year book.

6. Shall attend Board meetings.
7. Shall organize the Awards Banquet and arrange for the purchase of senior gifts.
8. Shall submit monthly updates on fundraising projects to the Board.
9. Shall be elected for a term of one year with an optional second year

E. Communications Chair – it is intended that this role will be the focus of the communications between the Board, coaches, parents and players and, as such, will involve recruitment of willing helpers:

1. Shall maintain the Club website, Sports Engine account, email or other communication system.
2. Shall maintain effective methods for the Board and Coaches to communicate to parents and players by email, text message. phone and social media.
3. Shall develop and maintain a Club Policy for appropriate communication consistent with current Conestoga High School policies for approval by the Board.
4. Shall attend Board meetings.
5. Shall be elected for a term of two year.

F. Secretary - The Secretary shall:

1. Notify Directors, Members, Officers and others of their election and/or appointment.
2. Conduct all correspondence directed by the Board
3. Maintain and distribute meeting minutes
4. Perform all such duties that may be reasonably coincident with the office of Secretary, or as may be assigned by the Board.

In the event of vacancy of a Board position, the Board may act immediately to fill the vacancy, to maintain a Board of not less than five members and the person so designated will serve the unexpired term of the position. They will not be denied the right of election or appointment to that position at any future time.

If there is a vacancy in the position of President, Vice President, Treasurer, Activities Chair, Communications Chair or Secretary by death, resignation or otherwise, it will be filled by the majority vote of the remaining Directors.

Article VI: Elections

- A. Elections will be held before the start of each spring season
- B. Officers may run for consecutive terms.
- C. The eligible voters at Club Annual General Meetings will be the family of each player (one vote per family), the Head Coaches (one vote per Head Coach).
- D. A majority vote of attendees of the AGM is necessary to win all offices.
- E. If a majority is not won by a single candidate, a runoff shall be held between the two top candidates.
- F. Nominations shall be vocally announced and followed by the acceptance of the nominated at the AGM.
- G. Voting shall be by secret ballot; with votes tallied by the President and a Vice-President.
- H. Any vacancies shall be filled by another club vote.
- I. If a runoff is necessary there will be another club vote.

Article VII: Funds

- A. The Club will apply annually to the High School Athletic Department for yearly funds to cover the cost of equipment, transportation, referees, EMT's and publicity.
- B. The Club will supplement School funding with membership dues and the proceeds from its own fundraising.

Article VIII: Affiliations

- A. The Club will participate in RugbyPA matches each spring season with the approval of the Board. The Club will comply with the rules of RugbyPA, USA Rugby and any other applicable governing body.
- B. As a Club sport at Conestoga High School, the Club will comply with the "Rules and Guidelines for Student Athletes, Their parents and the General Public," as published and updated from time-to-time by Tredyffrin-Easttown School District.

Article IX: Coaches

- A. Funds for the payment of the coaches shall be budgeted in the Club Annual Budget.
- B. To lead each team, there will be a Head Coach for Boys, a Head Coach for Girls, Juniors Coach and a Youth Coach.

- C. The Youth Coach will have the status of an Assistant Coach accountable to the Juniors Head Coach.
- D. Coaches are accountable to the Board for fulfilling the responsibilities described below, for providing a positive playing experience for all players, enforcing standards of behavior and for setting a positive sportsmanship example to the players.
- E. The Board may seek removal of a coach at any time, given perceived adequate cause. The coach may request a hearing in front of the full Board. After this hearing the Board will vote to remove the coach or not. The Head Coaches and the Juniors Coach shall have played rugby extensively and have adequate coaching skills including a valid rugby coaching certificate.
- F. All Coaches are required to maintain a valid rugby coaching certificate and be registered as a coach with USA Rugby and Rugby PA
- G. All Head Coaches and Assistant Coaches paid or otherwise, must pass Conestoga High School requirements for working with the students. These requirements may change from time to time and coaches are individually responsible for meeting the requirements each year and providing evidence to the President.
- H. The coach must establish a professional working relationship with the team through the team captains.
- I. The Head Coaches will be solely responsible for team selection and for ensuring that all players are eligible to participate (all players must be registered with USA Rugby and meet school documentation and academic performance requirements).
- J. The Head Coaches :
 - 1. Are responsible for scheduling the number of matches specified in the Club's budget with area rugby clubs.
 - 2. Shall secure the schedule for the season as early as possible and schedule pre-season games.
 - 3. Shall coordinate the game schedule with RugbyPA or other applicable governing body.
 - 4. Shall appoint paid Assistant Coaches within the annual budget determined by the President and other unpaid Assistant Coaches as desired. Names, contact details and rugby coaching certification status of all Assistant Coaches, paid or otherwise, must be provided to the Board via the President.
 - 5. Shall remove Assistant Coaches as necessary with the approval of the Board.

6. Shall ensure that at least one coach attends every game and at least one coach attends every practice. For every game, one coach must be named to be the “Head Coach for that game” taking responsibility for the players safety and success from the players arrival at the field for home games or departure from school for away games to their safe departure for home after the game.
7. Shall be responsible for paying referees for extra games (refunded by club).
8. Shall be responsible for ensuring records of players' attendance are taken.
9. Shall be responsible for submitting a copy of the schedule to all team members.
10. Shall be responsible for coordinating with the team Vice President.
11. Shall attend Board meetings.

Article X: Communications

- A. The Club will maintain a website for communication with the team and the public. The Board will appoint a Communications Chair to take responsibility for the administration and operation of this website.
- B. In addition to the Communications Chair, access to the website and Sports Engine or other communication system to create/edit and delete content will be limited to the following people:
 - The Head Coaches of the High School Boys and Girls teams,
 - The Juniors & Youth Coaches,
 - The Team Vice Presidents,
 - The President, and
 - The Activities Chair

Article XI: Disciplinary Committee

- A. From time to time in response to incidents on or off the field and to be consistent with Rugby Governance bodies, the President may call a meeting of the Club Disciplinary Committee and choose the members of that Committee according to the structure defined here. The President must notify the School Athletic Director when a Disciplinary meeting is called and offer the opportunity for the School Athletic Director to attend as a non-voting auditing participant.
- B. Any Disciplinary Committee will consist of three members: the President, one Board member other than the President and one Coach.

- C. The Disciplinary Committee is empowered to consider any actions by players, coaches or parents at a Club event and may impose sanctions against the individuals concerned excluding them from Club activities.
- D. The Disciplinary Committee will review evidence of the incident(s) in question and decide if the Club should apply any disciplinary measures beyond those applied by the Rugby governing bodies or the School. Such additional measures at the disposal of the Disciplinary Committee are limited to their powers under this Constitution namely, the full or partial, temporary or permanent withdrawal of membership of the Club from an individual. The Disciplinary Committee will be aware on the understanding that any such withdrawal will limit an individual's participation under Article III E of this Constitution.
- E. A majority decision of the Disciplinary Committee members is required to implement an action against an individual.

Article XII: Ratification / Amendments

- A. The Constitution and/or amendments will be presented to the Board and must be passed by a 50% plus one vote.
- B. Amendments must also be passed by 2/3 AGM eligible voters.

Constitution last revised January 14, 2020.

APPENDIX A CONESTOGA RUGBY CLUB

ATTENDANCE POLICY

- All players are expected to attend all practices and games.
- If a player is unable to attend a practice the coaches must receive notification prior to the day/s of absence. Notification in the form of an e-mail to stogarugbycoaches@gmail.com will be required no later than 2:30 PM on the day of the practice to be missed. Notification will not be accepted after a missed practice, and will be considered an unexcused absence. Each unexcused absence will result in 1 "Discipline Point".
- If a player is absent from school, notification will still be required.
- If an unforeseen issue arises after school and a player must miss practice, **the player** is required to inform the coaches. (DO NOT have another player inform us!)
- Players are expected to arrive 10-15 minutes early to practice and be ready to start on time. Practices will start at 5:00 PM, unless otherwise noted. Arriving late or not being ready for the start of practice will result in ½ discipline point.
- If a player accumulates 2 discipline points in a 2 week period the player will not be eligible to play A-side for 1 week. Attendance at practice and the game would still be required for that week. The player would be expected to participate in the B-side match.
- If a player is injured and must miss/sit-out a practice due to injury, or any head related injury, notification in the form of a note, e-mail, or phone call from a parent will be required before returning to practice.
- Appropriate behavior and sportsmanship is expected of our student athletes at all times, inside of school and out.

It is our responsibility as coaches to be consistent with these rules. We stress "student-athletes" and the value of academics before after school activities. Any questions please contact your Head Coach at stogarugbycoaches@gmail.com.

Practices are generally Tuesdays and Thursdays from 5pm to 7pm

Parent/ Guardian Signature:

Student Signature: