

# **POLICIES AND PROCEDURES**

## **SOUTHERN CALIFORNIA RUGBY REFEREE**

### **SOCIETY (SCRRS), 2019**

#### Organizational Management

- 1) The name of the organization shall be called the Southern California Rugby Referees Society (SCRRS).
- 2) The organization may change its name by a vote of 75% of the voting membership.
- 3) SCRRS shall be registered as an organization annually with USA Rugby.
- 4) The Society provides the sanctioned rugby community in the southwest geographic region (Southern California, Nevada, and Arizona) with certified referees and to be the central resource for referee allocations within that area.
- 5) The Society provides training, coaching, evaluation and on-going development for its Members. USA Rugby certified instructors provide training; the curriculum and cost of the training is set by USA Rugby.
- 6) No Officer or Member may take any action likely to jeopardize the corporate status of the Society.
- 7) No Officer or Member shall may any action likely to jeopardize the 501-(c)-(3) non-profit status of the Society.

#### Purpose

- 1) To provide the sanctioned rugby community in the southwest geographic region (Southern California, Nevada & Arizona) with certified referees and to be the central resource for the referee allocation within that area.
- 2) To provide training, coaching, actions on the on-going development for all SCRRS members in good standing. USA Rugby certified instructors provide training, the curriculum and cost of the training is set by USA Rugby.

## Membership

- 1) Membership in this organization shall be open to all who desire membership.
- 2) Members must have successfully completed an introductory officiating course.
- 3) The membership fee (\$20) must be paid to the SCRRS Treasurer directly in order to be considered a Regular Member with full rights.
- 4) Registration with USA rugby at the beginning of every registration period is required. Each member will register individually through the USA Rugby website and proof of renewed membership must be submitted electronically to the SCRRS Secretary to be considered eligible for active SCRRS membership. After completing 3 matches as a referee or coach/evaluator, SCRRS will reimburse active members for the USA registration fees.

## Meetings

- 1) Society meetings may take the form of an annual general meeting (AGM), Fall General meeting (FGM) and special meeting. At a special meeting only the business specified in the special meeting notice may be conducted.
- 2) The Secretary shall publish information pertaining to any meeting on the organization's website and shall contact all members by e-mail at least ten (10) days in advance of any meeting. The information shall include the date and time, the location, the business to be transacted and by whom the meeting was called. Also the list of members eligible to vote will be published, where applicable. Any member requiring meeting notices to be sent by U.S. Postal Service must request such notification in writing to the Secretary. Contact will be made using members' contact information as it appears in the membership roll book of this organization.
- 3) Meetings may take place in person, by telephone/video conferencing or any combination thereof, to make attendance most convenient. Only the AGM requires a set location and attendance in person.
- 4) At least forty percent (40%) of the members in good standing shall constitute a quorum and shall be necessary to conduct the business of this organization. A lesser percentage may adjourn the meeting for a period of not more than four

weeks from the original date and the Secretary shall notify all members of the reconvened meeting. A quorum is required at a reconvened meeting in order to conduct business.

### Annual General Meeting

- 1) The AGM of this organization shall be held no sooner than the last weekend in August and no later than the first weekend of November.
- 2) Order of Business
  - a. Roll call
  - b. Reading of the minutes of the preceding meeting.
  - c. Reports of officers
  - d. Reports of committees
  - e. Old and unfinished business
  - f. New business
  - g. Election of Officers
  - h. Adjournment

### Fall General Meeting (FGM)

- 1) Fall General Meeting shall be held at the discretion of the Executive Committee (EC).
- 2) FGM is for informational purposes.

### Special Meetings

- 1) Special Meetings may be called for by the EC.
- 2) At the request of 60% of the members of the EC or by 25% of the membership in good standing with SCRRS.
- 3) The EC shall cause a Special Meeting and give ten (10) days' notice. For it to be called by the membership, ten (10) days' notice before the requested date must be given to the EC, in order for the meeting to be called.
- 4) Only the business specified in the special meeting notice may be transacted.

## Voting

- 1) Voting, except for the election of officers, shall be by voice. For the election of officers, ballots shall be provided and nothing shall appear on any ballot that might indicate the person who cast the ballot.
- 2) For all votes by ballot, the SCRRS Secretary shall act as Inspector of election and certify the results to the President. The results shall be include in the meeting minutes.
- 3) No Inspector of Election shall be a candidate for office or shall have a personal interest in the matter voted upon. In the advent that the Secretary is opposed when running for office, any member of the EC who is not running for office or running unopposed may act as Inspector of Election. In the advent that all the EC are challenged, the President will appoint an Inspector of Election from the membership.
- 4) A voting member may hold two proxies. The member(s) submitting the proxies must notify the Secretary at least 24 hours prior to the meeting.

## Executive Committee

The Board of Directors shall be comprised of an Executive Committee of no less than 3 members, each of which is an officer holding one or more of the following titles:

- 1) Director/ President
- 2) Director/ Vice President
- 3) Director/ Secretary
- 4) Director/ Treasurer
- 5) Director/ Referee Development Officer (RDO)

Any vacant office on the Board may be filled by the Board with a unanimous vote. If not unanimous, may not be a voting member of the Board.

## Director/President

- 1) Shall present at each AGM meeting of the organization an annual report of the work of the organization.

- 2) Shall appoint all committees, temporary or permanent (some at the recommendation of the board).
- 3) Shall oversee all books, reports, and certificates required by law are properly kept or filed by the proper EC members
- 4) Shall be one of the officers who may sign the checks or drafts of the organization.
- 5) Shall be the direct point of contact with all rugby governing bodies domestic (USA) or Foreign unless he/she designates another individual to do this job.

#### Director/Vice President

- 1) In the event of the absence or inability of the president to exercise the office of President the Vice President shall become acting president of the organization with all the rights, privileges, and powers as if the Vice President has been the duly elected president.
- 2) The Vice President shall oversee all referee assignments in coordination with EC and applicable committees.
- 3) The vice president will delegate assigning duties to local allocators and approve their assignments, as necessary.
- 4) Shall be responsible for all signed agreements, including MOU's with partner organizations using SCRRS referee services.
- 5) Shall help facilitate sponsorships for SCRRS.
- 6) Shall appoint Tournament Managers.

#### Director/Secretary

- 1) Shall keep the minutes and records of the organization in appropriate books or electronic media including names, contact information, certifications, etc. for all members of SCRRS.
- 2) Shall give and serve all notices to members of this organization.
- 3) Shall be the official custodian of the records of this organization.
- 4) May be one of the officers required to sign the checks and drafts of the organization.

- 5) Shall submit to the EC all communications which shall be addressed to him/her as Secretary of the organization for EC review.
- 6) Attends to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.
- 7) Shall act as lead for the SCRRS official website and all other communications and social media outlets related to SCRRS and appoint committee members to assist as needed.

#### Director/Treasurer

- 1) Shall have the responsibility of maintaining accurate records as needed and required to ensure continued IRS compliance for the 501 (c) (3) status of SCRRS.
- 2) Shall file any certificate required by any statute, federal or state.
- 3) Shall have care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.
- 4) Deposits all of the organization's funds in a regular business bank or trust company account except that which the EC may cause to be invested in such investments as are legal for a non-profit corporation in this state.
- 5) Must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- 6) Shall render at stated periods, as determined by the President, a written account of the finances of the organization and such report shall be physically affixed to the minutes of the EC of such meeting.
- 7) Responsible for the financial books of SCRRS being made readily available for audit.
- 8) Will ensure that the financial books of SCRRS are completed by a Certified Professional Accountant for annual Tax purposes.
- 9) Shall exercise all duties incident to the office of Treasurer, (including invoicing and payments to SCRRS from Client Organizations), and present an annual budget to the membership at the AGM.

### Director/RDO (Referee Development Officer)

- 1) Shall be responsible for supplying input for allocations.
- 2) Shall have oversight of Committee Chairs for CMO, (coaching reports, status of referee coaching); Education (classes given by Educators, status post class of participant aptitude); Training (sessions specific to referees, can be in conjunction with meetings); Recruitment (active efforts to obtain new referee candidates); Development (tracking current level and development of member referees)
- 3) Provide status reports to the EC, especially to Vice President and Allocators for assignments on all levels of referees.
- 4) Keeps track of referees' potential for getting promotions, working with Development Committee for pathway to higher development.
- 5) Submits law changes, management guidelines, and experimental laws to SCRRS Secretary for distribution to membership.

### Collective Responsibilities

- 1) The EC shall have the control and management of the affairs and business of this organization. Such EC shall only act in the name of the organization when it shall be regularly convened by the President after due notice to all the members of such meeting.
- 2) The EC members for the following year shall be chosen at the AGM and shall serve for a term of one year. There shall be no term limits.
- 3) No EC member shall receive any salary or compensation for their duties as a member of the EC. An EC member may receive compensation from the organization for duties other than as a member of the EC, where appropriate.
- 4) The EC may entertain charges against any member of the Society, including those serving on the EC. Member(s) of the EC may be removed from their respective position when sufficient cause exists for such removal by majority vote of membership. Legal Counsel may represent a member upon any removal hearing.

- 5) All appointments to represent the organization in an exchange of referees with other referee societies shall be made at the sole discretion of the EC and the Development, Assessment, Performance Review Committee (DAPR). A record of all exchanges shall be available for review by any Society member.
- 6) EC meetings shall take place at the discretion and convenience of the President. EC meetings may be held in person or by telephone conferencing or video conferencing and shall happen at least once each calendar quarter.
- 7) Sixty percent (3/5) of the members of the EC shall constitute a quorum. Each EC member shall have one vote and such voting may not be done by proxy. At least three (3) votes are required to approve any EC action regardless of how many EC members are in attendance.
- 8) The EC may make such rules and regulations covering its meetings as it may determine necessary.
- 9) No EC member may disseminate information from the meetings to anyone without prior consent by all EC members. All communications should be disseminated by Secretary.

### Committees and Consultants

- 1) The EC shall hire as needed any legal, operational, or financial assistance in order to keep this organization in good order.
- 2) All committees of this organization shall be approved by the President and their term of office shall be good for one (1) year, or less if terminated by the President.
- 3) The EC shall hire any consultants necessary for the conducting of business of the organization. This shall be available to the membership in the minutes of the EC meetings that are posted on the Society website.

### Amendments

- 1) Any changes to existing approved by-laws must be presented to Society members at least two (2) weeks prior to the Annual General Meeting (AGM) or a nominated Special Meeting for their review. Amendments may be partially approved.



## Dress Code

- 1) For all assigned SCRRS sanctioned matches, most current SCRRS jerseys must be worn, when practical, and tucked into shorts. Socks shall be pulled up to the knee at all times. Referees are expected to dress in clean kit, again, where practical.
- 2) No member may use the Crest of the Society in any way without the express written permission of the EC. The Society reserves the right to levy a fee for the use of the Crest on anything other than authorized refereeing dress.
- 3) Logos denoting sponsorship may be displayed on the jersey from time to time as authorized by the EC and in accordance with the regulations of the governing Unions.

## Disciplinary Action

- 1) The discipline of the members of the Society shall be administered by the Disciplinary Committee (DC), which is entirely made up of those serving on the EC by a 3 member vote (no proxies). The decisions of the DC shall be binding upon the members, subject only to the right of appeal.
- 2) The appeal committee shall be nominated by the EC. It shall consist of one EC member, one SCRRS coach and three (3) SCRRS members in good standing.
- 3) The DC shall be guided in its duties by the relevant regulations of World Rugby, USA Rugby and/or Southern California Rugby Football Union.
- 4) Discipline may run from a documented verbal warning, up to, and including termination of membership. A member has seven (7) days from the date of notification to appeal to the DC in writing. Appeals should be lodged to the SCRRS Secretary at the address given in the DC notification.
- 5) Only termination of membership can be appealed to the full membership. A majority vote of the 40% of the membership will be the final decision on the appeal.

Match Fees will be invoiced by the SCRRS Treasurer.

EC may alter match fees based on coordination with leagues or tournaments.

Match fees for 15's season:

- 1) Center Referee=\$150
- 2) ARs/ #4s =\$50 each
- 3) A collection fee of \$5.00 per match will be assessed to teams in leagues requiring SCRRS to collect fees. League matches paid in advance (by Dec. 31) will not be charged a collection fee.
- 4) Late notice referee requests within 7 days incurs a \$50 penalty.
- 5) Late payment fee =10%, assessed every 30 days from the date of invoice.
- 6) 15's Tournaments= \$100 per team.
- 7) 7's Tournaments=\$25 per game, center referee.

Match Reimbursements will be paid by the SCRRS Treasurer.

Reimbursements are subject to change throughout the year with prior notice as determined by the EC.

- 1) Center Adult assignment=\$75
- 2) A/R/ #4= \$35
- 3) Mileage .20/mile.
- 4) Coach/ Evaluator (with submitted report)=\$70
- 5) Parking=paid per submitted receipt (electronic, take picture).
- 6) CIPP reimbursement=\$65 reimbursed after 3 completed assignments.
- 7) SCRRS Membership fee=\$20/year, payable prior to any assignment (will receive SCRRS kit as part of the membership).
- 8) 15's Tournament assignments=\$80 for full day, \$40 for half day.
- 9) Reimbursements must be claimed within 30 days of a completed assignment.

## Promotions

Specific details for promotions are discussed in the Referee Advancement Guidelines. All promotions up to and including the C2 level are at the discretion of the Development Committee Chaired by the RDO.

- 1) Requirements for promotion to C1 and higher:
  - a. Completion and proof of completion of the Level 2 Officiating course.
  - b. At minimum, two recommendations for advancement must be received by the Promotion Committee from coaching evaluations that demonstrates required competencies.
- 2) Requirements for promotion to A or B Panel and is subject to USA Rugby Referee review, subject to change:
  - a. At least one out of territory Performance Review or Coaching evaluation (live or via Advantage System) must be obtained at “above C-1 grade.”
  - b. One “above grade” Performance Review or Coaching evaluation within Territory during an 18 month period.
  - c. Completion of the Coaching of Matching Officials Level 1 course.