

Mid America Club Checklist

The following ideas and items are listed to help your club be in good standing with the Mid America Rugby Union.

CIPP and Dues:

- All clubs and players are required to be CIPP enrolled with USA Rugby prior to playing or practicing at any rugby venue. No player is to step onto a pitch unless they are Registered through USA Rugby at <http://www.usarugby.org/membership/> and any person that plays in a match that is not registered will result in a forfeit of the match and a fine to the team.
- Club and player enrollment are completed online by doing this you will automatically pay your USA and Mid America fees for your players.
- Referee fees are included in your team dues for Mid America.
- Mid America dues structure is: \$45 per player for all club teams, \$20 per player for college teams, and \$275 for team dues. (Total including USA Rugby Dues: club \$90/player, college \$60/player, team \$425/team)
- Clubs should collect club dues internally to be able to pay for the Mid America dues, pitch supplies, and after match hosting.

Referees and Match Reporting:

- The home club should contact the assigned referee which can be found on the Mid America website (www.marrs.org) **no later** than Wednesday of the week of your match to confirm times and venue.
- Each club is to provide to the referee a registration roster from/in the USA Rugby RugbyXplorer and match roster prior to your match.
- For league utilizing the USA Rugby CMS, clubs should report the match results to the system within 48 hours of the match.
- All teams are required to have a certified referee on their roster and Club sides are to have the equivalent of a full-time active referee in the pool every year. Any club working towards a Conference Championship must have a referee available to ref two out of four weekends a month in order to fulfill the

Mid America requirement of having an active referee (it can be multiple referees who are sharing the duty.)

- ☐ Referee clinics can be hosted by your club by contacting the Mid America referee chairperson. .
- ☐ Clubs should invite a referee to their practice for a report of new laws and to be able to ask questions and educate the newer players of the laws.

Pitch-Kit:

- ☐ Your pitch should be properly marked, crowd restraints erected, posts covered, technical zones, scoreboard and holes filled.
- ☐ Spectators, friends, and players on the side lines should be informed of proper behavior, and all should be respectful to the other club, their players, friends, and most importantly, the referee.
- ☐ An emergency action plan (EAP) should be put together that lists the local hospitals, emergency numbers, and weather shelter venues.
- ☐ Your jerseys should all be numbered and matching, as well as shorts and socks.

Contacting your opponent:

- ☐ Clubs should confirm their matches with the opposing club and inform the Mid America Board of any changes.
- ☐ Second side matches should be confirmed with the other club and the referee assigned. Non-assigned certified referee's can call those matches if need be.
- ☐ Hosting clubs should verify directions to their pitch to the opposing clubs and referee.
- ☐ Hosting clubs should provide the visiting club and referee directions to the after match venue.

Web sites:

- Club web sites should be updated weekly with match results.
- Directions to your pitch, practice venue, and after match venues should be listed.
- Club schedules should be listed on the site with match venue and times listed.
- Clubs should check the Mid America web site www.midamerica.org to verify their contact information, schedule, results, standings, and their link. Any changes or corrections should be sent to the Mid America Administrator.
- Any club announcements, fundraisers, or news items can be placed onto the Mid America social media by contacting the Mid America Administrator.

General Information:

- The Mid America general meeting (AGM) is held once a year in the fourth quarter (normally June). All clubs are required to attend and stay for the entire meeting. The following the meeting a hour of scheduling confirmations is allotted. Elections are held during the this meeting. Any new agenda items should be sent to the Mid America President at least thirty days prior to the meeting.
- Before each season, be sure to read the Policies and Procedures, By-laws, and Constitution (which can be found on the website) in order to ensure your club is in good standing with the Mid America, and USA Rugby, and thus eligible to compete.
- Schedules should be turned into the Mid America Administrator no later than the date set at the AGM. Clubs are responsible to check the master schedule on the Mid America web site and to inform the Mid America and referees of any changes.
- All clubs are required to have a certified, World Rugby L1 coach. Interested coaches can find up coming coaching clinics on the USA Rugby website.
- Mid America follows the USA Rugby Disciplinary Guidelines and those can be found on the USA Rugby website. Any player that receives a red card is automatically suspended for their next match.
- The Mid America follows the USA and Senior Club Council competition guidelines and rules for league matches and tournaments.

□ Grants are available to clubs, players, administrators and referees. Player grants are generally issued to those participating for camps, clinics, or USA sponsored events. Clubs can apply for special project grants. All grants requests must be written by the individual and submitted to the Mid America executive committee at least two weeks prior to the need with a breakdown of expenses. All receipts are required to be turned into the Mid America treasurer after the event.

□ Any club that hosts a USA Sanctioned tournament can list it on the Mid America web page. Hosting clubs need to submit an application to Mid America as stated in the by-laws and constitution. They must also inform the referee society more than a month in advance of the event if they are in need of their services. All players participating must be registered with USA Rugby. Directions to the closest hospital should be made available to all.

□ Clubs that are having a fundraising event can post it onto the Mid America social media. Clubs should share their fundraising ideas with others.

□ All league matches are to be completed at least two weeks prior to your cross regional or play-off event.

□ If every player in your club brought in only one new member, then you doubled your club! Videos for recruitment booths can be made available. If you are interested in starting up a new club, let Mid America know and we can send representatives out to help out with your practices.

□ The image of rugby is one that needs to change for the better. Remember to keep the R-rated songs and other things out of the public eye if it is going to happen. We want to show the community that rugby is a family sport and build it up with our youth!