Township Youth Rugby Bylaws – 2024

Article I.

Name of Organization:
Washington Township Rugby Club (WTRC)

Article II.

Objective:
The goal of the organization of WTRC will be to teach and promote the sport of Rugby to the youth of Washington Township.

Article III.

Governing Body:

1. The Rugby Advisory Board (RAB) shall consist of five (5) elected members.
    a. Commissioner (1 Vote)
    b. Others will be considered Assistant Commissioners:
        i. Treasurer (1 Vote)
        ii. Secretary (1 Vote)
        iii. Education and Equipment (1 Vote)
        iv. Fundraising (1 Vote)
2. A quorum shall consist of three (3) elected members.
3. Vacancies or openings which are unexpected will be appointed by the RAB. An email advising of the openings will be published. The appointment(s) will require a majority of members left to meet and vote on the new board member(s). This selection will then be submitted to the Sports Advisory Board (SAB) for approval.
4. Any RAB member may be removed by the SAB or by the RAB with the approval of the SAB. Reason for dismissal could include but not be limited to:
    a. Neglect of duty, including non-appearance at a majority of all regularly scheduled RAB meetings;
    b. Dishonesty;
    c. Misuse of funds or assets;
    d. Any action that tends to discredit the WTRC;
    e. Physical or verbal abuse of a player or parent;
    f. Willful dissemination of rumors or any other information to others with the intent to discredit or undermine the RAB or its policies;
    g. Placing the interest of any one team before other teams or the organization, which would injure or weaken the organization as a whole.

5. Any RAB member who fails to perform their duties as outlined in these Bylaws, or who conducts themselves in a manner inconsistent with these Bylaws, will be subject to a review by the Board. If a majority agrees, this may result in the removal from their current position. Any infraction outlined in the Township's Code of Conduct Ordinance will be subject to those associated rules and procedures and supersede any disciplinary actions outlined in these Bylaws.
6. The RAB shall maintain a volunteer list of adults who have worked in the organization. This group will assist in providing assistance in programs throughout the season. This group will not have any voting rights.
7. Coaches and persons associated with WTRC should address all concerns with the RAB. League and game rules can be addressed with the RAB.

Article IV.

Rugby Coaches:

1. Coaches shall be appointed by the RAB. All coaches must have attended the Rutgers Certification Course. All coaches must submit to a background check in accordance with Washington TWP Parks and Recreation rules, procedures and Ordinance. All coaches must submit a Resume to the RAB in order to be considered for a coaching position. A Coaches List must be submitted to the SAB for approval.
2. Head Coaches shall be appointed by the RAB in accordance with the Washington TWP Parks and Recreation volunteer policy; they must be 18 years of age and must be approved by a majority of the voting members. Head Coaches shall be fully accountable to the RAB for not only their actions, but the actions and conduct of his or her coaching staff and players.
3. Assistant Coaches shall assume the duties and responsibilities of the Head Coach in their absence. They shall abide by all rules of the organization and follow all rules set forth by the Head Coach. Not following these rules or any rules set forth by the organization may result in suspension or termination.

Article V.

Player Eligibility, Registration and Fees:

1. Participants of WTRC shall be comprised of players from the Township of Washington with the only exceptions coming from need or special circumstances. Exceptions must be presented to the RAB for approval.
2. All children 6 years old to 12 years old as of January 1st are eligible to participate.
3. Registration will occur during the first yearly calendar quarter. Exact dates will be determined by convenience of other events and availability of venue. Late sign-ups will be accepted at the Washington Township Parks and Recreation building. A $10.00 late fee will be applied to those late sign ups. Out of town registrants are subject to wait list status dependent on the number of in-town registrants. All registrants are subject to wait list status if registrations occur after the registration close date.

4. Fees shall be determined by the RAB and submitted to the SAB for approval. Fees shall be paid prior to participation. No child shall be denied participation because of financial hardship with respect to sign up fees. Hardship cases are defined by WTPR. Contact the current league President to discuss privately. WTRC cannot provide equipment for a hardship case. Refunds will be available until two (2) weeks after the first official practice, minus the cost of uniforms (which participant will be provided). The uniform price would be the exact price paid by the organization.
5. The first practice will be determined by the RAB.

Article VI.

WTRC Advisory Board:
OFFICERS: President, Secretary and Treasurer, Equipment, Fundraising

President – Two year term, EVEN year Elections:

1. Shall preside over all meetings and act as a liaison between the RAB and SAB.
2. Shall coordinate special RAB meetings when necessary.
3. Bring rules and Bylaws' changes to the attention of the SAB.
4. Attend or provide substitute at SAB meetings.
5. Oversee all program activities.
6. Uphold all RAB disciplinary actions in accordance with Bylaws.
7. Provide club budget when requested.
8. President is not a voting member unless there is a tie and the President shall have the deciding vote.

Secretary – Two-year term, ODD year Elections:

1. Keep accurate minutes of all meetings both scheduled and special.
2. Receive and log all RAB correspondence.
3. Retain/maintain all RAB records.
4. Compile and maintain the adult volunteer list.

Treasurer – Two year term, EVEN year Elections:

There shall be one (1) checking account for the RAB. Treasurer and President shall have signatory powers.

1. Coordinate all financial activities of the RAB.
2. Deposit received funds in the name of the WTRC .
3. Log and pay bills as received by the WTRC.
4. Report the status of funding at each RAB meeting. The report will include a minimum of the following:
   a. The beginning balance of funds held.
   b. A detailed listing of all cash inflows.

c. A detailed listing of all cash out-flow.
d. The ending balance of funds held.
e. Copy of bank statement to support ending balance of funds held. Reconciliation will be provided if the bank statement does not equal the ending balance of funds held.
f. Annual report presented at the RAB September meeting.
g. The annual report shall contain the same reports as are required in the monthly meetings except it will be for the period of July 1st through June 30th of the previous year. It will also include a Report of Income and Expenditures summarized by categories.
h. The annual treasurer's report will be reported when requested at the SAB Meeting.

Education and Equipment – Two year term, EVEN year Elections:

1. Keep records and inventory of all equipment owned and purchased by RAB
2. Order all equipment for season with the approval of RAB and distribute to players
3. Prepare quarterly reports as to status of equipment owned, needed and/or purchased.

Fundraising – Two-year term, ODD year Elections:

1. Coordinate fundraisers throughout the year to raise money for equipment, tournaments, education, player activities and maintenance for the program.
2. All fundraisers shall first be approved by RAB and then by the SAB.

Article VII.

Elections:
The RAB Officers as set forth in Article VI shall be duly elected by the general voting membership of the RAB. To be eligible to vote, you must have attended at least 50% of all organizational meetings. All elected officers shall be submitted to the SAB for approval. The RAB secretary shall be responsible for notifying the board of terms and their expiration. Newly elected officials will assume their duties immediately. Notice of available positions will be posted June 1st. Elections will take place at July RAB meeting – this will be a closed meeting unless specifically noted. Newly elected officials will assume their duties August 1st.

Article VIII.

Financial:
All monies taken from the Parks and Recreation account will be withdrawn to pay for organizational costs, including but not limited to referees fees, uniforms, equipment costs above and beyond the original equipment order, and field operation costs. A WTRC Money Balance Sheet shall be presented to the SAB when requested. Any fines incurred as a result of facility conditions shall be paid from the Parks and Recreation account.

All fundraisers shall be organization wide. Any individual team must first get approval from the RAB before initiating any individual fundraising. This includes but is not limited to the sale of any items at individual games.

All club proposed/potential purchases greater than $250.00 shall be presented to and voted upon by the RAB, including but not limited to participant gifts, coach gifts, equipment needs, tournament registration fees, and facility use.

No parent/guardian shall be asked for additional funds from any persons other than the RAB without consent of the RAB, including but not limited to coach gift collections, optional equipment, and snacks, etc. Club participation costs shall be clearly noted and specified in registration propaganda. Personal equipment costs are not covered by WTRC.

Article IX.

Publicity:
All publicity concerning sign-ups and Township related information shall be accomplished through Parks and Recreation, as approved by the SAB. Recruiting flyers shall be drafted and turned into Parks and Recreation for distribution to the schools, discussing time required with the Parks and Recreation staff. Any organization-related information must be approved by the RAB before being made available for the general public.

Article X.

Bylaw Changes:
The RAB shall review Bylaws each year at the August meeting, noting areas that may require attention or modification. The RAB shall approve or disapprove any changes at the September meeting or as soon as practicable. The revised Bylaws will be submitted to the SAB for approval at the October SAB meeting. All changes or revisions mandated by Township Council or the SAB shall automatically be incorporated in full within these Bylaws without immediate revisions.

Article XI.

Code of Conduct:
Washington Township Rugby adheres to the "Youth Sports Code of Conduct", as approved by Township Council on October 3, 2002. The RAB shall appoint a representative to sit on the Code of Conduct Committee. A copy of this Ordinance shall be distributed at player sign-ups. All members shall abide by the rules of conduct as set forth by the RAB. Failure to do so will result in penalty of suspension and/or expulsion from the league and board. Any coach, parent, or player who violates the Washington Township Rugby Code of Conduct will be asked and/or removed from the field by authorities.

Article XII.

Head Coach Selection:
The selection of coaches will be in accordance with the following criteria, all weighted in accordance to the benefit gained by RAB. Any coach who violates the coaching guidelines will be disciplined, up to and including removable from their position.

1. Involvement/volunteerism – How much involvement has the individual had with the organization? What amount of time has been devoted to various activities such as pre-season meetings and clinics?
2. A Head Coach can be removed for neglecting coaching duties, not getting approval from the President or the RAB, to be absent from team events can also lead to disciplinary action up to and including removal from being the Head Coach.
3. Game attendance and support – Has the individual been supportive of the organization when games are being played? Has the candidate been around and ready to help when teams other than the one they are involved with is playing?
4. Year-end activities – Has the candidate been a part of post season activities, including tournament events?
5. Parent relations – Based on observation, experience and interview, will the candidate be able to "politic" problem parents when the situation arises?
6. Time commitment – Based on interview, does the candidate have the enormous amount of time required to be a Head Coach? A coach must submit a Resume to be reviewed before the interview.
7. Coaches will be reevaluated yearly by the RAB before given the Head Coaching position for the following season.

Article XIII.

Player Disciplinary Action:
Players involved in fighting or other unsportsmanlike activity (i.e. spitting on another opponent or teammate, using profanity, throwing equipment) will be subject to the following penalties and/or expulsion from the league:

1. Fighting which results in an ejection from a game, will be a two game suspension, plus any additional disciplinary action by the league. If the RAB reviews the actions/circumstances, it could rule to dismiss the player(s) from the team and league. NO APPEALS.
2. Unsportsmanlike conduct, which results in an ejection from a game, will be a one game suspension, plus any additional disciplinary action by the league. Appeals may be presented to the RAB. Appeals may extend or decrease the length of suspension.
3. Any fighting or unsportsmanlike conduct that occurs during practice will be presented by the coaching staff to the RAB. All determinations regarding suspension or disqualification of play, up to and including removal from the program, will be final.

Article XIV.

Grievance Procedure:
The following procedures are established to insure all participants, parents and volunteers are aware of the steps necessary to resolve or appeal any dispute.

1. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
2. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the RAB.
3. Any problems not resolved by the RAB, or which require interpretation of Bylaws or league rules, will be submitted to the SAB in writing by the person with the grievance for the following procedure:
    a. An RAB member shall request that the matter be brought before the SAB.
    b. The President will determine if a special meeting should be convened, or if the matter can be brought up at the next scheduled meeting.
    c. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.
4. At the SAB meeting, the following procedures will be observed:
    a. An RAB member shall make a statement of the circumstances.
    b. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
    c. Additional comments will be accepted if presented.
    d. The SAB will deliberate a reach a recommended solution.