

# Guidelines for CARFU-RS and Member Clubs Rugby Organizations

This agreement covers the 2016-17 CPP year.

## **CARFU Referee Society mission:**

The Chicago Area Referees Society (CARFU-RS) promotes the advancement and enjoyment of the game of rugby by providing qualified match officials to Rugby Organizations (ROs) at all levels within the Rugby Football Unions of the Midwest, CARFU, Rugby Illinois, and to USA Rugby. The Society recruits and trains referees, helping them achieve their highest potential by offering world-class assessment and coaching, and providing access to and financial assistance for advanced referee courses, promoting exchanges and other networking opportunities, and by supporting Territorial and National Panel development opportunities.

## **Requirements of Rugby Organizations wishing to contract for CARFU Referees**

### **1. CIPP registration**

The RO is responsible for ensuring that all of its member ROs and coaches are USA Rugby CIPP registered prior to participating in any rugby match or competition. The RO itself must be sanctioned by USA Rugby. The RO must certify annually that all of its ROs are CIPP registered before referees will be assigned.

CARFU-RS requires the RO to certify that all players are CIPP registered prior to participating in any rugby match or competition. CIPP Registration certifies that players have health insurance and that they release liability and waive certain legal rights associated with the assumption of the risks from participating in the sport of rugby.

CARFU-RS recognizes that Single School, USA Rugby designated “Varsity” Clubs are not CIPP registered but are covered under the individual School’s standard liability and medical insurance coverage. These clubs must follow the CIPP requirements for Coaches and Administrators.

For old boys matches, players must either be CIPPed or the host club must provide the referee society with a certificate of insurance.

No referees will be assigned until the RO certifies that it or its member clubs are in compliance with USA Rugby CIPP or Varsity Club regulations, as applicable.

### **2. Disciplinary**

Any RO using the services of CARFU-RS must abide by disciplinary rulings of relevant sanctioning bodies. CARFU-RS has the right to appeal any disciplinary ruling if it believes the

sanctioning body has not followed *USA Rugby Disciplinary Regulations and Procedures* or if it has not considered information provided by CARFU-RS.

### **3. Contact**

The RO must designate a point of contact for its RO. The RO must also provide contact information for RO directors and officers, including the treasurer.

### **4. Code of conduct**

CARFU-RS requests the RO establish a Code of Conduct for its members to be enforced by the RO.

### **5. Reciprocity/compliance**

The RO must honor sanctions levied on its clubs or members from other USA Rugby or World Rugby recognized organizations. The RO will support fines and sanctions levied against its clubs as a result of their non-compliance with this agreement.

### **6. Match fee schedule**

Match fees are set prior to the fall season. The RO will be advised of any fee changes at least 30 days prior to the new fee becoming effective via a posting on the CARFU-RS website and by e-mail to an officer of the SBRO, LAU, or GU the RO belongs to.

For the 2016-17 season, match fees are as follows:

- A-side senior club or college match: \$120
- B-side senior club or college match: \$60
- Old boys match of less than 60 minutes: \$60
- A-side U19 or U16 match: \$100
- B-side U19 or U16 match: \$60
- U14 and U12 match: \$1 per minute of match play
- Tournament match (half-length or shorter):
  - Adult: \$1.50 per minute of match play
  - U19 or U16: \$1.40 per minute of match play
  - U14 and below: \$1.00 per minute of match play
- Assistant referees for a three-man crew: \$60
- Number four for a four-man crew: \$30
- Referee manager for event with multiple referees and pitches: \$100 per day
- Rugby 7s
  - Adult: \$25 per match
  - U19 and below: \$20 per match
- Rugby 10s: \$30 per match (20 minutes at \$1.50 per minute)
- An additional mileage fees of 40¢ per mile from the referee's home or office to the pitch may apply to matches outside the Chicago suburbs. The RO will be notified when the match is scheduled if a mileage fee will be charged.

- A hotel reimbursement of up to \$80 may be required for matches requiring more than a four-hour one-way drive for the assigned referee. The RO must be notified in advance if the referee will require a hotel stay
- A dinner reimbursement of \$15 may be required for multiday events outside the Chicago suburbs.

## **7. Tournaments and state championships**

All tournaments and events must be sanctioned by USA Rugby. CARFU-RS will not assign referees to unsanctioned events, unless USA Rugby determines that sanctioning is not required for that event, unless a certificate of insurance is presented. See <http://usarugby.org/event-sanctioning>

A tournament is an event where more than three teams play multiple, shortened matches over a single or multiple days at a single site.

Referee fees are calculated as outlined in Section 6 (Match fee schedule)

The RO organizing the tournament will provide the referees with water, sports drinks, ice, shelter (tent or building), chairs, and lunch at its own expense. At its discretion, CARFU-RS may provide same for itself and bill the RO.

The RO must prepay appropriate match fees in part or in full upon request of CARFU-RS. The RO will be notified of the requirement to prepay when the request for referees is submitted to CARFU-RS. Payment must be received no later than seven days before the event or referees will be reassigned.

## **8. Requesting referees**

ROs must submit a request if they require referees from CARFU-RS for all matches and tournaments that they host.

All ROs are required to notify the CARFU-RS with their respective referee requests for home matches no later than March 15 for the spring, and August 10 for the fall. Match requests submitted after those deadlines will be filled only subject to referee availability.

In order to effectively manage referee resources, college and senior club ROs will receive priority for all matches scheduled on Saturdays during the 15s season. U19 matches will receive priority for matches scheduled on all other days.

Referees will not be assigned to U19 matches on Saturdays during the month of April, except under exceptional circumstances or by prior arrangement with CARFU-RS. U19 clubs are strongly discouraged from scheduling matches on Saturdays during the remainder of the 15s season and referees will only be assigned if a qualified referee is available after all of the adult matches have been covered. Referees would then be assigned on a first-come, first-served basis.

## **9. Contacting referees prior to the match**

Referee Assignments will be posted to the CARFU-RS website. ROs must then contact their assigned referees no later than 72 hours before kickoff, and must provide their referees with the following information:

- Match time
- Match location
- Directions to the match location
- Uniform colors of both home and away teams
- Emergency RO contact telephone number

Referees may be reassigned if the RO does not notify him or her of the above at least 72 hours before kickoff.

## **10. Notification of match changes and cancellations**

ROs are responsible for contacting assigned referees and their Referee Assignor in the event that a match time is changed, a match location is changed, or a match is cancelled. Failure to do so less than 24 hours prior to scheduled match time will result in the RO responsible for the cancellation being charged a full match fee.

ROs must receive acknowledgement from the assigned referee of any such change.

Changing scheduled matches places an administrative burden on CARFU-RS and its referees. As a result, referees may be reassigned to other matches, and it may not be possible to assign any referee to a changed match.

## **11. Match play guidelines**

ROs are responsible for complying with the following match play guidelines:

- ROs must have an adult over the age of 18 present
- Matches must be played on adequately sized and properly lined fields (See “IRB field specs” in the USA Rugby field specification located on their website). While not recommended, matches are permitted to be played on a field no smaller than a High School football field (120 x 53.3 yards) and use football goal posts or posts attached to a soccer goal if no other options are available.
- U14 and U12 matches may be played on fields smaller than World Rugby regulations
- ROs will adhere to the USAR Technical Zone Management Guidelines (<http://usarugby.org/documentation/refereeing/usa-rugby-technical-zone-management-guidelines.pdf>).
- The playing enclosure must be free of any safety hazards.
- All rigid parts of the goal post 1.5 meters and below must be padded.

CARFU referees are instructed not to referee matches when ROs do not comply with these guidelines. ROs failing to comply will be charged a match fee for the referee regardless of whether the match is played.

## **12. Billing and payments**

Invoices for each RO referee fees are generated at the end of each season, around June 1 for the spring season and December 1 for the Summer/Fall season. The payment deadline is 30 days from the statement date.

ROs with past due invoices will be subject to a late fee equivalent to a full-length match fee.

ROs with outstanding balances from the previous spring or fall season will not have referees assigned until the balance and any late fee are paid in full or alternate arrangements are made with the CARFU-RS treasurer. If the invoice remains unpaid at the beginning of the following season (spring or fall), an additional late fee may be charged.

ROs with a history of late payments may be required to prepay some or all of the season's anticipated match fees at the Society's discretion before a referee will be assigned.

Payments must be mailed to the Treasurer of CARFU-RS and must be made payable to the CARFU Referee Society.

Late fees must be paid in full in order for a RO to remain in Good Standing.

## **13. Referee abuse**

Referee abuse by players, coaches, and fans will not be encouraged by the RO, must be controlled by the RO, and will not be tolerated by the referee. Assigned referees can and will abandon a match in cases of continued referee abuse. Instances of referee abuse at a RO's matches will result in referees not being assigned for that RO.

ROs must acknowledge reports of referee abuse submitted by the Society and will inform the Society of their disposition. Referees will not be assigned for any match involving an RO with an unresolved referee abuse report.

## **Requirements of CARFU-RS**

### **1. Maintain the CARFU-RS website**

CARFU-RS is responsible for maintaining the functionality of the CARFU-RS website. ROs will neither be fined nor otherwise penalized as the result of lack of functionality of the CARFU-RS website.

### **2. Provide contacts**

CARFU-RS will provide contact information to the ROs for the following individuals:

- Assignment officer(s) for match assignments
- President
- Vice-president
- Treasurer

### **3. Assign referees**

CARFU-RS will assign referees for ROs, CARFU clubs, and Rugby Illinois clubs that are in good standing. ROs that are current with their payments, have no outstanding fines, and have fully complied with all relevant USA Rugby, Midwest Rugby Union, CARFU, and/or Rugby Illinois disciplinary decisions are considered to be in good standing.

There are occasions when it is not possible for CARFU to provide referees for all requested matches due to the high volume of scheduled matches or a shortage of available referees. With the exception of U19 matches scheduled on Saturdays, CARFU-RS will attempt to secure a qualified referee from another LRO in such circumstances. If a qualified referee cannot be found, a CARFU-RS officer will notify the RO so it can make other arrangements.

CARFU-RS will post assignments to the CARFU-RS website a minimum of 7 days prior to the scheduled date.

To the extent possible, CARFU-RS will notify ROs at least 72 hours in advance when it expects that it will not be able to assign a referee to a scheduled match.

CARFU-RS reserves the right to reassign its referees as it deems necessary in order to provide the maximum referee coverage for all matches. In such cases, a substitute qualified referee will be made available. If a referee is reassigned, CARFU-RS will contact the home club to ensure proper communications and arrangements between the clubs and the referee are completed.

On occasion, an assigned referee will not be able to perform refereeing duties due to an unexpected injury or illness. In such case, CARFU-RS will make every effort possible to assign a replacement referee, but may not be able to in all cases.

### **4. Provide qualified referees**

CARFU-RS will assign only qualified and compliant referees to RO matches. All referees will be CIPP compliant, will have Level 1 Referee certification, and will have passed USA Rugby's background check. In rare circumstances, CARFU-RS may assign a referee from another World Rugby territory who is on exchange to CARFU. Such referee will be similarly qualified in his or her own territory

CARFU-RS is responsible for ensuring that all of its members, including administrators, educators, coaches, and referees, are USA Rugby CIPP registered prior to participating in any rugby match or competition. CARFU-RS members will not register solely as a player or any other category in order to avoid the USA Rugby background check.

### **5. Code of conduct**

CARFU-RS and its members will abide by a code of conduct which will be posted on the CARFU-RS website.

### **5. Provide a forum for RO feedback on referees**

CARFU-RS believes that constructive feedback is an important tool for referee development.

Therefore, CARFU-RS requests that a Club RO coach or officer complete the Referee Feedback Form on the CARFU-RS website after each match. Additionally, Clubs ROs may contact a CARFU-RS officer should they have any particular concerns regarding CARFU-RS and its referees.

A CARFU-RS representative will follow up with a RO within one week, as requested, on any action taken as a result of submitted feedback.

## **6. Provide reports to the RO disciplinary committee**

CARFU-RS Referees will submit a disciplinary report within 48 hours of the conclusion of a match for each yellow or red card issued, except in the case of a playoff, when it will be submitted within 24 hours of the match conclusion. This report will be forwarded to the Disciplinary Committee for their consideration.

CARFU-RS will also furnish reports to the Disciplinary Committee for incidents involving actions or non-playing Club RO members or supporters that it believes may warrant disciplinary action.

The Disciplinary Committee may contact a CARFU-RS referee who completed a disciplinary report to request additional clarifying information.

## **7. Communicate with RO contact**

CARFU-RS will provide timely reminders regarding due dates for referee requests and other requirements. These will be distributed via the RO contact currently on file with CARFU-RS or via mailing list, if one is maintained by the RO.

*Wherefore, on behalf of his/her constituents, the undersigned has read and understands these guidelines, agrees to enter into this service agreement with CARFU-RS, and by his/her signature agrees to abide by these guidelines.*

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Shawn Bastic

**Title:** \_\_\_\_\_

**Title:** President

**Organization:** \_\_\_\_\_

**Organization:** CARFU Referee Society

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_