

NEW YORK STATE RUGBY CONFERENCE

2011-2012

Administrative Manual

Acknowledgement and receipt of league policies and bylaws

I acknowledge that our club has received this handbook and agree to adhere to the policies contained within. I also understand that our club may be subject to disciplinary action and fines if they are not followed.

Our directory information has been updated as of September 9, 2009 and I understand that we are subject to removal of one(1) point from the league standings if this information is not correct.

In the event that there is an ambiguity between this “Handbook and Bylaws” on the Conference website or other communication, the Handbook and Bylaws as printed shall always take precedence.

Received by: _____

Club: _____

Date: _____

NEW YORK STATE RUGBY CONFERENCE

2011-2012

Administrative Manual

**NYS Rugby
PO Box 12684
Albany, NY 12212**

NYSRugby.org

NEW YORK STATE RUGBY CONFERENCE

2010 Officers & Directors

President Mike Hodgins president@nysrugby.org 585.345.1030 (W) 716.474.0885 (C)	VP At Large Greg Fehrman gfehrman@cscos.com 315-698-4475 (H) 315-415-6400 (C)
Executive Director Interim Mike Hodgins at above	VP College Men Andy McDonnell vpcollgemen@nysrugby.org 518.785.4232 (H)
Referee Chairman Sean McKenna refereechair@nysrugby.org 585.749.9489 (H)	VP Women Kristin "Red" Huber rugbyred13@aol.com 716-836-4679 (H) 716-228-5136 (W)
Secretary Bill Pulos secretary@nysrugby.org 607.587.8403 (H) 607.324.7333 (W)	VP Men Sean Borromei s_borromei@yahoo.com 585-719-5236 (C)
Treasurer Pete Kundin treasurer@nysrugby.org 585.410.4587	VP Youth Clarence Picard vpyouth@nysrugby.org 440.263.4750 (C)

NEW YORK STATE RUGBY CONFERENCE

2011 Men's Leagues

Upstate NY Division III Club Men (6) Buffalo Lockport Rochester Aardvarks Rochester Colonials South Buffalo Syracuse	Division I College Men (5) Binghamton SUNY Brockport SUNY Buffalo SUNY St. Bonaventure Syracuse
East Division II College Men (8) Clarkson Colgate Hamilton Le Moyne RPI Siena Union Oswego SUNY	West Division II College Men (8) Buffalo D2 SUNY Buffalo State SUNY Cortland SUNY Fredonia SUNY Geneseo SUNY Hobart Niagara Ithaca
East Division III College Men (5) Paul Smiths Potsdam SUNY Plattsburgh SUNY RIT Syracuse D3	West Division III College Men (5) Canisius Rochester St. John Fisher Brockport D3 SUNY Alfred University

NEW YORK STATE RUGBY CONFERENCE

2010 Women's Leagues

Division III Club Women (1) Rochester Renegades	Premier Division I College Women (6) Brockport SUNY Buffalo SUNY Cornell Cortland SUNY Hamilton Syracuse
Eastern Division II College Women (6) Albany Binghamton SUNY Colgate RPI Siena Union	Western Division II College Women (6) Buffalo State SUNY Fredonia SUNY Geneseo SUNY Ithaca Le Moyne Rochester
Eastern Division III College Women (5) Clarkson Oneonta SUNY Oswego SUNY Plattsburgh SUNY Potsdam SUNY	Western Division III College Women (6) Canisius Geneseo D3 SUNY Niagara St. Bonaventure St. John Fisher William Smith

NEW YORK STATE RUGBY CONFERENCE

2011 Youth Leagues

* League Assignments Subject to Change

U19 Class A Boys (6) Airport Kenmore East Kenmore West McQuaid Orchard Park School Without Walls	U19 Class A Girls (10) Canandaigua City Honors East Aurora Fairport Fairport 2 Hamburg Kenmore East Kenmore West Orchard Park North Tonawanda
U19 Class B Boys (9) Canandaigua City Honors Fairport B Grand Island Hamburg McQuaid B Pittsford Southtown Saints Syracuse	
U17 JV Boys (4) Fairport Kenmore East Kenmore West McQuaid School Without Walls	

NEW YORK STATE RUGBY CONFERENCE

POLICY MANUAL

Approved: 1/31/87

Revised: 2/04/90, 2/10/91, 2/27/93, 1/29/94, 2/4/95, 3/20/97, 9/1/02, 8/29/03, 8/31/04, 8/30/05, 8/18/06, 8/17/07, 9/01/08, 08/31/09, 8/31/10, 10/1/11

TABLE OF CONTENTS

I. NYSRC POLICIES.....	8
1. MEMBERSHIP REQUIREMENTS.....	8
A. APPLYING FOR ASSOCIATE MEMBERSHIP.....	8
SPECIAL REGULATIONS FOR COLLEGES APPLYING FOR MEMBERSHIP.....	8
B. APPLYING FOR REGULAR MEMBERSHIP.....	8
3. NYSRC REPRESENTATIVES TO NATIONAL CHAMPIONSHIPS.....	10
4. ALCOHOL.....	11
5. DISCIPLINED/DISBANDED COLLEGE TEAMS.....	12
6. REQUIREMENTS FOR SCHEDULING/PLAYING GAMES.....	12
7. SECURING NYSRC REFEREES.....	12
8. EXPENSE REIMBURSEMENT OF REFEREES.....	12
9. NYSRC TOURNAMENT BIDS/HOSTS.....	13
10. PAYMENT OF DUES.....	13
11. GUIDELINES FOR TOURNAMENTS.....	13
13. FACILITATING COMMUNICATION.....	14
14. REFEREE SIDELINE ABUSE.....	14
15. ALL-STAR REIMBURSEMENT.....	14
16. COACHING POLICY.....	14
17. CIPP REGISTRATION.....	14
18. REIMBURSEMENTS.....	15
II. LEAGUE GUIDELINES.....	15
III. DISCIPLINARY PROCEDURES.....	17
1. DISCIPLINE COMMITTEE.....	17
IV. TOURS.....	18
V. BY-LAWS OF NEW YORK STATE RUGBY CONFERENCE, INC.....	19
ARTICLE I -- Name.....	19
ARTICLE II -- Offices.....	19
ARTICLE III -- Membership.....	19
ARTICLE IV -- Meetings of Members.....	20
ARTICLE V -- Board of Directors.....	21
ARTICLE VI -- Meetings of the Board of Directors.....	21
ARTICLE VIII - Elections.....	25
ARTICLE IX -- Miscellaneous Provisions.....	26
ARTICLE X -- Amendments.....	26

I. NYSRC POLICIES**1. MEMBERSHIP REQUIREMENTS**

A Regular Member club has full voting privileges and is recognized by the NYSRC, the Northeast Rugby Union (NRU), and the United States of America Rugby Football Union (USARFU). An Associate Member club is recognized by the NYSRC, but not the NRU or USARFU. Although Associate Members do not have voting privileges, they are eligible for many NYSRC benefits:

1. Eligible to attend all NYSRC clinics (coaching, referee, medical, etc), however Associate members are not eligible for rebates
2. Eligible for referees from the Referees Society, as available
3. Permitted to attend, as a non-voting member, at all NYSRC meetings
4. Included in the NYSRC Directory of Clubs
5. Eligible for mailings done by the Conference (minutes, announcements etc.)

A. APPLYING FOR ASSOCIATE MEMBERSHIP

1. An application for Associate Membership must be submitted in writing to the NYSRC Secretary. This application must contain, but is not limited to, the following information:
 - a. A list of officers and a permanent address, such as a PO Box number. College clubs must also include the name of their Faculty Advisor and a summer contact.
 - b. A current membership roster (names, addresses, zip codes, telephone numbers and electronic mail addresses).
 - c. A financial statement and summary of how the club/college intends to remain financially solvent.
 - d. A copy of the by-laws or organizational guidelines of the club.

***** SPECIAL REGULATIONS FOR COLLEGES APPLYING FOR MEMBERSHIP**

1. Each college team MUST have a Faculty Advisor. Some specific responsibilities for the Advisor include:
 - a. Make sure that Regulations 3 and 4 (below) are being followed.
 - b. Ensure that recruiting of new members is done at the beginning of the year and on a continuous basis,
 - c. Ensure that complete and reasonable games are planned for the team and that the Match Secretary has sent a copy of the schedule to the NYSRC Secretary.
 - d. Ensure that practice sessions are properly organized and under the control of a coach.
 - e. Ensure that budget requests for college funds are properly prepared and are submitted in a timely and professional manner.
 - f. Ensure that the college policies regarding the use of facilities, insurance, playing personnel, use of funds, etc, are adhered to.
 - g. Ensure that the team has access to the appropriate services and facilities offered by the college (fields, equipment, trainer, etc.)
 - h. Notify the proper NYSRC officials of any disciplinary matters affecting the team,
2. The Faculty Advisor or Dean of Student Affairs must write to the NYSRC Secretary stating the support of the school for rugby at the institution, the status of the club on campus, and what provisions and facilities have been made available to encourage participation in the club. This letter must be included an assurance that the items listed above will be provided.
3. Election of officers must be made in November and serve for a calendar year. This will ensure more consistent communication over the summer and during the calendar year.
4. Any change in officers, Faculty Advisor, box number, etc. must be reported to the NYSRC Secretary promptly.

B. APPLYING FOR REGULAR MEMBERSHIP

1. An Associate Member may become a Regular Member only after a minimum one year probationary period, payment of dues, and an affirmative vote of the Board of Directors,
2. The application for regular members will be submitted to the NYSRC Secretary prior to the Annual

General Meeting.

3. Failure to pay the financial obligations to the Conference for two years will result in termination of membership. Failure to pay current year's dues will result in a club being dropped from the current year's league schedule.
4. Member clubs are prohibited from participating in games with clubs that are not members,
5. Associate membership is granted for one year, and may be extended additional years on a case by case basis.

2. COLLEGIATE ELIGIBILITY

USA RUGBY policy states:

Collegiate Club Eligibility

- a) Each club must be recognized by the college/university.
- b) Each club must be in good standing with the college/university.
- c) Each club may carry an unlimited number of players on its roster.

Player Eligibility

In order to participate in a ***Qualifying Match***, and in the National Collegiate Club Championship, the player must meet all of the following eligibility criteria at the time of competition:

- a) Be within five (5) years of the moment the player first enrolled in a university, college or junior college, regardless of when the player started playing rugby or had the ability to start playing collegiate rugby. Any college courses that are taken during high school do not start the eligibility clock.
- b) The player must be enrolled full-time and in good standing, as defined by the university or college registrar and an undergraduate student seeking his/her first bachelor's degree. Exceptions:
 1. A player in his/her final term may carry less than a full-time academic load and still maintain eligibility. This is only permitted if the player is a graduating senior and a letter from the Registrar confirming such status is obtained. This exception may only be used once.
 2. A player may maintain eligibility after completing and or receiving an undergraduate degree if that player is enrolled full time in post-graduate studies (graduate school or pursuance of an additional Bachelor's Degree) provided the player is attending the same institution they received their first undergraduate degree from and the player still falls within his/her 5 years of collegiate eligibility.
3. *A player competing for an institution utilizing the quarter system is eligible through the National Championship of that year if he/she completed the requirements to graduate during the winter quarter. That player must be a graduating senior and this exception requires a letter from the registrar confirming such status. This exception may only be used once in a player's career and once used that player loses all future collegiate eligibility.*
- c) The player must play on the team representing the school in which he/she is enrolled.
- d) The player must not have played in a ***Qualifying Match*** for any other club ***during the Fifteens Competitive Season***.
- e) Players must meet and remain in compliance with all applicable amateur standards.
- f) ***See Section 13.5 for additional information about potential waivers.***

In addition, NYSRC policy is that:

1. At each contest, each team is required to have a photo ID and a NYSRC Match Roster Form (including proof of CIPP registration) completed in full for each player expected to take part in said contest. Each team shall present two (2) copies of the official NYS Rugby Match Roster Form and proof of CIPP registration from USA Rugby (*proof of CIPP registration is by printout of the club's CIPP registry at usarugby.org*) – one (1) set shall be presented to the referee and one (1) set shall be presented to the opposing side.

2. The referee and an opposing team member may check the photo ID of every player. The photo ID will then be checked against the official Match Roster Form at the cleat check.

The eligibility requirements apply to League, NYS Rugby Tournament, and non-League A and B games. Policy is subject to change per USA Rugby publication.

3.3. Senior Clubs Fielding Multiple Sides

The intent of these regulations is to control the movement of players on upper sides to lower sides. Movement of players from lower divisions to upper divisions is allowed except where specifically prohibited by these regulations.

1. a) The movement of lower division players to upper division sides in Qualifying Matches played on the same day and/or weekend is allowed only when the lower division match is played before the upper division match. Up to three (3) players may be listed as a RESERVE PLAYER for the higher division Qualifying Match. That limit may be increased to four (4) RESERVE PLAYERS if at least one of those players is a front row specialist. Otherwise a player is permitted to play for only one divisional side per weekend.
2. b) In addition to the two (2) match minimum cited in Section 3.2-b, a player must play in at least one additional Qualifying Match, for a minimum of three (3) Qualifying Matches, at the divisional (or lower) level entered in the USA Rugby Championship Event.
- c) Any player who has started in at least two (2) or played in three (3) or more of a club's Rugby Super League or Women's Premier League matches, or has played in the RSL or WPL Playoffs during the current competitive season, is not eligible to play in any other division of a USA Rugby Championships.
4. d) Any player who has played in 50% or more of a club's Qualifying Matches in a higher division is not eligible to play in a lower division of the USA Rugby Championships.
5. e) Each TU and/or LAU may create additional eligibility restrictions to govern their local competitions or structure their competitions to help prevent higher divisional players from competing at lower divisions.

Collegiate / Youth

Only one club needs to be CIPP registered. NYSRC will add an additional fee to the club's league dues to cover referee game fees for the additional side.

All players are required to be CIPP registered. Teams will be required to supply a current USA Rugby CIPP list along a match roster form each week.

Once a lower-level player (ie: D3) appears on two (2) upper level (ie: D1) match roster forms, that player will no longer be eligible to play at the lower level.

3. **NYSRC REPRESENTATIVES TO TERRITORIAL AND NATIONAL CHAMPIONSHIPS**
Club (Division III) and College League champions represent the NYSRC in Northeast Playoffs vs. New England and Met NY unions.
Seeds for the NRU Championships will be determined by the NRU. Seeds for any National Championship will be determined by the USARFU Competitions Committee.
4. **ANTI-HARASSMENT/HAZING POLICY**
NYS Rugby values healthy relationships based upon mutual respect, trust, and dignity. Behaviors

inconsistent with these values will not be tolerated. NYS Rugby policy prohibits the following activity: “Harassment is the use of threatening words or actions that are likely to, or do in fact, cause emotional distress. The term includes racial harassment (creating a racially intimidating, hostile, or offensive social or educational environment), religious harassment (creating a religiously intimidating, hostile, or offensive social or educational environment), and sexual harassment (attempting to coerce an unwilling person into a sexual relationship, attempting to subject a person to unwanted sexual attention, or creating a sexually intimidating, hostile, or offensive social or educational environment).”

“Hazing is any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities which create excessive fatigue; cause physical and psychological shocks; involve kidnapping; involve morally questionable quests, treasure hunts, scavenger hunts, or any other such activities; involve publicly wearing apparel that is conspicuous and not normally in good taste; cause individuals or groups to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which interfere with scholastic activities. Also prohibited are any activities that are in violation of federal, state, or local laws, this code of conduct, or accepted standards of good taste or propriety. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be ‘forced or coerced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

NYS Rugby handles matters surrounding hazing on a case-by-case basis. NYS Rugby reserves the right to suspend an individual or club for involvement in hazing at any time, prior to and including, investigation by local, state or federal authorities, or the administration of an institution of higher education.

5. ALCOHOL

At NYSRC events and activities, **NO** alcoholic beverages will be consumed or sold.

NRU Policy states:

2. At rugby games held in college campus settings, serving or selling alcoholic beverages before, during, or after the game is PROHIBITED. Campus policies on alcoholic beverages must be strictly adhered to.

5. It is the ultimate responsibility of college and local officials to insure that their own regulations and laws are enforced.

6. Disciplinary action will be utilized to censure clubs, event hosts, and others who fail to take necessary action to enforce these regulations.

An alcohol abuse report may be filed by players, coaches, referees, or college/rugby administrators to the NYSRC Discipline Committee in order for disciplinary action to be taken; the reports must be submitted in a timely manner.

The following guidelines are recommended sanctions for those collegiate teams that violate NRU policies regarding alcoholic beverage consumption. The implementation of sanctions is the responsibility of the Disciplinary Committee of the conference to which the offending organization belongs.

First Offense: Offending team to be fined \$100 and placed on probation for a minimum of one year. During this time the team will not be permitted to play in post-season playoffs or have any member participate in its conference, territorial, or national college All-Star program.

Second Offense: Offending team to be fined \$250 and placed on probation for a minimum of one year. During this time the team will not be permitted to play in post-season playoffs or have any member participate in its conference, territorial, or national college All-Star program.

Third Offense: Offending team to be suspended, a team may reapply for union membership after a period of 2 years.

6. DISCIPLINED/DISBANDED COLLEGE TEAMS

Any team which is disbanded by its college is no longer considered a college team and, therefore, will not be allowed to participate in any NYSRC event or activity.

7. REQUIREMENTS FOR SCHEDULING/PLAYING GAMES

Per NRU Policy, clubs may play only official dues-paying members. Non-member clubs should not be permitted to play in tournaments or games until they join their local conference/union.

In NYSRC, any team suspended for non-payment of dues is also ineligible to play teams within NYSRC. Any team which plays a suspended team will be fined \$50 (Discipline Committee jurisdiction) and an additional fine will be applied to the suspended team's delinquent dues.

Other requirements include:

1. Games confirmed in writing (electronically), with location, directions, map
2. Referee Confirmation
3. Properly lined field and appropriate goal posts, pads and sideline restraints
4. Medical assistance on-site (Ambulance / Certified Athletic Trainer / EMT / First Responder)
5. Showers and changing rooms for visiting clubs (if available)
6. Play in matching uniforms (i.e., shorts, shirts, and socks). NRU Policy: Jerseys must be free from holes and tears. Jerseys may be short-sleeved, but must not be cutoffs or sleeveless. Short-sleeved, hemmed shirts must cover the biceps. Nylon mesh shirts are permitted as long as they meet these conditions. Players underwear may not show below the shorts, Full length sweat pants may be worn over shorts if weather conditions so dictate, Uniform color/style must be registered with the local conference.
7. All college games must be supervised by Public Safety Officers or Security Officers recognized by the college.
8. Any proposed changes (date, time, location, etc.) to a scheduled game must be presented to the appropriate divisional NYSRC VP, the Executive Director, the Referee Chair, the opposing team and the assigned referee. The opposing team must first agree to the proposed changes, followed by approval from the divisional VP and Executive Director. Until the VP and Executive Director sign off on proposed changes, the game is to be played as originally scheduled. (*The Conference has authority on location of a rescheduled game, based on reasonable requests*).

8. SECURING NYSRC REFEREES

The NYSRRS Referee Chair will make assignments for as many league games as possible, based on the number of referees available. It is the responsibility of the **Home team** to confirm game time and location with the assigned referee, via email, no later than **9 P.M. the Sunday night prior to the game**. Confirmation is required to be done electronically between the Home Team and the assigned referee. It is recommended that the **Home team** confirm all referees prior to the start of the season, and once again the week prior to the scheduled game.

The referee is expected to referee the A game only. Further information on referees is included in League Guideline 13. At the Men's Club level, \$75 will be paid to the referee by the Home team prior to the game. Referee fees for collegiate league matches will be paid by the NYSRC.

For non-league games, a neutral referee will be assigned to those clubs with the earliest requests. Requests must be made in writing to the Referee Chair and must have the address and phone number of the person to who notices should be sent. Assignments will be given in a reasonable amount of time; thereafter, it is the responsibility of the home team to contact the assigned referee by the Wednesday night prior to the game to confirm time and location. The Expense Allowance for non-league games will be negotiated with the referee by the Home team, and be paid before the game; *it is the intention that the Expense Allowance is in line with the League Referee Expense Allowance*.

9. EXPENSE REIMBURSEMENT OF REFEREES

The current \$75 per game Expense Reimbursement Fee is in effect for NYSRC refs only. Referees may also submit requests for additional travel expense reimbursement at the rate of 20 cents per mile from the NYSRC for NYSRC championship events. (Outside refs are reimbursed through the Conference, but

the home team must provide airport/field transportation and overnight accommodations if necessary.)

10. NYSRC-SANCTIONED TOURNAMENTS - BIDS/HOSTS

Clubs wishing to host a NYSRC-sanctioned Tournament may enter bids at the NYSRC Annual General Meeting or by a conference-determined deadline. Where applicable, Tournament fees are set by the Board of Directors are paid by the participants to the NYSRC, and cover on-field expenses. The host club runs (and keeps profits from) concessions (T-shirts, food, soft drinks, etc.) The NYSRC receives space rental fees from rugby equipment vendors who set up booths at the Tournament.

11. PAYMENT OF DUES

Dues are payable by March 31 of the year they are assessed and are assessed to a club as follows:

Senior Clubs (Men and Women)	-	\$650
Collegiate Clubs (Men and Women)	-	\$850
Youth Clubs (as follows)		
Boys Division I	-	\$200
Boys Division II / Girls	-	\$150
Boys JV	-	\$100
Associate Members	-	\$200
First-year clubs	-	\$100

Member clubs who are experiencing substantial financial hardship may petition the Treasurer for assistance. A member, so petitioning, must provide sufficient documentation to substantiate its claim. In addition, the member must submit a sound financial plan which lays out the member's proposal to rectify the current fiscal situation. After a complete review, the Treasurer may arrange a deferred payment plan, waive the outstanding liability, or any other action deemed necessary.

12. GUIDELINES FOR TOURNAMENTS

1. The NYSRC Executive Board shall have the responsibility for sanctioning all tournaments held within the jurisdiction of the Conference. A 'tournament' shall include all festivals, invitational, and competitions where more than four clubs participate.
2. Clubs desiring to hold a tournament must file a proposal to the Executive Director by a NYSRC-determined deadline.
3. The following information must be submitted in the tournament proposal:
 - a. Date of the tournament;
 - b. Number of entrants, fields, and referees;
 - c. Special eligibility or qualifications required of entrants;
 - d. Entry fee and other additional fees to be charged (showers, party);
 - e. Format of the tournament, plans for providing adequate number of qualified referees;
 - f. Names, addresses, and telephone numbers of club tournament committee members; and
 - g. Emergency First Aid available at the field, individual in charge, qualifications (ex-MD, EMT, Athletic Trainer or First Aid Instructors, etc.), emergency transportation and procedures, and medical facilities to be transported to.
4. The Executive Director will notify applicants in writing, as to the acceptance or denial of sanctioning for their tournament proposal.
5. The NYSRC Discipline Committee shall have the additional responsibility for taking appropriate action against individuals and/or teams who:
 - a. Do not honor tournament commitments;
 - b. Act in any manner which is detrimental to the tournament or the spirit of rugby; and
 - c. Attempt to play any ineligible players
6. On receiving acceptance from a team outside NYSRC jurisdiction, the club tournament committee must notify the Tours and Tournament Committee promptly. The Conference Committee will then contact the home Conference of the outside team to determine if any disciplinary reports have been filed against the team or any of its members. If reports have been filed, the NYSRC Discipline Committee will make an appropriate recommendation to the club tournament committee. The Tours and Tournament Committee may refuse to sanction a tournament for failure to follow the

Disciplinary Committee's recommendation.

7. Members of the NYSRC must notify the Executive Board when they enter tournaments outside the Conference. The notice should be in writing sent at least four weeks in advance, and include the name of the tournament, the host club, the person in charge, and the dates of the tournament.

13. FACILITATING COMMUNICATION

To insure consistent communication over the summer and during the year, members need to:

1. Establish a permanent email address (i.e.: nysrugby@hotmail.com) ; P.O. Box for clubs; colleges should establish an athletic office or Student Association Box.
2. Keep the NYSRC Executive Director informed of officers' address and phone number changes,
3. Conduct annual officer elections between November 1 and December 1. For colleges, elected officers should be enrolled through the calendar year.
4. Colleges should have a permanent Advisor (i.e., Club Sports Director, Coach, Faculty Advisor, etc.) who may be used as a summer contact.
5. All member clubs MUST have their website directory information updated as of September 1st of every year.

14. REFEREE SIDELINE ABUSE

Referee sideline abuse will not be tolerated. It is defined as acts by spectators of deliberately hounding the referee through the course of the game by yelling, presence on the field, and specifically the use of obscene, derogatory language. This is particularly characterized over time and not isolated outbursts of disagreement or displeasure, referee in utilize the Laws as now written. The referee can have players or others on the sidelines removed from the playing enclosure before continuing the game.

15. ALL-STAR REIMBURSEMENT

NYSRC will reimburse NYSRC All-Star programs through the All-Star budget. The budget allocation will be determined by the Board of Directors and administered by the Conference-selected Head Coach. Individual support for players participating at the Territorial or USARFU will be provided if funds are available and at the discretion of the Board of Directors.

16. COACHING POLICY

Each team is required to have a USARFU certified coach. Certification will be granted by the USARFU after the completion of appropriate training sessions. Teams without a certified coach are subject to exclusion from conference play.

17. CIPP REGISTRATION

ALL member clubs and EVERY player must register for the USARFU CIPP program. Clubs that do not have at least 15 current members CIPP registered by April 1 will be considered non compliant. If not in compliance, clubs will not be assigned referees for spring and fall, they will not participate in the Spring Tournament, be scheduled for League, and will be declared to be not in good standing (in which case other teams would be subject to fines for playing them.)

USA Rugby requires that every player in every match that leads to a nation championship be CIPP registered. New York State Rugby Conference (NYSRC) will enforce CIPP compliance for all players in all NYSRC league matches. All players in NYSRC league and playoff matches MUST be CIPP registered with the club for which they are competing.

At all league matches, clubs must provide proof of CIPP registration through a printout of the club's CIPP registry at usarugby.org. The coach or captain is required to fill out the Match Roster Form prior to kickoff. Protests of compliance eligibility must be lodged with the referee prior to kickoff.

Rosters may be checked for CIPP compliance by NYSRC officials against the USARFU membership database to ensure that all players appearing on the roster meet USARFU membership requirements.

Clubs that field ineligible players in a match will forfeit that match. Clubs that forfeit league matches are, by NYSRC policy, ineligible to compete in postseason play.

18. REIMBURSEMENTS

Requests for reimbursement for receipts older than 60 days will be paid at the Treasurer's discretion.

II. LEAGUE GUIDELINES

1. All clubs competing in the NYSRC schedule are requested to field at least two (2) sides during League play.
2. Promotion / Relegation will be determined on an annual basis as follows:

For leagues with multiple divisions: the winner of a lower division will be promoted to the division immediately above it (i.e. DIII to DII DII to DI) and the last-place finisher of a division will be allocated to the division immediately below it.

Where applicable: the appropriate divisional NYSRC VP will take into consideration the best possible competitive future for the club in question, and the divisional alignment of NYS Rugby. Consideration will be given to previous season's results, results over a segmented period, strength of club, club structure and support via permanent coach, etc.

3. Trophies will be awarded to the champions in each division.
4. At each contest, each team is required to have a photo ID and a NYSRC Match Roster Form (including proof of CIPP registration) completed in full for each player expected to take part in said contest. Each team shall present two (2) copies of the official NYS Rugby Match Roster Form and proof of CIPP registration from USA Rugby – one (1) set shall be presented to the referee and one (1) set shall be presented to the opposing side.
5. Results for League games must be reported to the Executive Director by the winning team immediately after the game, but no later than **6 P.M. on SUNDAY**. The scores are to be reported via the Conference's web site (NYSRugby.org). **FAILURE TO REPORT SCORES ON TIME WILL RESULT IN A POINT DEDUCTION FROM THE LEAGUE STANDINGS.**
6. Results and standings will posted on the Conference's web site on the World Wide Web and available to all clubs during the following week.
7. To determine Division standings, the following Scoring Systems will be utilized:
 - * 4 points for a win
 - * 2 points for a tie
 - * 0 points for a loss
 - * A team would get 1 bonus point for scoring 25 or more points
 - * A team would get 1 bonus point for losing by less than 7 points
 - * A team will lose a point for any score reported after 6:00pm Sunday
(For Sunday games, scores must be reported to the Executive Director by Monday 9:00am)

In the event the above scoring criteria creates a tie in the regular season standings, tiebreakers will be as follows:

- 1) Number of wins
- 2) Result of head to head play
- 3) Head to head net points
- 4) Head to head points scored
- 5) Bonus points

8. The Playoffs to determine the League Champion will be as follows:
 - a. Senior Men's Division III - the first four teams will meet to participate in a Championship Tournament. The Championship Tournament will be hosted by the first place team and will be conducted in compliance with the Conference's rules for hosting a

tournament (Policy Statement #11). The Championship Tournament will be held on the first weekend following the conclusion of the League schedule.

b. Collegiate Men – The NYSRC division champions and / or playoffs will be determined on an annual basis. This will be based on NRU seed allocation to NYSRC for each division of play. Final league standings may be used to determine the champions of each division.

c. Collegiate Women - The NYSRC division champions and / or playoffs will be determined on an annual basis. This will be based on NRU seed allocation to NYSRC for each division of play. Final league standings may be used to determine the champions of each division.

9. All League games must be played on fields marked in accordance with the rugby Laws, and with field markers and spectator restraining barriers (5 to 10 meters off the touch line) approved by the Referees Society. (Barriers should be non-metal and not of a type which could cause injury, such as ropes, plastic snow fence, police barricade tape, etc.)

10. All competing teams must play in matching uniforms (i.e., shorts, socks, and shirts). It must be noted that all divisional winners will represent the NYSRC in USARFU sanctioned events. National Club Championships require that all shirts be numbered (1-15, reserves 16-18).

11. League games must begin at the scheduled time, Failure to begin the A game within 10 minutes (with the exception of extraordinary circumstances) of the scheduled time subjects the offending club or clubs to fines or penalties. In the event of an extraordinary circumstance, the offending team must notify the other team as soon as they realize they will not make the scheduled time. (Extraordinary circumstances may include but not be limited to; car accidents, unusual documented traffic delays, wrong directions provided by the host team and are subject for review by the Board of Directors). A default occurs 30 minutes after the scheduled starting time. In the event of a default, the team that is present receives four (4) League points for a win and the game will be recorded as a 15-0 victory. If neither team is present at default time, no points will be awarded. A team must provide a touch judge. Therefore, 16 people are needed to play with a full side. Clubs may play short, but must provide a touch judge.

12. The Vice President Referees & Officiating (or their designee) will assign referees on a referee-available basis for as many League games as possible. If a member of the Referees Society is unavailable for any or all games, it is the responsibility of the Home team to arrange for a referee in advance, making the opposing team, Executive Director and respective divisional VP aware of the selection. Difficulties can be invariably avoided by having the clubs make arrangements for referees in advance at the same time as game times, locations, etc, are determined. The visiting club should initiate this inquiry in order to be sure that the Home club has made arrangements for referees, thus avoiding last minute problems.

13. Penalties/fines will be imposed for the following:

- a. Failure to report scores: DEFAULT, No points are awarded to either team.
- b. Reporting incorrect scores: If the incorrect score affects the final standings, the reporting club will be fined \$25.
- c. Inadequate field lining or field markers: The referee will require that the Home Captain make the necessary adjustments before starting the game. If the start of the game is delayed see Guideline 12.
- d. Non-matching uniforms, uniforms not complying with rugby Laws: The referee will require that the Captain have players borrow non-playing team members' kits in order to conform to standards, if the game is delayed, see Guideline 12.
- e. Failure to play in any League game: Default + \$100 fine. Forfeiture of any League game will result in disqualification from any postseason play. Clubs must inform the Executive Director, respective division VP and opponent of their intent to forfeit at least 72 hours before the game. The Executive Director may waive the fine if the circumstance dictates.
- f. Fines will be imposed by the Executive Director and respective divisional VP and

at the conclusion of League play, a list of offenders will be sent to the Treasurer who will do the billing. Fines must be paid prior to the Annual General Meeting.

g. Upon completion of the use of the field, each team is responsible for removing any empty water bottles, tape, or other waste that they accumulated during the match.

Documented non-compliance may result in penalties and/or fines assigned by the Conference.

14. Appeals on discretionary fines may be made to the Competitions Coordinator within 72 hours from the end of the game by phone and within one week in writing. Notifications of the results of the appeal will be mailed within one week from receipt of the written appeal.
15. Repeated fines against any club for any reason will subject the club to being dropped from the League system.
16. The League structure will be administered by the divisional VPs and the Executive Director.
17. All League games will start at the assigned time unless an alternate start time is scheduled by the Competitions Coordinator; B games: will start as soon after the A game as is practicable. All League games will consist of 40 minute halves.
18. A team may protest a game after the game has been completed. The protest must be in writing and be lodged with the Competitions Coordinator within 72 hours from the end of the game. The Coordinator will contact the opposing team's president to announce the protest, The Coordinator will then render a decision concerning the protest or submit it to the Discipline Committee Chairman if it falls under his Committee's jurisdiction. In the event that the protest has bearing on final League standings, a makeup game would be held as close to the end of the League season as is practicable; the Coordinator will make the assignments for the game.

III. DISCIPLINARY PROCEDURES

1. DISCIPLINE COMMITTEE

1. The Committee will consist of 3 members, who will be appointed by the [NYSRC](#) President; one member will be appointed Chairman by the President.
2. The Committee will act in a timely manner on all discipline reports it receives. The type of discipline reports include, but are not limited to, foul play, player ordered off, referee abuse, tournament improprieties (see Policy 11.5), not honoring confirmed games, playing non-conference/union member clubs/colleges, ineligible players, and alcohol-related offenses (see Policy 4.)
3. The disciplinary process is between a cited player and the disciplinary committee. A cited players team must forward any communication sent by the Disciplinary Committee to the cited player within 24 hours of receipt with a cc to the Disciplinary Committee.
4. In all discipline cases, the cited player may present a statement to the Discipline Committee before adjudication. As per [USARFU](#) policy, failure to submit a statement during the adjudication process forfeits any right to appeal a decision reached by the Disciplinary Committee
5. A cited player may appoint someone to speak for them, however in all cases the cited player him/herself must respond to the Disciplinary Committee acknowledging the pending action. A cited player may appoint a spokesperson to speak on his/her behalf by submitting an e-mail to the Chairman, or his/her designee, identifying the name and relationship of cited players' spokesperson. Representation is limited to the case immediately before the Disciplinary Committee. The authority to represent a player ends with a decision in the matter for which representation was assigned. If a cited player appoints a spokesperson, the cited player is responsible for any statement made by that person.

6. A player ordered off by the referee or cited by a neutral observer (NYSRC board member or referee spectator) remains suspended until the completion of the adjudication process unless specifically notified to the contrary by the Discipline Committee.
7. It is the expectation of the Discipline Committee that they receive complete cooperation from all parties during the inquiry. Failure to cooperate may subject a club to further disciplinary actions.

2. PLAYER ORDERED OFF

In the event that a referee must order off a player, the following disciplinary steps must be taken:

1. At the time of the dismissal, the referee must note the name of the player, CIPP number and the pertinent information related to the circumstances of the ordering off.
2. A player ordered off may not play again that same day.
3. The referee will e-mail his report to the Chairman within 24 hours from the time of the ordering off.
4. Upon receipt of the referee report, the Chairman will take the necessary steps to complete the Discipline procedure:
 - a. The minimum penalty for being ordered off is suspension of play for ten days or one game, whichever is longer, unless the player was ordered off for a technical offence such as being the player cited for the last of a series of team infringements. The severity of the penalty will be determined by the individual case and will be within guidelines of the [USARFU](#) and [NRU](#).

Every effort will be made by the Disciplinary Committee to complete the adjudication process and email the decision to the cited player within one week of citing. In more serious cases and/or when video evidence is a portion of the adjudication process additional time may be needed to ensure a fair and just determination is rendered by the Disciplinary Committee. A copy of the disposition will also be e-mailed to each Discipline Committee Member, the Referee Society Chairman, the [NYSRC](#) President, the appropriate Vice President, and the Executive Director.

- c. Individuals offering video evidence must submit a complete recording of the entire match; video snippets of the event in question, or edited video, will not be accepted.
5. Each Disciplinary Committee Member will keep a record of all clerical and telephone expenses and will submit them to the Conference Treasurer for reimbursement.

IV. TOURS

The NYSRC follows the Tour Procedures set forth by the NRU. Some highlights follow. Refer to the NRU source for complete texts

Tour Rules and Procedures

- A tour is defined as meaning a visit to or from the NRU area by a team planning to play any number of games over the course of a week's period
- When a club in the NRU is considering hosting or going on a tour, the Executive Board must be informed no less than four weeks prior to the tour. Information to be included:
 - A. as intending dates for the tour, and
 - B. clubs involved.
- The Club Tour leader will contact the Executive Committee in the area where the tour is to be held, or if incoming, the country of origin. When approval has been received from the Conference,

the Club Tour leader Chairman will so notify the inquiring club in writing.

- Negotiations between clubs must cover the following points (precise information regarding each item must be given in order for the Conference to grant permission for the tour):

- a. Exact itinerary
- b. Exact details of financial arrangements
- c. General outline of hospitality arrangements
- d. Number of people involved
- E. For incoming tours, the name of the Tour Coordinator

- When the Tours Chairman is satisfied that the proper conditions exist for a satisfactory tour, one likely to benefit the game and the players involved, it will inform the RFU in the opposite country and, having received permission from them for the tour to proceed, will itself give permission to the NRU club concerned.

- UNDER NO CIRCUMSTANCES WILL THIS PERMISSION BE GIVEN LESS THAN TWO MONTHS PRIOR TO THE DEPARTURE DATE.

V. BY-LAWS OF NEW YORK STATE RUGBY CONFERENCE, INC.

Amended: 11/24/91
3/20/97
9/1/02
11/08

ARTICLE I -- Name

The name of the corporation is New York State Rugby Conference, Inc. The corporation shall hereinafter be referred to as the 'Conference',

ARTICLE II -- Offices

Section 1. The office of the Conference shall be located in the City of Albany, County of Albany, State of New York.

Section 2. Additional Offices. The Conference may have offices within or without the State of New York as the Board of Directors may from time to time appoint, or the business of the Conference may require.

ARTICLE III -- Membership

Section 1. The membership of the Conference shall be all corporations, associations, and other organizations that were members of the Conference's predecessor, the Upstate Rugby Union, immediately prior to the Union's incorporation and such other additional members as may be admitted from time to time as provided in these bylaws.

Section 2. Classes of Membership. The membership shall be divided into two (2) classes as follows:

- a. Members - any corporation, association, club, or other organization admitted to membership which is engaged in Upstate New York (defined as all those counties north of Orange and Putnam counties) in playing rugby union football and which agrees to conform to these bylaws, the laws of the game, the rules of professionalism, and the rules of tours as adopted from time to time by the Conference shall be a member of the Conference.
- b. Associate Members - any corporation, association, club, or other organization meeting the qualifications for a member as defined in subsection (a) above and which signifies in its application for membership that it desires to be an associate member. Representatives of

associate members may attend meetings of the Conference but shall not have the right to vote.

Section 3. Admission. Any corporation, association, club, or any other organization may apply to become a member by submitting a written application sponsored by two members which briefly describes its past activities with respect to rugby and which contains an agreement to be bound by the Certificate of Incorporation of the Conference, these bylaws, the laws of the game, the rules of professionalism, and the rules of tours as adopted by the Conference from time to time. Approval by resolution of the Board of Directors or the executive committee shall elect an applicant to membership.

Section 4. Voluntary Withdrawal Any member may withdraw from the Conference at anytime by so notifying the President or Secretary in writing. Unless otherwise specified in its notice of withdrawal, a clubs withdrawal will take effect on the delivery of such notice; except that a withdrawing member shall continue to be liable for financial obligations to the Conference accrued or accruing through the end of the Conference's fiscal year.

Section 5. Termination. The Board of Directors may by the adoption of a resolution to that effect, terminate the membership of any member for cause which may include, among other things: failing to satisfy the requirements of paragraphs (a) or (b) of Article III, Section 2; failing to field a rugby team for two successive calendar years; and failing to pay its financial obligations to the Conference for two fiscal years. In the event of such termination, a member shall continue to be liable for financial obligations to the Conference accrued or accruing through the end of the Conference's current fiscal year.

- a. It will be the obligation of the Treasurer to notify the membership at the AGM of those clubs that are in arrears in their dues and tournament fees. Also, the Treasurer may recommend that the named clubs be suspended for non-payment.
- b. The membership will vote at the AGM whether to uphold, in whole or in part, the suspensions recommended by the Treasurer.
- c. The suspensions will not take effect until January 1 of the year following the vote, to allow the suspended clubs to pay off their back balances. After January 1 of the following year, any club whose suspension takes effect must pay a re-initiation fee of \$100. Upon paying any and all funds due to the Conference, the suspended clubs then will return in good standing.

Section 6. Voting Rights. Each member, other than an associate member, shall be entitled to one vote on each matter coming before any meeting of the members and shall designate, at the beginning of any vote, a person voting on the member's behalf.

ARTICLE IV -- Meetings of Members

Section 1. Annual General Meeting. The annual meeting of the members of the Conference for the elections of officers and directors and for the transaction of such other business as may properly come before such a meeting shall be held on the first Saturday in December at 12:00 PM of each year or upon such other date or time as may be designated by the Board of Directors.

Section 2. Special Meetings. Special meetings of the members may be called at any time by order of the Board of Directors or the President, and shall be called upon the written request of five (5) of the members in good standing made to the Secretary.

Section 3. Notice of Meeting. Notice of each meeting of the members shall be given to each member either personally, by first class mail, or by electronic mail at its address, as it appears on the records of the Conference, not less than ten (10) or more than fifty (50) days before the scheduled date of such meeting. Each notice shall state the purpose or purposes for which the meeting is called, the time and place thereof, and, if such notice shall be a notice of a special meeting, at whose direction the meeting was

called.

No notice of any meeting need be given, however, to any member who waives notice thereof in writing, by telegram, by cable, or by electronic mail before or after such meeting, and no notice need be given of any adjourned meeting of the members. Any business may be transacted at any adjourned meeting which might have been transacted at the meeting originally scheduled.

Section 4. Quorum. At any meeting of the Conference, the members entitled to cast one-third of the total number of votes entitled to be cast thereof, shall constitute a quorum for the transaction of business. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any members. The members present may adjourn the meeting despite the absence of a quorum.

ARTICLE V -- Board of Directors

Section 1. Powers. The activities, affairs, and property of the Conference shall be managed, directed, and controlled by the Board of Directors. The Board of Directors shall have the power to impose disciplinary action on any member, player, official, or member of a club for infringement of any bylaw, law of the game, rules of professionalism, or for any conduct which, in the opinion of the Board of Directors, is prejudicial to the interest of the Conference or of the game of Rugby Union Football.

Section 2. Qualifications of Directors. Each director shall be an individual at least eighteen (18) years of age and a member in good standing of a member.

Section 3. Numbers The number of directors constituting the entire board shall be nine. The number of members may be increased or decreased (but shall not be less than three (3)) by action of a majority of members or a majority of the entire board subject to the limitation that no increase shall shorten the term of any incumbent director.

Section 4. Election of Directors. Elections for directors shall be held in the manner set forth in Article VIII, Elections.

Section 5. Resignation. Any director may resign at any time by delivering a written resignation to the President or Secretary. Unless otherwise specified therein, such resignation shall take effect upon such delivery.

Section 6. Removal. Any director may be removed at any time for cause by the vote of a majority of all the members entitled to vote thereon given at any meeting of the members.

Section 7. Vacancies. Whenever a vacancy shall occur on the Board of Directors because of the death, resignation, removal of a director, the vacancy, unless theretofore filled by the members, may be filled by the Board of Directors.

ARTICLE VI -- Meetings of the Board of Directors

Section 1. Annual and Other Meetings. The first meeting of the newly elected Board of Directors shall be held immediately after the close of the annual meeting of the members. Other regular meetings shall be held at such times and places as the Board of Directors may determine.

Special meetings of the Board of Directors may be called at any time by the President or any two directors and shall be held at such a time and place as shall be specified in the notice or waiver of notice of the meeting.

Section 2. Notice. Notice shall be given of the time and place of each regular meeting of the Board of Directors and of the time, place, and purposes of, and person or persons calling, each special meeting of the Board of Directors. Such notice shall be delivered in person, by first class mail, or by electronic mail to each director at his/her address as it appears on the records of the Conference, at least two days before the scheduled date of the meeting.

No notice of any meeting need be given, however, to any director who shall attend such meeting or who waives notice thereof in writing, and no notice need be given of any adjourned meeting of the Board of Directors. Any business may be transacted at any regular meeting of the Board of Directors or at any special meeting at which each director is present, notwithstanding any notice or waiver of notice of such meeting does not specify such business as one of the purposes there of, and any business may be transacted at any adjourned meeting which might have been transacted at the meeting originally scheduled.

Section 3. Quorum. At any meeting of the Board of Directors a majority of the directors shall constitute a quorum for the transaction of business. When a quorum is once present to organize a meeting, it is not broken with the subsequent withdrawal of any director. The directors present, or if no directors are present, any officer of the Conference present, may adjourn the meeting in the absence of a quorum.

Section 4. Voting. Each director shall have one vote. At all meetings of the Board of Directors or the Executive Committee, except as at the time otherwise required by statute, all matters shall be decided by a majority of the directors present at the meeting

Section 5. Action Without Meeting. Any action required or permitted to be taken at any meeting of the Board of Directors or the Executive Committee may be taken without a meeting, if all members of the Board or the Executive Committee, consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consent shall be filed with the minutes of the proceedings of the Board of Directors or the Executive Committee.

ARTICLE VII -- Officers

Section 1. Titles and Qualifications. The officers of the Conference shall consist of the President, Secretary, Treasurer, V.P. - Senior Men, V.P. - Collegiate Men, V.P. - Women, V.P. - At Large, V.P. – Youth, Conference Coordinator, and Referee Chair (non-voting member).

Section 6. Powers and Duties. The officers of the Conference shall have powers and duties, except as may be modified by the Board of Directors, as generally pertain to their respective offices and such other powers and duties as from time to time may be prescribed by the Board of Directors.

a. **President.** The President shall be the chief executive officer of the Conference. The President shall have the general charge of the business, affairs, and property of the Conference and the general supervision over its officers and agents and shall cause all orders and resolutions of the Board of Directors and the Executive Committee to be carried into effect. The President shall preside at meetings of the members and of the Board of Directors and the Executive Committee and may sign all contracts or instruments authorized by the Board of Directors or the Executive Committee.

b. **Vice President.** Each Vice President shall represent the demographic constituency for which the Vice President is elected. In case of the absence or disability of the Presidents, the Board of Directors shall appoint one of the Vice Presidents to perform the duties and exercise the powers of the President.

c. **Secretary.** The Secretary shall:

1. Have custody of the records and documents of the Conference, which shall at all reasonable times be open to inspection by any director;
2. Have custody of the seal of the Conference and affix such seal to any contract or other instrument when so authorized or directed;
3. Cause all notices to be duly given in accordance with the provisions of these bylaws and as required by statute;

4. Keep all minutes of the meetings of the members, the Board of Directors and the Executive Committee; and
5. Keep a record of the names and addresses of the members and associate members, and of the directors and officers.

d. Treasurer. The Treasurer shall:

1. Have care and custody of the funds and securities and of the financial records of the Conference;
2. Deposit all monies received by him/her for the Conference in such banks, trust companies, or other depositories as from time to time may be designated by the Board of Directors;
3. Have charge of the disbursement of the funds of the Conference in accordance with the directions of the Board of Directors;
4. Keep correct and complete records of account, including a record of receipts and disbursements of the Conference, which shall at all reasonable times be open to inspection by any director;
5. Render to the Board of Directors whenever requested, a report of the financial condition and operations of the Conference, and
6. Shall have the authority to enter into deferred payment or any other financial arrangements necessary to assist members who can demonstrate substantial financial hardship. The Treasurer shall report the number and dollar value of such arrangements to the Executive Board.

f. Referee Chair.

The Referee Chair shall have the responsibility for assigning referees to as many league games as possible, based on the number of referees available. The Referee Chair will also have the responsibility to coordinate all referee training necessary to comply with UASRFU certification requirements.

ARTICLE VII -- Officers

Section 1. Titles and Qualifications. The officers of the Conference shall consist of the President, Secretary, Treasurer, V.P. - Senior Men, V.P. - Collegiate Men, V.P. - Women, V.P. – Youth & High School, V.P - Referees & Officiating, and V.P. – At Large.

Section 6. Powers and Duties. The officers of the Conference shall have powers and duties, except as may be modified by the Board of Directors, as generally pertain to their respective offices and such other powers and duties as from time to time may be prescribed by the Board of Directors.

a. President. The President shall be the chief executive officer of the Conference. The President shall have the general charge of the business, affairs, and property of the Conference and the general supervision over its officers and agents and shall cause all orders and resolutions of the Board of Directors and the Executive Committee to be carried into effect. The President shall preside at meetings of the members and of the Board of Directors and the Executive Committee and may sign all contracts or instruments authorized by the Board of Directors or the Executive Committee.

b. Secretary. The Secretary shall:

1. Have custody of the records and documents of the Conference, which shall at all reasonable times be open to inspection by any director;
2. Have custody of the seal of the Conference and affix such seal to any contract or other instrument when so authorized or directed;
3. Cause all notices to be duly given in accordance with the provisions of these bylaws and as required by statute;
4. Keep all minutes of the meetings of the members, the Board of Directors and the Executive Committee; and
5. Keep a record of the names and addresses of the members and associate members, and of the directors and officers.

c. Treasurer. The Treasurer shall:

1. Have care and custody of the funds and securities and of the financial records of the Conference
2. Deposit all monies received by him/her for the Conference in such banks, trust companies, or other depositories as from time to time may be designated by the Board of Directors;
3. Have charge of the disbursement of the funds of the Conference in accordance with the directions of the Board of Directors;
4. Keep correct and complete records of account, including a record of receipts and disbursements of the Conference, which shall at all reasonable times be open to inspection by any director;
5. Render to the Board of Directors whenever requested, a report of the financial condition and operations of the Conference, and
6. Shall have the authority to enter into deferred payment or any other financial arrangements necessary to assist members who can demonstrate substantial financial hardship. The Treasurer shall report the number and dollar value of such arrangements to the Executive Board.

d. Vice President Senior Men. The V.P. Senior Men shall:

1. Represent the constituency of Senior Men's clubs within the Conference
2. Coordinate competitions, league schedules and playoff structures for Senior Men's Clubs
3. Facilitate and assist with development of new Senior Men's clubs

e. Vice President Collegiate Men. The V.P. Senior Men shall:

1. Represent the constituency of Collegiate Men's clubs within the Conference
2. Coordinate competitions, league schedules and playoff structures for Collegiate Men's Clubs
3. Facilitate and assist with development of new Collegiate Men's clubs

f. Vice President Women. The V.P. Women shall:

1. Represent the constituency of Women's clubs within the Conference
2. Coordinate competitions, league schedules and playoff structures for Women's Clubs

3. Facilitate and assist with development of new Women's clubs
- g. Vice President Youth & High School. The V.P. Youth shall:
 1. Represent the constituency of Youth and High School clubs within the Conference
 2. Coordinate competitions, league schedules and playoff structures for Youth and High School Clubs
 3. Facilitate and assist with development of new Youth and High School clubs
- h. Vice President Referees and Officiating. The V.P. Referees and Officiating shall:
 1. Represent the constituency of Referees & Officials within the Conference
 2. Have the responsibility for assigning referees to as many league games as possible, based on the number of referees available.
 3. Facilitate training of new referees and coordinate evaluation, upgrading, and currency requirements of referees.
 4. Coordinate with and report to appropriate officials at the NRU and USARFU.
- i. Vice President at Large. The V.P. at Large shall:
 1. Be an At Large representative to the Board of Directors of all constituencies
 2. Work on special projects and initiatives as determined by the Board of Directors

Section 7. Executive Committee. The President, Secretary, Treasurer, and Vice Presidents shall constitute the Executive Committee which, during the intervals between meetings of the Board of Directors, shall have and may exercise all powers of the Board of Directors, except the power to discipline members and such powers as the Board of Directors may from time to time specifically reserve to itself. The members of the Executive Committee shall hold office according to the provisions of these bylaws applicable to directors and officers.

Section 8. Other Officers. The Board of Directors may create and appoint other officers than those enumerated above and such officers shall perform such duties and exercise such powers as the Board of Directors may from time to time determine.

Section 9. Other Committees. The Board of Directors, or if authorized by the Board of Directors, the President may from time to time appoint other committees which shall have such membership and such functions as the Board of Directors or the President, as the case may be, from time to time determine. Subject to the regulation of the Board of Directors and the appointing officer, if any, each such committee may act by meeting or in writing, elect its own chairman and other officers and may fix its own rules of procedure. Any such committee may be abolished at any time by the Board of Directors or the President.

ARTICLE VIII - Elections

Section 1. Simultaneous Elections. Directors and officers shall be elected at the annual meeting of members and may be elected at any special meeting thereof. Each director and officer shall hold office for one year, or until death, resignation, or removal. Each director and officer shall be elected separately and simultaneously for an office and directorship; that is, President and Director, Vice President and Director, Secretary and Director, Treasurer and Directors and so on. A majority of the votes cast shall be necessary and sufficient for election to each position.

Section 2. Nominations. No person may be elected as a Director and Officer or

Director-at-large unless he shall have been first nominated in writing by a member give to the Secretary of the Conference at least fifteen (15) days prior to the meeting at which the election will be held, except that this requirement shall not apply to fill a vacancy occurring during the term of any Director and Officer. A list of nominees shall be mailed to each member of the Conference not less than seven (7) days prior to the day on which the election is to be held.

Nominations may be accepted from the floor at the time of the meeting, provided that the person so nominated shall be present and be nominated and seconded by a member entitled to vote at the meeting.

Section 3. Application. This article shall apply only to those officers enumerated in these bylaws and shall not apply to those additional officers from which time to time the Board of Directors feels it necessary to elect.

ARTICLE IX -- Miscellaneous Provisions

Section 1. Compensation of Directors, Officers, and Others. No employee or representative of any member and no officer or director of the Conference as such shall receive compensation from the Conference, but the Board of Directors may authorize the payment by the Conference of the reasonable expenses incurred by such officers or directors in the performance of their duties.

Section 2. Corporate Seal. The seal of the Conference shall be circular in form and shall bear the name of the Conference, the year of its incorporation and the words Corporate Seal of New York.

Section 3. Fiscal Year. The fiscal year of the Conference shall begin on the first day of December and shall end on the thirtieth day of the following November.

ARTICLE X -- Amendments

These bylaws may be amended or repealed and new bylaws may be made by vote of two-thirds of the members of the Conference entitled to vote thereon given at an annual or special meeting of the members; provided notice to the Conference and the members are given of the proposed amendment, repeal or new bylaw in the manner as notice for meetings under Article IV, Section 3.